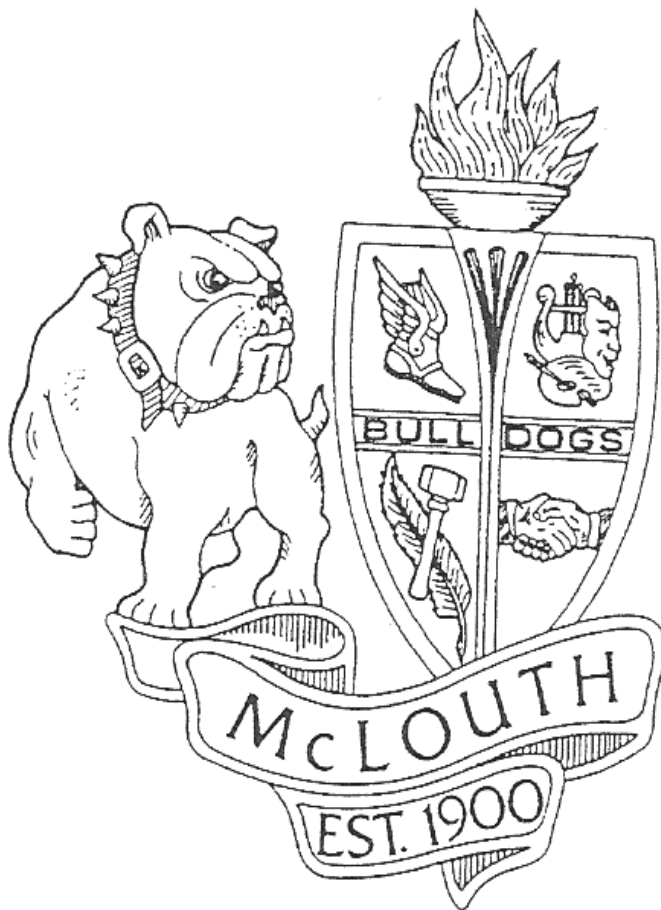


# McLOUTH MIDDLE / HIGH SCHOOL

## Activity Handbook

2024-2025



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## RATIONALE

The purpose of this handbook is to familiarize coaches, students, parents, board members, community, and administrators of the policies and procedures of the extra-curricular program. It serves as a check list of responsibilities and a working relationship necessary for successful operation of the extra-curricular program. It sets forth the procedures and policies which evolved over a period of years and which are now in effect. It is a communication instrument, not only for staff members, but also for students and the community in general.

## PHILOSOPHY OF EXTRA-CURRICULAR PROGRAM

Extracurricular activities are an important component of the educational program at U.S.D. #342 McLouth Middle/Senior High School. These activities will reinforce our academic programs. A well-balanced curriculum, that is accompanied by athletics and activities, provides an opportunity for not only physical, social, and emotional growth, but it also strives to stimulate intellectual growth. The academic program teaches cognitive skills; the activities program endeavors to stimulate responsibility. Responsibility is mastered through dedication, discipline, and determination. The opportunity of participating in extra-curricular activities challenges the student to become dedicated to the refinement of one's self. Furthermore, participation shall be deemed as a privilege and an honor to represent the school. In order for these programs to be successful:

\*Students must learn determination in aspiring to reach their goals, both personal and team/group.

\*They must receive encouragement from parents, school officials, coaches, sponsors, teachers, patrons and advisors. It is the philosophy of the Board of Education to, within the means of the district, provide the opportunity of extracurricular participation without regard to sex, race or creed.

\*All participants must learn to accept success and failure, gain confidence in themselves, as well as poise. The student will strive to understand others, practice tolerance, and gain the feeling of self-actualization by accomplishing these goals.

It is through an efficiently administered total school program, that students and spectators become better citizens. We will participate and observe the principles and procedures of the Kansas State High School Activities Association with an emphasis on conduct and sportsmanship.

The major objective of the program is to provide wholesome opportunities for students to develop from their experiences, favorable habits and attitudes of social and group living in a democratic world.

The leadership will be of the highest quality to exemplify to the participants the desired type of individual to be developed from the extra-curricular program. Measurement of the success of the leadership should not be in terms of the tangible evidence of the victory or defeat record, but in the intangible personality development factors that are an outgrowth of the major objectives of the extra-curricular program.

The extra-curricular program should always conform with the general objectives of the school. At no time, should the program place the total education curriculum secondary in emphasis; the program should function as a part of the whole curriculum and should constantly strive for the development of a well-rounded individual, capable of taking his/her place in modern society.

