

# HAYS HIGH INDIANS



**BE WHAT'S  
NEXT**

# STUDENT HANDBOOK

# Contents

Contents .....	2	Sexual Harassment .....	18
Welcome .....	5	Dress Code.....	18
USD 489 Mission Statement.....	5	Drug Dogs .....	18
Hays High School Mission Statement:.....	6	Discipline Consequences.....	19
Accreditation .....	6	Student Fees .....	20
Hays High School Site Council.....	7	Transportation.....	21
Nondiscrimination Statement .....	7	Crisis Plan and Emergency Procedures.....	21
Academics/Schedules/Calendars.....	8	Inclement Weather.....	21
<i>Graduation Requirements</i> .....	8	ACTIVITIES .....	22
Schedule Changes.....	9	KSHSAA Scholarship Regulations for Athletes.....	22
Seminar/Academy Period Guidelines .....	9	Assembly Programs .....	22
Academic Progress .....	10	Attendance Regulations.....	23
Commencement.....	10	Substance-Free Schools.....	24
Grade Cards .....	10	Introduction and Philosophy.....	29
Progress Reporting .....	11	Hays High School Activities Handbook .....	29
Scholarship Honors.....	11	Administration of Activity Programs .....	30
Student Records .....	11	Expectations .....	30
Main Office .....	11	Student/Parent/Coach Relationships.....	32
Guidance and Counseling .....	12	Memberships .....	32
Health Office.....	12	Student Eligibility .....	32
Library Services.....	12	Participation.....	32
School ID's .....	13	Sexual Harassment Policy.....	34
Computers/Laptops.....	13	Attendance at Activities .....	34
Attendance and Conduct.....	14	Drug and Alcohol Policy .....	35
Tardiness.....	14	Scheduling .....	35
Absences.....	14	Safety.....	36
Student Conduct and Procedure Code.....	15	HOT WEATHER TIPS!.....	36
Hays High School Resource Officer .....	15	Inclement Weather.....	38
Detention .....	16	Transportation .....	39
Suspension .....	16	Off Season Expectations .....	40
Electronic Equipment:.....	16	Varsity Lettering Policy.....	40
Student Valuables.....	16	Budget / Finance.....	41
Weapons Policy .....	17	Athletic Booster Club.....	41
Interrogation and Investigation .....	17	Scholarships .....	41
Nondiscrimination .....	17	Activities / Lettering Requirements .....	42
Bullying.....	17	Appendices.....	44
		DUAL PARTICIPATION CONTRACT.....	44
		ALTERNATIVE TRANSPORTATION FORM.....	45

Self-Administration of Medication Form..... 46  
Medication Request Form..... 47  
Physical Form ..... 48

# Directory Information

## Phone Numbers

### Hays High School

Main Office	623-2600
Athletic Director	623-2610
Guidance Office	623-2608
Health Office	623-2607
Cafeteria	623-2613
FAX	623-2609

## Addresses

USD 489 District Office  
323 W 12<sup>th</sup>  
Hays, KS 67601

Hays High School  
2300 East 13<sup>th</sup> St.  
Hays, KS 67601

## Websites

USD 489 District Website  
[www.usd489.com](http://www.usd489.com)

**Hays High School Website**  
[www.hayshighindians.com](http://www.hayshighindians.com)

## Board of Education

Alan Moore, President

Sharon Befort, Vice-President

Richard Kraemer • James Leiker

Darren Schumacher • Greg Schwartz

Marty Patterson

## Central Administration

Will Roth, Superintendent

Richard Cain, Assistant Superintendent

Mark Hauptman, Assistant Superintendent for Special Services

## Hays High Alma Mater

Out upon the western prairie  
Waves our banner high  
Far surpassing wealth unspoken,  
Sealed by friendship's tie  
Loved and cherished  
Brave and true  
Dear to every heart  
Hail to thee, our Alma Mater  
Hail to dear Hays High

## Hays High Fight Song

Hays High, Dear Hays High  
Home of Indian Chiefs  
and Maidens.  
Hi Ki, Hear our cry  
As the braves go forth and  
fight, fight, fight,  
for the school we love so well.  
Mighty fortress of the prairie  
We'll uphold our tribal pride  
For dear Hays High.

# USD 489 Mission Statement

**To provide a quality learning experience for every child  
in every classroom every day.**

## Welcome

THIS HANDBOOK IS DESIGNED TO PROVIDE YOU WITH IMPORTANT INFORMATION ABOUT HAYS HIGH SCHOOL. THE LAPTOP SOFTWARE WILL MAKE IT EASY TO KEEP TRACK OF—AND KEEP UP WITH—YOUR BUSY HIGH SCHOOL SCHEDULE. PLEASE REFER TO IT DAILY.

A PRODUCTIVE CITIZEN IN ANY GROUP MUST HAVE A KNOWLEDGE OF THE EXPECTATIONS UNDER WHICH HE/SHE WORKS OR PARTICIPATES. WE OUTLINE THESE GUIDELINES TO ENSURE A POSITIVE LEARNING ENVIRONMENT FOR ALL STUDENTS WHILE ASSISTING THEM TO BECOME RESPONSIBLE LEARNERS.

ALL OF THE POLICIES IN THIS HANDBOOK HAVE BEEN REVIEWED BY THE USD 489 BOARD OF EDUCATION AND ARE PART OF BOARD OF EDUCATION POLICY.

### Notes

The policies outlined in this handbook are designed to serve as a guide and are not all inclusive. Likewise, because of the important self-evaluation we continuously undergo as a school, it may be appropriate to recommend some changes during the school year to the Board of Education concerning information in the Student Handbook. Should this occur and policy changes are approved, all students and their parent(s) will be notified of any changes.

Various laws have been established by the Kansas Legislature that Hays High School is required to follow. Because of the length of the documents, we choose not to publish them in the handbook. You may visit these laws on line at [www.ksde.org](http://www.ksde.org). These documents include: 1) Family Educational Rights and Privacy Act Policy; 2) 72-113 Compulsory Attendance Law; 72-8903 Student Due Process; 72-8901 Definition of Suspension/Expulsion; 72-8902 Definition of Suspension/Expulsion; Public Law 93-380; 3) Public Law 93-380; Substance Abuse Manual; and In-School Suspension Guidelines.

All parental and pupil complaints will be directed through the administrator involved. The administrator will attempt to involve all parties concerned to resolve the difficulty. Appeal of the decision may be made to the Superintendent of Schools. Appeal of the - decision of the Superintendent may be made to the Board of Education. 4) [Board of Education Policy 3.110]

## USD 489 District Outcomes

### I. ESSENTIAL SKILLS

- A. Read and comprehend a variety of resources.
- B. Communicate clearly, both orally and in writing, for a variety of purposes and audiences.
- C. Use scientific and mathematical principles.
- D. Access and use information through a variety of sources.

### II. LIFELONG LEARNER

- A. Set priorities and work toward goals.
- B. Initiate exploration and expand knowledge of world views.
- C. Develop skills for continued learning within the context of one's own environment.
- D. Identify and use appropriate tools to access, process, and use information.

### III. RESPONSIBLE CITIZEN

- A. Apply lessons from history in order to maximize success.
- B. Work collaboratively.
- C. Take responsibility for environmental resources.
- D. Take responsibility for one's own actions.
- E. Identify local, state, national and international differences and seek to find a commonality.
- F. Work to produce a quality product.
- G. Respect people, property, and laws.
- H. Develop consensus building techniques.

### IV. CRITICAL THINKER/PROBLEM SOLVER

- A. Integrate accumulated knowledge to formulate and solve problems creatively. (Simple/complex, plan ahead)
- B. Apply problem-solving and decision-making skills to academic, personal, and social situations.

### V. PHYSICAL AND EMOTIONAL WELL BEING

- A. Demonstrate an appreciation for diversity, culture, and the arts.
- B. Exhibit knowledge, skills, and behaviors that promote emotional and physical well-being.
- C. Demonstrate knowledge of the risks, benefits, and consequences of various life choices.

Adopted March, 1995

Reviewed and edited summer, 2008

# Hays High School Mission Statement:

## Empowering all students for tomorrow's challenges.

## Accreditation

To be accredited Public Schools must meet the established federal and state quality and performance criteria. Public Schools are accredited through the federal No Child Left Behind (NCLB) Act of 2001, Title I, Part A and the state Quality Performance Accreditation (QPA) process. To be accredited for NCLB and QPA, a school must meet or exceed Adequate Yearly Progress (AYP). The annual AYP targets of proficiency score results and/or rates for every student group criteria are:

- State reading assessment results of 100% by 2013-2014
- State mathematics assessment results of 100% by 2013-2014
- State assessment participation rates of 95%
- Graduation rate of 80% (calculated for a four year cohort group)
- Attendance rate of 90%

The 10 possible student groups for each school are:

- All students
- Free & reduced meal students
- Students with disabilities
- English Language Learners (ELLs)
- Each racial/ethnic group: African American, American Indian, Hispanic, White, Asian/Pacific Islander/Hawaiian and Multi-Ethnic

A building must have at least 30 students in a student group to count for AYP. The AYP calculation, as well as the Standard of Excellence (SOE) calculation, is based upon the results of those students who were enrolled by September 20. To receive an SOE award at the grade or building level, the building must make AYP in the "All Students" group. Schools and districts are identified for improvement when they miss AYP in the same area (i.e. reading, attendance) for two consecutive years. School and district AYP/SOE status is publicized on KSDE website ([www.ksde.org](http://www.ksde.org)) through the annual report cards. High schools are provided with the Opportunity to Learn (OTL) assessment option in reading and math. OTL applies when learning is current and as a second opportunity after remediation and/or strategic interventions have been offered to students to demonstrate that they have "met standards."

Hays High School's NCLB and QPA 2011-2012 assessment schedule by subject, grade and results:

Subject	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade	MET AYP	MET QPA
<i>MATH</i>	All 10th	Non-AYP 11th & New 11th		04, 05, 06, 07, 08, 09, 10, 11	04, 06, 07, 08, 09, 10, 11
<i>READING</i>	All 10th	Non-AYP 11th & New 11th		04, 05, 06, 07, 08, 09, 10, 11	04, 06, 07, 08, 09, 10, 11
<i>SCIENCE</i>	All 10th - (Life)	All 11th (Physical) New 11th do Both		n/a	03, 05, 09, 10, 11
<i>SOCIAL STUDIES</i>	All 10 <sup>th</sup> (World)		New 12 <sup>th</sup> do both in Fall	n/a	05, 09

# Hays High School Site Council

The mission of the HHS Site Council is to offer advice and counsel in setting goals and priorities for the school based on data collected. The Site Council will be responsible for assisting in the evaluation of these goals and in helping to determine the methods to be employed in accomplishing them.

## The HHS Site Council will have representation from the following:

### Parent/Community Representation

- Business/Management Technology
- Communications/Fine Arts
- Engineering/Mechanical/Technical
- Health Science/Human Services
- Academic Achievement
- Activities/Athletics
- Activities/Non-Athletic
- Student Assistance
- Parent Volunteers
- Technical Training
- University
- Community Partnerships

### Staff Representation

- School Improvement (NCA/QPA)
- Certified/Administration
- Certified/Support/Guidance, Health, Special Education
- NCA/QPA Gold Group 1
- NCA/QPA Gold Group 3
- NCA/QPA Gold Group 4
- Classified/Secretarial, Custodial, Dietary, or Paraprofessional

The HHS Site Council meets once each month. Meeting times will be announced in the HHS parent newsletter, Smoke Signals, and the HHS Website ([www.hayshighindians.com](http://www.hayshighindians.com)). Everyone is welcome to attend, and there will be opportunities for audience participation.

## Nondiscrimination Statement

Unified School District 489, Ellis County, Hays, Kansas, does not discriminate on the basis of race, color, national origin, sex, age, disability, religion or handicap in admission or access to, treatment of employment in its programs and activities. Neither will the district tolerate sexual harassment.

It is the intent of USD #489, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations.

Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by local education agency.

**If you have questions regarding the above, please contact the Title IX Coordinator or the Section 504 Coordinator:**

**Will Roth, Superintendent of Schools**

**323 West 12<sup>th</sup> Street**

**Hays, Kansas 67601**

**(785) 623-2400**

# Academics/Schedules/Calendars

## Regular Daily Schedule

Hays High School operates under an eight-period schedule that rotates over two days. Gold and Maroon days alternate as shown below. Classes are 90 minutes long.

**Seminar—Gold Period 2**—will include time for tutoring, counseling, homework, independent study, assemblies, elections, club meetings, and similar activities.

**Academies** are grade specific classes that have random selection of students to provide early interventions for testing, study skills & career strategies.

Maroon Day				Lunch 20 min		
M 1 8:15 – 9:45	Pass 9:45 – 9:52	M 2 9:52 - 11:34	Pass 11:34 - 11:41	M 3 11:41 – 1:31	Pass 1:31 – 1:38	M 4 1:38 – 3:08
Gold Day				Lunch 20 min		
G 1 8:15 – 9:45	Pass 9:45 – 9:52	G 2 Academy/Seminar 9:52 - 11:34	Pass 11:34 - 11:41	G 3 11:41 – 1:31	Pass 1:31 – 1:38	G 4 1:38 – 3:08

## F • Y • I

See the Hays High School [Course Guide](#) for information regarding:

- Kansas Board of Regents Recommended Curriculum;
- NCAA Guidelines;
- Qualified Admissions (Regents Pre-College Curriculum Requirements)
- Technical College Credit;
- University Credit;
- Work Experience;
- Correspondence Courses;
- Academic/Career Testing Options; and
- Special Education.

August 2011				
Monday	Tuesday	Wednesday	Thursday	Friday
			18 Maroon	19 Gold
22 Maroon	23 Gold	24 Maroon	25 Gold	26 Maroon
29 Gold	30 Maroon	31 Gold		

September 2011				
Monday	Tuesday	Wednesday	Thursday	Friday
			1 Maroon	2 Gold
5 Labor Day	6 Maroon	7 Gold	8 Maroon	9 Gold
12 Maroon	13 Gold	14 Maroon	15 Gold	16 Maroon
19 Gold	20 Maroon	21 Gold	22 Maroon	23 Gold
26 Maroon	27 Gold	28 Maroon	29 Gold	30 Inservice

## Graduation Requirements

<i>Language Arts</i>	<b>4</b>
<i>Social Studies</i>	<b>3</b>
<ul style="list-style-type: none"> <li>• Which must include 1 credit of American History, ½ credit of American Government and ½ credit of World History.</li> </ul>	
<i>Science</i>	<b>3</b>
<i>Mathematics</i>	<b>3</b>
<i>Physical Ed/Health</i>	<b>2</b>
<ul style="list-style-type: none"> <li>• A combination which includes at least ½ Physical Education activity and ½ Health credit.</li> </ul>	
<i>Fine Arts</i>	<b>1</b>
<ul style="list-style-type: none"> <li><i>Art</i></li> <li><i>Foreign Language</i></li> <li><i>Music</i></li> <li><i>Language Arts Electives</i></li> </ul>	
<i>Practical Arts</i>	<b>1</b>
<ul style="list-style-type: none"> <li>Agri-science</li> <li>Business</li> <li>Family/Consumer Science</li> <li>Industrial Technology</li> </ul>	
<i>Computer Technology</i>	<b>1</b>
<i>Elective Studies</i>	<b>7</b>

## Transfer Students

Transfer students are expected to meet requirements set forth by the USD 489 Board of Education. Seniors transferring after the school year has begun may choose to complete requirements to earn a diploma from their previous attendance center.

## Schedule Changes

All students are required to enroll in 7 units of credit or be approved to participate in special programs supervised by the school. Fifth-year seniors may enroll in fewer than 7 units of credit with the approval of the principal. After the final enrollment for the school semester, schedule changes will be considered only under the following conditions:

- The request has been made by a teacher or administrator to meet the special needs of the students, school, or staff.
- The request has been made by the student and parent on or before the 5th day of the semester. A form provided by the office must be completed and signed by all involved parties before the changes become effective.
- Pre-enrollment changes should be made on or before the last day of school.
- All fees must be paid or transferred before getting a new schedule.
- Requests for a schedule change after the 5th day will be considered only with the agreement of the subject teacher, counselor, parent, and administrator that the student is inappropriately placed.
- A grade of "F" for the semester will be placed on the permanent record for any course that is "dropped" without such approval.

## Seminar/Academy Period Guidelines

Seminar Period is a required part of each student's schedule. The main purpose of the Seminar Period is to provide students with the opportunity and responsibility to seek individual help from teachers. Seminar period will not remove entirely the need for before and after school meetings or teacher/student work sessions, but it should reduce classroom interruptions.

Seminar period will be period G2. Pass during Seminar will begin after the first 35 minutes of the period or directly after Channel One time when specified. A seminar pass will be signed by the teacher in the room as students leave and when they reach their destination. Students may pass multiple times during one Seminar period.

Academies are grade specific classes that have random selection of students to provide early interventions for testing, study skills & career strategies. Academy grades will be recorded on a student's transcript as a Pass/Fail grade with no credit. The Academy grade is based on attendance, participation & citizenship. Students must pass two out of the three categories and attendance has to be one of the two categories included. Freshmen, sophomores and juniors will participate in study skills and test taking exercises. Seniors will participate in "The Next Level" activities to help them with career and life skills for independent living.

## Rules and Regulations

Students may:

- go to any supervised room in the school.
- visit any teacher/staff member for individual tutorial assistance.
- participate in scheduled meetings, assemblies, college rep. visits, etc.
- access the library, computer lab, counseling and health office facilities.

- collect/complete makeup assignments, tests, etc.
- visit restroom facilities and drinking fountain provided all can be completed in five minutes allowed for passing between destinations.
- conduct business in the main office, athletic office, or cafeteria.
- work on assignments, projects, or other academic pursuits.
- enjoy leisure time reading or projects.

**Students may not: (abuse will result in "no-pass")**

- go to lockers (assume this responsibility to consider needs before seminar begins and bring materials).
- take more than five minutes between destinations during Seminar.
- be tardy (to Seminar at beginning, or five minutes before its end).
- bring food and drink to Seminar without teacher approval.
- receive an unexcused absence during seminar.
- carry food or drink anywhere in the halls once Seminar has begun.
- neglect to get teachers' signatures/times documented.
- use the phone in the office.
- go to the parking lot, be outside the building, or other unsupervised area.
- sleep, play cards, games, etc., or other recreational activities.
- travel for the purpose of socializing or distract students who are studying.

**Consequences of Seminar abuse:**

1st offense - Loss of pass on next Seminar period ("no-pass")

2nd offense - Loss of pass on next two Seminar days

3rd offense - Loss of pass for one month

4th offense - Loss of pass for remainder of semester

Students with forged signatures or inaccurate times on their Seminar pass will lose pass privileges for the remainder of the semester.

Students who lose their pass will stay in their assigned Seminar room during five subsequent Seminar periods after which time they may obtain a new pass from the school office.

All teachers have the authority to control the learning environment in their classrooms. Seminar is a structured learning time which demands a quiet atmosphere. Teachers may limit the number of students in their classes during passing time and set additional standards in order to make their Seminar classes work.

Any teacher or supervisor may issue a "no-pass" to a student. Each "no-pass" is accumulative, including tardies.

While attempts will be made to notify students of Seminar activities so they may plan homework/independent study time, students need to be aware that, at times, scheduled events take priority, and attendance may be required.

## Academic Progress

18+ credits

senior status

### Grading Scale

Unified School District 489 uses the following uniform grading scale:

A+	4.0	99–100
A	4.0	96–98
A-	4.0	93–95
B+	3.5	90–92
B	3.0	86–89
B-	3.0	83–85
C+	2.5	80–82
C	2.0	76–79
C-	2.0	73–75
D+	1.5	70–72
D	1.0	66–69
D-	1.0	63–65
F	0	62 and below
I	—	Incomplete

[Board of Education Policy 3.410]

Grade point average (GPA) is determined by dividing the total grade points by the total potential credits.

### Testing Out

College Level Examination Program tests are available to students. Please see Board of Education policy handbook for more information.

### Prior Earned Credit

In order to graduate from Hays High School, ALL students must earn three full credits (units) of math taken during grades 9-12. Students who wish to meet the Regents Qualified Admissions Curriculum must specifically take 3 units of math in high school at or above the level of Algebra I.

### Middle School Students and High School Courses

Middle school students can enroll in high school courses under certain conditions.

- The student must be enrolled for the class at the high school.
- The class is not available at the middle school.
- Grades for the transcript will be given and recorded. High school credit will not be awarded and grades will not calculate in cumulative GPA.
- Students cannot take a high school class without receiving a grade.
- The recommendation to be enrolled in a high school class should be a joint recommendation between the parents and the middle school.
- Mathematics courses completed in middle school will not count toward the Qualified Admissions math requirement of three units at or above the level of Algebra I (*Kansas Board of Regents Qualified Admissions Curriculum*).

