

USD 241

**Wallace COUNTY
Jr.-Sr. HIGH SCHOOL**

**Coaches and Activity
Sponsors Handbook**

~~**ACTIVITIES/ATHLETIC
HANDBOOK**~~

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I. INTRODUCTION AND PHILOSOPHY

This handbook was written to serve as a guideline in establishing and maintaining a worthwhile and functional activities program. Areas such as communication, policy and procedures, financial aspects, insurance, eligibility, and transportation problems are addressed.

Never before have interscholastic activities been confronted by so many problems and concerns as today. Only through planning, proper implementation and administration, and a degree of stability will we be able to sell our program. Remember that all of the fine objectives of the activity department must be sold to both the students and the public. **The students are the best communicators of you and the programs we offer. They transmit the *real philosophy* of the school to their parents, friends, and community members. Their observations reflect the performance of the activity department and its coaches.**

Coaching is nothing more than teaching. The success of the program is directly, but not entirely, related to the coach's ability to teach. Our greatest concern is not how much the coach knows, but rather how much knowledge can be transmitted to the players. Besides being a good teacher, a coach must demonstrate enthusiasm, dedication, interest, integrity, and an overwhelming desire for excellence.

We believe activities, if coached properly, will play an important and positive role in a young person's growth to adulthood. Activities will unite young people to attain a common goal or to persevere and achieve individual gains.

Activities present real life situations such as making choices, dealing with decisions, working with others, accepting constructive criticism, reacting to pressure, and acceptance of failure/success. Activities can teach loyalty, sacrifice, perseverance, self-discipline, and pride in self, school, and community.

Along with the things already mentioned, we will try to teach the players to do the very best they can possibly do both on and off the field of play. We will instill in them a burning desire to be successful and to bounce back from setbacks with a renewed desire to improve.

We will teach our athletes to be honest by following the rules, exhibiting integrity, setting a positive example, and establishing a strong work ethic.

We will maintain an atmosphere of discipline by being firm, but fair. We will show courage, and expect the same of our athletes. Our principles will come before politics. We will stand up for what is right. **We will foster cooperation between all coaches, administrators, and the community to build the best**

possible total activities program.

As junior high / high school coaches, we must remember that our athletes are still highly impressionable kids who look to us not only for coaching help, but also for guidance and advice, when needed. We must remember that we are not just developing players, but young men and women who come from a diverse background. We must acknowledge that sometimes we will have more influence on the athletes than their parents.

As coaches, we have the greatest opportunity and obligation to help develop and influence the future workers and leaders of our city, county, state, and the nation. We have to offer our athletes our best, both on and off the field of play. To that end, we will recognize that activities are only a part of the total education program of USD 241 and academics and character development are higher priorities than winning. Essentially, in all aspects of our educational programs, we will strive for excellence.

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II. KSHSAA RULES AND REGULATIONS

Wallace County Junior High and Wallace County High Schools are members of the Kansas State High School Activities Association and are governed by the rules and regulations of that association. The KSHSAA is also a member of the National Federation of State High School Associations. These associations have united to secure the benefits of cooperative action which eliminate unnecessary duplication of effort and which increases efficiency through the pooling and coordinating of ideas of all who are engaged in the administration of high school athletic activities programs.

All coaches and sponsors of USD 241 activities will become familiar with the official KSHSAA Handbook and their respective activity. These manuals are updated annually, and can be obtained from the Activities Director. They contain information concerning regulations and management of play-off games, matches, and tournaments. Also found in the Activity Director's office are monthly publications of both organizations, which will share any updates and changes disseminated throughout the course of the school calendar year.

III. NON-DISCRIMINATORY POLICY

Title IX: Wallace County Schools does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact the Superintendent of Schools, 521 North Main, Sharon Springs, KS. Phone 785-852-4252. The Superintendent is the Title IX Director.

IV. BUDGET

The activities department will have money allocated to it by the school district for the purpose of normal operating expenditures. This general budget money becomes available each July 1st. Gate receipts and entry fees from other schools will be placed in the general activity fund. This account is continuous, and balances will be carried over to following years. Items **considered** to be covered by the general budget money will include:

1. Uniforms (purchased on a rotating schedule)
2. Equipment
3. Training supplies
4. League dues

5. Repair and reconditioning of equipment
6. Program printing
7. Advertising
8. KSHSAA clinic registration
9. Meals and lodging as deemed necessary by administration
10. Awards and medals
11. Officials
12. Entry fees
13. Miscellaneous items

All purchases for items needed for teams must be requisitioned and go through the administration before purchasing. Coaches may not establish their own accounts or do any side fundraisers without the knowledge of the athletic director, principal, and superintendent. Coaches cannot solicit donations without the knowledge of the administration. Title IX requires that every activity have equal opportunity for funding, participation, etc.