## I. MEMBERSHIP AND POLICIES

1. McLouth Public Schools belong to the Kansas State High School Activities Association and the Northeast Kansas League. Other league members include, Maur Hill-Mount Academy, Pleasant Ridge, Atchison County, Jackson Heights, Horton, Oskaloosa, Valley Falls, Jefferson County North, Riverside-Wathena, Troy, St. Benedict (MS only), and Xavier (MS only).
2. Policy, rules and regulations concerning McLouth Public Schools activities program are regulated by McLouth Board of Education, Kansas State High School Activities Association (KSHSAA) and the Northeast Kansas League (NEK).
3. McLouth High School participates in Football, Volleyball, and Boys and Girls Cross Country during the Fall, during the Winter season Boys and Girls Wrestling, and Boys and Girls Basketball, during the Spring season Boys and Girls Track, Baseball, and Softball. Other activities and clubs include Cheerleading, Dance, Student Council, Scholars Bowl, Forensics, Art Club, National Honor Society, FBLA, FFA, FCCLA, Yearbook, Band, and Vocal Music.  
McLouth Middle School participates in Football, Volleyball and Boys and Girls Cross Country during the Fall, during the Winter season Boys and Girls Wrestling, and Boys and Girls Basketball, during the Spring season Boys and Girls Track. Other activities and clubs include Cheerleading, Student Council, Math, Scholars Bowl, Band, and Vocal Music.
4. Any school sponsored activity, including FFA, will abide by all rules and regulations listed in the Activity Handbook.

## II. ELIGIBILITY

1. Eligibility standards are set by the KSHSAA and McLouth Board of Education.
2. The principal of each KSHSAA member high school is responsible to the Association in all matters pertaining to interschool activities, including the eligibility of students. He or she may delegate authority only to regular members of the faculty. This does not relieve the individual of responsibility, however, in case of an infraction of the association rules. No interschool activities may be scheduled or performed without the approval of the principal. Coaches/sponsors have the responsibility to bring to the attention of the activity director any question concerning eligibility of individual students.
3. It is permissible for ineligible students to practice with teams but they may not dress/participate/travel for games or meets/activities.
4. All students must have a physical, concussion, proof of insurance, permission to treat, and emergency contact forms on file in the activity director's office. Coaches/sponsors will check with the activity director in this regard before allowing the student to participate.
5. Petitions for Waiver of Transfer Rules (hardship cases) will be filed by the activity director.
6. Students who transfer into our district with their parents during the school year must have a transfer form completed by the activity director.

7. Coaches/sponsors will familiarize themselves with McLouth Board Policies, Activities Handbook, Northeast Kansas League, and KSHSAA rules so they are prepared to answer questions from the students and public.

## PARTICIPATION IN ACTIVITIES

### McLouth District Schools Eligibility Policy

A student must meet and maintain the standards provided by KSHSAA and the USD #342 Board of Education in order to participate in extracurricular activities. KSHSAA scholastic standards state a student shall have passed at least five subjects of unit weight the previous semester and shall be enrolled in at least five subjects of unit weight during the present semester. McLouth standards state that students must have no more than 2 D's along with no F's. Students who are deemed ineligible will not be allowed to travel with the team.

Coaches and sponsors may have policies that are more restrictive, but not less restrictive. These policies must be approved by building administration.

Middle school and high school students are notified of deficiencies on Monday. These grades will be verified at 8:00 a.m. on Monday to determine whether the student will be eligible to participate. Students listed on the report will remain ineligible from Monday through Sunday. The Activities Director must verify eligibility before the student may resume participation/competition that week.

All students are encouraged to participate in the activities offered by the district. To participate, students must be in good standing according to the rules of the Kansas State High School Activities Association (KSHSAA) and the school. They also need to be full-time students.

Students who are under school suspension, or who do not meet the KSHSAA minimum standards of good standing will not be allowed to participate. Students may be prohibited from participation in any school activity as part of disciplinary action by the principal.

Participation in any activity is a privilege, not necessarily a right. Students under suspension will not participate in any school functions within the suspension period.

Some classes, by their nature, may require a special commitment on the part of students who enroll in them. Therefore, some teachers may require students to perform some of their class duties outside the school day, i.e.: band performances, music concerts, finishing shop projects, etc. These shall be outlined in the general policies of the building policy (or district policy) handbooks. Teachers should make sure that all students are made aware of possible requirements before committing to final enrollment in the class.

### III. ACTIVITY PARTICIPANTS

#### 1. Students

- A. Any eligible male or female student of McLouth USD #342 may indicate an interest in competing in any of the extra-curricular activities offered by the schools of the district.
- B. Any eligible male or female student may try out for extra-curricular activities if all requirements for that activity are met.