### Fr. - Sr. Status

Hays High School determines student classification by the following criteria:

0–4 credits	freshman status
5–10 credits	sophomore status
11–17 credits	junior status

### Commencement

Students who have successfully completed all of the requirements for graduation as listed in board of education policy 3.610 have the opportunity to participate in the baccalaureate and/or graduation ceremony. If a student has failed to complete one or fewer credits required in policy 3.610, then the student may participate in said ceremonies if the student has made arrangements to complete the required course work. Such arrangements must be approved by the principal. No student shall receive a diploma until all requirements of policy 3.610 have been completed. [Board of Education Policy 3.620]

Cum Laude, Magna Cum Laude, and Summa Cum Laude.

- Cum Laude—achievement of a cumulative grade point average of 3.60 to 3.79 on a 4.0 scale
- Magna Cum Laude—achievement of a cumulative grade point average of 3.80 to 3.89 on a 4.0 scale
- Summa Cum Laude—achievement of a cumulative grade point average of 3.90 to 4.0 on a 4.0 scale

The official honor awarded will be based upon final grade indexes as noted on the transcript.

### Foreign Exchange Student Commencement Participation

Regarding participation in Hays High Commencement Exercises, the following applies:

If the year that a foreign exchange student attends Hays High School completes their secondary education in their country and qualifies them for high school graduation in that country, the foreign exchange student will be allowed to participate in Hays High's commencement but will not receive a diploma.

### Foreign Exchange Student Policy

Admission of foreign exchange students for first semester shall be made before the beginning of a semester. Foreign exchange students will be enrolled on a space-available basis, subject to class size. All foreign exchange organizations should avoid placement of more than one (1) student of a particular nationality in any one school.

Foreign exchange students shall maintain passing grades in all subjects and maintain good standing status with the school/district.

### Grade Cards

Grade Cards will not be issued via hard copies. Parents may obtain grades by logging on to PowerSchool. If parents do not have computer access they may call the high school office and arrangements will be made to get grades to them. All grades are a cumulative indicator of progress leading to the final term grade. All grades are a cumulative indicator of progress leading to the final term grade. All grades (credit earned) will be recorded on the transcript in half-credit increments.

## Progress Reporting

The professional staff will work with students to develop personalized strategies designed to promote student success. Grades are online via PowerSchool and parents/guardians are encouraged to check on their student's grades weekly; parents may contact the guidance office or the high school office to get their PowerSchool logon id and password. The administration will notify parents by mail in cases where senior students are at risk for successful completion of graduation requirements. Moreover, the parents of junior students who have not earned sufficient credit to be classified as a senior will be notified.

[Board of Education Policy 3.610]

## Scholarship Honors

Honors in scholarship will be based on a 4.0 scale. Students must have achieved a minimum GPA of 3.3 to be eligible for the honor roll. Honor roll is determined by the grade average during a given grading period and not by cumulative GPA. Students with incomplete status in any class will not be eligible for honor roll status.

The Hays High Academic Booster Club hosts a reception for all students who maintain honor roll status in the current school year.

## ACT/SAT Deadlines

ACT test dates and registration postmark deadlines for school year 2011–2012 are as follows:

Test Date	Registration Deadline
Sep. 10, 2011	Aug. 12, 2011
Oct. 22, 2011	Sep. 16, 2011
Dec. 10, 2011	Nov. 4, 2011
Feb. 11, 2012	Jan. 13, 2012
April 14, 2012	Mar. 9, 2012
June 9, 2012	May 4, 2012

SAT test dates and registration postmark deadlines for the school year 2011-2012 are as follows:

Test Date	Registration Deadline
Oct. 1, 2011	Sept. 9, 2011
Nov. 5, 2011	Oct. 7, 2011
Dec. 3, 2011	Nov. 8, 2011
Jan. 28, 2012	Dec. 30, 2011
Mar 10, 2012	Feb. 10, 2012
May 5, 2012	Apr. 6, 2012
June 2, 2012	May 8, 2012

## Regents Precollege Required Curriculum

Students applying for entrance into any Regents institution in Kansas must meet one of the following requirements: have completed the precollege curriculum with at least a 2.0 grade point average (a "C" on a 4-point scale); or have achieved an ACT score of 21 or above (and with a math sub-score of 22 for graduates of 2015); or be ranked in the top one-third of their high school's graduating class. For more information regarding specific details, please call our guidance office at 623-2608 and request the publication, A Student's Guide to Precollege Curriculum Requirements for Regents Universities.

## Student Records

The district collects and maintains only that data about individuals which is necessary in order for the schools to accomplish their primary goals. No information other than that used for personal identification and factual data of a cumulative nature will be collected, maintained, or disseminated without informed consent of the individual and/or the parent or guardian of students.

## Student Directory Information

Certain information is routinely released at various times during the school year. This information is classified as directory information. The following categories are listed as directory information: student's name, address, telephone number, picture, parent or guardian, date and place of birth; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student. If you choose not to have any of this information released, you will need to contact the school administration (623-2600).

## Main Office

The main office staff is available on school days between 7:30 a.m. and 4:00 p.m. to answer questions and provide information to students and parents. Visitors are required to report through the office upon arrival. We ask that students notify the office of any changes in guardianship, address, phone number, e-mail, work information, etc. Summer office hours are Mon-Thurs. 7:00 a.m.-5:00 p.m., and closed Fridays.

Messages: A telephone is available in the office for students to use in emergency situations. Students will not be called to the office for phone calls from anyone other than a parent/guardian. All messages will be emailed to the students via their HHS email account. Students should check the daily bulletin via their laptops to determine if they need to pick something up in the office.

Copy: Copiers are provided for instructional use only. (No personal copying or student use, please.)

Lost & Found: Students may report/inquire about lost and found items through the main office.

Fees: Are collected in the main office.

Transcript information is available through the main office.

Attendance questions should be directed to office personnel.

The display/distribution of materials & information will be subject to administrative approval on an individual basis prior to being posted.

## Student Visitors

Students requesting to visit classes will be considered in the event there is a pending transfer to Hays High. Requests will be considered when given a 24-hour notice with the exception of the last week of each semester.

# Student Services

## Guidance and Counseling

The Guidance Office serves to assist students with questions or problems about classes, educational plans, future occupational goals, abilities and aptitudes, as well as personal problems. The counselors make scholarship information and applications available to students throughout the year.

Students are assigned to counselors alphabetically by last names. Office hours are 7:45 A.M. to 3:25 P.M. The Guidance Office may be reached at 623-2608. Students may visit the Guidance Office after securing permission from the teacher whose class they will miss. Students without permission will be considered unexcused except in cases of emergency whereby the classroom teacher will be notified in order to assure accurate classroom attendance records. Students and parents are encouraged to make appointments to see the counselors. Counselors often initiate student contacts by arrangement with the classroom teacher. Counselors initiate such contacts in order to review student school progress, career, and post-secondary education plans.

A school psychologist is also available to work jointly with the counselors in meeting the needs of individual students. Referrals for special education services are normally initiated through the counselors.

## Health Office

A school nurse is available in the Hays High Health Office each day beginning at 9:45 a.m.. The district employs registered nurses to serve the schools for health related needs and health education. Parents should report any special health condition involving their child to the school nurse. If necessary, the school nurse, with the input of the parents and the health care provider, will develop a special health care plan addressing the specific needs of the student.

**Illness/ Injury:** Students who become ill or injured at school should promptly notify their teacher and report to our Health Office. Students will require parental permission, or the permission of another parent-authorized adult, to be excused from school for a health-related reason. This permission must precede the student leaving the school building. Every effort will be made to contact a parent or guardian in case of serious illness or accident.

**Medication Procedure:** It is recommended that every possible means be taken to give students medication at home. If it becomes necessary for a student to take any form of medication at school, these steps must be followed:

1. A parent or guardian must complete and sign a Medication Request Form available in the school office or on the school web site.
2. The medication must be in the original, completely labeled container.
3. All medication will be kept in the Health Office. Any exceptions to this must be prior approved. Students requiring daily medications will be responsible for reporting to the Health Office at the specified time.

**Immunizations and Health Assessments:** Kansas law and USD 489 policy requires all students to meet immunization requirements and to have these records on file at school. Students not meeting these requirements will be excluded from school.

**Contagious Diseases:** Students exhibiting a fever or symptoms of a serious illness or contagious disease should remain home for at least 24 hours after they are free of fever (over 100 degrees) without the use of fever-reducing medication.

**Screenings:** Hearing and vision screenings will be conducted as required by Kansas state law and by parental request.

**PERSONAL SAFETY:** Some courses, by their nature, require special safety precautions. Students are expected to demonstrate knowledge of and follow safety regulations as required by the instructor.

**ANOREXIA NERVOSA AND BULIMIA:** These weight-related disorders have become an increasingly dangerous problem for some students. To help assure the safety of all students (especially those involved in school activities), USD 489 and the Hays Medical Center have formed a partnership to help students with anorexia or bulimia. The following procedures will apply:

- Any student suspected of unusual weight loss will be contacted by school officials; parents will be notified of the concern.
- Students involved in school-sponsored activities and who are suspected of unusual weight loss may be suspended from that activity.
- If suspension from an activity occurs, it will be necessary to complete a physical examination (above and beyond the physical required by the KSHSAA) with medical documentation stating that the student's health is not at risk. When this documentation is produced, the suspension will cease.
- If the tending physician feels that there is a substantial weight-loss problem and involvement in activities could be detrimental to the student's health, the suspension will continue until further medical documentation indicates that the student's health is no longer in jeopardy.

**CONTROVERSIAL AND/OR SENSITIVE ISSUES:** If a student or the parents of a minor student believe any instructional presentation would be contrary to their moral or religious convictions, the student will be excused from the class/presentation upon written request by the parent/legal guardian.

[Board of Education Policy 6.450]

## Library Services

The Hays High School Library is open before school begins until 4:00 p.m. Students use their school I.D. card as their library card.

The school library provides the latest online electronic resources via the Hays High School Library web page ([www.hayshighindians.com](http://www.hayshighindians.com)-click on [library](#)). Subscription services, as well as Kansas State provided databases, can be accessed 24/7 at school and at home.

Traditional services are provided-web based card catalog, reader's advisory, search tools, copy machine, interlibrary loan, and research help.

## Circulation

Materials may be checked out as follows:

- Fiction & Nonfiction books-3 weeks-may be renewed.
- Newspapers-1 class period only.
- Magazines-1 week-no renewal.
- Reference books-1 week-no renewal.
- DVDs-do not check out to students.
- Digital Cameras-do not leave the building.

Microfilm documents may be viewed upon request at the Circulation Desk.

---Materials checked out overnight must be returned before the beginning of the next school day.

### Library Overdues and Fines:

- A fine of 5¢ per day will be charged for all overdue materials.
- Students must pay for lost or damaged items-replacement charge for paperbacks-\$15.00; hardbacks, reference and novels used for curriculum-\$25.00.
- Overdue and fine notices will be emailed to students monthly.
- A seminar "no pass" will be issued for materials over 2 weeks late.
- When students have materials more than 30 days past due, parents will be notified by phone and mail. Materials will have to be returned and fines paid upon enrollment for the new school year.
- Fees are the responsibility of the student.

### School ID's

- Students are issued I.D. cards during enrollment. These cards provide proof of identification to use for admission into all school dances and regular season sporting events, as well as functioning as the students' lunch card and library card. Only current cards are accepted.
- Students may purchase a replacement card for \$6.00 in the library.
- K-5 student I.D. cards may be purchased for \$16.00 for private use.
- Students should carry I.D. card at all times.
- No admission refund allowed after the event.

### Computers/Laptops

Obtaining a laptop is a requirement. It is an essential instructional tool. Laptop computers are provided to each student after the student and guardian sign the computer loan agreement form. The agreement has a fee/deductible to be determined by the USD #489 BOE which must be paid by the guardian in the event of non-warranty damage or theft. Students are to use the laptop in accordance to the laptop regulations and acceptable use agreement. (See Laptop Link) Failure to follow the rules of use for the laptop will result in disciplinary action that can include confiscation and/or suspension. It is the student's responsibility to bring the laptop to the Computer Care Unit (CCU) when repairs are necessary. The CCU is located in the HHS library.

## See WebSite for Laptop LINK

or go to:

<http://www.hayshighindians.com/Resources/iculaptopinfo/NewSite/DellIndex.htm>

USD 489 offers a comprehensive system of technological equipment. Users may have access to internal and external resources in order to retrieve and process information designed to facilitate learning and enhance educational information exchange.

USD 489 assumes responsibility for the management of the structure, hardware, and software that allow users access to information technologies for educational purposes. District equipment includes (but is not limited to) computers, drives, printers, scanners, networks, video, and audio recorders, cameras, photocopiers, telephone, modems, and other related technological resources. Software includes (but is not limited to) computer software, print and non-print resources. Networks include (but are not limited to) all voice, video, and data systems, including the district's internal network and the Internet.

The purpose of these technology systems is to facilitate communications in support of education and research that is consistent with educational objectives and the outcomes for USD 489. The school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review any and all technology systems accessed by users. Such monitoring may be conducted without notice.

Acting as agents of USD 489, the administration will determine whether or not specific use of the technology systems is appropriate and/or consistent with acceptable use. This decision is final. The use of district technology systems is a privilege and may be revoked at any time. USD 489 is not responsible for any actions taken by the users that do not support the purposes and outcomes of USD 489.

### Prohibited User Activity may include but is not limited to:

- Using, possessing, or distributing any media containing applications or data inconsistent with educational objectives.
- Using the technology systems for personal or private business, for product advertisement or political lobbying, or for incurring financial commitments over the internal or external network.
- Using the technology systems to disrupt the activity of others, to harass or discriminate against others, to gain unauthorized access to computer systems or programs, or to initiate any type of virus in any computer system or program.
- Using profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, graphics or sound.
- Using the system to obtain or to disseminate pornographic and/or sexually suggestive content.
- Revealing any personal, confidential, or private information about another individual such as home address, phone number, etc.
- Representing oneself as someone other than who you are.

- Using someone else's account number or password or allowing someone else to use your account number or password.
- Trespassing in folders not authorized to users.
- Damaging equipment or intentionally wasting resources.
- Removing hardware and/or software from the premises without prior authorization.
- Violating any federal or state copyright or unfair trade law.
- Violating any federal, state, local, common law, or criminal law.
- Conducting any activity that exposes the district to litigation or expenses.
- Violating any laws that might suggest libel or slander.
- Personally benefiting from the sale of "User-Developed Subject Matter" created while under the supervision or employment of USD 489.

## Attendance and Conduct

As part of the NCA/QPA School Improvement Goal of developing student RESPONSIBILITY, Hays High School will promote employability skills related to prompt, consistent attendance at school—moreover, the courtesy of timely notification, completion of academic responsibility, and the dignity of responsible acceptance of consequences imposed for inappropriate action/inaction.

### Tardiness

Tardiness is defined as "late" to class. Any student more than 15 minutes late to class shall be reported as absent. Students tardy to class should secure a pass from the office or from the teacher responsible for the delay in order to be excused. If a student is tardy to class without a pass, he may be subject to disciplinary action by the classroom teacher. Continued tardiness may result in referral to the office. Parents will be notified if tardiness becomes an issue.

### Absences

#### Procedure to Follow When High School Students Must Be Absent From School

Whenever and as soon as a student is aware that a - scheduled absence must take place, arrangements should be made to complete work missed prior to the absence (for example: students should arrange to complete work missed prior to departure for activity/athletic trips).

**Students assigned incomplete grades have 2 weeks from the assigned administrative date to complete work.**

**When advance notification is not possible:**

1. Parent/Guardian should telephone the school at (785)623-2600 to notify office personnel of the student's (partial day or full day) absence. This notification should be made prior to the absence whenever possible and no later than the end of the school day on

the day following the absence. Exception will be made ONLY in extreme cases. A telephone message center is available for those times when school is not in session.

A) If the student will be absent more than one day, please indicate the number of days involved when calling and/or call in each day to report the absence.

B) Homework may be obtained by emailing the student's teachers and/or accessing Moodle for assignments. Requested homework may be picked up in the office after 3:08 p.m.

C) All authorized absences must be arranged by verbal or written permission of the parent/guardian prior to the student's departure. If it is necessary for a student to leave the school for unavoidable medical appointments, etc. during the school day and the parent cannot be reached to grant such authorization, we will attempt to verify the appointment with the doctor's office. Such verification will assume parent authorization.

If the student chooses to leave the school grounds at any time without signing out in the office or chooses to sign out without securing authorization as described above, the absence will be treated as an unauthorized absence and cannot be authorized after the fact. There is no cause for exception to this expectation for all students. As in the case of any unauthorized absence, the school will attempt to notify the parent/guardian of the absence via the automated phone system.

Students will not be released to the care of an individual other than a legal parent/guardian without consent of the parent/guardian.

Students will not be excused from one class to work on projects/assignments from another class.

2. Upon returning to school, the student should visit with each of his/her teachers from the day(s) of absence to receive materials and instructions regarding missed classes. All work missed will be due at the following class meeting or as assigned by the instructor for longer-term projects. Students, whose absence due to illness or other unavoidable circumstance has been authorized by a parent, may arrange with the instructor for additional time as is agreed necessary and appropriate. (Since work continues to accumulate, it is deemed best for the student that all work be completed in as timely a fashion as possible; therefore, a reasonable timeline for completion of the work should be arranged.) Students whose absence has not been authorized will forfeit the opportunity for additional time to make up work.

3. Parents will be notified in the case of an unauthorized absence by automated telephone message each day. Upon receiving the notice, parents have until the end of the next school day to clear the record by calling the school to authorize the absence and/or by contacting appropriate school personnel to clear up any errors or omissions.

Once at school, students will not be permitted to leave the building (even to go to the parking lot) without signing out through the office.

**If the student chooses to leave the school grounds at any time without signing out in the office or chooses to sign out without securing authorizing as described above, the absence will be treated as an unauthorized absence and cannot be authorized after the fact.**

## Points of Clarification

- If, for example, a term paper/long-term assignment is assigned when the student is absent unauthorized, the student will be expected to complete the term paper/assignment on the assigned due date. In the case of an authorized absence, the paper must be turned in at or before the next class meeting following the absence.
- If, for example, a test is given during the unauthorized absence, the student forfeits the right to take the test and a zero will be recorded.
- If, for example, classroom activities are missed during the unauthorized absence the student will not be able to make up the activity and a zero will be recorded in the grade book.
- If, for example, a classroom activity conducted during the unauthorized absence requires that homework be completed at the next class meeting, the student must turn in the work at the next class meeting. If the assignment requires instruction in order to be completed, the student must seek that instruction from the teacher or from other students as appropriate during seminar and/or outside the school day. Class time should not be interrupted.
- If, for example, during an unauthorized absence, class time is allowed to work on writing exercises and the work is due at the next class meeting, the student must complete and turn in the writing assignment at the next class meeting. If students are expected to use the exercise in some fashion during the next class meeting, the student will be expected to come prepared.
- If, for example, a lab or portion thereof is performed in class during an unauthorized absence, the student forfeits the right to complete that portion of the lab and/or receive full credit for the final report.
- If, for example, a reading assignment from a "classroom set" of materials is completed by other students during the unauthorized absence, the student must read the materials before the next class meeting.
- Even though some work (such as a PE lesson, music rehearsal, etc.,) cannot be made up regardless of whether the absence is authorized or unauthorized, some consideration (for example, alternative assignments) will be given for authorized absences involving circumstances beyond the student's control. "Alternative work" and/or "extra credit" assignments are not an option for unauthorized absences.

A reminder: These points relate to unauthorized absences! They are intended to serve as a guide and in no way imply an all-inclusive list.

Truancy is defined by KSA 72-113 as lawful and inexcusable absence from school for three consecutive days, or five days or more within a single semester, or seven days in a school year. An unexcused absence is defined as absence from school for any significant part of the school day in which a student is not in attendance and neither the parent /guardian nor the school is aware and/or approves the absence. *[Board of Education Policy 3.131]* "Significant part of the school day" is defined by USD 489 as one period or more. The school will adhere to the requirements of KSA 72-113 in informing parents and the county attorney of nonattendance.

Students not living with parents or guardians may be required to provide documentation to excuse their absences. Requested documentation may include but is not limited to: a program of the event attended, or verification from doctors, lawyers, and/or court officers. A doctor is defined as a licensed physician, surgeon or dentist.

Students are expected to maintain at least a 90% attendance rate during the academic school year. Failure to maintain this rate whether the total absences are excused or unexcused may result in the student being put on an attendance plan. Once a student is put on an attendance plan he/she will only be excused from school by a doctor's note or by seeing the school nurse. A doctor is defined as a licensed physician, surgeon or dentist.

## Student Conduct and Procedure Code

It is the belief of the administration and the Board of Education that students should conduct themselves in a manner that reflects positively on the school and the community. Moreover, we have a responsibility to assist students in developing behaviors that will - better equip them for success. Hays High School is bound by the suspension/expulsion law of Kansas (KSA 72-8901-8906), as follows.