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V. COACHING DUTIES

(A coach shall be the first in the facility and the last out of the facility.)

A. RESPONSIBILITIES OF THE HEAD COACH/SPONSOR

- a. Acknowledge that he/she is the recognized leader and director of this particular sport. They will make decisions of a general nature regarding established policy and procedures, and assume full responsibility in emergencies to the best of his capability in that situation.
- b. Be responsible for all matters pertaining to the organization and administration of the coaching of the team under their direction.
- c. Plan and conduct all practice sessions.
- d. Assign duties to all assistant coaches and be helpful to the assistant coaches as they fulfill their duties.
- e. Submit and maintain an accurate squad roster and related information.
- f. Assign at least one coach, or himself/herself, to be with the squad at all times. This includes locker room supervision from the time any squad members arrive and until all have left the building.**
- g. Conduct all staff meetings and be in charge of squad meetings insofar as the team is involved.
- h. Announce, and post in writing, rules and regulations pertaining to specific squad policies and training rules affecting the health and safety of the players.**
- i. Cooperate with school officials in the establishment of physical examinations, parental consent forms, and see to it that the insurance release policy is in force.
- j. Instruct team members concerning the issuance and collection of equipment purchased by the school. The wearing of such apparel at inappropriate times should be addressed.
- k. Inspect, inventory, and properly store equipment. Advise the proper person(s) when replacement or reconditioning is in order.
- l. Communicate with the activity director as to possible scheduling of teams and officials to be employed.
- m. Prepare information to be released to the press or other media outlets.
- n. Be interested and loyal to the entire school's programs. Be as active as possible in the

support of other programs.

B. RESPONSIBILITIES OF THE ASSISTANT COACH/SPONSOR

- a. Support the head coach in conducting a particular activity and the entire activity program at Wallace County Schools.
- b. Be loyal to the head coach and the team by fitting into the overall pattern and philosophy of the head coach.
- c. Be prompt and attend all staff meetings called by the head coach.
- d. Assist in preparation of scouting reports, statistics, and records that pertain to the activity.
- e. Assume any duties assigned by the head coach.
- f. In the absence of the head coach, he shall assume all duties and responsibilities designated as those of the head coach.

VII. ELIGIBILITY REQUIREMENTS

KSHSAA Eligibility: Minimum State Requirements Academically

Students in grades 7-12 shall meet the following requirements for eligibility in interscholastic activities:

- A. The student shall 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.
- B. The student shall be enrolled in and attending a minimum of five new subjects (those not previously passed), of unit weight, or its equivalency, during the present semester.

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Additional Wallace County Schools Academic Requirements

Eligibility for participation in all school sponsored extracurricular activities will be determined on a weekly basis based on the following criteria:

ELIGIBILITY FOR PARTICIPATION IN ATHLETICS AND ACTIVITIES—GRADES 6-12 In order to be eligible, a student must pass all classes **including study halls and Activity Periods. If a student receives a failing grade (F) or 3 D's, they will be declared ineligible.** Grades are cumulative from the first grading period of the school year to the completion of that semester and will be checked weekly by the principal or designated representative. Eligibility will start over at the beginning of the second semester. A three (3) week grace period will be allowed at the beginning of the first and second semesters. Students moving in during the course of the semester will be granted a three-week grace period beginning with their first date of enrollment.

Progress reports will be sent out on a weekly basis for students who have a D or F. **A student will need to be on the warning list (have a D) in the class before they can be failing.**

Eligibility will be determined on a weekly basis. Ineligibility status will be from Monday to Monday. Ineligible students will not travel with, sit with, or be acknowledged as part of the team during the period of ineligibility.

“Performing Groups” include all activities/events that occur outside and/or in addition to the regularly scheduled school day/class period. This would include, but is not limited to, school-sponsored dances, field trips, art shows, scholar’s bowl, forensics, etc.

Absences and tardies will also be used to determine eligibility. All time owed will be made up before participation.