#### 2. Managers

- A. Coaches will make it known that managers for a particular activity are needed. Coaches will then select managers from those students desiring to serve as managers.
- B. The manager of an activity will be delegated duties by the coach of the team. It is the manager's responsibility to perform assigned duties to the satisfaction of the coach.
- C. The manager is expected to follow the same rules and expectations as the participant, and to meet the requirement for managers as described in this handbook. Managers must also meet KSHSAA eligibility requirements.
- D. Managers are expected to be at all practices and travel with the team.
- E. Managers shall never take any sponsor/coach's keys from the school premises and must make sure that keys are returned to the sponsor/coach after each practice session.
- F. Coaches will be responsible to manage manager spots in KSHSAA postseason play not to exceed the state's manager allowance.

### IV. REPRESENTING THE SCHOOL

Members of activity teams are reminded that they represent McLouth USD #342 and have the responsibility for maintaining acceptable behavior for themselves and McLouth schools.

Participants are to be well groomed and clothed in presentable attire when representing the school at athletic/activity contests, banquets, dinners, or at any gathering where the entire team is represented.

Participants should be well mannered, courteous, and considerate of others. Appropriate behavior can do much to sell the activity program to others and could lead to this district having the best activity program in the state.

Students that are arrested, charged, or facing legal charges may be dismissed from any extra-curricular activity and any other activity designated by the principal.

### V. THE STUDENT'S RESPONSIBILITIES

- 1. All students should report for practice the day that the first call is made for the sport.
- 2. Perfect attendance at events and practices is expected. The head coach must be notified of an impending absence in advance for it to be considered an excused absence.
- 3. When two seasons overlap, those involved in the first activity will be allowed to finish that activity before reporting for the next activity.

4. If a participant has been in school on a scheduled practice day, permission to be excused from practice must be approved by the coach directly in charge of the activity. Students absent from school on a scheduled practice day/game day cannot participate unless the principal grants permission.
5. Students must be present for the entire school day to participate in competitive activities. Absences for doctor or other appointments scheduled on a competition day must be approved by the office in advance in order for that student to participate. Emergency/Short-notice medical appointments will be considered on a case-to-case basis. Students must be in school by noon to attend evening activities or participate in practice. If a student goes home ill at any time in the school day, the student is not permitted to attend after school events or practices. Practices on days when school is not in session may be held if approved by the activities director or administration in advance.
6. Participants who are consistently and habitually tardy to practice may be removed from the team.
7. Profanity by participants at any time or in any situation will not be tolerated.
8. Participants who fail to control their actions on buses will be disciplined.
9. All athletes should make an effort to attend and participate in all pep rallies of the school.
10. Each participant shall meet the requirements of eligibility as set forth by the Kansas State High School Activities Association.
11. Participants must treat school property with respect. Participants are not to take equipment or uniforms from this or other schools. If students wear equipment or uniforms from other schools, they will be questioned. If proof of ownership cannot be established, the equipment will be confiscated until the matter can be investigated. If it is established that the property was stolen, the athlete will be disciplined.
12. The coach/sponsor will check all injuries no matter how small. When possible, injured participants are to watch the practice sessions.
13. All coaches/sponsors will make every effort to see that students understand their responsibilities as representatives of the community and school.
14. Coaches/sponsors may request any reasonable mode of dress when taking students to game sites as representatives of McLouth Public Schools.
15. Conduct on busses or other means of conveyance will be such that it does not interfere with the safe operation of the vehicle. Busses, etc. will be left in clean and orderly condition after use.

## VI. LOCKER ROOM, TRAINING ROOM, AND SHOWER ROOM SAFETY RULES

The locker room is like a second home as far as the athlete is concerned. It can be a pleasant place if all strive to keep it clean. There are certain rules pertaining to the locker and shower rooms that must be followed for safety and health reasons. Serious injuries can and do result when one becomes careless. Injuries not only bring harm but detract from the effectiveness of the overall athletic program.

1. Coaches will remain in the locker room after practice/games until all participants have showered and left. Upon leaving, the coach will check all athletic facilities to make sure lights are turned out and doors are secure. Coaches will also remain at the school until all

- participants have left the building when returning from an out of town activity. The participants should have their transportation arranged and waiting when they return.
2. There will be no "HORSEPLAY" of any kind. Such behavior has resulted in some very serious injuries.
  3. The training area is off limits unless authorized by a coach. In case of injury, the coach must be notified and make proper office clearance for an injury report and insurance record.
  4. Equipment must be washed regularly. All dirty equipment should be taken home and cleaned before use. Cleanliness is very important to one's health and continued participation.
  5. Cooperation with the managers and custodians is essential. They have a tough and thankless job. All equipment must be picked up and locked in lockers.
  6. Each athlete is responsible for assigned equipment and locker. Any damage to equipment or locker must be reported to the coach immediately.
  7. Any unauthorized person in the locker room is to be reported to the coach.
  8. Students not participating in a sport or weight program during the current season are to stay out of the locker room unless given permission by a coach or administrator.
  9. Keep your locker locked.