### KSA 72-8901:

Be it enacted by the legislature of the State of Kansas:

Section 1. The Board of Education of any school district may suspend or expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel, any pupil guilty of any of the following:

- A. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;
- B. Conduct which substantially disrupts impedes or interferes with the operation of any public school;
- C. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others, at school, on school property, or at a school supervised activity;
- D. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- E. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
- F. Disobedience of an order of a teacher, peace officer, or school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

Though there is a need for some administrative discretion with regard to individual situations, these and other disciplinary consequences are enforced uniformly and fairly for all.

### Hays High School Resource Officer

Hays High School has access to a School Resource Officer (SRO). The role of the SRO includes but is not limited to the following services:

Serves as a liaison between law enforcement and schools;

- Provides counseling to students and parents;
- Provides educational and training presentations to students, school administration, youth organizations, and the general public;
- Assists school administration in arranging for security when needed;
- Enforces all federal, state, and local laws and ordinances;
- Conducts investigations relating to school issues;
- Fields questions, concerns, and complaints from students and school administration and the general public;
- Assists school administration in identification and intervention of truancy incidents;
- Evaluates and assists in updating emergency preparedness procedures.

## Detention

Students may be detained before or after school at the discretion of their teachers/principals. As a general rule, detention will be assigned for neglectful and/or disruptive behavior. Students are expected to report to detention within seven minutes following the dismissal bell on the same day the detention is assigned or at the teacher's convenience, unless other arrangements have been made with the person making the assignment. Students who fail to complete assigned detentions, are late to detention, or fail to comply with the teacher's expectations during the detention may be assigned to In-School-Suspension in addition to the detention. It will be the student's responsibility to assure that conflicts are resolved so that detentions are served in a timely fashion. When previously made appointments (such as a doctor's appointment) - conflicts with the detention, alternate arrangements must be made by the student for serving the detention at a later date. Detentions take precedence over athletic practices and other after-school activities.

## Suspension

### In-School Suspension (ISS)

Students will be assigned for controlled study in the in-school suspension room for up to ten days or pending a parent conference. As a general rule, in-school suspension will be assigned for willful conduct which disrupts, impedes, or interferes with the normal operation of the learning environment. Only work that is completed and turned in to the ISS supervisor by the end of the ISS assignment will receive credit. Failure to follow expectations established for ISS may result in Out-of-School suspension.

Students enrolled in off-campus programs such as DECA, Allied Health, Auto Mechanics, Student Tutor, university classes, and/or work study may elect to attend these programs during their first in-school suspension, they will not have this option during any subsequent suspensions. However, if this option is chosen, these students must make up 45 minutes after school for each period not spent in the assigned in-school suspension. The time must be made up in the after school detention program.

### Short-Term Out-of-School Suspension (OSS)

Suspension from school for a period of one to ten days will be assigned to afford the student, parents, and the school the time needed to give careful study to the behavior problem. This action

will generally be used when conduct results in physical danger / invasion of rights to self or others by word or deed. The final day of the suspension will be served in the ISS room. It is the student's responsibility to collect missed assignments, complete them, and turn them in by the assigned date.

## Activity Participation with Respect to Suspension

See section 9.5 in Activities portion of Student Handbook on page 33.

## Long-Term Suspension or Expulsion from School

Arrangements for a formal hearing will be made within ten days of the suspension to determine the most appropriate disposition of the individual case. This action will be reserved for such situations as continued violation(s) of any published code whereby alternative interventions are deemed ineffective; possession of any item intended for use as a weapon; false fire alarm; or bomb threat.

## Disciplinary Referrals

Six or more disciplinary referrals in a year is considered excessive and may result in a parent/guardian conference and/or disciplinary action, which might include a review of continued attendance at school.

## Electronic Equipment:

### IPOD/MP3 Players/Cell Phones/Games

HHS requests that students do not bring valuable electronic equipment due to potential damage, loss or theft.

During school hours (8:15-3:08) students must have any type of electronic equipment with them turned off and put in their book bag or locker and out of sight. This includes all electronic devices, specifically cell phones and any device that is considered disruptive to the school atmosphere. Rules and consequences will be enforced by the administration on an individual basis: 1st offense: loss of item for school day; 2nd offense: loss of item and parent/guardian must pick up, 3rd offense: loss of item for remainder of school year and may be picked up the last day of school at 3:08 p.m.

**Students bringing electronic equipment on campus do so at their own risk.**

## Student Valuables

The school district is not responsible for lost, stolen, or damaged personal property. The school district does not carry insurance on the personal property of students, such as band instruments, clothing, gym shoes, books, valuable items, money, etc. We would encourage students to refrain from bringing large sums of money to school (if this becomes necessary, please check it into the office for safekeeping) and to use a lock when using the gym lockers and/or hallway lockers. School officials reserve the right to examine lockers at any time as deemed necessary. Students choosing to use a lock are asked to leave a key or the combination in the school office. Headphones should be left at home.

School personnel reserve the right to search student lockers and any personal property brought onto USD 489 grounds,

including vehicles. Students have no expectation of privacy - lockers, cars, computers, book bags, clothing, etc.

### **Weapons Policy**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Violation of policy with regard to possession/use of explosives, firearms, or other weapons as defined in current law shall result in expulsion from school for a period not to exceed one calendar year. For more information, refer to USD 489 Board of Education policy 3.318.

### **Interrogation and Investigation**

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

If there is reason to believe a violation of criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

### **Coordination with Law Enforcement**

School administrators may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

### **Initiated by School Administrators and Conducted by Law Enforcement Officers**

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian, or representative is not present during questioning of a student, the principal shall be present.

### **Initiated by Law Enforcement**

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. In case of suspected child abuse, law enforcement officers shall be permitted to conduct investigations during school hours. During a demonstrated emergency, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

### **Violations of Criminal Law**

Information on criminal conduct shall be turned over to law enforcement officials.

### **Taking Students into Custody**

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or SRS. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities.

### **Interrogations and Investigations**

Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by SRS and/or law enforcement as a result of allegations of abuse or neglect.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible.

### **Disturbance of School Environment**

Law enforcement officers may be requested to assist in controlling disturbances at school and if necessary to take students or other persons into custody.

[USD 489 Board of Education policy 3.380]

### **Property Damage**

Students who destroy, deface, or vandalize school or student/employee property will be required to pay for losses or damages. Willful destruction may result in disciplinary action. First offense: May include a range from up to 5 days ISS to up to 5 days OSS. Second offense: The student will be suspended out school for an extended period beyond 5 days. The student will be provided a formal hearing no later than 10 days after the notice is given and shall be afforded all rights according to KSA 72-8901-8908. Accidental damage should be reported to the office immediately.

### **Nondiscrimination**

Discrimination against any individual on the basis of race, color, national origin, sex, age, disability, handicap, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The Superintendent has been designated to coordinate compliance with nondiscrimination - requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Information concerning the provisions of these laws, and the rights they provide, are available from the compliance coordinator.

### **Bullying**

USD 489 and Hays High School are committed to a safe and civil educational environment that is free from bullying for all students, employees, volunteers and patrons. Bullying involves harassment or intimidation by a bully on a target and may involve

witnesses that are followers or defenders. Bullying means an intentional written, verbal, or physical act that:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive enough to create an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Bullying acts may be written, verbal or physical and can be manifested in many forms including but not limited to:

- Verbal - Taunting, jeers, name calling, intimidation, threats and disrespect.
- Cyber – Broadcasting negative information with chat rooms, email, web blogs, profiles and other information.
- Sexual – Communication of a sexual nature, unnecessary and unwanted touching that is not consensual, disrespect.
- Physical –Touching, pinching, shoving, pushing, hitting, fighting, disrespect.
- Social – Ostracizing, or social isolation; scapegoating, or blaming others; gestures, disrespect.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying may range from positive behavioral interventions up to and including suspension or expulsion. Many behaviors that do not rise to the level of bullying may still be prohibited by other district policies or building, classroom, or program rules.

USD 489 expects students, parents, volunteers, visitors and/or staff witnessing or experiencing bullying to immediately report the incidents to the principal or designee, such reporting will not reflect on the victim or witness in any way. Staff is expected to immediately intervene when they see a bully incident occur. Students are encouraged to be active defenders of the bully target and not defenders for the bully. Each complaint of bullying should be promptly investigated. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus and during a school-sponsored activity.

## Sexual Harassment

What is sexual harassment? Sexual harassment includes (but is not limited to) unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It could be student-to-student, staff-to-student, student-to-staff, or staff-to-staff. Sexual harassment could be perceived as intimidating, hostile or offensive. It could also be directed toward someone because of his or her gender.

Examples of sexual harassment include but are not limited to:

- sexually oriented verbal "kidding";
- sexually suggestive remarks, gestures, or jokes;
- remarks of a sexual nature about one's appearance;
- defaming the reputation of an individual by implying sexual involvement through verbal rumors or written notes or graffiti;

- displaying offensive sexual illustrations;
- pressuring or requesting sexual activity; and
- pulling at clothing in a sexual way.

Sexual harassment will not be tolerated in USD 489. Regardless of whether they are reported or not, sexual harassment problems have negative consequences in the workplace and classroom and can seriously affect the safety, health, and self-esteem of the individual. The USD 489 Board of Education's policies concerning sexual harassment are on file in the offices of the principals and counselors.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. Complaints of sexual harassment will be promptly investigated and resolved. Every effort will be made to preserve confidentiality for both the accuser and the accused, to the extent the investigative process allows.

## Dress Code

This dress code is intended to promote appearance that refrains from interference with the intended function of the school or school activity or creates potential health and safety hazards. Neatness and cleanliness of personal hygiene is encouraged at all times.

- For reasons of health and safety, shoes must be worn.
- Except in those situations where approved by a school-sponsored group or activity in advance of an activity, headgear (examples: hats, caps, bandanas, sunglasses, stocking caps, head covering) should not be worn in the building until the dismissal bell rings.
- Items of apparel that are considered distracting, unsafe, offensive, revealing, or suggestive (direct or indirect reference to alcohol, drugs, sex, profanity, gang affiliation, satanism, tobacco etc.), should not be worn.
- No bare backs or shirts which expose stomachs are permitted.

Students dressed inappropriately may be asked to secure the proper attire before returning to class.

- Coaches and sponsors of extracurricular activities may individually set additional guidelines to serve the best interests of their organizations.

"Appropriateness of dress and appearance" will be determined by and enforced by the administration on an individual basis.

## Drug Dogs

At the requests of the Superintendent or Acting Superintendent of Schools, Law Enforcement Officers may use trained dogs on school premises to identify property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of students and/or district employees. Trained dogs may be used for general searches or for specific locations.

## Textbooks and Materials

Students are issued text materials/equipment for every class. Students are responsible for lost or damaged books and will be

charged according to cost of replacement. Students should verify the condition of books with the teacher when they are checked out.

## Discipline Consequences

(Numbering reflects frequency of incidents)

### Alcohol: (possession or use at school or school activities)

1. 5 day in-school suspension with assessment - Contact law enforcement - Support group participation
2. Due process: long term suspension - Contact law enforcement
3. Due process: long term suspension - Contact law enforcement

\*Distribution or selling is Due Process

### Drugs: (possession or use at school or school activities)

1. 5 day out-of-school suspension with assessment - Contact law enforcement - Support group participation
2. Due process: long term suspension - Contact law enforcement
3. Due process: long term suspension - Contact law enforcement

\*Distribution or selling is Due Process

### Tobacco (possession or use at school or school activities)

\*Report to law and turn over item(s)

1. \*2 days ISS, support group 4 weeks
2. \*5 days ISS, support group 4 weeks
3. \*Due process: suspension

\*Distribution or selling is Due Process

### Assault (physical)

1. 5 days OSS - Contact law enforcement
2. Due process: suspension - Contact law enforcement
3. Due process: expulsion - Contact law enforcement

### Bus Violation

\*Student may be removed by Transportation Department

1. Conference for bus violation
2. \*Conference for bus violation
3. \*Conference for bus violation

### Cheating

1. No credit on assignment / exam - Call to parent or guardian
2. No credit on assignment / exam - Parent / student / administrator conference
3. No credit on assignment / exam - Removal from class

### Classroom Disruption

1. Administrative Reprimand
2. ISS for that period and contact parent.
3. ISS that full day rotation and contact parent.
4. Removal from that class

### Disrespect toward staff

1. Administrative reprimand / Detention
2. 1 day ISS - Conference with parents / students Behavior contract
3. Removal from class

### Dress code

1. Change clothes
2. Change clothes/ keep items / call parents

3. Change clothes / 1 day ISS - Parent / student / administrator conference

### Electronic Devices

1. Item will be confiscated and returned at the end of the day
2. Item will be confiscated and returned to parent.
3. Item will be confiscated and returned at end of year.

### Explosive Devices (or simulations)

1. Due process: expulsion - Contact law enforcement

### Fighting

1. 5 days OSS (4 out / 1 in)
2. Due process: suspension
3. Due process: suspension

### Fire (setting or attempting to set)

1. Due process: suspension - Contact law enforcement
2. Due process: suspension - Contact law enforcement

### Fire alarms

1. Due process: suspension - Contact law enforcement
2. Due process: suspension - Contact law enforcement.

### Fireworks (possession or igniting)

1. Due process: suspension - Contact law enforcement
2. Due process: suspension - Contact law enforcement

### Hallway/Campus Disruptions

1. 1 hour detention, office assigned
2. 1 day ISS
3. 2 days ISS

### Computer Violation

1. A student's refusal to access only approved sites will result in detentions.
2. Continued accessing of unapproved sites ISS + 2 weeks without computer.
3. Third violation no computer for semester.

### Internet Violation

\*Damaging files / network may result in long-term suspension and loss of any computer use for the school year.

### Pornographic Site Access / in history on computer

1. 2 days ISS / Contact parents / 2 weeks computer loss / loss of airport card for 18 weeks.
2. 4 days ISS / Contact parents / Loss of computer access for year.
3. Due Process if unauthorized use after privileges have been revoked.
4. Possession of Child Porn and/or felony content will result in legal report being filed and due process hearing.

### Intimidations/Harassment of Others

1. Administrative reprimand / notify parents
2. 2 days OSS
3. OSS until conference to consider due process

### Lunchroom Violations

1. Administrative reprimand
2. Administrative reprimand + detention
3. ISS and Call to parent or guardian - Lunchroom suspension

### Missed Teacher detention

1. 45 Office Detention
2. (Same teacher)2 x office detention
3. (Same teacher)2 x office detention + 1 day ISS
4. Consider removal from class / ISS for semester

### Missed office detention:

1. 1 day ISS + 45 detention

2. 2 day ISS + 45 detention
3. 3 day ISS + 45 detention
4. Due Process

#### Matches / lighters

1. Administrative Reprimand
2. Detention
3. 1 Day ISS
4. 2 Days ISS
5. Due Process

#### Parking lot violation (driving)

1. Administrative Reprimand / 2 weeks no parking
2. 2 days ISS no parking for 18 weeks
3. 5 days ISS no parking privileges for year

#### Parking lot violation (parking in teacher's lot)

1. Administrative reprimand
2. Administrative reprimand - Call parent to inform of towing next time.
3. Tow vehicle

#### Profanity

1. 1 hour detention, office assigned
2. 1 hour detention, office assigned
3. 2 days OSS with parent conference

#### Profanity directed toward staff

1. Minimum of 3 days OSS
2. Due process: suspension
3. Due process: suspension

#### Romantic behavior (PDA)

1. Administrative reprimand
2. 1 hour detention, office assigned
3. 2 days ISS

#### Seminar Violation

\*The second, third, and fourth offenses are office referrals.

\*\* Forging signatures will result in loss of pass for the remainder of the semester.

1. Student stays in seminar next day
2. Loss of seminar privileges for 2 days
3. Loss of seminar privileges for 1 month
4. Loss of seminar privileges for rest of semester

#### Bullying

1. Admonishment / Temporary removal from the classroom / Loss of privileges / Classroom or administrative detention
2. Referral to disciplinarian / ISS
3. OSS / Legal action / Due process: suspension

#### Sexual Harassment

1. Investigation / conference with parties
2. Investigation / contact appropriate parties - 2 days OSS

#### Excessive Tardy

1. Administrative Reprimand
2. Attendance Contract Implemented

#### Theft or possession of stolen items

1. 2 days ISS / Replace item(s) - Call law enforcement if necessary
2. 5 days OSS / Replace item(s) - Call law enforcement if necessary
3. Due process: suspension / Replace item(s) - Call law enforcement if necessary

#### Truant (3-5-7 rule on unexcused during year)

1. Contact parents - Send copy to county attorney

2. Contact parents - Send notice to county attorney... hearing
3. Child in need of care notice to attorney

#### Vandalism or Destruction of Property

1. Repair / replace item(s) - 2 day ISS - Call law enforcement if necessary
2. Repair / replace item(s)/ parent contact - Call law enforcement if necessary - 2 days OSS
3. Repair / replace item(s) - Call law enforcement if necessary - Due process: suspension

#### Violation of closed lunch rule

1. 1 hour detention
2. 2 x 45 Detentions
3. 1 day ISS + 2 detentions

#### Weapon violation (or simulation)

1. Due process: expulsion

#### Willful disobedience

1. 2 days ISS - Conference with student and staff member
2. 5 days ISS - Parent / student / administrator conference
3. Due process: suspension
4. Other (as determined by administration)

## Student Fees

**Please pay fees at enrollment time. All outstanding fees must be paid in full by the close of the year.**

#### Workbook/Material/Technology Fees

Workbook/Material Fees \$100

Technology Fees \$30

USD 489 charges a workbook/material fee and an instructional technology fee, which are not refundable. Students who enroll during the 4th nine-week period are not required to pay the workbook/material fee.

#### Class Project Fees

Course fees may be required in those classes where students design and complete projects.

**Class fees allow HHS to eliminate additional class fundraisers.**

#### Activity Fees

Class Fees \$15

Student Activity Fee \$16

Yearbook \$50 (optional)

The student I.D. serves as identification and will admit the student to all school functions with the exception of tournaments, musicals, or fund-raising projects of school organizations. (The student admission price for home athletic events is \$3.)

#### Meal Tickets

A breakfast program is available to students from 7:30 to 8:15 A.M. each school day in the serving area.

# Transportation

A variety of hot and cold lunch options is provided by the school. A student may choose to bring a prepared lunch from home. All students are expected to report to the cafeteria area during the assigned lunch period and remain there until class resumes.

**Meal prices are as follows and are subject to change:**

<b>Breakfast</b>	<b>\$1.50 per student meal</b>
<b>Lunch</b>	<b>\$2.40 per student meal</b>
<b>A la carte</b>	<b>Prices vary</b>

To view lunch balances and/or add money to lunch accounts online, visit <http://www.usd489.com/services/mynutrikids.htm>.

Money placed in a student account may be used to purchase breakfast, lunch and a la carte items. A la carte items may be blocked from a ticket and used at the parents' discretion. Account payments should be made in the serving area before school or during lunch service.

Meals will not be "charged". Three (3) special meal arrangements will be made for meal service if a card is lost or damaged beyond repair. After three meal arrangements have been used, the student will have to replace the card for a \$6 fee. A look-up fee will be assessed for any a la carte purchases which necessitate personnel to look up student accounts (forgotten/lost cards).

Applications for free/reduced meals will be distributed at enrollment and are available in the main office.

## Insufficient Payment

If a check is returned because of insufficient funds, the writer of the check will be notified in writing that they have 10 days to make payment in the form of cash, cashier check, or money order. If payment is not received during this 10-day extension, the school district reserves the right to turn the claim over to the Ellis County Attorney.

## Parking Lot and School Zone Safety

The area around the school becomes congested before and after school. Please be aware of this and take extra caution when crossing the street as a pedestrian as well as when entering and exiting the parking area as a driver.

Remember, school zone regulations are in effect, and crosswalks are provided for pedestrian safety.

A parking lot is provided in the front of the high school building for student use. We ask that all students follow these guidelines regarding the use of the parking lot:

- Park properly within the spaces provided.
- Refrain from parking in areas designated as fire lanes, or for visitors, emergency vehicles, faculty, and pick-up zones. Violators may be towed.
- Observe good driving techniques at all times! Failure of any student to practice safe driving habits or to follow parking lot - regulations may result in suspended use of the parking lot and/or possible suspension from school.

Students in the parking lot without permission during the school day may be subject to disciplinary action.

**Students desiring transportation to and from school should:**

- Check with the Rockwell Administration Center to see whether they qualify for school-provided transportation (623-2400).
- Check with the HHS Guidance office to inquire about the possibility of shared rides (623-2608).

## School Bus Safety and Conduct

**Students should observe these rules when riding in school-provided buses or other vehicles.**

- Observe same conduct as in the classroom.
- Be courteous, use no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not smoke.
- Do not be destructive.
- Stay in your seat.
- Keep head, hands, and feet inside the bus.
- Bus driver is authorized to assign seats.

Transportation privileges will be lost for a period extending to a maximum of the remainder of the school year for a pupil who either persistently violates the rules or commits a major violation.