SCHOOL ACTIVITIES:

School related activities such as field trips, school competitions and activity events will not be counted as absences. Students must be in attendance from 7:55 a.m. until dismissal in order to participate in activity

practice or events including competition on school days. The principal has the discretion to allow a student to participate after missing part of an activity day if the student misses for an excused absence like a funeral, doctor's appointment or for unexcused time like a short tardy. Students who are chronically late or absent in the day following an event jeopardize their good standing.

VIII. FACILITIES

We are proud of our facilities at Wallace County School. Our responsibility will be directed toward the care and appearance of the facilities:

1. Prevent litter accumulation.
2. Prevent dirt accumulation.
3. Clean up accidental spills.
4. Do not allow substances in the facility that are not approved for that area.
5. Consult with building maintenance and custodial staff regarding problems or changes needing to be addressed.

Major construction and overall maintenance are taken care of by the building and grounds personnel. We can be of great help and make their jobs much easier by doing our share of the everyday upkeep as outlined above.

Coaches are responsible for the condition of the locker rooms. Athletes will put their personal items into their locker. The floors should be clear at the end of the day. This assists the janitorial staff in cleaning.

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IX. EQUIPMENT AND PURCHASING

A thorough knowledge of the proper care and maintenance of equipment is important. The life expectancy can be greatly enhanced and considerable money saved in the equipment area of the budget.

The following principles shall be followed:

1. A policy for purchasing equipment shall be followed.
 - a. Contact the activities director for purchase order request
 - b. Fill out purchase order request completely
 - c. Secure authorization and departmental code from activity director
 - d. Get authorized signature from principal (1st) and superintendent (2nd)
 - e. File copy in designated place
2. Cleaning and reconditioning is a viable alternative to purchasing. Be certain to include costs in total department budget.
3. Schedule for use and sharing of equipment must be prepared and followed.
4. Safety factors must always be considered, especially with high-contact activities.
5. Utilize close cooperation with maintenance and custodial personnel.

Specific principles to be considered:

1. Purchase equipment as it pertains to inventory (jersey number, size, etc.).
2. Purchase high grade, quality equipment.
3. Purchase as early as possible.
4. Get bids, if possible.
5. Develop rotating plan, so that major purchases do not take place in the same time span.

Keys and Access Card Policy

All employees (certified, non-certified, coaches, etc...) are responsible for maintaining building security. A key/ID card holder is responsible for all keys/card issued to them. The duplication of keys or

possession of any unauthorized keys is not permitted. The holder of keys to any school facility assumes responsibility for the safekeeping of the key and its use. Should a loss occur, the staff member needs to contact an administrator and inform them of the loss as soon as possible. **Keys are not to be given to student athletes or shared with non-staff members. Students shall never be granted access to a school facility without supervision. If an Access card is lost a replacement fee of \$10.00 will be charged to the staff member and must be paid to issue a new card.** In an effort to minimize loss or misuse of keys/ID cards, all key/ID card holders are strongly encouraged to keep school keys/ID cards in a secure location. Employees not in compliance with key and ID card policies may be subject to disciplinary action.

X. INJURY POLICY

The head coach or designated individual (trainer, team doctor) will check on all injuries on the field or playing court for an initial and immediate evaluation of such injury. If the injury is suspect of being a catastrophic injury, the EMTs shall be waved onto the playing area. If EMTs are not present, the person shall not be moved if the injury is a suspected head or spine injury.

If a head or neck injury is suspected THE ATHLETE SHALL NOT BE MOVED unless requested by the EMTs or a Medical Doctor.

If the athlete is determined safe to be removed from the playing area, the EMT will further evaluate the severity of the injury.

If immediate medical attention is required due to the severity of the injury, one of the coaches or the administrator WILL accompany the EMT and the athlete to the medical facility.

When attending “away” contests, if hospitalization is required, or the injury is serious enough to involve parents who did not attend the contest, the coach will be responsible for notification of the parents and remain with the injured student until released by the parents.

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XI. INSURANCE

Students of Wallace County Schools who participate in athletics are covered by catastrophic insurance offered through the KSHSAA (Kansas State High School Activities Association and the NFHS (National Federation of State High School Associations).

In the event of an injury, a student is covered: (after the deductible is paid by the family for each injury)

1. While participating as a member of an interscholastic athletic or activity program of the school, under the jurisdiction of the state high school association in a regularly scheduled and approved practice session or contest under supervision of proper adult authority of the school, or
2. While such student is traveling directly to or from a regularly scheduled and approved practice session or contest in a school vehicle operated by a validly licensed adult driver or as a part of a team in a private vehicle, under the direct supervision of a validly licensed adult driver, designated by the authority of the school or other covered person as school transportation.