## VII. ACTIVITY FEES

1. Insurance  
The school only provides catastrophic insurance through the Kansas State High School Activities Association for each 7<sup>th</sup>-12<sup>th</sup> athlete. All participants must have a proof of insurance on file or have signed a waiver.
2. Loss or Damage of Equipment  
A student is responsible for the care of assigned equipment. Loss or damage beyond normal use of equipment that belongs to the school means that the student will pay for the equipment.

## VIII. CONDITIONING, TRAINING, PRACTICE AND ATHLETIC POLICY

1. Conditioning  
Athletes should make every effort to be involved in the programs which will help develop a sound body. Conditioning should include activities which increase strength and endurance, as well as developing skills and mental alertness. A strength and conditioning program is offered in the curriculum and athletes are encouraged to enroll.
2. Training  
For the benefit of the individual athlete and the team and so that health and conditioning practices will be of value, it is necessary that certain training rules be followed. The responsibility of abiding by these rules rests with each athlete. The following "Code of Ethics" will provide the guidelines for training and conduct.



- A. Because the use of alcohol, illegal drugs and tobacco is detrimental to the health and welfare of any individual and because the use of alcohol and illegal drugs and the purchase of tobacco products is illegal for Kansas adolescents, the use of any such substances by any McLouth School District participant is prohibited. With the exception of prescription medication being used only by the student named on the prescription, the use, distribution, or possession of illegal drugs, alcohol or tobacco, on school property, confirmed by a school staff member, will be considered a violation of this policy once a student becomes a member of a school athletic team or cheerleading squad. Offenders will be punished according to the district's Controlled Substance Policy as stated in the Student-Parent Handbook.

\*Policy resets at the end of each season. \*

- B. Missing practice - Unexcused by the head coach.  
Penalty: 1st Offense: Conference with the head coach. Penalty to be decided by the head coach.  
2nd Offense: The athlete will not play in the next contest for which they are eligible.  
3rd Offense: Dismissal from the squad with no honors or awards received.
- C. Missing contest - Unexcused by the head coach.  
Penalty: 1st Offense - One game suspension and a conference with the possibility of dismissal.  
2nd Offense - Dismissal from the squad with no honors or awards.
- D. Game / Practice Behavior and Conduct.  
Penalty: Behaviorally related conduct that results in a participant or team being penalized during a contest by an official may result in the participant being benched for the next contest. If there is another similar incident, more severe steps will be taken by the sponsor/coach and administration. Examples are verbal exclamations or argument, throwing a punch or elbow, profanity, etc.

### 3. Practice

- A. Certain factors must be taken into consideration when working out practice schedules. These include: facilities, condition of athletes, weather conditions, and supervision.
- B. All KSHSAA requirements regarding starting dates, practice types, number of practices, and holiday moratoriums will be strictly followed.
- C. All workouts shall never be more than two hours in length (warm-up time exclusive of this two hours) with the exception of special occasions with permission granted by the activities director.
- D. You may have the field or court for two hours if sharing facilities.
- E. Practice will not be held on Sundays, Saturdays, or school holidays unless special permission has been granted by the administration (activities director, principal and superintendent). Coaches/sponsors will submit dates and times in writing to the Activities Director for prior approval 48 hours in advance.
- F. Practice schedules may be designed by the activities director and will be adhered to.

- G. There are times when our facilities will be used by other patrons. Coaches or sponsors will be notified in advance when this situation occurs. No outside recreation groups or teams will take precedence over school sponsored events.
- H. Administration will determine if practices will be held when school has been cancelled for inclement weather.
- I. There will be no practices scheduled during parent-teacher conferences or in-service hours unless there is prior administrative approval of at least 48 hours.
- J. Students will not practice on days they have been absent from school unless they have a valid reason, and approval is obtained from the principal.
- K. Individuals not directly involved with athletic teams should be asked to clear the gym area after school unless they have faculty supervision.
- L. Inclement weather may make it necessary to coordinate use of gyms for practice in fall and spring.
- M. The assignment of practice areas will be the responsibility of the activity director.
- N. Changes in practice times and dates will have prior approval by the activity director and the principal.