[Board of Education Policy 3.721]

## Crisis Plan and Emergency Procedures

The Hays High School Crisis Plan is a guide to students and staff for effective prevention or response to emergency situations that might arise. These include natural disasters, accidents, acts of violence, death/suicide, and trauma. Copies of the Crisis Plan are available in each classroom. School wide drills are held periodically to maintain familiarity with emergency procedures and readiness for response to a crisis.

## Inclement Weather

Parents are encouraged to make individual decisions concerning their child's attendance during severe weather. If school is to be out for the day, an announcement will be made prior to 7:00a.m. At any time when school is canceled and/or dismissed due to inclement weather or other emergency situations, information will be reported through KAYS, KJLS, KANZ/KZNA, KHAZ, KHOK/KVGB, KFIX, KWCH-TV/KBSH-TV, KQQY, KPRD, KZLS, KAKE-TV, KHCT, ECTV, and KSNW/KSNC.

# ACTIVITIES

## Something for Every Student

Hays High School offers a wealth of co-curricular activities designed to teach many valuable lessons—cooperation to time management. From participating in varsity sports to decorating the homecoming float to making posters, there is something for everyone. Students are invited to try anything they want, though perhaps not necessarily everything they want. At Hays High, schoolwork comes first! In trying to help students juggle a job, a sport, three clubs and a social life, we encourage them to set priorities, make wise choices, and to enjoy their high school years.

Hays High School does not provide insurance to cover injuries involving students. We do, however, provide a \$25,000 deductible catastrophic insurance policy, which becomes effective when a parent's responsibility reaches \$10,000 for students who participate in any Kansas State High School Activities Association (KSHSAA) sanctioned activity. The district also purchases a rider that lowers the parent's deductible to \$10,000 for students involved in athletic activities sanctioned by the KSHSAA.

All school-sponsored social functions are under the jurisdiction of the high school administration and the organization sponsor.

## National Honor Society

To be eligible for membership in the June Reynolds–Hays High chapter of the National Honor Society, a candidate must be a junior or senior student with a grade point average of 3.5 or higher and must have been in attendance at Hays High the equivalent of at least one semester. The faculty committee will approve the selection of new members according to the following criteria: scholarship, service, leadership and character (integrity, positive behavior, cooperation, and ethics). An active member of the National Honor Society who transfers to Hays High School need only provide evidence of membership in good standing to the faculty committee.

Failure to maintain high standards in each criteria area and/or violation of school policy within the past 12 months and including the summer months may lead to non-admission to or removal from the National Honor Society.

## KSHSAA Scholarship Regulations for Athletes

Hays High School is a member of the Kansas State High School Activities Association (KSHSAA) and competes as a Class 5-A school with membership in the Western Athletic Conference. Our school colors are maroon and gold. Our mascot is the proud Indian.

To be eligible for participation in events sponsored by the KSHSAA, the student shall:

- Have passed at least five new subjects (those not previously passed) during the previous semester or the last semester of attendance.
- Be enrolled and attending a minimum of five subjects during the present semester.
- Be a bonafide student in good standing.
- Have a KSHSAA physical examination form on file prior to the first practice. The form must also be signed by a parent or legal

guardian stating that the student has permission to participate. The physical examination shall not be taken earlier than May 1 of the preceding the school year for which it is applicable.

- Refrain from engaging in outside competition in the same sport during a season in which he/she is representing the school.

## Assembly Programs

### Definition

An assembly is the bringing together of a group of students from multiple classrooms for a special program. Assemblies may involve one or more grade levels, an entire school, or more than one school.

### Purpose

Assemblies are to have well-defined goals tied to the district curriculum. They are to be within the emotional, intellectual, and social capacities of the students. Assemblies could include but are not limited to:

- "Pep" or "spirit" assemblies
- Fine arts assemblies, such as dance or music performances
- Storytelling
- Assemblies encouraging health and wellness
- Impromptu assemblies addressing events of significance

In order to prepare students for effective citizenship and to provide opportunities for critical thinking, the district encourages an impartial study of issues in a learning environment as free from prejudice as possible. A topic typically becomes controversial when different values are brought to bear on a particular set of facts and circumstances. If a controversial topic is to be addressed in an assembly, there should be, if possible, appropriate materials and follow up activities that examine various sides of the topic. Special care is taken to ensure assemblies are respectful of families and children with diverse beliefs, cultures, and values. Assemblies are not to endorse, advance, or promote any particular religion or religious practice.

## Responsibility for Decision

With administrative approval, outside speakers or performers may be invited to make special presentations at assemblies. This approval is to be granted by the appropriate building administrator (usually the principal) for an assembly involving only one school or by the assistant superintendent of instruction and curriculum for an assembly involving more than one school. The administrator making the decision is responsible for determining that the assembly content is appropriate and researching the presenter's credentials. When possible, references should be obtained and investigated. The administrator needs to ensure that presentations comply with board policy as well as federal and state law. When more than one school is involved, the assistant superintendent may choose to delegate responsibility for validating the credentials of the presenter, but the assistant superintendent is ultimately responsible for the decision. Administrators have the authority to interrupt or suspend the presentation at their discretion.

## Homecoming Parade Entries

All entries for the Hays High Homecoming Parade will be reviewed and approved by parade officials in conjunction with the Hays High Administration. The number of parade entries may be limited by time and personnel constraints. All parade entries should be community sponsors of Hays High School and USD 489.

## Notification

Notification of scheduled assemblies, including speaker name and content, will be provided to parents or legal guardians through electronic and/or printed material (such as district or school activity calendars, school newsletters, notes, emails, and websites).

Parents of legal guardians may request that their student be excused from an assembly. With administrative approval, high school students may also be given the choice to opt out of an assembly. Excused students will be required to participate in an approved alternate academic activity.

## Attendance Regulations

All team members are expected to be in attendance whenever the group is performing. Any absence on the day of an event will require parent authorization in accordance with the attendance policy in order to participate. Coaches and parents will consider the best interest of each individual student in the event that the student was absent on the day prior to the activity.

Some classes, by their nature, require a special commitment on the part of students who enroll in them (i.e. music performances and contests, debate/forensics, journalism and/or video projects, etc.) Attendance is required unless the absence is approved by the instructor prior to the activity. Failure to obtain such approval may influence the grade earned for the grading period.

## Cheerleaders

Cheerleaders, selected each spring for the next school term, are expected to attend a Kansas cheerleading camp. Like all athletes, cheerleaders must have an annual physical examination form on file. Cheerleading uniforms are provided by the school.

## Dance Team

Dance Team members will be selected in the spring for the next school term. Members must have a physical examination form on file and must plan to attend summer camp. Dance Team uniforms are furnished by the school.

## Fundraising

All fund raising projects of student organizations must have prior approval of the building principal and the approved sponsors. All monies collected must be deposited in the student activity fund.

Board of Education Policy 2.303

## School Dances

1. Unless otherwise posted, all school dances will begin at 8 p.m. and end at 11 p.m. Students must arrive by 9 p.m. and are not

allowed to leave before 10 p.m. without notification to a parent by administration.

2. All HHS students need their current school ID to enter the dances; students may purchase one for \$6 at the door if they do not have one.

a) Students must enter the dance by 9 p.m.

b) Students will not be allowed to leave school dances prior to 10p.m. without dance sponsors/administration talking to a parent/guardian.

3. Students who have dropped from Hays High need to be students in good standing and be attending the Learning Center or have completed the GED.

4. Visitors to HHS Dances

a) Age limits: No middle school students or non HHS students that are over 20 allowed.

b) Must present valid ID or driver's license to enter the dance.

## Dance Guidelines

1. All student dances will be held in the Hays High Gym, and will run from 8:00-11:00 p.m. Water will be provided and lighting will be such that all students can be seen and identified. Students may step out on the supervised patio for fresh air.

2. All students may be checked on entry and exit for the presence of alcohol on their breath. Any student who is found to be under the influence of alcohol or other drug will be subject to consequences outlined in the USD 489 Substance-Free Schools Policy.

3. In addition to administrative personnel, four staff members and four parent chaperones must be present for the purposes of supervision. The sponsoring school club or organization will be financially responsible for two police reserves hired to work all student dances.

4. Representatives of the sponsoring club or organization and the disc jockey will develop a play list of songs for the dance. This list will not include songs containing profanity or content inappropriate for the school setting. In addition, the play list should include a broad mix of song styles to cover the range of interests present within the student body.

5. Students dancing together must dance facing one another and there must be a space between them. (Face to face and there must be space!) The exception would be a slow dance. However, on a slow dance, the hands must stay above the waist.

a. Any student(s) who violate these guidelines will be confronted by the administration and may receive a range of disciplinary actions from a warning, to dismissal from the dance and the student not being eligible to attend any remaining dances that school year, including prom.

i. This range of disciplinary action will be based on the: (1) severity of the infraction; (2) frequency of the infraction; (3) and what is best for the educational process.

6. Students are not to congregate in a tight pack on the dance floor area. If a pack develops, supervisory personnel will ask the D.J. to give a verbal reminder to spread out on the dance floor. If the pack persists, the music will be stopped and the dance will be immediately terminated and no refunds will be granted.
7. Students are hereby given notice that there may be photographic or video equipment utilized by supervisory personnel at any or all dances.

### Transportation for School-Sponsored Trips

The school will provide or make arrangements for all transportation involving school activities. All students are expected to travel to and from the event with the group as assigned. Parents who wish to take their children with them following the event must sign the sponsor's list indicating their intention. Parents wishing to have their child ride home with someone other than the parent must sign a waiver of responsibility in the Athletic Director's office before the group's departure. (See Appendix for copy of form.)

### Parent Activities and Involvement

Because parent support is an integral part of a student's total educational experience, we encourage parents to become active participants by visiting our school, volunteering time whenever possible, and attending parent meetings and student activities.

### Substance-Free Schools

#### A Policy Guide on Student Substance Abuse

All students have a right to attend school in an environment conducive to learning. Since alcohol, tobacco, and other drug use is illegal and interferes with both effective learning and the healthy development of children and adolescents, the school has a fundamental and ethical obligation to prevent substance abuse in any form and to maintain an educational environment free of substance abuse.

USD 489 is strongly committed to the goal of "Healthy, Responsible, Academically Successful Youth Capable of Resisting Substance Abuse." To foster that ideal, USD 489 provides its students (and their parents) a caring faculty and staff; innovative prevention programs; confidentiality; access to reliable information; and a responsible intervention program. USD 489 offers its school personnel in-service opportunities to keep them abreast of the latest information in the areas of prevention, intervention, and student assistance.

Compiled by USD 489 personnel, this policy guide meets those standards set forth in PL 102-226 and the drug-free schools program of the state of Kansas.

### Prevention Philosophy

Substance abuse prevention is the use of formal and informal activities to promote mental, social, and physical health before the earliest signs of alcohol-related and other drug-related problems. Strategies include the development and enhancement of lifelong socialization skills as well as specific alcohol and drug information and programs for education, alternative approaches, and intervention.

Substance abuse prevention is a positive approach to helping people maintain healthy lifestyles and attitudes. Prevention is concerned with nonusers, experimenters, and recreational users. The approach will also include referral to an appropriate treatment facility for identified abusers.

Efforts in the home that emphasize good family relationships lay the groundwork for substance abuse prevention. Healthy family relationships encourage good physical and mental health, growth and development, and positive self-esteem. More structured or specific prevention programs can be initiated in the family, school, church, and other community institutions. For prevention activities to be effective, community institutions should work cooperatively.

Prevention is a complex process and an attainable goal. It is important to develop and enhance basic life skills and competency. Generic health promotion is one of the best strategies for improving the quality of lifestyles, but programs that focus on substance abuse are also important.

Prevention is a commitment to health and wellness by helping individuals cultivate skills that build resistance to destructive behavior. The promotion of health and wellness is more than the absence of illness. It is the cornerstone of a long-range substance abuse prevention program. The promotion of health and wellness give substance abuse prevention an ultimate coordinated purpose.

**Our goal for substance abuse prevention is:**  
**Healthy, Responsible, Academically**  
**Successful Youth**  
**Capable of Resisting Substance Abuse**

### Prevention Objectives

1. To provide reliable information concerning drug use and abuse.
2. To teach young people to respect their bodies and recognize the many factors affecting healthy physical growth and development that can be personally controlled.
3. To provide programs that enhance self-concept and teach skills in decision making.
4. To provide programs in communications skills and assertiveness training that reduce the frustration that can lead to poor academic and social performance.
5. To provide counseling or refer students and families to reputable community resources.
6. To provide young people with clear goals and opportunities to become involved in stimulating, creative, growth-enhancing activities.
7. To address teacher attitudes and school climate through school climate improvement and staff development activities.
8. To stimulate school, parent, and community action groups in a cooperative effort.
9. To initiate school, parent, and community education programs.
10. To complement existing school/community programs.

## School Restrictions

### 1. A student shall not, regardless of the quantity:

- possess or consume a beverage containing alcohol;
- possess or use tobacco in any form;
- consume, have in possession, buy, sell, give away, or receive any substance defined by law as a drug.

### 2. The rule applies to the entire school year and any portion of an activity season that occurs prior to the start of the school year or after the close of the school year.

## Intervention

### Intervention Guidelines

Within the total school population various situations may necessitate possible intervention. As an extension of the total policy, the following school guidelines should be used, with reasonable judgment, when responding to situations relating to alcohol and drug use/abuse.

These situational guidelines have been created as one part of the total Substance Abuse Policy. They are intended to provide a consistent means of effectively responding to alcohol-related and drug-related situations that may occur at school or at school-sponsored events.

## Investigation

Whenever there is any reasonable suspicion of alcohol or drug abuse, the principal or the principal's designee should be involved in the investigation. The investigation may include a search. A drug sniffing dog may be brought in to check lockers or other personal belongings on a periodic basis throughout the year. Vehicles on school grounds may also be checked. Guidelines established by the board of education will be followed in these searches.

A student's locker is considered school property and may be searched at any time. At times, it may be necessary to search the student's belongings or person. Any search should be conducted in the presence of another school staff member and/or student's parents or law enforcement officials if necessary.

## Confidentiality

The privacy of students should be respected. Communication regarding alcohol and drug situations that call for referral or disciplinary action should be limited to those individuals who have a need to know, determined by the administration using the following guidelines.

## Definitions

When it is suspected or determined that a student may be abusing drugs/alcohol, the school may request an assessment. The assessment may be done by a local agency. The school will not be responsible for any expenses involved in the assessment.

**Drug:** A substance that by its chemical nature alters the structure or function of the living organism. A drug is any chemical substance that alters mood, perception, or consciousness and is misused to the apparent injury of the individual or society.

**Intervention:** The confrontation of addictive or problem behavior in the early stages of development.

**Paraphernalia:** The equipment of the drug user. This can include rolling papers, pipes, clips for smoking marijuana cigarettes, and syringes and hypodermic needles.

**Reasonable Grounds:** Federal law permits public school officials to search students and student property as long as there are reasonable grounds to believe that the search will yield evidence of violation either of the law or school rules. The search must be justified at its inception and permissible in its scope.

**Treatment:** In the event it has been determined that there is substance abuse by a student, treatment may be recommended or required. Drug and alcohol counseling and rehabilitation programs are available for students in the district. A list of the available - programs along with names and addresses of contact persons for the program are located in the Guidance Office. The cost of such treatment and rehabilitation will be the responsibility of the - parents/guardians. Students and parents/guardians are responsible for contacting the director of the programs to determine the cost and length of the program and for enrolling in the program.

## Student Support Groups

In trying to assist students in dealing with the pressures of growing up and maturing to adulthood, USD 489 feels that group programs, often called support groups, can be a good way to provide the help and support needed. Current literature also talks about the importance of "networking" among students.

Both of those approaches give students the opportunity to solve problems and concerns in a controlled group situation. Students not only learn from an adult group leader about ways of dealing with those problems but they also learn from each other. Group members may come to understand that they are not the only ones who have such problems. They can learn from each other and also learn how to support each other as they go through their daily problems.

Through the assistance of school counselors and other trained staff, the schools of USD 489 will provide various support group situations for the students they serve.

These support groups objectives have been developed to help students:

1. Increase student communication skills.
2. Identify his/her feelings and be sensitive to the feelings of others.
3. Develop problem-solving techniques and coping mechanisms.

## Situations and Responses

1. **Student expresses concern and information about his/her own or a peer's alcohol, tobacco, and/or other drug use or seeks help.**

**ACTION:** The administration and counseling office will determine the level of appropriate intervention and develop a plan.

**DISCIPLINE:** No discipline is necessary.

**2. Student demonstrates signs of possible alcohol or other drug involvement (use and/or possession).**

**ACTION:** The administration will evaluate the possible use and parents will be notified of the concern. If the student has not used, no discipline will occur. If the student is found to have used, discipline will occur. (See situation 3.)

**3. Student is found to be under the influence of alcohol and/or in possession of alcohol at school or a school sponsored activity for the first time.**

**ACTION:** The student and student's possessions/locker(s) will be searched as reasonable grounds exist. Police will be notified. If the student refuses to cooperate, other property of the student may be searched. The principal will confiscate items, turn them over to police, and file report. Parents will be notified as soon as possible.

**INTERVENTION:** 1. The student will be referred for assessment to determine the extent of alcohol and/or drug involvement and the level of counseling/treatment needed. 2. The student will participate in a support group as recommended. 3. While in ISS, the student will be required to review awareness materials about negative effects of alcohol and/or other drugs and provide an appropriate assignment to the in-school suspension (ISS) supervisor upon completion of the assignment.

**DISCIPLINE:** The student will be placed in the ISS program for at least 5 days.

**4. Student is found to be under the influence of alcohol and/or in possession of alcohol, at school or a school sponsored activity for the second time.**

**ACTION:** The student and student's possessions/locker(s) will be searched as reasonable grounds exist. Police will be notified. If the student refuses to cooperate, other property of the student may be searched. The principal will confiscate items, turn them over to police, and file a report. Parents will be notified as soon as possible.

**INTERVENTION:** 1. The student will be referred for assessment to determine the extent of alcohol and/or drug involvement and the level of counseling / treatment needed.

**DISCIPLINE:** The student will be suspended out of school for an extended period of time beyond 5 days. The student will be provided a formal hearing no later than 10 days after the notice is given and shall be afforded all rights according to KSA 72-8901-8908.

**5. Student is found to be under the influence of drugs and/or in possession of drugs, drug paraphernalia at school or a school-sponsored activity for the first time.**

**ACTION:** The student and student's possessions/locker(s) will be searched as reasonable grounds exist. Police will be notified. If the student refuses to cooperate, other property of the student may be searched. The principal will confiscate items, turn them over to police, and file a report. Parents will be notified as soon as possible.

**INTERVENTION:** 1. The student will be referred for assessment to determine the extent of alcohol and/or drug involvement and the level of counseling/treatment needed. 2. The student will participate in a support group as recommended.

**DISCIPLINE:** The student will be suspended out of school for at least 5 days.

**6. Student is found to be under the influence of drugs and/or in possession of drugs, drug paraphernalia at school or a school-sponsored activity for the second time.**

**ACTION:** The student and student's possessions/locker(s) will be searched as reasonable grounds exist. Police will be notified. If the student refuses to cooperate, other property of the student may be searched. The principal will confiscate items, turn them over to police, and file a report. Parents will be notified as soon as possible.

**INTERVENTION:** 1. The student will be referred for assessment to determine the extent of alcohol and/or drug involvement and the level of counseling/treatment needed.

**DISCIPLINE:** The student will be suspended out of school for an extended period of time beyond 5 days. The student will be provided a formal hearing no later than 10 days after the notice is given and shall be afforded all rights according to KSA 72-8901-8908.

**7. Student is found to be in possession of a quantity of alcohol and/or other drugs or other substances to be sold and/or distributed as drugs, at school or a school sponsored activity.**

**ACTION:** The student and student's possessions/locker(s) will be searched as reasonable grounds exist. Police will be notified. If the student refuses to cooperate, other property of the student may be searched. The principal will confiscate items, turn them over to police, and file a report. Parents will be notified as soon as possible.

**INTERVENTION:** The student will be referred for assessment to determine the extent of alcohol and/or drug involvement and the level of counseling / treatment needed.

**DISCIPLINE:** The student will be suspended out of school for an extended period of time beyond 5 days. The student will be provided a formal hearing no later than 10 days after the notice is given and shall be afforded all rights according to KSA 72-8901-8908.

**8. Student is found to receive a quantity of alcohol and/or other drugs or other substances to be sold and/or distributed as drugs from another student, at school or a school sponsored activity.**

**ACTION:** The student and student's possessions/locker(s) will be searched as reasonable grounds exist. Police will be notified. If the student refuses to cooperate, other property of the student may be searched. The principal will confiscate items, turn them over to police, and file a report. Parents will be notified as soon as possible.

**INTERVENTION:** The student will be referred for assessment to determine the extent of alcohol and/or drug involvement and the level of counseling / treatment needed.

**DISCIPLINE:** The student will be suspended out of school for an extended period of time beyond 5 days. The student will be provided a formal hearing no later than 10 days after the notice is given and shall be afforded all rights according to KSA 72-8901-8908.