All athletes shall be encouraged to secure personal insurance.

XII. PHYSICALS AND PARENTAL CONSENT

Students are not eligible to represent their school until there is, on file, a signed statement by a physician (Medical Doctor or Doctor of Osteopathy) certifying the student has passed an adequate physical examination and is physically fit to participate. This statement shall also be signed by a parent or legal guardian, stating the student has permission to participate.

This form shall be completed and filed with the school prior to the first athletic practice session in

which the student participates.

The form includes three parts, each of which requires a parent or guardian signature:

1. Pre-Participation Physical Evaluation (form PPE)
2. Concussion and Head Injury Release form
3. Parent or Guardian Consent form

Wallace County Schools is fortunate to have local doctors and medical staff members perform this service, free of charge to the students. Typically, this is done in May before students are released for the summer. All coaches are encouraged to assist in this procedure. All attending students in grades 6-12 will be able to attend the event, as it will be scheduled during the school day.

XIII. TRANSPORTATION

Transportation will be provided by the district for all extracurricular activities. (See Board Policy JGG)

Coaches or sponsors are to ride the bus with the team. Bus driver are not supervisors of the students when the bus is in route.

Students shall ride to and from school activities with the team/group on the school bus. However, students may return home from an activity with parents/guardians, provided the parent personally contacts the coach/director at the activity and signs a check-out sheet. In unusual circumstances, students may be permitted to ride to and/or from an activity by means other than school transportation, provided a parent/guardian makes approved arrangements with the principal prior to leaving the school.

Students are not to leave the site of an activity without permission of the head coach/sponsor.

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XIV. SEASONAL REPORTS

Each coach or staff will submit, at the end of their season (namely fall, winter, and spring), a report to the Activities Director where it will be compiled and presented to the administration. The format is as follows:

1. Names of squad members
 - a. Letter winners
 - b. Captains
 - c. Managers
2. Schedule of contests with number of matches played (or win-loss record)
3. New records established during the season
 - a. Individual
 - b. Team
4. Special honors (All-League, etc.)
5. Inventory

Deadline dates will be:

Fall season – First Monday in December
Winter season – First Monday in April
Spring season – First Monday in June

XV. USD 241 POLICIES FOR STUDENT ACTIVITIES

In the event it becomes necessary to dismiss school due to inclement weather, the Administration

shall be responsible for making the decision to cancel, postpone, or conduct an activity whether it is a regularly scheduled practice or event. The general rule prevailing is that practices will be cancelled, and previously scheduled events, other than practices, will be cancelled, postponed, or conducted based upon the merits of each situation.

Sunday, Holiday, and Wednesday – There will be no USD #241 sponsored activities, meetings, or practices on Sundays. No USD #241 sponsored activities will be scheduled or practice conducted after 5:45 p.m. on Wednesdays. Any USD #241 sponsored practices or activities scheduled when school is not in session during regularly scheduled holidays will be optional (Labor Day, Thanksgiving break, Christmas break, New Year's Day, Spring Break, Easter break). Remember absolutely no practices may be held on or off school grounds during the mandatory KSHSAA Christmas non-practice dates.

Any school-sponsored activities, meetings, or practice shall be scheduled through the building principal by the coach or sponsor of the activity. Any student(s) or staff engaging in activities outside the jurisdiction of USD 241 will refrain from the use of the school name.

If coaches choose to host a summer camp for their team, that coach will be required to provide a copy of insurance to the administration. Our school insurance company does not provide any coverage outside of the school year. Additionally, KSHSAA will not grant any insurance coverage.

SUBSTANCE ABUSE:

Students who participate in Category I and/or II activities are prohibited from using tobacco in any form, alcoholic beverages of any kind, including beer, or any drug or controlled substance other than those prescribed by a physician. This applies to both on and off school premises. Possession of or being part of any misuse of prohibited items will constitute use. Violations observed by a faculty member/administrator or any other reasonable proof of the act will be sufficient cause for disciplinary action.