#### IX. Activity Policies

1. Any student may drop an activity if reasons are stated to the coach/sponsor personally, all equipment is returned, and all financial responsibilities cleared with the school. Coaches/sponsors will inform principal and parents/guardians when a student quits an activity.
2. A student who quits an activity will not be allowed to take part in another activity until the termination of the former activity. (Unless coaches/sponsors of both activities, the activity director & the principal all agree.) Termination of an activity would include any regional/state contests.
3. If a student is suspended or expelled from an activity by action of the head coach/sponsor or administration because of ineligibility or an infraction of training or conduct rules, the policy pertaining to these violations would be in effect. (During any school sponsored activity, out of season participants guilty of misconduct may face suspension from the next activity they enter.)
4. Bus Transportation - The transportation schedule is made up by the activity director. Any corrections to this schedule will be reported to the activity director by the respective coach as soon as the change is noted. All unscheduled trips will be arranged at least one week in advance, and a transportation request form must be completed. All students will be transported by the school to and from all extracurricular activities. No student shall ride home with friends or relatives unless they are the student's parent(s)/guardian(s) and they personally deliver a signed, handwritten note to the office during school hours stating that their child will be riding with them from the contest. In lieu of a handwritten note by the parent/guardian, the coach will require the parent/guardian to sign a form stating that the student is being released to the parent/guardian from a specific event. Emergency or extenuating circumstances will be dealt with by prior arrangement through the office or administrator/designee on site. Students wanting to be picked up or let off

the bus in front of their home, provided the bus goes by their home, must have written permission granted from the parent/guardian and administrator.

Emergency procedures - When it is necessary to contact emergency personnel/school administration, the person responsible for this will be the coaches/sponsors. The bus driver's primary responsibility will be to drive the bus.

5. A student not in good standings according to KSHSAA rules or a student on any suspension may not participate in practices or competition.

#### X. EQUIPMENT: Check out, Inventory, Sale and Disposal

1. All coaches/sponsors in all activities will keep a record of equipment checked out to each participant. All equipment shall be marked (with a number, MHS initials, etc.) so it can be recognized as McLouth athletic equipment. All equipment checked in at the end of the season will be properly cleaned, boxed, and stored. No equipment will be issued to a participant who has not turned in equipment from a previous activity.
2. Each coach/sponsor will be responsible for a complete inventory at the end of the season. The inventory will be turned over to the activity director within two weeks after the end of the activity season. The inventory will include the condition of equipment on hand as well as a listing of new equipment desired for the next season.
3. Each participant will be held financially responsible for damage beyond normal use or loss of equipment. The condition of damaged or lost equipment and the cost of replacement will determine the amount of financial obligation. Student's cannot participate in the next sport until lost or damaged equipment is paid for.
4. School equipment that is going to be loaned to a student over the summer or throughout a season must be by permission of the building principal or by the Board of Education.
5. Any equipment or supplies purchased by the school for re-sale to students must be paid for by the student before he/she can receive it. This money is not to be deposited in the school activity fund but is to be paid for directly by the student to the vendor.
6. No equipment, supplies, clothing or merchandise of any type will be ordered without prior approval of the activity director and principal.
7. Any equipment that has become obsolete, outdated, worn out, or generally useless for its specific function shall not be given or sold to students without the express consent of the Board of Education. Periodic reduction of obsolete equipment is necessary. A form will be used to indicate type and quantity of equipment and the date of disposition.

#### XI. INCLEMENT WEATHER

1. No activity practice of any type will be permitted on days when school is canceled or dismissed early because of inclement weather without the approval of the activity director and principal.

#### XII. QUALIFYING FOR STATE - Who may participate

1. When a team (athletics) qualifies for state, only those members qualifying or participating will be permitted to travel with the team (cheerleaders, band members, etc.) may attend with approval of superintendent, principal and activity director.

### XIII. INSURANCE - MEDICAL POLICY

1. Coaches will prepare the team members at the beginning of the season for the possibility of injuries during the year. Coaches should point out the types of injuries which are most likely to occur and establish an Emergency Procedure so that all assistant coaches and involved personnel act promptly, efficiently, and correctly in the handling of injured students. Suggestions might include but are not limited to the following:
  - A. Give appropriate first aid procedures to all personnel.
  - B. Call for ambulance, if needed, and alert the doctor and hospital.
  - C. Notify parents/guardians.
  - D. Keep the administration informed of serious injuries, (require hospital or physician care).
  - E. File accident report within twenty-four (24) hours of accident.
  - F. Follow the doctor's orders on all injured students.  
(Do this also in case of serious illness)
2. Establish a chain of command so that all concerned may follow the physician's orders and counsel.
3. Make injury procedures available to all coaches, participants, administrators, and parents.
4. The physician must make all decisions as to whether the injured student may continue to participate. The physician must also decide when an injured student may return to practice.
5. Injury records will be maintained for all injuries requiring medical attention. Complete commentary will be recorded, dated, and signed. Review all accident reports at the end of the season and before the new season begins. Cumulative reports will be filed in the activity director's office.
6. Establish a sound routine to cover activity participation after injury or illness.
  - A. If a student is absent the last school day of the school week and the competition is on a non-school day, the student must bring to the coach/sponsor a signed statement from the parent or guardian that permission is given for participation. It is recommended that the coach call the parent with regard to the nature of the absence and the reason for it.
  - B. A student who has been injured and has had medical treatment may not participate again until written permission from the physician has been received.
7. The coach/sponsor is required to perform adequate first aid for all injuries and no more. Good common sense in handling the situation is a must.
  - A. Provide good supervision of the practice sessions, locker rooms, shower rooms, and training areas.
  - B. Make sure that all participants have filed signed, up to date physical examinations forms.
  - C. Always follow the instructions of the doctor.
  - D. Never administer any drugs, medicines or local anesthetics for anyone.
  - E. Use only therapeutic methods for which coach and assistant coaches are qualified and only if the physician approves.
  - F. Check all equipment regularly and maintain all facilities in top condition to assure safety at all times.
  - G. Use common sense in all situations when handling injuries or sudden illness.