**9. Student is identified for the first time in possession and/or use of tobacco substance and/or related items (to include matches and/or lighters) at school or a school-sponsored activity.**

**ACTION:** The student and student's possessions/locker(s) will be searched as reasonable grounds exist. If the student refuses to cooperate, other property may be searched. The principal will confiscate items. Parents will be notified as soon as possible. Police will be notified.

**INTERVENTION:** 1. While in ISS, the student will be required to review awareness materials about negative effects of tobacco/tobacco products and provide an appropriate assignment to the in-school suspension (ISS) supervisor upon completion of the assignment. 2. The student will participate in a support group as recommended.

**DISCIPLINE:** The student will be placed in the ISS program for at least 2 days.

**10. Student is identified for the second time in possession and/or use of tobacco substance and/or related items (to include matches and/or lighters) at school or a school-sponsored activity.**

**ACTION:** The student and the student's possessions/locker(s) will be searched as reasonable grounds exist. If the student refuses to cooperate, police will be called and other property of the student may be searched. The principal will confiscate items. Parents will be notified as soon as possible. Police will be notified.

**INTERVENTION:** 1. While in ISS the student will be required to review awareness materials about negative effects of tobacco and tobacco products and provide an appropriate assignment to the ISS supervisor upon completion of the ISS assignment. 2. The student will participate in a support group as recommended.

**DISCIPLINE:** The student will be placed in the ISS program for a period of no less than 5 days.

**11. Student is identified for the third time in possession of and/or use of tobacco substance and/or related items (to include matches and/or lighters) at school or at school sponsored activities.**

**ACTION:** The student and student's locker(s) will be searched as reasonable grounds exist. If the student refuses to cooperate, police will be called and other property may be searched. The principal will confiscate items. Parents will be notified as soon as possible. Police will be notified.

**INTERVENTION:** 1. The student will be referred for assessment to determine the extent of alcohol and/or drug involvement and the level of counseling / treatment needed.

**DISCIPLINE:** The student will be suspended out of school for an extended period of time beyond 5 days. The student will be given a formal hearing no later than 5 days after the notice was given and shall be afforded all rights according to KSA 72-8901-8908.

**12. Situations involving school-sponsored activities located in another community.** In the event the activity is occurring in another community, the following procedure shall be followed: Should the principal or (the principal's designee) be present, the

procedure will remain unchanged as noted in earlier situations. Should the principal (or the principal's designee) not be present, he/she will be notified immediately. The following shall also be carried out: a. The severity of the situation shall be assessed, including the condition of the student(s) involved. b. Should the situation be assessed as life-threatening, emergency medical personnel and law enforcement officials shall be notified. c. Parents shall also be notified and informed of the situation. Parents may be asked to come to the community and possibly transport the student(s) home. d. Should the situation not be assessed to be life-threatening or serious, the student and all evidence shall be returned via school-sponsored transportation as soon as possible. The principal and parents shall also be notified of the situation. Upon return to school, a conference shall be held and all procedures as stated in this policy document shall be followed.

**13. Responding to specific alcohol and /or drug situations that may occur among students while involved in activities sanctioned by the KSHSAA and/or other extracurricular activities, community, performance, and service organizations sponsored by the school.** (Organizations include Student Council;

National Honor Society; FFA, SADD, Science Club, Spirit Club, Foreign Language Clubs, Drama, or any other club at HHS; Music, Forensics, Debate, Pep and Marching Band, Choir(s), and Chamber Singers when not involved in interscholastic activities).

**Responsibility:** A clear understanding of the USD 489 policy, which conforms to policy governing activities sanctioned by the KSHSAA, will prevent future conflict should a need for disciplinary action occur. It is the intent of this policy to prevent problems and not patrol to find them—the school staff will not “police” the town looking for violators. Neither will the school become involved with situations confined within the home or situations involving direct - supervision and consent of the parents. Although the school will never condone the use of alcohol or drugs, its involvement is restricted to school-related activities.

**ACTION, INTERVENTION, AND DISCIPLINE:** The previous stated policy will be followed.

**LOSS OF ELIGIBILITY:** Any student found to be in violation of this policy will not be allowed to participate in any event during suspension. If no events are scheduled during suspension, the student will not be allowed to participate in at least the next sponsored event. To be eligible for the upcoming season, he/she must follow the results of the alcohol evaluation required for first-time offenders.

**Recommendation:** The student must complete an alcohol evaluation to avoid suspension of future events.

**Loss of Eligibility, Second/Third Times:** Any student, grades 7–12, found to be in violation of this policy a second time will be dismissed from his/her present activity; to be eligible for the upcoming season, he/she must follow the results of the alcohol evaluation required for first-time offenders. Third-time offenders will not be allowed to participate in any activity for the remainder of the year.

**Conference:** Any student found to be in violation either the first or second time will be required to be present with a parent at a conference that shall include but not be limited to an administrator, a coach or sponsor, the Activities Director, and person or persons identifying the violation. **Legal Appeal:** Should the student and parent choose to appeal the decision of the committee, they shall be afforded those rights as defined by KSA72-8904.

## **Resources**

### **Intervention and Treatment**

USD 489 is fortunate to have many agencies available to assist in both the prevention and intervention of substance-abuse problems. Please see one of our counselors for information about professional resources.

### **Evaluation**

Regular evaluations of this USD 489 policy will take place.

# Hays High School Activities Handbook

USD 489 • Hays, Kansas

## Introduction and Philosophy

The Hays High School Activities Program functions as a single (9-12) coordinated program which incorporates the following activities chartered by Student Council, approved by the Administration and sanctioned by the Board of Education. These activities currently include:

Marching Band
Jazz/concert bands
Orchestra
Pop Singers
Debate and Forensics
Dead Poets Society
Football
Cross Country
Volleyball
Wrestling
Weight Lifting
Boys/Girls Golf
Boys/Girls Tennis
Boys/Girls Soccer
Boys/Girls Basketball
Boys/Girls Swimming

Track
Baseball
Intramural Basketball
Softball
Cheerleading
Dance Team
Student Council
National Honor Society
Science Club
Spirit Club
Future Farmers of America
Model United Nations
Quiz Bowl
Model United Nations
Quiz Bowl
Science Olympiad
Newspaper and Yearbook

Hays High School is a member of the Kansas State High School Activities Association and competes as a Class 5-A school. In accordance with the Kansas State High School Activities Association By-laws, participation in interscholastic activities as part of a school's educational program is a privilege and not a right. Students wishing to participate are required to meet standards of personal behavior and academic achievement related to school purposes. All participants must be prepared for a high level of performance and shall approach each competition with a successful outcome in mind.

Activities help to ensure that every student has an adult within the school environment they can trust and communicate with on a regular basis and at the same time provides experiences that develop character, self-concept and a healthy mind and body. Young people learn lessons in sportsmanship, teamwork, competition, how to win and lose gracefully; lessons on follow-through commitment, leadership and even dealing with adversity. Activities promote school spirit and help all students, spectators as well as participants, develop pride in our community.

## Colors, Mascot, Alma Mater

Our school colors are maroon and gold.

Our mascot is the Indian. (A respectful depiction of the Native American Indian will be used at all times, including logos).

### Our Alma Mater:

Out upon the western prairie  
Waves our banner high  
Far surpassing wealth unspoken  
Sealed by friendship's tie

Loved and cherished  
Brave and true  
Dear to every heart  
Hail to thee, our Alma Mater  
Hail to dear Hays High

## Sportsmanship—Rule 52

Activities are an important aspect of the total educational process at Hays High. They provide an arena for participants to grow, to excel, to understand and to value the concepts of sportsmanship and teamwork. They are an opportunity for coaches and staff to teach and model sportsmanship, to build school pride, and to increase student and community involvement. Activities are also an opportunity for the community to demonstrate its support for the participants and the school and to model the concepts of sportsmanship for our youth as respected representatives of society. Hays High students, coaches, sponsors, staff and fans are expected to conduct themselves with class at all activities and represent their school in a positive manner. Sportsmanship is a general way of thinking and behaving. The following sportsmanship guidelines apply to activities both in and out of town.

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

## Sportsmanship—General

The school will be responsible for ensuring that all students, participants, coaches/sponsors and fans conduct themselves in a

sportsmanlike manner when representing the school. Expectations for sportsmanship will be communicated by the administration. Unsportsmanlike conduct will be grounds for removal of the offender(s) from the site. Acts of unsportsmanlike behavior may include but are not limited to:

- Taunting or criticizing game officials, school personnel, fans, participants or coaches.
- Using obscene language or gestures toward game officials, school personnel, fans, participants, or coaches.
- Intentionally inciting participants and/or spectators to unruly or violent behavior.
- Striking or attempting to strike or otherwise physically abuse game officials, school personnel, fans, participants or coaches.
- Possessing and/or using alcohol or other chemical substances.

## Administration of Activity Programs

### The School Principal

- The principal is the official representative of the school and is responsible for any official action taken by the school.
- The principal is responsible for overseeing the general attitude of the student body and the manner in which activities programs are conducted by the activities director and/or coaches/sponsors.

### The Activities Director

- The activities director is directly responsible to the principal.
- The primary responsibility for the leadership, administration and the supervision of activities programs belongs to the activities director.
- The activities director/principal is responsible for maintaining written evaluations for head coaches/sponsors in all activities.

### The Head Coach/Sponsor

- The head coach/sponsor will conduct the program (9-12).
- The head coach/sponsor will be involved in the selection (whenever possible), direction, and supervision of assistant coaches/sponsors. (The head coach/sponsor must make his/her program expectations known to all assistants and students.)
- The head coach/sponsor must successfully complete required tests (KSHSAA) as appropriate. Each head coach/sponsor must be familiar with and uphold the policies of the district and/or the Kansas State High School Activities Association with assistants and students.
- The head coach may establish other training rules as necessary providing the rules are not in conflict with district policy and/or KSHSAA regulations. The activities director must be informed in writing of any rules established by individual coaches/sponsors. All students involved in the program must receive print copy of the rules associated with the program
- The head coach will maintain a close working relationship with the coaches/sponsors in other programs and with the assistants within his/her program.

- The head coach/sponsor will conduct written evaluations of all assistant coaches within the program.
- The head coach (coach serving as head coach) will maintain and carry a medical card for each participant.
- The head coach will be aware of any individual health plan for students participating in his/her program.

### Assistant Coaches/Sponsors

- The assistant will be directly responsible to the head coach.
- Assistants will assume responsibilities identical to those of head coaches/sponsors in matters such as attendance at practice sessions, appropriate attire, proper attention to the details of supervision for activity trips, professional participation during all contests and events, etc.

## Expectations

### Coaches/Sponsors

- Understand the tremendous influence he/she has on student participants.
- Respect and support officials/judges at all times. Refrain from demonstration of outrage at an official/judge's call.
- Set an example for players and spectators. Require sportsmanlike conduct for all participants and discipline participants as appropriate.
- Shake hands with opposing coaches before and after the game.
- Maintain good relationships with media. Provide scores and event information in a timely manner.
- Teach and expect participants to play hard and play fair. Allow no illegal or unethical practices.
- Know the rules!
- Refrain from publicly criticizing students, other coaches, officials.
- Offer students a time to issue concerns privately with coaches.
- Reprimanding participants in an abusive manner is not permitted.
- Use or allowing the use of profanity in any practice or game situation is not permitted.
- Encourage open dialogue. Assure confidentiality.
- Listen to concerns! The coach is still responsible for decisions. Parent concerns will be heard.
- Refrain from the use of alcohol/chemical substance in accordance to professional and contractual responsibilities.
- Refrain from discouraging/penalizing participants who choose to participate in more than one activity.
- Are responsible for appropriate supervision of student participants with regard to practice sessions and competition during scheduled times and until the last student leaves.
- Continue to improve coaching knowledge in the respective area(s).
- Coaching

## Evaluations

### The purpose of the evaluation will be:

- To promote continuous improvement of instruction.
- To identify, recognize, and praise quality coaching and instruction.
- To identify factors which interfere with a coach/sponsor's overall performance and contribution to the program.

### The procedure for evaluation will be:

- The Activities Director and/or Principal will review the written assessment with the head coach at the conclusion of each season.
- The Head Coach/sponsor will review the written assessment with assistant coaches/sponsors at the conclusion of each.
- Assistant Coach/sponsor evaluations will be completed prior to the head coach's evaluation conference with the administration.
- A coach/sponsor may write a rebuttal to the evaluation.
- The Activities Director and the Principal will be responsible for the recommendations to renew a coaching contract.

## Participants

- Treat officials, coaches, administration, and opponents with respect.
- Refrain from displays of uncontrolled temper.
- Experience victory with enthusiasm and compassion; defeat with pride and grace.
- Congratulate opponents in a sincere way following victory or defeat.
- Accept decisions of the coach.
- Demonstrate and promote good sportsmanship as defined by Rule 52 of the KSHSAA.
- Explain the rules, strategies, and expectations of the game to parents and friends so they can better understand the decisions that are made.
- Use of profane language or obscene gestures is not permitted.
- Take advantage of opportunities to communicate one-on-one with the coach.
- Arrange work schedules to meet team commitments.
- Remember that academics come first!

## Cheerleaders

- Promote positive crowd response. Start a popular yell to divert the crowd's attention when booing or inappropriate chants develop.
- Welcome visiting teams and visiting cheerleaders.
- Display signs that are positive and welcoming (not antagonizing to the visitors). Verify location of the cheer squad with the host administration to avoid blocking the view of spectators.
- Maintain composure in trying circumstances.
- Applaud injured players and recognize outstanding performances regardless of team affiliation.
- Be alert for inappropriate spectator behavior and notify the advisor, security, or administration for appropriate action as necessary.

- Display loyalty to school and team regardless of the outcome of the game.
- Demonstrate and promote a cooperative spirit between the student body, the staff, and school administration.
- Abide by the rules and expectations for Cheerleaders as prescribed by the sponsor (see also Cheerleading Handbook).
- Take advantage of opportunities to communicate one-on-one with the sponsor.

## Pep Band

- Respect players, coaches, staff, fans, and officials at all times.
- Coordinate playing with cheerleading routines.
- Avoid selections that may be embarrassing to fans or players regardless of team affiliation.
- Play only during the following times: Prior to the game, between quarters and at halftime, during time-outs and following the game.
- Promptly discontinue play when game action resumes.
- Adhere to the expectations that apply to fans and spectators.
- Abide by the rules and expectations for Cheerleaders as prescribed by the director.

## Officials

- Arrive at the site well in advance of the scheduled game.
- Be professional in manner and dress.
- Be well-prepared and knowledgeable about the sport and its rules.
- Officiate in an unbiased manner.
- Maintain calm, rational behavior at all times.

## Spectators

### (Parents, Students, Fans)

- Demonstrate and promote good sportsmanship as defined by Rule 52 of the KSHSAA.
- Remember that the activity is for the participants.
- Respect, cooperate with, and respond appropriately to cheerleaders.
- Obey school officials and faculty supervisors.
- Treat officials with respect at all times.
- Maintain self-control at all times.
- Use of profane and abusive language or gestures is not appropriate.
- Refrain from engaging in any activity that distracts from or is disruptive to the event.
- Respect public property.
- Understand that school authorities can remove any spectator who engages in disrespectful behavior.
- Understand that school authorities have the right to keep fans from attending activities if their conduct is not appropriate.
- Use of bells, whistles, and noisemakers is not appropriate for indoor events.
- Parents of participants should take advantage of opportunities to communicate concerns directly with the sponsor.

## Student/Parent/Coach Relationships

It is the belief at Hays High School that by nurturing good communication and by working together, a mutually satisfactory solution can be developed for any situation. Communication is critical to the establishment of positive relationships between coaches and sponsors, students and parents. Coaches and sponsors are expected to provide ongoing feedback and support to students regarding their progress and to provide pertinent information to parents. Students and parents are encouraged to communicate openly with coaches and sponsors. When questions or concerns arise, the following procedure should be followed to address the issues directly in reaching a resolution:

1. Review the Activities Handbook and any other regulations as noted for the specific program.
2. Wherever appropriate, the student should contact the coach/sponsor to discuss questions and concerns.
3. When necessary, the parent(s) should contact the head coach or sponsor to discuss concerns. If the discussion is unproductive, the coach/sponsor or parent should request a meeting with the Activities Director.
4. If the concern remains unresolved, a meeting will be scheduled with the student and/or parent, the coach/sponsor, the activities director and the principal.
5. Complaints registered outside the above channels will be referred appropriately when circumstances warrant.

However, if the concern remains unresolved after Steps 1–4 have been exhausted, a telephone call, personal conference or written statement should be submitted to the superintendent of schools outlining the concern(s).

NOTE: Any concern registered will be investigated by the administration. Anonymous letters or phone calls will not be considered credible reports.

## Memberships

### Kansas State High School Activities Association

#### Western Athletic Conference

Hays High is a member of the Western Athletic Conference (WAC) with Dodge City, Garden City, Great Bend, and Liberal. The WAC is registered with the Kansas State High School Activity Association and has representative participation in the establishment and evaluation of rules and regulations set by the KSHSAA. This conference provides opportunities for our student athletes to participate, compete, and to be recognized in a very competitive field of athletes. At the conclusion of each season, conference coaches make all-conference team selections. For each athletic activity, the head coach will nominate 2–3 nominees from his/her team. From that slate of candidates, all other league head coaches will select the all-conference team by majority vote. A single vote guarantees the participant honorable mention status.

## Student Eligibility

In order to be eligible for events sponsored by the KSHSAA, the student must:

- Have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or the last semester of attendance. (Students may attend summer school for the purpose of obtaining school credit but this credit, as ruled by KSHSAA, shall not count for eligibility.)
- Be enrolled in and attending a minimum of five new subjects of unit weight during the current semester.
- Be a bona fide student in good standing. (A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the administration, is not in good standing and is ineligible for a period of time as specified by the administration.)
- Have a KSHSAA physical form on file prior to the first practice. (Refers to athletic competition only.)
- Refrain from engaging in outside competition in the same sport during a season in which he/she is representing the school.

All questions regarding eligibility (including those regarding transfer students) will be addressed by the athletic director.

## Physicals

To represent Hays High in interschool athletic, spirit or spirit competition groups, a student must have on file with the Athletic Director a signed statement (physical form) by a practicing physician or a registered physician assistant, certifying that the student has passed an adequate physical examination and is physically fit to participate in interschool athletic or spirit groups. A parent or legal guardian stating that the student has express permission to participate must also sign this statement. No student shall participate in a practice or an event until this form is completed. Physicals must be completed and dated after May 1st of the preceding the school year for which it is applicable.

## Medical Cards

Medical cards shall be completed and turned in to the athletic office along with the physical form. The coach shall maintain the cards in the team medical kit and shall be responsible for seeing that these cards accompany student athletes on road trips assuring that emergency medical information is available.

(Sample card included here.)

## Participation

### Student Participation

Students may participate in two athletic sports per season if:

- (1) The student is in good standing with the school.
- (2) The student maintained at least a 3.0 GPA the previous semester.

(3) A Hays High School Dual Participation Contract has been completed and is on file prior to the first day of the season in which they wish to dual participate. This contract serves as the agreement between all parties involved. Both primary and secondary activity coaches/sponsors, the 3rd and 4th period teachers of the student, the student, and the student's parent must all sign the contract and be in agreement in order for dual-participation to take place. (See Appendix for copy of Dual Participation Contract)

- Students will participate at the level where they will develop and contribute to the success of the team.

Studies have shown that participation in activities is often a critical aspect in the academic as well as the social success of young people. With that in mind, it is the goal of Hays High School to include as many students as possible in interscholastic contests and activities. Hays High School neither suggests nor encourages specialization (concentrating on a single sport) at any level. It is recognized, however, that from time to time, resources (facilities, equipment, time & access to coaching, contest schedules, etc.) require that the size of some teams be limited. This is the most difficult decision a coach or sponsor will have to make throughout the season. When "cutting" becomes necessary, the following guidelines shall be followed:

1. Selecting the individual participants for an athletic team or competitive program is the sole responsibility of the head coach/sponsor and his or her staff.

2. Each candidate will have had the opportunity to participate in a minimum number (5) of practices/tryout dates to demonstrate his/her skills and/or value as a team member.

3. Head coaches/sponsors are to inform the Activities Director of all participants being considered for the team's reduction in size.

4. The coach/sponsor will personally counsel each individual participant who does not make the team offering him/her a realistic view of such things as playing time, role on the team, etc. No "cut lists" will be posted.

5. Whenever possible, the coach/sponsor will encourage students to remain a part of the team in another capacity such as manager, film technician, stat person, etc.

- It is the intent that freshmen will play on freshmen teams where those teams exist. However, the individual student's developmental level may dictate participation at a higher level.
- Freshmen may advance to junior varsity or varsity positions during the season (or at the conclusion of the freshmen season) subject to administrative approval. Parents will be consulted prior to this action. SUB-VARSITY TEAMS (freshman, sophomore, junior varsity):
- The objective at this level is to participate in practice and/or games to enhance competitive skills.
- Efforts will be made to play every student who has made the team.
- Varsity:
- Successful competition is the goal at this level.
- Students must be prepared for high level competition; therefore, it is the intent at the varsity level to field the best athletes/performers.
- Playing time is not guaranteed nor will it be equal at this level.