- H. If student trainers are used, be sure that they are well qualified and that they follow orders.

#### XIV. PRESS AND RADIO COVERAGE

1. Obtaining press and radio coverage of extra-curricular activities is the responsibility of each coach/sponsor and activity director. Every attempt will be made to notify the newspapers, radio, and/or T.V. stations to publicize the results of all extra-curricular activities. The information would be called in as soon as possible after the competition is finished to ensure that the information will make the next news cast or edition of the newspaper.

#### XV. AWARDS

1. No awards other than medals and cloth, felt or chenille athletic letters shall be made to students participating in interscholastic athletics, unless approved by the KSHSAA.
2. All awards will be in accordance with the requirements set down by the coach of the activity in which the student participates.
3. Only letter winners are eligible to buy the official letter jacket, sweater, or sweatshirt.
4. First year varsity letter winners will receive the official letter "M." This letter will be awarded at the end of the school year. A certificate of lettering, a metal symbol, and a metal bar will also be received. A metal bar and certificate will be given for each year of lettering after the first year.
5. Managers, trainers and statisticians will receive appropriate awards.
6. Senior participants that have participated in a particular activity during their sophomore, junior, and senior years, but have not completed the requirements to earn a letter will be awarded a letter.
7. Students that quit or are removed from the squad cannot letter.
8. In case of injury or serious illness, a letter may be awarded if in all probability the requirements would have been met.
9. A student may also letter at the coach's discretion.

#### XVI. LETTER REQUIREMENTS

### **HIGH SCHOOL ATHLETIC LETTERING GUIDELINES AND AWARDS POLICIES**

1. To earn an athletic letter the following guidelines have been established. Letters may be awarded for those athletes who meet the criteria listed below.
2. If a student does not meet the lettering guidelines, the student may receive a junior varsity letter or a certificate of participation. Those playing on freshmen teams will receive a certificate of participation unless they meet JV requirements.
3. The final decision for all letters is the discretion of the coaching staff based on the student athlete's total contribution to the team.
4. If a student cannot complete a season due to injury or circumstances beyond the student's control and has met the game time percentage requirement prior to that time, a letter shall be awarded.

5. Any high school student who participates four complete years in a sport shall receive a varsity letter during the senior year.
6. In order to receive any award or letter, the athlete should be in attendance at the awards assembly, unless excused in advance by the activities director or administration.

<u><b>SPORT</b></u>	<u><b>VARSITY</b></u>	<u><b>JUNIOR VARSITY</b></u>
<b>Volleyball, Football, Basketball, Baseball, Softball, Wrestling</b>		
Practice Time	90%	90%
Playing Time (Quarters for FB, BB; Games for VB, BB, SB)	60%	50%
<b>Track</b>		
Practice Time	90%	90%
Meet Performance	Place in at least three meets.	Place in at least one meet.
<b>Cross Country</b>		
Practice Time	90%	90%
Meet Performance	Medal in at least three varsity races.	Medal in at least 3 JV races or 1 varsity race.
<b>Cheerleading/Dance</b>		
Practice Time	90%	None given
Event Cheer Time	90%	None given
<b>Powerlifting</b>		
Meet Performance	Must Attend 2 of 3 NEKL Meets. Must Place in top 6/Score points in meet. Place in at least <u>OR</u> Improve total weight from 1 <sup>st</sup> meet to last meet by 50% of body weight	None given

All coaches are accountable for a complete record of how each athlete lettered. A list of award winners (letterman, participation, coach's award, and Brammell Award), **listed in alphabetical order**, will be turned in to the Activities Director by the coach within two weeks following the completion of the season.

## **COACHES AWARDS**

The head coach and staff will make the final selection on any special awards. All-league, all-star, etc., patches, medals, and awards may be purchased by the individual receiving the award.