- Individual playing time will be at the discretion of the coaching staff.

### Tryouts for Select Groups (Cheerleading/Dance Team)

To become a member of the Cheer Squad or the Dance Team, the student must "tryout" before a panel of three judges (usually representative of the FHSU Cheer Squad and/or Dance Squad). Although the number maximum of eighteen dance team members or fifteen cheer squad members are selected from the top scorers, the number selected each year is contingent upon the "natural break" in the scores such that no candidate should have scores lower than five points below the previous member selected. Students are asked to contact the respective sponsor for more information.

- The tryout schedule will be posted at Hays High School and both middle schools at least one week prior to the tryouts.
- Students wishing to participate in the tryouts should register during one of the practice sessions.
- No fewer than three optional practice sessions are scheduled (where routines are taught) at various times to accommodate student schedules.
- Participants are judged on technique, personality, dress, poise, ability, memory, etc.
- All prospective members must participate in the tryouts. Returning members are not guaranteed a position on the squad.
- At the tryouts, candidates are identified by number and not by name. Individual squads are determined using these numbers to ensure a fair process.
- The squad sponsors are responsible for tallying the scores and posting the rosters.
- Team captains will be selected by the sponsors based upon the criteria of seniority, leadership abilities and point total.
- There are no captains for dance team; performance team leaders are chosen by the sponsor.
- Dance team members may participate in another fall sport (tennis, volleyball, golf) and join the dance team at the completion of that sport. They still must try out for the team in April, but they'll be excused from performances and practices while the other fall sport is in session.

### Playing Time

At HHS, each contest or performance will be approached with a successful outcome in mind. All participants must be prepared for a high level of competition.

- At the sub-varsity level, experience for as many students as possible is priority.
- At the varsity level, a successful outcome to the contest is priority.

Coaches/sponsors will make decisions consistent with these goals. There is no guarantee of equity in "playing time." The coach/sponsor will determine the role and the amount of playing time prescribed for each participant. All participants are expected to win and to lose with a high level of class and dignity.

## Sexual Harassment Policy

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated by the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events.

Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance officer as designated annually by the board of education.

Employees who do not believe that the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure (see Appendix A - Title IX).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual

harassment, depending on the nature of the conduct and its severity, persuasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

(Revised 2/15/99)

## Attendance at Activities

All team members are expected to be in attendance whenever the group is performing. Some classes, by their nature, require a special commitment on the part of students who enroll in them (i.e. music performances and contests, debate/forensics, journalism and/or video projects, etc.) Attendance is required unless the coach or instructor prior to the activity approves the absence. Failure to obtain such approval may result in consequences being imposed and/or may influence the grade earned for the grading period.

## Traveling With the Team

The Activities Director will provide direction to coaches regarding buses/seats available, economic considerations, etc., in determining the traveling squad for each team. The coach for each particular activity is responsible for determining which participants will travel with the team. Players injured during the respective season are eligible to travel with the team at the coach's discretion. Whenever possible/appropriate, lost school time will be considered when determining whether students who are not expected to play will travel with the team.

## Student attendance at school on game day

In order to be eligible to participate in the activity/contest that evening, students are expected to be in attendance at school for at

least one-half day. Any absence on the day of an event will require parent authorization in accordance with the attendance policy. Administration and coaches, with parental input, will then consider the best interest of each individual student in determining whether or not the student should be allowed to travel/perform. Students whose absence is unexcused will not participate, (practice and/or travel) with the team.

Note: Hays High School does not recognize any form of “sneak day” activity. Students participating in such activity will not participate in practice and/or performance that day.

### **Staying after school for academic assistance**

- Students who stay after school to receive academic assistance from a teacher (voluntary or imposed assistance) and arrive late to practice shall not be penalized for their tardiness.
- Students who stay after school to serve a detention may be subject to consequences appropriate to the situation.

### **Procedure to Follow When Students Must Be Absent Due to Activity Trips**

Hays High School will make every effort to schedule activities/field trips to keep classroom absences to a minimum. When a student misses school time to participate in activities, it is his/her responsibility to make arrangements with the teacher to complete missed work before he/she leaves to participate in the activity.

### **Suspended Students—Not In Good Standing**

Students suspended in school or out-of-school shall be considered “not in good standing” during the time of the suspension. Students that are in ISS will be expected to participate in activity practices, but will not compete or represent the school in interscholastic activities, intramurals, and/or other school-sponsored events until the suspension is complete. OSS students cannot practice or participate in interscholastic events until the suspension is complete. A suspension will be considered complete at the end of the calendar day. Suspended students shall not be permitted to travel with the team on out-of-town trips.

A student “not in good standing” is defined by the Kansas State High School Activities Association as:

- A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing.
- A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., at school events is not in good standing.

NOTE: Students shall not be subject to academic double jeopardy. When an activity or performance is an extension/expectation of an academic course and a grade is assigned as a result, the student will be expected to participate.

### **Drug and Alcohol Policy**

Hays High School will act in accordance with the USD 489 Substance Abuse Handbook for all violations of chemical use/abuse. The Kansas State High School Activities Association guidelines will be followed with respect to student activity

participants. This policy is intended to clearly state that the school will address incidents as presented to the administration and will not “police” the community looking for violators.

1. Student participants who possesses and/or use controlled substances (other than those prescribed by a physician) during the season shall be excluded from participation in the next KSHSAA sponsored event. An alcohol/drug evaluation must be completed in order to avoid suspension of additional future events.

2. Students in violation of the rule for a second time will be dismissed from his/her present activity and must participate in follow-up activities as prescribed in the alcohol/drug evaluation in order to be eligible for participation for any upcoming season. Third time offenders will not be allowed to participate in any KSHSAA sanctioned activity for the remainder of the school year.

3. Violation of the rules as noted must be verified by the student involved, a staff member, a law enforcement officer, or the parents of the student involved if penalties are to be imposed.

4. An alcohol/drug evaluation must be completed with all recommendations adhered to by the offender to avoid suspension from future events. For the student to return in good standing, the treatment facility and/or evaluator must provide a statement to the school principal noting that the offender has successfully completed the recommended program.

## **Scheduling**

### **Activity Free Times**

Wednesday night after 6:00 p.m. is designated as an activity free time and, unless a major emergency arises, no activities (including practices) will be scheduled. Sunday is designated as an activity-restricted period. Practice sessions are not to be scheduled without the prior approval of the principal.

### **Vacation Time Practices**

Student participants are expected to attend all practices scheduled by the coach/sponsor and approved by the Athletic Director. Understanding the value of family time, students will be excused from scheduled practices during school vacations (such as winter recess, spring break etc.) to participate in family activities with no repercussions. Students absent from practice for reasons other than family-related activities will face consequences imposed for any other missed (unexcused) practice.

### **Weather-Related Postponements**

At those times when inclement weather threatens, the safety of our students is the first priority. When school is dismissed due to inclement weather, all extra-curricular practice sessions (athletics, debate, music, etc.) and in most cases, contests will be canceled. Special consideration for practices may be given as determined by the administration and dictated by the weather conditions in the event of consecutive days of school dismissal. After evaluating current road and weather conditions, forecasts, estimated departure times and return times, distance/location and rescheduling possibilities, the Athletic Director will consult with the principal, superintendent and transportation officials to determine if busses will be sent out for an activity, or if a home contest will proceed as

scheduled. Exceptions will be made on a case-by-case basis for varsity-level qualifying events only, as determined by the administration and transportation personnel. Local radio stations will be provided information regarding weather-related cancellations, estimated return times, etc.

### Activity Schedule Conflicts

Scheduling conflicts are not the fault of the student and penalties will not be imposed. Every effort will be made by the school to avoid placing students in the position of choosing one activity over another. However, from time to time it is possible that more than one activity may be scheduled on the same day. The student should contact the coaches/sponsors and parents who will resolve the conflict, keeping the best interest of the student in mind. Academics should be given priority.

## Safety

### Athletic Trainer

In an effort to ensure a high standard of health care for all student athletes, Hays High employs a professional trainer. The trainer is available after school four days a week. Students are asked to report any injury to the coach who, with the trainer, will determine the most appropriate rehabilitation and timeline for recovery. Parents are encouraged to contact the school if any questions or information arise regarding medical treatment of injury or illness.

When available, the trainer will consult with the coach to determine future participation of the injured student participant. When unavailable, the coach /sponsor has the authority to determine future participation of the injured student participant. Safety of the student participant is a priority.

### Insurance

USD 489 purchases catastrophic insurance for all students participating in any school programs under the jurisdiction of the KSHSAA. USD 489 also purchases a special rider to reduce the deductible from \$25,000 (as required for KSHSAA member schools) to \$10,000 for student athletes. Questions regarding optional insurance for all district students should be directed to the high school athletic director.

### Fall Sports—Hot Weather

Hot weather at the beginning of the fall season is of great concern. The coaching staff will make every effort to move practice times away from the hottest parts of the day. Plenty of water and periodic rest breaks will be offered to students.

**IT IS EXTREMELY IMPORTANT THAT STUDENT PARTICIPANTS NOTIFY COACHING PERSONNEL IF AT ANY TIME THEY ARE NOT FEELING WELL, ESPECIALLY WHEN TEMPERATURES ARE VERY HOT. CLICK ON THE LINKS BELOW FOR UP-TO-DATE REPORTS OF HOT WEATHER PRECAUTIONS AND CURRENT HEAT INDEX:**

[HTTP://WWW.KSHSAA.ORG/PUBLIC/PDF/HEAT.PDF](http://www.kshsaa.org/Public/PDF/HEAT.PDF)  
<http://www.kshsaa.org/Public/General/Weather.cfm>

## HOT WEATHER TIPS!

### Heat Stress and Athletic Participation by Frederick O. Mueller, Ph.D. and Robert Cantu, M.D.

Early fall football, cross country, soccer and field hockey practices are conducted in very hot and humid weather in many parts of the United States. Due to the equipment and uniform needed in football, most of the heat problems have been associated with football. Under such conditions the athlete is subject to the following:

#### HEAT CRAMPS

Painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to profuse sweating.

#### HEAT SYNCOPE

Weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heat stroke.

#### HEAT EXHAUSTION (WATER DEPLETION)

Excessive weight loss, reduced sweating, elevated skin and deep body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.

#### HEAT EXHAUSTION (SALT DEPLETION)

Exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.

#### HEAT STROKE

An acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heat stroke victims, contrary to popular belief, may sweat profusely).

It is believed that the above-mentioned heat stress problems can be controlled provided certain precautions are taken. According to the American Academy of Pediatrics Committee on Sports Medicine, heat related illnesses are all preventable. (Sports Medicine: Health Care for Young Athletes, American Academy of Pediatrics, 1991). The following practices and precautions are recommended:

1. Each athlete should have a physical examination with a medical history when first entering a program and an annual health history update. History of previous heat illness and type of training activities before organized practice begins should be included. State High School Associations recommendations should be followed.

2. It is clear that top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the PHYSICAL CONDITION of their athletes and set practice schedules accordingly.

3. Along with physical conditioning the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for GRADUAL ACCLIMATIZATION TO HOT WEATHER. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80% acclimatization can be expected to occur during the first 7–10 days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.

4. The old idea that water should be withheld from athletes during workouts has NO SCIENTIFIC FOUNDATION. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum of 10-minute water break be scheduled for every half hour of heavy exercise in the heat. Athletes should rest in a shaded area during the break. WATER SHOULD BE AVAILABLE IN UNLIMITED QUANTITIES. Check and be sure athletes are drinking the water. Cold water is preferable. Drinking ample water before practice or games has also been found to aid performance in the heat.

5. Salt should be replaced daily. Modest salting of foods after practice or games will accomplish this purpose. Salt tablets are not recommended. Attention must be directed to replacing water. Fluid replacement is essential.

6. Know both the TEMPERATURE and HUMIDITY. The greater the humidity the more difficult it is for the body to cool itself. Test the air prior to practice or game using a wet bulb, globe, temperature index (WBGT index) which is based on the combined effects of air temperature, relative humidity, radiant heat and air movement. The following precautions are recommended when using the WBGT Index: (ACSM's Guidelines for the Team Physician, 1991)

Below 64	Unlimited activity
65-72	Moderate risk
74-82	High risk
82 plus	Very high risk

There is also a weather guide for activities that last 30 minutes or more (Fox and Mathews, 1981) which involves knowing the relative humidity and air temperature:

AIR TEMP	DANGER ZONE	CRITICAL ZONE
70 F	80% RH	100% RH
75 F	70% RH	100% RH
80 F	50% RH	80% RH
85 F	40% RH	68% RH
90 F	30% RH	55% RH
95 F	20% RH	40% RH
100 F	10% RH	30% RH

(RH = RELATIVE HUMIDITY)

One other method of measuring the relative humidity is the use of a sling psychrometer, which measures wet bulb temperature. The wet bulb temperature should be measured prior to practice and the intensity and duration of practice adjusted accordingly. Recommendations are as follows:

Under 60F	Safe but always observe athletes
61-65F	Observe players carefully
66-70F	Caution
71-75F	Shorter practice sessions; more frequent water and rest breaks
75+	Danger level and extreme caution

7. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather reduce the amount of clothing covering the body as much as possible. NEVER USE RUBBERIZED CLOTHING.

8. Athletes should weigh each day before and after practice and WEIGHT CHARTS CHECKED. Generally a three percent weight loss through sweating is safe and over a 3 percent weight loss is in the danger zone. Over a three percent weight loss the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions.

9. Observe athletes carefully for signs of trouble, particularly athletes who lose too much weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.

10. Teams that encounter hot weather during the season through travel or following an unseasonably cool period, should be physically fit but will not be environmentally fit. Coaches in this situation should follow the above recommendations and substitute more frequently during games.

11. Know what to do in case of an emergency and have your emergency plans written with copies to all your staff. Be familiar with immediate first aid practice and prearranged procedures for obtaining medical care, including ambulance service.

## HEAT STROKE

**THIS IS A MEDICAL EMERGENCY—DELAY COULD BE FATAL.**

Immediately cool body while waiting for transfer to a hospital. Remove clothing and use cool water on body. An increasing number of medical personnel are now using a treatment for heat illness that involves applying either alcohol or cool water to the victim's skin and vigorously fanning the body. The fanning causes evaporation and cooling. (Source: The First Aider, September 1987)

## HEAT EXHAUSTION

**OBTAIN MEDICAL CARE AT ONCE.**

Cool body as you would for heat stroke while waiting for transfer to hospital. Give fluids if athlete is able to swallow and is conscious.

## SUMMARY

The main problem associated with exercising in the hot weather is water loss through sweating. Water loss is best replaced by allowing the athlete unrestricted access to water. Water breaks two or three times every hour are better than one break an hour. The small amount of salt lost in sweat is adequately replaced by salting

food at meals. Talk to your medical personnel concerning emergency treatment plans.

## **Inclement Weather**

(Lightning, tornadoes, wind conditions)

### **HIGH PLAINS SPORTS MEDICINE CENTER ATHLETIC TRAINING OUTREACH PROGRAM**

Lightning Safety Protocol  
Scott A. Wireiow MS/ATC-R  
(Adopted 4/99)

This HPSMC lightning protocol is based on the latest information at the time of implementation. It is highly suggested that all of the participating school districts involved in the Athletic Training Outreach Program follow these guidelines.

### **Lightning Safety**

- An emergency plan or policy should be in place stating where athletes, coaches and spectators should go in case of inclement weather. This plan should state what a safe structure is, so that everyone knows where to go. The first choice should be a frequently inhabited building, i.e. a building with plumbing and/or electrical wiring that acts to electrically ground the structure, with the second choice being a vehicle with a metal roof (not a convertible or golf cart) with the windows rolled up. The hard metal roof acts to dissipate the lightning strike around the vehicle. Do not touch the sides of the vehicle.
- Designate a chain of command as to who monitors threatening weather and who is the person to make the decision to postpone the event and move persons to the designated place.
- Be aware of any "watches" or "warnings" that have been issued by the National Weather Service (NWS). A "watch" means that conditions are favorable for severe weather, while a "warning" means that severe weather has been reported in the area.
- If no safe structure is available within a reasonable distance, stay away from the tallest trees or objects, metal objects, individual trees, standing pools of water, and open fields. Assume a crouched position, with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize your body's surface area and minimize contact with the ground. If you feel your skin tingle, or your hair stand on end, immediately assume the described position. **DO NOT LIE FLAT!**
- Avoid using the telephone. A cellular phone is a safe alternative if the person and the antenna are located within a safe structure.

### **Lightning Detection**

- The absence of rain and the existence of blue skies are not safe protection from lightning strikes. Lightning can, and does, strike from as far as 10 miles away from the rain shaft.
- To determine the distance of a lightning strike; when you see the flash, start counting until you hear thunder. This gives you a

flash-to-bang count. Divide by 5 and it tells you how far away the lightning was, in miles.

- The National Severe Storms Laboratory (NSSL) recommends that by the time the flash-to-bang count is 30 seconds, all individuals should have left the athletics site and reached a safe structure.

## **Return to Play**

- The NSSL recommends that athletic contests/practices should be postponed until at least 30 minutes after the last flash of lightning or sound of thunder.

### **HPSMC'S LIGHTNING RECOMMENDATIONS**

It is the recommendation of High Plains Sports Medicine Center that any school district involved in the Athletic Training Outreach Program adhere to the following guidelines when it comes to lightning safety and athletic events/practices:

- If the flash-to-bang ration is equal to or less than 30 seconds, all participants, spectators, etc. should seek immediate shelter in a predetermined location.
- Athletic events/practices should not be resumed until a minimum of 30 minutes has passed since the last flash of lightning or sound of thunder.
- Reference: 1998-99 NCAA Sports Medicine Handbook

### **Emergency Medical Procedures**

Parents should report any special health conditions involving their child to the school nurse and coach. If necessary, the school nurse, with the input of the parents and health care provider, will develop a special health care plan addressing the special needs of the student. The school nurse will inform the HHS athletic director of these special health care needs. The school nurse will arrange to provide information, and training if necessary, for the specific coaches involved with the students who have a special health care plan.

### **Student in Distress Procedure**

#### **Person with Student:**

- Call for HELP
- Stay with student
- Evaluate: color, breathing, responsiveness
- If the student is not breathing:
  - Qualified person prepare to do CPR
  - Open airway, do 2 rescue breaths, check pulse
  - Continue CPR
  - Adult: 15 compressions to 2 ventilations
  - Child/infant: 5 compressions to 1 ventilation

#### **Second Person: If emergency situation**

Notify front office to call 911  
Give student's name and explain situation:  
Tell who, what, where  
Call for school nurse

#### Office Person:

Call 911  
Report situation to principal  
Notify parents  
Send someone to meet the ambulance  
Obtain student's health record

#### Summer Activities

There are no school nurses on duty for summer programs. Parents of students with special health needs must be responsible for making any necessary arrangements for their child when involved in summer activities and programs. 911 will be called for any emergency situations.

#### Special Health Care Needs and Emergencies

Parents should report any special health conditions involving their child to the school nurse and sponsor or coach of the extra-curricular activity. If necessary, the school nurse, with the input of the parents and health care provider, will develop a special health care plan addressing the specific needs of the student. The school nurse will inform the HHS athletic director of these special health care needs. The school nurse will arrange to provide information, and training if necessary, for the specific coaches or sponsors involved with the students who have special health care plan.

#### Transportation

The school will provide or make arrangements for transportation involving school activities. Students (athletics, music, debate etc.) are expected to travel with the team on the team bus or as arranged by the school district. Students are not permitted to travel to or from out-of-town events on their own. At the conclusion of an out-of-town event, students are again expected to travel home with the team. Only two exceptions to this rule may be considered:

- Coaches and sponsors may release a student to his/her parents following an out-of-town event. A release form must be signed and dated by the parent/legal guardian at that time.
- Parents wishing for their child to be released into the care of an adult other than the parent following an out-of-town event, must have signed a waiver of responsibility in the Athletic Office prior to the group's departure from Hays.
- Any parent/non-district employee must fill out a permit form to transport students to activities. (Call the transportation office for a form.)

#### Transportation Departure

- Coaches/sponsors must have an approved itinerary on file with the activities director.
- Coaches/sponsors must file a roster to include all sponsors and participants.
- The activities director shall be responsible for approving all transportation, lodging, and meal arrangements for activity trips. Unless otherwise assigned, the administration will be responsible for making said arrangements.
- In the event of adverse weather conditions, final departure decisions shall be made by the administration in conjunction with the Transportation Department.

#### Transportation Return

- Upon return, coaches/sponsors will remain until all students have left the campus.
- In the event of adverse weather conditions, all drivers must exercise extreme caution by gathering as much information as possible before deciding when to return. A conference with school administration is required. A cell phone will be employed whenever possible.
- In the event of delays or an additional overnight stay, parents will be notified by the administration or student participants will be instructed to call home to notify parents. Also radio announcements will be made.
- In the event of tournament play, an overnight stay will be authorized when less than 15 hours exists between anticipated return time home and a second anticipated departure time.

#### Activity Trips

Student activities and activity trips are an integral part of the District's educational program. The following guidelines will be applied in the establishment of the maximum number of miles to be traveled during the school year for each activity.

- The Superintendent of Schools will establish the maximum miles for trips by each activity after reviewing the following data: number of miles traveled the previous year and special circumstances affecting the activity; requests of the activity sponsors; and the financial implications to the District.
- The Superintendent of Schools will establish the maximum mileage by January preceding the school year. A report will be presented to the Board of Education; and the Board of Education will have the authority to review the guidelines.
- The mileage guidelines will be computed on the basis of the total number of miles per vehicle. An exception will be made when several smaller vehicles (suburbans or administrative cars) can transport students adequately and more economically than a bus. The mileage counted will be one round trip. Drivers who transport students in district suburbans are to be district employees whenever possible. If non-district people drive, they have district insurance coverage only if express permission and approval have been given and documented by a building or central office administrator. Whenever possible, driving records of non-district drivers should be checked prior to the trip. Drivers are strongly encouraged to keep updated on First Aid and Defensive Driving Courses required by regular bus drivers. Drivers are expected to follow the legal speed limits. Mechanical devices such as radar detectors, which are intended to circumvent the law, are prohibited.

- The District will not pay mileage for parent vehicles for activity trips from the transportation fund.
- State playoffs will not be computed or counted in determining maximum mileage.
- Activity trips are defined as trips for student performances or competitions.

### Field Trips

HHS strives to provide opportunities for meaningful experiences for students.

- All field trips should support the curriculum taught at the respective grade level.
- All field trips must have learning activities which develop the theme both before and after the trip.
- Field trips should be designed to extend the learning opportunities of the themes being developed.
- Objectives of the field trip, as well as lesson design samples which demonstrate the ways the experience supports the curriculum should be filed with the principal when the field trip request is made.
- Whenever possible, travel time should be developed into "learning time".

### Standards of Conduct for Out of Town Trips

- Students who leave Hays for out-of-town trips become representatives not only of the Hays public schools but also of the city as a whole and as such will be judged by others according to how they conduct themselves.
- Remember that people are different. Respect personal and cultural differences. Avoid judgmental comments that may offend others.
- Don't wander off alone or in very small groups. Stay with the main group.
- Don't loiter in unsupervised areas such as restrooms and corridors.
- If, in the good judgment of the sponsor, coach, administrator, etc., a situation arises that endangers the safety of the students, that sponsor has the authority and the responsibility to remove the students from the situation. GET HOME!
- Coaches and sponsors should communicate with other school officials to avoid potential problems.
- Bus drivers should make every effort to park in open and well lit areas and make frequent security checks at the bus site to eliminate the possibility of vandalism.

### Overnight Trips

Whenever possible, it is the intent that students should return home to the care of their families following interschool activities and/or field trips. In the event that it is not reasonable and prudent to do so, lodging will be arranged to include appropriate supervision. In the case of elective field trips, all students will pay the cost of lodging proportionately. In the case of overnight trips necessitated by interscholastic competition, the school will pay lodging expenses.

### Bus Regulations

Students should observe these rules when riding in school-provided buses or other vehicles.

- Observe the same conduct as in the classroom.

- Be courteous. Do not use profane or vulgar language or gestures.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not smoke.
- Do not be destructive.
- Stay in your seat.
- Keep head, hands, and feet inside the bus.
- The bus driver is authorized to assign seats.

Transportation privileges will be lost for a period not to exceed the remainder of the school year for a pupil who either persistently violates the rules or commits a major violation.

### School Purchased Meals on the Road

Depending upon the distance and time away from home, it may be necessary for students to eat one or more meals "on the road". Arrangements will be made by the coach/sponsor and the activities director to provide food and/or meal money for students as appropriate. As a general rule, students will be expected to purchase the first meal on any school sponsored trip that requires an overnight stay (athletic competition, debate, etc). Each student will be allowed a per diem for each meal (three per day) during the remainder of the trip. A meal may be provided in cases where a late return to Hays is obvious. Receipts must match the amount of money expended.

### Off Season Expectations

In order to ensure that every participant has the opportunity to maintain a high level of preparedness, participants are encouraged to take advantage of a variety of programs available to them. (See Rule 30—Seasons of Activities: KSHSAA Handbook.)

### Conditioning during the school year

In order to assure that every participant has the opportunity to maintain a high level of preparedness and to encourage students who choose not to participate in multiple activities to work during the off-season, the weight room facility is open each evening after school unless otherwise noted.

### Summer Conditioning

Hays High offers a summer conditioning program for all students to include weight training and running. Students successfully completing the summer program as outlined, may request 1/2 credit. The summer program is especially important for those students planning to participate in a fall sport. Students reporting to practice in good physical condition are better prepared to deal with the heat. All student athletes are encouraged to attend. There is a registration fee for participation in this program.

### Varsity Lettering Policy

Varsity letters will be awarded at the annual recognition program to varsity level participants who meet the designated requirements for each activity. It is the philosophy of Hays High School to award a varsity letter to as many deserving participants as possible for activities throughout the year.

Each head coach and sponsor will submit seasonal requirements to the Activities Director and Principal for approval prior to the start of the school year. The requirements, a copy of which must be on file in the administrative offices of the school, will be presented to students and parents the start of the season.

The specific requirements established by Hays High School for earning a varsity letter in each activity are outlined in Appendix A.

### **Honor Letters**

A white Honor Letter will be awarded to those student athletes earning a letter in three sports within a given school year.

### **Athletic Recognition Night**

In May of each year, student athletes are recognized for their participation and achievement. The Athletic Booster Club serves as sponsor for the Athletic Recognition Night activities. Special recognition is given to student athletes whose contribution has been significant. Recognition for Outstanding Female and Male Athlete is awarded by the coaching staff according to the following criteria: tried the hardest, didn't give up when things weren't going right, showed the most improvement as a team member, continued to practice even when the chips were down, were caught practicing even when practice was over, encouraged teammates even when they themselves were not playing, served as an inspiration to other students at HHS, demonstrated character through wins and losses, and motivated others to perform "beyond" their potential.

### **Lettering/Exceptions to accommodate extraordinary circumstances:**

If seasonal requirements as prescribed in Appendix A are not met due to extraordinary circumstances, the coach or sponsor may, at his/her discretion, award a varsity letter to:

- A senior participant who falls short of meeting the seasonal requirements, but has, in the judgment of the coach/sponsor, earned a varsity letter.
- Any participant who is injured during the season of the activity and who, having not been injured, would have completed the seasonal requirements to earn a varsity letter.
- Any participant who moves from one level of competition to the varsity level and competes in at least 50% of the quarters, innings, matches (or scores team points in individual competition) in state tournament play.
- Any participant who, in the judgment of the coach/sponsor, deserves a "waiver of the requirements". In this special circumstance, the head coach/ sponsor will submit a written recommendation to the activities director and principal justifying the award.

## **Budget / Finance**

### **Fundraising**

All school related fundraising projects must be registered through the activity director's office.

### **Collection of Money**

Any money collected from students should be receipted and turned into the office for collection.

### **Recordkeeping/Cash Advance**

Receipts equal to cash advanced for meals and/or other expenses must be turned in to the office immediately upon return. Collection of receipts is the responsibility of the coach/sponsor.

## **Athletic Booster Club**

The Hays High Athletic Booster Club is an organization of parents who encourage and support athletic participation for all Hays High students whether at the varsity, junior varsity, sophomore or freshman level. It is group active through various committees and functions related to each sport. Membership is open to anyone interested in supporting HHS Athletic programs. As a token of appreciation, members of the Booster Club receive a discount to all home games. Major tournaments, regional and state playoff activities are not included.

The Booster Club is governed by a Board of Directors, which includes the Activities Director and parents representing the various sports programs at HHS. Traditionally, the Booster Club has assumed responsibility for such things as concessions at the Hays City Shootout, the junior and senior classic wrestling tournaments, the Diamond Classic baseball tournament and the fifth quarter activities following each home football and basketball game. Money raised through memberships, fund raising, and donations is used to purchase equipment, Athletic Recognition Program tickets for student athletes and other items to support student athletes throughout the year.

## **Scholarships**

### **NCAA Clearinghouse —College Academic Requirements**

The NCAA has established a central clearinghouse to certify athletic eligibility for Divisions I and II universities. If a student athlete intends to participate in college athletics at a Division I or II school as a freshman, he or she must be registered with and be certified eligible by the NCAA Initial-Eligibility Clearinghouse. He/she may not even take an official campus visit unless registered with the Clearinghouse. Students considering collegiate athletic participation should check with the guidance counselors regarding core credits, GPA, and SAT or ACT scores. The NCAA calculates GPA differently than Hays High so it is important that students consult with the counselors if considering college sports. Students must take at least four years of English, two years of math, two years of science and one additional year from English, math or science, two years of Social Science, plus additional core classes to total 13 core credits. Scores of 700 on the SAT and a total score of 68 on the ACT are needed to meet the minimum requirement.

Registration forms for the Clearinghouse may be picked up in the Counseling Office. There is a one-time fee to register. It is recommended that students register during the junior year or as early as possible in the senior year. Students should visit with coaches, athletic director and/or counselors as soon as possible to ensure that your high school academic requirements will be met to insure future consideration for college athletics. A student athlete

recruited to pursue an athletic career in college may sign a "national letter of intent". Coaches will be responsible for notifying the media. Hays High will do everything possible to have the media present on signing dates to honor the student athlete and his or her parents.

## Activities / Lettering Requirements

Activity letters at Hays High School are awarded to participants in grades 9-12 provided they have met the following standards:

- Completed seasonal requirements as prescribed for the individual activity (as outlined below).
- Participated at the varsity level of competition.
- Maintained a high level of performance.
- Demonstrated consistent attendance at practice and at competition.
- Maintained a consistent demonstration of sportsmanship.
- Completed the season in good standing with the coach, the school and KSHSAA.

Exceptions: see 15.3 –Activities Handbook

## Music

### Band—Marching/Jazz/ Concert

- Participate in all required Hays High performances as well as one outside performance. (Fort Hays concert, etc.)

### Orchestra

- Participate in all orchestra concerts and the Western Kansas Orchestra Festival.
- Or, participate in all required rehearsals and performances of the fall musical as a member of the Pit orchestra.
- Or, participate in all orchestra concerts and serve as a Hays City Music Festival helper.
- Or, earn a solo rating of II at Regional Contest.
- Or, earn a small ensemble rating of I at Regional Contest.
- Or, be accepted and participate in the KMEA Festival Orchestra.

### Vocal Music

- Participate in the HHS select ensemble.
- Or, participate at Regional Solo and Small Ensemble Contest.
- Or, participate in the Hays City Music Festival.
- Or, participate in the KMEA District Choir.

## Debate

- Participate in the required minimum of three invitational tournaments.
- Or, attend 7 invitational tournaments for the season.
- Earn a winning record at tournaments.
- And, earn a "C" average or above in Debate class.

## Forensics (spring program)

- Place in the top three at an invitational tournament.
- Or, participate in six invitational tournaments for the season.
- And, earn a "B" average or above in Forensics.

## Athletics

### Baseball

(spring programs for Varsity, Junior Varsity, and Freshman)

- Participate in at least five varsity games.

### Boys Basketball

(winter programs for Varsity, Junior Varsity, Sophomore and Freshman)

- Participate in at least one-sixth of all varsity quarters throughout the season.

### Girls Basketball

(winter programs for Varsity, Junior Varsity, & Freshman)

- Participate in at least one-sixth of the total quarters played by the varsity team.

### Cheerleading

(fall and winter program for Varsity, Junior Varsity & Freshmen)

- Participate in summer cheer camp.
- Participate in (or secure proper authorization) all cheerleading activities, i.e.: performances, practices, fundraisers.

### Boys and Girls Cross Country

(fall program for Varsity and Junior Varsity)

- Earn a total of 10 varsity points. Points may be awarded according to the following formula:
- Participate in a varsity meet (1 point each).
- Finish in the top one-half of any race (1 point each).
- Earn a varsity medal (1 point each).
- Run 100 miles during the season (1 point each).
- Run 100 miles over the summer (1 point each).
- Successfully complete the cross country season (1 point each).

### Football

(fall program for Varsity, Junior Varsity, and Freshman)

- Earn a total of nine varsity quarters to letter. Quarters may be accumulated by using the following formula:
- Participation in one quarter of a varsity game equals one quarter. (Offense/defense/special teams.)
- Participation in the summer weight program equals one quarter.
- Participation in the summer clinic equals one quarter.
- Participation on scout team, offense or defense on a weekly basis equals one quarter.

### Boys and Girls Golf

**(fall program for girls; spring program for boys)**

- Participate in at least one-half of all scheduled varsity golf tournaments.
- Or, earn a score which contributes toward the varsity team total.
- Or, medal in any varsity meet.

**Dance Team**

**(fall and winter program)**

Dance Team is a year-long commitment, however, students may also choose to participate in a spring sport.

- Participate in summer dance camp (recommended but not required). The fee for the camp is the responsibility of the each dance team member.
- Wear appropriate practice/performance uniform.
- Participate in (or secure proper authorization for absence from the sponsor) all dance team activities, i.e., performances, practices and fundraisers.

**Boys and Girls Soccer**

**(fall program for boys; spring program for girls)**

- Participate in at least one-half of all regular season varsity contests.

**Softball**

**(spring programs for Varsity, Junior Varsity, and Freshman)**

- Participate in at least one-fourth of all scheduled varsity games.

**Boys and Girls Swimming**

**(winter program for boys; spring program for girls)**

- Earn a score which contributes toward the varsity team total.

**Boys and Girls Tennis**

**(fall program for girls; spring program for boys- Varsity & JV)**

- Participate in at least four varsity tournaments during the season.

- Or, participate in the league tournament.

**Boys and Girls Track**

**(spring program for Varsity, Junior Varsity, and Freshman)**

- Earn a score which contributes toward the varsity team total.

**Volleyball**

**(fall program for Varsity, Junior Varsity, and Freshman)**

- Participate in at least one half of all varsity contests.

**Wrestling**

**(winter program for Varsity and Junior Varsity)**

- Earn a total of 40 varsity points. Points may be awarded according to the following formula:

Participation = one point per varsity match

Duel Tournament

Win by fall	6	4
Win by technical fall	5	3.5
Win by decision	3	2
Win by major decision	4	2.5
Win by default	6	4
Win by forfeit	6	4

- Or, finish in the top four in any tournament scoring four places: 1st =14 points; 2nd =10 points; 3rd =7 points; and 4th =4 points
- Or, finish in the top six in any tournament scoring 6 places: 1st =16 points; 2nd = 12 points; 3rd = 9points; 4th = 7 points; 5th=5 points; and 6th=3 points.

**Managers**

- Managers may earn a letter by meeting the same standards set forth for the respective activity.



Hays High School  
 2300 E. 13th  
 Hays, KS 67601  
 785-623-2600 (phone)  
 785-623-2616 (fax)

**DUAL PARTICIPATION CONTRACT  
 HAYS HIGH SCHOOL**

Any Hays High School (HHS) student wishing to participate in dual athletic activities during the same season must complete this form prior to the start of the dual season in which they wish to participate. No HHS student will be allowed to begin participation (including practice) in either activity until this contract has been completed and filed with the Athletic Director and both coaches/sponsors. If this contract cannot be agreed upon by both coaches involved, the student involved, and the parent of the student, the student will have to choose which activity he/she wishes to participate in.

Student Name: \_\_\_\_\_ Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dual Activities: Primary \_\_\_\_\_ Secondary \_\_\_\_\_

No coach/sponsor at Hays High School will be allowed to keep a HHS student from participating in the activities listed on this completed contract as long as those activities do not fall on the same day. In the case of conflicting activities, \_\_\_\_\_ chooses to participate in \_\_\_\_\_ as his/her primary activity. If a coach/sponsor feels that a student's performance in his/her activity is adversely affected by that student's participation in the other dual activity listed on this contract, it remains the option of that coach/sponsor to reduce or curtail that student's participation in their activity. It is the expectation of HHS administration that decisions of this nature will be made by the coach/sponsor strictly on a student-performance basis. Unless agreed upon by all parties involved, a student is not allowed to quit the primary sport to become a full time member of the secondary sport. The administration of Hays High School reserves the right to suspend this contract if a student involved is suffering academically as a result of the dual participation or is not in good standing.

Other activities student is involved in during the season being addressed (i.e. DECA, BPA, FFA, Musical, etc.)

My signature below indicates that I understand the conditions of dual participation at Hays High School and agree to abide by the conditions stated above.

_____	____/____/____	_____	____/____/____
(Student)	(Date)	(Parent)	(Date)
_____	____/____/____	_____	____/____/____
(Primary Coach/Sponsor)	(Date)	(Secondary Coach/Sponsor)	(Date)
_____	____/____/____	_____	____/____/____
(G3 teacher)	(Date)	(G4 teacher)	(Date)
_____	____/____/____	_____	____/____/____
(M3 teacher)	(Date)	(M4 teacher)	(Date)

Witnessed by: \_\_\_\_\_

(Athletic Director)

(Date)

*Empowering All Students for Tomorrows Challenges*

**USD 489**

**ALTERNATIVE TRANSPORTATION FORM**

**HAYS HIGH SCHOOL**

2300 EAST 13TH STREET • HAYS, KANSAS 67601 • (785) 623-2600

Student's Name \_\_\_\_\_ Event \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_ do hereby give permission for my son/daughter to ride home with \_\_\_\_\_

\_\_\_\_\_

I understand that the district has provided transportation for my child, and that by choosing this alternative means of transportation, I no longer hold USD 489 or any person associated with the district responsible for my child's safe return.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Administrator or Coaches Approval: \_\_\_\_\_

Health Services, USD 489

**Authorization for Self-Administration of  
Anaphylaxis or Asthma Medication, K-12**

...to be renewed annually...  
**Return to School Nurse**

**Parent to Complete:**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

The above student has been instructed on self-administration of medication, and I hereby give my permission for him/her to administer at school as ordered the medication(s) listed. I understand that it is my responsibility to furnish this medication. **I acknowledge that the school district and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agree to release, indemnify and hold the school, and its officers, employees and agents, harmless from and against any claims relating to the self-administration of such medication.**

I authorize USD 489 School Nurses to **exchange information regarding this student's health care and treatment plan with:**

Physician \_\_\_\_\_ Clinic: \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_  
Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**IMPORTANT NOTES:**

\* The student shall carry, for the purpose of self-administering, only a single day's supply of medication, with the exception of inhalers. The medication must be in the original, completely labeled container. If a prescription, it should bear the pharmacy label with correct, current dosage information.

\* In order for a student to have access to emergency medications at all times, it is recommended that an additional supply of the listed self-administered medication(s) be kept at the school.

=====  
**\*\*For School Nurse Use\*\***

The above student has demonstrated the skills necessary for responsible self-administration of medication(s). Yes \_\_\_\_\_ No \_\_\_\_\_  
\_\_\_\_\_ school nurse signature \_\_\_\_\_ date

Teachers responsible for supervision of this student have been notified of permission to carry listed medication(s) and self-medicate on this date \_\_\_\_\_.

Names of teachers notified: \_\_\_\_\_

Over for  
Physician's Treatment Plan

## Medication Request Form

Students Name \_\_\_\_\_ Grade \_\_\_\_\_ Birthdate \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent's Address \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

I request that the School Nurse, or other delegated school personnel, administer the following medication to the above named student.

Name of medication(s) \_\_\_\_\_

Has your child received at least one dose of this medication? Yes \_\_\_\_\_ No \_\_\_\_\_

Reason for medication(s) \_\_\_\_\_

What time should medication be given at school? \_\_\_\_\_

How much medication should be given? \_\_\_\_\_

If appropriate, can this medication be repeated? No \_\_\_ Yes \_\_\_ If yes, how soon? \_\_\_\_\_

How is this med to be given? Circle one: By mouth, inhaled, nose, eyes, ears, rectally, injection.

How long will the student be taking the medication? \_\_\_\_\_

Should short-term medication (cough medicine, antibiotics, inhalers, etc.) be sent home daily?