## BRAMMELL AWARD

The Brammell Award may be given for each sport each year if candidates meet the following requirements: athletic ability, scholarship, leadership, character, dedication, and inspiration. Coaches may nominate up to 4 of their athlete(s) for consideration by the committee. The selection committee may approve more than one award per sport if equally deserving students are involved.

## SPECIAL AWARDS

**Special Awards that have been established to honor an individual or his/her accomplishment may be given in addition to the coaches awards. Those awards approved at this writing are:**

***Amie Theroff Award:* May be awarded to a female track athlete who meets the following criteria:**

- 3.0 GPA or higher**
- Qualified to participate in the State Track Meet**
- Significant contribution to the sport and school through ability and example.**

***Steve Peine Tough Dog Award:* May be awarded to a boy and/or girl cross country athlete. Based on the voting of cross-country athletes following each meet.**

## HIGH SCHOOL ACTIVITY LETTERING GUIDELINES AND AWARDS POLICIES

<u>ACTIVITY</u>	<u>VARSITY</u>	<u>JUNIOR VARSITY</u>
<b>Scholars Bowl</b>		
Event Performance	60% of Varsity meets	50% of JV meets
<b>Band or Vocal Music</b>		
Point system as follows:	100 points Band 100 points Vocal Music	None Given None Given
25 points -	All concerts/contests	
20 points -	Enrolled in band or vocal music with grade of B or better/semester	
15 points -	Each solo performance at State contest	
10 points -	Each solo at league or regional contest	
	Each group performance at regional contest	
	Private lessons	
5 points -	Documented attendance at an outside concert with brief review.	
	Each group performance at league contest	
3 points -	Each pep band performance (band only)	
1point -	Each performance away from school (solo/group)	

## Forensics

Meet one of the following criterion:

1. Qualify for State Forensics Championships in one event; or
2. Qualify for State Forensics Festival twice in the same event; or
3. Qualify for State Forensics Festival in multiple events; or
4. Receive a "I" ranking at State Forensics Festival.

## MIDDLE SCHOOL ATHLETIC LETTERING GUIDELINES AND AWARDS POLICIES

1. To earn a letter the following guidelines have been established. Letters shall be awarded for those athletes who meet the following criteria:
2. If a student does not meet the varsity game time percentage, but meets the practice time percentage, a JV letter may be awarded (if a JV schedule is played), or participation certificate may be given. Any middle school student who participates two complete years in a sport shall receive a varsity letter in the eighth grade.
3. If a student cannot complete a season due to injury or circumstance beyond the student's control and has met the game time percentage requirement prior to that time, a letter shall be awarded.
4. The final decision for all letters is the discretion of the coaching staff based on the student athlete's total contribution to the team.
5. In order to receive any award or letter, the athlete should be in attendance at the awards assembly, unless excused in advance by the activities director or administration.

### SPORT

### VARSITY

### JUNIOR VARSITY\*

Volleyball, Football, Basketball, Wrestling

\*Only if a JV is played.

Practice Time

90%

90%

Playing Time

60%

50%

(Quarters = FB, BB; games = VB)

Track/Cross Country

Practice Time

90%

None Given

Meet Performance

An athlete must place in at least two meets or the NEK Track Meet.

Cheerleading

Practice Time

90%

None Given

Event Cheer Time

90%

None Given

All coaches are accountable for a complete record of how each athlete lettered. A list of award winners (letterman, participation, and coach's awards), **listed in alphabetical order**, will be turned in to the Activities Director by the coach within two weeks following the completion of the season.



## MIDDLE SCHOOL ACTIVITY AWARD GUIDELINES

1. Activity letters shall be awarded for Scholars Bowl and Music for those students who meet the criteria.
2. If a student does not meet the criteria, but has contributed to the group, a participation certificate may be given. Any middle school student who participates two complete years in Knowledge Bowl shall receive a letter in the eighth grade.
3. If a student cannot complete a season due to injury or circumstance beyond the student's control and has met the requirements prior to that time, a letter shall be awarded.
4. The final decision for all letters is the discretion of the sponsor based on the student's total contribution to the team.
5. In order to receive any award or letter, the student must be in attendance at the awards assembly, unless excused in advance by the activities director or administration. No letters will be issued prior to the assembly.

### ACTIVITY

### VARSIITY

### JUNIOR VARSITY

#### **Scholars Bowl**

Event Performance	60% of Varsity meets	None Given
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#### **Music\***

	80 points	None Given
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Point system as follows:

25 points -	All concerts/contests
20 points -	Enrolled in band or chorus with grade of B or better per semester
10 points -	Private lessons
1point -	Each performance away from school (solo/group)

\*Applies to a combined band and vocal music award

## XVII. Chain of Command

McLouth Public Schools desire to respond to stakeholders concerns and/or questions as quickly and effectively as possible. In the McLouth Public School system, the chain of command refers to communication levels of authority in the school district. School districts institute the Chain of Command to provide stakeholders at all levels with a person they may ask questions or report complaints. The value of having an established Chain of Command is an efficient tool that provides a roadmap when reporting concerns or communicating with school staff members.