Yes \_\_\_\_\_ No \_\_\_\_\_

**I have reviewed the U.S.D. #489 Medication Request Procedure and agree to the stipulations attached. Please note that medical and health related information may be shared with appropriate school personnel.**

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

**Students requiring daily medications will be responsible for reporting to the Health Office at the specified time.**

12-07



# HISTORY

## PRE-PARTICIPATION PHYSICAL EVALUATION

Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_ Date of birth \_\_\_\_\_

**TO BE COMPLETED ANNUALLY BY EVERY PARTICIPANT AND PARENT OR GUARDIAN**

Grade \_\_\_\_\_ School \_\_\_\_\_ Sport(s) \_\_\_\_\_

Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Personal physician \_\_\_\_\_ Parent Email \_\_\_\_\_  
In case of emergency, contact:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

**PPE shall not be taken earlier than May 1 preceding the school year for which it is applicable.**  
**STUDENT/PARENT/GUARDIAN - answer questions below PRIOR TO EXAMINATION by physician.**  
**Explain "YES" answers in space below. Circle the number of the questions you do not know.**

- YES NO**
1.   Have you had a medical illness or injury since your last check up or sports physical?  
  Do you have an ongoing or chronic illness?
  2.   Have you ever been hospitalized overnight?  
  Have you ever had surgery?
  3.   Are you currently taking any prescription or non-prescription (over-the-counter) medications or pills or using an inhaler?  
  Have you ever taken any supplements or vitamins to help you gain or lose weight or improve your performance?
  4.   Do you have any allergies (for example, to pollen, medicine, food, or stinging insects)? Have you ever had a rash or hives develop during or after exercise?
  5.   Have you ever passed out during or after exercise?  
  Have you ever been dizzy during or after exercise?  
  Have you ever had chest pain during or after exercise?  
  Do you get tired more quickly than your friends do during exercise?  
  Have you ever had racing of your heart or skipped heartbeats?  
  Have you had high blood pressure or high cholesterol?  
  Have you ever been told you have a heart murmur?  
  Has any family member or relative died of heart problems or of sudden death before age 50?  
  Have you had a severe viral infection (for example, myocarditis or mononucleosis) within the last month?  
  Has a physician ever denied or restricted your participation in sports for any heart problems?
  6.   Do you have any current skin problems (for example itching, rashes, acne, warts, fungus, or blisters)?
  7.   Have you ever had a head injury or concussion?  
When? \_\_\_\_\_ How many? \_\_\_\_\_  
  Have you ever been knocked out, become unconscious, or lost your memory?  
  Have you ever had a seizure?  
  Have you ever had numbness or tingling in your arms, hands, legs, or feet?  
  Have you ever had a stinger, burner, or pinched nerve?
  8.   Have you ever become ill from exercising in the heat?
  9.   Do you cough, wheeze, or have trouble breathing during or after activity?  
  Do you have asthma?  
  Do you use an inhaler before exercise?  
  Do you have seasonal allergies requiring medical treatment?

- YES NO**
10.   Do you use any special protective or corrective equipment or devices that aren't usually used for your sport or position (for example, knee brace, special neck roll, foot orthotic, retainer on your teeth, hearing aid)?
  11.   Have you had any problems with your eyes or vision?  
  Do you wear glasses, contacts, or protective eyewear?
  12.   Have you ever had a sprain, strain, fracture or dislocation of a muscle, tendon, bone or joint?  
If yes, check appropriate box and explain below.  

<input type="checkbox"/> Head	<input type="checkbox"/> Elbow	<input type="checkbox"/> Hip
<input type="checkbox"/> Neck	<input type="checkbox"/> Forearm	<input type="checkbox"/> Thigh
<input type="checkbox"/> Back	<input type="checkbox"/> Wrist	<input type="checkbox"/> Knee
<input type="checkbox"/> Chest	<input type="checkbox"/> Hand	<input type="checkbox"/> Shin/calf
<input type="checkbox"/> Shoulder	<input type="checkbox"/> Finger	<input type="checkbox"/> Ankle
<input type="checkbox"/> Upper arm		<input type="checkbox"/> Foot
  13.   Do you want to weigh more or less than you do now?  
  Do you lose weight regularly to meet weight requirements for your sport?
  14.   Has a doctor told you or a family member that you are at risk for blood disorders? Ex: Sickle Cell, etc...
  15.   Were you born without or are you missing a kidney, testicle or any other organs?
  16.   Do you feel that you have fatigue or increased shortness of breath with activity?
  17.   Do you have any concerns that you would like to discuss with the doctor?

- FEMALES ONLY**
18.   Have you begun menstruation?  
  If yes, are you ever experiencing any problem (i.e., irregularity, pain, etc.)?

**IDENTIFY "YES" ANSWERS (by number)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# PHYSICAL EXAMINATION

## PRE-PARTICIPATION PHYSICAL EVALUATION

Name		Date of Birth	
Height	Weight	Pulse	Blood Pressure /
Vision	R 20/      L 20/	Corrected: Y   N	Pupils: Equal      Unequal
Date of recent immunizations:	Td	Tdap	Hep B
	Varicella	HPV	Meningococcal

	NORMAL	ABNORMAL FINDINGS	INITIALS*
<b>MEDICAL</b>			
Appearance			
Eyes/Ears/Nose/Throat			
Lymph Nodes			
Heart			
Pulses			
Lungs			
Abdomen			
Genitalia/Hernia			
Skin			
<b>MUSCULOSKELETAL</b>			
Neck			
Back			
Shoulder/Arm			
Elbow/Forearm			
Wrist/Hand			
Hip/Thigh			
Knee			
Leg/Ankle			
Foot			

\*Station-based examination only

## CLEARANCE

Cleared for all activities

Not cleared for: \_\_\_\_\_

Reason: \_\_\_\_\_

Recommendations: \_\_\_\_\_

I HEREBY CERTIFY THAT I AM QUALIFIED BY TRAINING AND EXPERIENCE TO PROPERLY PERFORM THE EXAMINATION  
AND MAKE THE EVALUATION REFLECTED ON THIS FORM

Name of physician (print/type) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone (      ) \_\_\_\_\_

Signature of physician \_\_\_\_\_, MD, DO, DC or RPA  
(please circle)

**HAYS HIGH ATHLETIC-ACTIVITY DEPARTMENT**  
**U.S.D. 489**  
**HAYS, KANSAS**

Hays High School will act in accordance with the USD 489 Substance Abuse Policy for all violations of chemical use/abuse. The Kansas State High School Activities Association guidelines will be followed with respect to student activity participants. This policy is intended to clearly state that the school will address incidents as presented to the administration and will not "police" the community looking for violators.

1. Student participants who possess and/or use controlled substances (other than those prescribed by a physician) during the season shall be excluded from participation in the next KSHSAA sponsored event. An alcohol/drug evaluation must be completed in order to avoid suspension of additional future events.
  
2. Students in violation of the rule for a second time will be dismissed from his/her present activity and must participate in follow-up activities as prescribed in the alcohol/drug evaluation in order to be eligible for participation for any upcoming season. Third time offenders will not be allowed to participate in any KSHSAA sanctioned activity for the remainder of the school year.
  
3. Violation of the rules as noted must be verified by the student involved, a staff member, a law enforcement officer, or the parents of the student involved if penalties are to be imposed.
  
4. An alcohol/drug evaluation must be completed with all recommendations adhered to by the offender to avoid suspension from future events. For the student to return in good standing, the treatment facility and/or evaluator must provide a statement to the school principal noting that the offender has successfully completed the recommended program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please return this form to the Athletic Office

**HAYS HIGH ATHLETIC DEPARTMENT**

**U.S.D. #489**

**Hays, KS**

Dear Parents,

We request that you read the following statement, sign below and have your son/daughter return it to the Athletic Office.

Athlete Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I understand that Hays High School carries the Kansas State High School Activities Association Catastrophic Insurance Program on its athletes. The deductible is \$25,000 lifetime excess medical, dental, and rehabilitative expense benefit pays reasonable and customary covered expense, up to \$5,000,000 with a lifetime benefit period, for those injuries which incur \$25,000 in medical expenses within 2 years after the date of the accident. Claims must be presented to the insurance company within 180 days of the accident. The school district will not pay for any medical expenses. If you need additional information or a claim form, contact the Athletic Director at Hays High School at 623-2610.

I acknowledge that I have read the above statement:

\_\_\_\_\_  
Parent/Guardian Signature Date

Please complete:

Name of your insurance company: \_\_\_\_\_

Individual policy number: \_\_\_\_\_

Insurance company address: \_\_\_\_\_

Contact father at: \_\_\_\_\_

Place of employment

Phone

Contact mother at: \_\_\_\_\_

Place of employment

Phone

Physician Preference: \_\_\_\_\_

Name

Phone

Dentist Preference: \_\_\_\_\_

Name

Phone

Known health problems or allergies: \_\_\_\_\_

**\*\*Please complete form even if not purchasing the optional student insurance.**

Dear Parents/Guardians:

Unified School District 489 DOES NOT purchase accident insurance to cover injuries incurred by your child at school.

We encourage all families to have accident coverage on their children prior to participation in any sports or school sponsored activity. Please review the student insurance program as outlined in the Student Accident Insurance brochure.

If you have a plan with a **Deductible, Co-Pay, or Limited Benefits**, you may want to consider this coverage. If you have a **High Deductible or No Other Insurance** on your child, you may want to consider including the Major Expense Benefit as well. The options provided are:

Coverage	Annual Premium	With Major Expense Benefit
Full time coverage PK-12 (with NO Interscholastic Sports Coverage)	\$79	\$139
Full time coverage 7-12 (with Interscholastic Sports Coverage except Football Grades 9-12)	\$123	\$183
OR		
School time coverage PK-12 (with NO Interscholastic Sports Coverage)	\$14	
School time coverage 7-12 (with Interscholastic Sports Coverage except Football Grades 9-12)	\$58	
<b>OPTIONAL</b>		
Football Coverage Grades 9-12	\$160	
Extended Dental Coverage	\$7	

Visit [www.sas-midwest.com](http://www.sas-midwest.com) or call (800) 520-9909 for more information.

(Rates are for the 2008-09 school year. Rates for the 09-10 school year will be available in August, 2009).

\_\_\_\_\_ I am insuring my student under the Security Life Insurance Plan. (Premium and Enrollment Form available at the Hays High School office.)

\_\_\_\_\_ I **do not** wish to purchase the optional student insurance. I, the undersigned, feel my child has adequate insurance protection for our son/daughter while participating in Interscholastic Sports or other school sponsored activities.

I, the undersigned understand that accidents may occur in athletics even though normal acceptable safety precautions have been taken. My son/daughter has my permission to practice and compete in interscholastic athletics programs.

Parent/Guardian  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Name \_\_\_\_\_

## USD 489 Concussion & Head Injury Information Release Form 2011-2012

*This form must be signed by all student athletes and parent/guardians before the student participates in any athletic or spirit practice or contest each school year.*

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:	
<ul style="list-style-type: none"> <li>• Headaches</li> <li>• "Pressure in head"</li> <li>• Nausea or vomiting</li> <li>• Neck pain</li> <li>• Balance problems or dizziness</li> <li>• Blurred, double, or fuzzy vision</li> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish or slowed down</li> <li>• Feeling foggy or groggy</li> <li>• Drowsiness</li> <li>• Change in sleep patterns</li> </ul>	<ul style="list-style-type: none"> <li>• Amnesia</li> <li>• "Don't feel right"</li> <li>• Fatigue or low energy</li> <li>• Sadness</li> <li>• Nervousness or anxiety</li> <li>• Irritability</li> <li>• More emotional</li> <li>• Confusion</li> <li>• Concentration or memory problems (forgetting game plays)</li> <li>• Repeating the same question/comment</li> </ul>
Signs observed by teammates, parents and coaches include:	
<ul style="list-style-type: none"> <li>• Appears dazed</li> <li>• Vacant facial expression</li> <li>• Confused about assignment</li> <li>• Forgets plays</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily or displays incoordination</li> <li>• Answers questions slowly</li> </ul>	<ul style="list-style-type: none"> <li>• Slurred speech</li> <li>• Shows behavior or personality changes</li> <li>• Can't recall events prior to hit</li> <li>• Can't recall events after hit</li> <li>• Seizures or convulsions</li> <li>• Any change in typical behavior or personality</li> <li>• Loses consciousness</li> </ul>

Adapted from the CDC and the 3 International Conference in Sport

### What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one (second impact syndrome). This can lead to prolonged recovery, or even to severe brain swelling with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

### If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance from a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO). Close observation of the athlete should continue for several hours. You should also inform your child's coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. When in doubt, the athlete sits out!

### Return to Practice and Competition

The Kansas School Sports Head Injury Prevention Act provides that if an athlete suffers, or is suspected of having suffered, a concussion or head injury during a competition or practice, the athlete must be immediately removed from the competition or practice and cannot return to practice or competition until a Health Care Professional has evaluated the athlete and provided a written authorization to return to practice and competition. The KSHSAA recommends that an athlete not return to practice or competition the same day the athlete suffers or is suspected of suffering a concussion. The KSHSAA also recommends that an athlete's return to practice and competition should follow a graduated protocol under the supervision of the health care provider (MD or DO)

For current and up-to-date information on concussions you can go to: <a href="http://www.edu.gov/concussion/HeadsUp/youth.html">http://www.edu.gov/concussion/HeadsUp/youth.html</a> For concussion information and educational resources collected by the KSHSAA, go to: <a href="http://www.kshsaa.org/Public/General/ConcussionGuidelines.cfm">http://www.kshsaa.org/Public/General/ConcussionGuidelines.cfm</a>
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\_\_\_\_\_  
Student-Athlete Name Printed

\_\_\_\_\_  
Student -athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal guardian Printed

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

**U.S.D. 489 - Hays, Kansas  
Athletic/Activity Emergency Information and Consent Card**

NAME \_\_\_\_\_ Grade \_\_\_\_\_

ADDRESS \_\_\_\_\_

ALLERGIES OR CHRONIC ILLNESSES: \_\_\_\_\_

In case of accident, illness or emergency, it is necessary for the school to know your preference for the care of your child. Please list three (3) choices.

Parent _____	Home Phone _____
	Bus. Phone _____
Parent _____	Home Phone _____
	Bus. Phone _____
Relative, Neighbor or Friend _____	Home Phone _____
	Bus. Phone _____

If parent or guardian cannot be contacted, we, the undersigned parents of the child identified above hereby authorize officials of the above School District to contact directly the following physicians of our selection, and we hereby certify that we are the parents of the said minor child, and do authorize the physicians named below to render such treatment as said physicians or either of them may deem reasonably necessary, in an emergency, for the health of said child, without further authorization than here expressed. In the event neither of the physicians here named can be contacted, or either of us is unavailable to give our express consent at such time with reference to any other physician, we hereby consent and authorize the officials of the School District to contact any licensed physician, and we hereby authorize said physician to render such treatment as he may deem reasonably necessary, in what he may consider to be an emergency, for the health of our aforesaid minor child.

{1st choice}  
PHYSICIAN: \_\_\_\_\_ Phone \_\_\_\_\_

{2nd choice}  
PHYSICIAN: \_\_\_\_\_ Phone \_\_\_\_\_

HOSPITAL  
PREFERENCE: \_\_\_\_\_ Phone \_\_\_\_\_

DENTIST: \_\_\_\_\_ Phone \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Date \_\_\_\_\_

SIGNATURE OF PARENT OR GUARDIAN

Expense incurred as a result of emergency ambulance use or treatment by physician will not be borne by the school or school personnel.

# ATTENTION PARENTS AND STUDENTS

## KSHSAA ELIGIBILITY CHECK LIST

PPE shall not be taken earlier than May 1 preceding the school year for which it is applicable.

**NOTE: Transfer Rule 18 states in part, a student is eligible transfer-wise if:**

**BEGINNING SEVENTH GRADER**—A seventh grader, at the beginning of his or her seventh grade year, is eligible under the Transfer Rule at any school he or she may choose to attend. In addition, age and academic eligibility requirements must also be met.

**BEGINNING NINTH GRADERS IN A THREE-YEAR JUNIOR HIGH SCHOOL**—So that ninth graders of a three-year junior high are treated equally to ninth graders of a four-year senior high school, a student who has successfully completed the eighth grade of a two-year junior high/middle school, may transfer to the ninth grade of a three-year junior high school at the beginning of the school year and be eligible immediately under the Transfer Rule. Such a ninth grader must then as a tenth grader, attend the feeder senior high school of their school system. Should they attend a different school as a tenth grader, they would be ineligible for eighteen weeks.

**ENTERING HIGH SCHOOL FOR THE FIRST TIME**—A senior high school student is eligible under the Transfer Rule at any senior high school he or she may choose to attend when senior high is entered for the first time at the beginning of the school year. In addition, age and academic eligibility requirements must also be met.

### For Middle/Junior High and Senior High School Students to Retain Eligibility

Schools may have stricter rules than those pertaining to the questions above or 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.

All KSHSAA rules and regulations are published in the official *KSHSAA Handbook* which is distributed annually and is available at your school principal's office.

Below Are Brief Summaries Of Selected Rules. Please See Your Principal For Complete Information.

- Rule 7 Physical Evaluation - Parental Consent**—Students shall have passed the attached evaluation given by a physician and have the written consent of their parents or legal guardian.
- Rule 14 Bona Fide Student**—Eligible students shall be a **bona fide undergraduate member** of his/her school in good standing.
- Rule 15 Enrollment/Attendance**—Students must be regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which they participate.
- Rule 16 Semester Requirements**—A student shall not have more than two semesters of possible eligibility in grade seven and two semesters in grade eight. A student shall not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high or 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.*
- Rule 17 Age Requirements**—Students are eligible if they are not 19 years of age (16, 15 or 14 for junior high or middle school student) on or before September 1 of the school year in which they compete.
- Rule 19 Undue Influence**—The use of **undue influence** by any person to secure or retain a student shall cause ineligibility. If tuition is charged or reduced, it shall meet the requirements of the KSHSAA.
- Rules 20/21 Amateur and Awards Rules**—Students are eligible if they have not **competed under a false name** or for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.
- Rule 22 Outside Competition**—Students may not engage in **outside competition** in the same sport during a season in which they are representing their school.  
*NOTE: Consult the coach or principal before participating individually or on a team in any game, training session, contest, or tryout conducted by an outside organization.*
- Rule 25 Anti-Fraternity**—Students are eligible if they are not members of any **fraternity** or other organization prohibited by law or by the rules of the KSHSAA.
- Rule 26 Anti-Tryout and Private Instruction**—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.
- Rule 30 Seasons of Sport**—Students are not eligible for 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.

Student's Name \_\_\_\_\_

(PLEASE PRINT CLEARLY)

To be eligible for participation in interscholastic athletics/sport groups, a student must have on file with the superintendent or principal, a signed statement by a practicing physician or registered physicians assistant certifying the student has passed an adequate physical examination and is physically fit to participate. (See KSHSAA Handbook, Rule 7.) A complete history and physical examination must be performed upon a student's initial entrance into KSHSAA interscholastic athletics/cheerleading.

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

## Parent or Guardian Consent

I do not know of any existing physical or any additional health reasons that would preclude participation in activities. I certify that the answers to the questions in the HISTORY part of the Preparticipation Physical Examination (PPE), are true and accurate. I approve participation in activities. I hereby authorize release to the KSHSAA, the school nurse, trainer, coach and medical provider of information contained in this document. Upon written request, I may receive a copy of this document for my own personal health care records.

I acknowledge that there are risks of participating, including the possibility of catastrophic injury.

I hereby give my consent for the above student to compete in KSHSAA approved activities, and to accompany school representatives on school trips and receive emergency medical treatment when necessary. It is understood that neither the KSHSAA nor the school assumes any responsibility in case of accident. The undersigned agrees to be responsible for the safe return of all equipment issued by the school to the student.

**The above named student and I have read the  
KSHSAA Eligibility Check List  
and how to retain eligibility information listed in this form.**

### For Middle/Junior High and Senior High School Students to Determine Eligibility When Enrolling

If a negative response is given to any of the following questions, this enrollee should contact his/her administrator in charge of evaluating eligibility. This should be done before the student is allowed to attend his/her first class and prior to the first activity practice. If questions still exist, the school administrator should telephone the KSHSAA for a final determination of eligibility. (Schools shall process a Certificate of Transfer Form T-E on all transfer students.)

- | YES                         | NO                       |   |
|-----------------------------|--------------------------|---|
| 1. <input type="checkbox"/> | <input type="checkbox"/> | Are you a bona fide student in good standing in school? (If there is a question, your principal will make that determination.)  |
| 2. <input type="checkbox"/> | <input type="checkbox"/> | Did you pass at least five new subjects (those not previously passed) last semester? (The KSHSAA has a minimum regulation which requires you to pass at least five subjects of unit weight in your last semester of attendance.)                              |
| 3. <input type="checkbox"/> | <input type="checkbox"/> | Are you planning to enroll in at least five new subjects (those not previously passed) of unit weight this coming semester? (The KSHSAA has a minimum regulation which requires you to enroll and be in attendance in at least five subjects of unit weight.) |
| 4. <input type="checkbox"/> | <input type="checkbox"/> | Did you attend this school or a feeder school in your district last semester? (If the answer is "no" to this question, please answer Sections a and b.)   |
| <input type="checkbox"/>    | <input type="checkbox"/> | a. Do you reside with your parents?   |
| <input type="checkbox"/>    | <input type="checkbox"/> | b. If you reside with your parents, have they made a permanent and bona fide move into your school's attendance center?   |

The student/parent authorizes the school to release to the KSHSAA student records and other pertinent documents and information for the purpose of determining student eligibility. The student/parent also authorizes the school and the KSHSAA to publish the name and picture of student as a result of participating in or attending extra-curricular activities, school events and KSHSAA activities or events.

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Birth Date

\_\_\_\_\_  
Grade