### Order of the Chain of Command

1. Coach
2. Athletic Director
3. Building Principal
4. Superintendent
5. Board of Education

## Chain of Command Steps

1. Player/Coach
2. Player/Coach/Parent
3. Player/Coach/Parent/Athletic Director
4. Parent/Athletic Director/Principal
5. Parent/Superintendent
6. Parent/Superintendent/Board of Education

## XVIII. Dual Sports

Students are allowed to participate in two co-curricular sports activities during the same season. Students wishing to participate in two sports during the same season will need to obtain a request form from the athletic director and follow the guidelines set down by the athletic department involving dual sport participation.

### RULES OF DUAL-SPORT PARTICIPATION

1. A student who wishes to participate in two sports during the same season must designate a primary sport within one week of practice to determine which sport will be their primary and secondary sport.
2. A primary sport is defined as the sport which takes precedence over another sport in the event there is a conflict of schedule or any other matter that could lead to a conflict. The student must adhere to the primary sport in the event of any and all conflicts of schedule. If one sport has a contest and the other has practice, the contest will take precedence.
3. The student must practice in both sports but the amount of practice time must meet the agreed requirements of the head coaches of those sports involved.
4. Approval may be denied because of academic concerns at anytime during the sport season. The athlete then will participate in the primary sport only.
5. The student and parents or legal guardians, must sign a contract of dual-sport participation before the first game he or she attends. The student will sign an agreement form that will include signatures from self, parent, both coaches, and administration.
6. In the event that a student is disciplined for any infraction in a specific sport, the consequence will also be applied to the second sport in the season of dual participation. For example-Student A is suspended 25% of a season for drug use. That suspension is to be served for both the primary sport and secondary sport.
7. If a student decides to quit a primary or secondary sport, they will be required to quit the other primary or secondary sport as well.
8. The High School Athletic Director and the High School Principal will serve in the capacity of advisors and final judgments on matters concerning dual-sports participation.

## Kansas State High School Activities Association

### Eligibility Requirements:

Schools may have stricter rules than those listed below. Contact the principal or coach on any matter of eligibility. A student to be eligible to participate in interscholastic activities must be certified by the school principal as meeting all eligibility standards. The complete regulations are published in the official KSHSAA Handbook which is distributed annually and is available at your school principal's office.

### YOU ARE ELIGIBLE IF:

1. You are a bona fide undergraduate student in good standing.
2. Your conduct and standard of sportsmanship are satisfactory and do not bring discredit to yourself or school.
3. You are not nineteen years of age (sixteen, fifteen or fourteen for junior high school student) on or before September 1 of the school year in which you compete.
4. You have met the following semester requirements: A student shall not have more than two semesters of possible eligibility in grade seven or two semesters in grade eight. A student shall not have more than eight consecutive semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high in a senior high school. NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible.
5. You passed five new subjects (those not previously passed) of unit weight in your last semester of attendance. (If you are a first semester junior or senior high school student, you must have passed five new subjects (those not previously passed) of unit weight in your last semester of attendance.)
6. You are enrolled and attending five new subjects (those not previously passed) of unit weight.
7. You have not been in more than four seasons in one sport in a four-year high school, three seasons in a three-year high school or two seasons in a two-year high school.
8. You do not engage in outside athletic competition in the same sport while you are a member of a school squad. Consult your coach or principal before you participate individually or on a team in any game, training session, or tryout conducted by an outside organization.
9. You have passed an adequate physical examination by a practicing physician and have the written consent of your parents or legal guardian. (The completed form must be in the hands of your principal prior to your first practice.)
10. You are regularly enrolled and in attendance not later than Monday of the Fourth week of the semester in which you participate.

11. You are a transfer student and have not met the requirements of the Transfer Rule as explained on your Physical examination form. Contact the principal concerning this regulation.
12. You are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
13. You have not competed under a false name.
14. You have not competed for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.
15. You have complied with the Undue Influence Rule, which states: "The enrollment in a school, the transfer from one school to another, or the failure to transfer from one school to another because of undue influence by anyone connected, directly or indirectly (including alumni associations, booster groups and similar organizations) with a member school, shall cause the student to forfeit eligibility for a period not to exceed 365 days. Such conducts shall also jeopardize the school's standing in the Association and shall result in such other action as the Executive Board deems appropriate.
16. You have not violated the Anti-Tryout and Private Instruction Rule, which states, "Students are eligible if they have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team."