Category I includes those Kansas State High School Activities Association (KSHSAA) sponsored activities in which a member school has a schedule of interscholastic contests, including KSHSAA sponsored tournaments: 1. Athletic Activities: Football, Volleyball, Basketball, Track and Golf; 2. Non Athletic Activities: Scholars Bowl and Speech. Category II includes those activities in which a member school's only interscholastic schedule is the KSHSAA sponsored regional or state contests, festivals or

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conferences. Category II also includes local only activities: 1. Fine Arts Activities: Music and Art; 2. Student Leadership Activities: Student Council and Spirit Squad; 3. Local Activities: School Plays, Pep and Marching Band, Music Clinics, Performances/Concerts and Prom and Homecoming Dances.

Violations of the substance abuse policy will result in disciplinary action as follows:

First Offense:

The student will be suspended from Category I and II activities for one (1) week (seven [7] calendar days). For Category I activities, this must include at least one (1) contest in each activity in which the student ordinarily would have participated. The student will be expected to participate in all practice sessions during the suspension, as determined by the head coach/director.

Second Offense:

If alcohol/drugs are involved in the first or second offense, dismissal from all Category I activities for the remainder of the season and Category II activities for the remainder of the semester will occur. The student will be eligible for the next season (Category I) or semester (Category II) provided he/she receives an evaluation and, if necessary, treatment from a school-approved drug and chemical

dependency agency.

Third Offense:

Dismissal from all Category I and II activities for the remainder of the school year.

Disciplinary action in conjunction with this policy (including a conference with the student, parent/guardian and principal) will be administered by the head coach/director. Offenses and penalties that occur during the school year, including between athletic/activity seasons, accumulate for the school year but to *not* carry over to the next school year. The principal will be responsible for recording and reporting the disciplinary action to the other head coaches/directors.

If, in the judgment of the head coach/director or principal, the first offense is a flagrant violation and is possibly deserving of more severe action, the head coach/director or principal shall submit a request to a standing hearing committee composed of the principal, a coach selected by the coaching staff, a licensed faculty member selected by the faculty, and the presidents of the student council and senior class. In case one of these individuals is the coach/director of athlete involved a substitute will be appointed by the other committee members. A written report/decision will be prepared and copies made available to all parties involved. (refer to appendix C) JDDA

TRAINING RULES:

When a student chooses to participate in school sponsored activities, he/she accepts the responsibility to represent Wallace County Schools and is therefore accountable to a higher standard of conduct. The Student Handbook provides behavioral guidelines during school, on school property, and/or at school participatory events. Thus, behavioral guidelines and consequences extend to those individuals beginning with the first fall sports practice and ending with the last day of school or the last contest date (for those involved in track/golf), whichever is later.

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ENFORCEMENT:

The activities department will not act upon rumors, supposition, or hearsay. However, if a student is known to have been under the influence of alcohol or other drugs, been a party to vandalism, committed a felony crime, used tobacco products, or otherwise violated training rules, consequences will be administered. The following four circumstances will result in disciplinary action: Student arrest/law enforcement notification, student self-admission, parent admission, school staff or administrator personal observation.

Additional consequences for students in activities for any of the infractions listed above, such as alcohol or drug violations:

1ST OFFENSE – 2 week contest and extra-curricular activity suspension. Student may be allowed to or required to attend practices at the discretion of the head coach.

2ND OFFENSE – Suspension from all activities for 18 calendar weeks. Student will not be allowed to participate in school sponsored or participatory activities.

3RD OFFENSE – Suspension from all activities for the remainder of the school year or 18 weeks,

whichever is longer (suspension can carry over to the next school year). If the violation involves substance abuse of any type, the student must obtain a drug/alcohol assessment prior to being reinstated to Good Standing.

ACTIVITY ACCOUNTING PROCEDURES:

All monies for sale of projects will be turned in to the school secretary or sponsor of the project. The sponsor with final approval of the principal will coordinate purchases. All requisition purchases will be coordinated through the office. School activities/groups under sound financial principles are not allowed to create accounts housed outside the financial umbrella of USD 241 Wallace County Schools.

Students owing bills to the school will not be allowed to use and check out school property for use in extra-curricular activities. The principal may grant exceptions to families that arrange for and are making monthly payments on their bills.

PHYSICALS FOR SPORTS ACTIVITIES

For those sports activities that are recognized by the Kansas State High School Activities Association, each athlete must have a physical examination form signed by a medical doctor indicating he/she is capable of vigorous physical activity. This form must be on file before an athlete is allowed to participate in practice or games. In addition, for sports activities, a parent/guardian permission form, including information regarding concussion awareness, must be on file before participation. Athletes should have some form of health insurance before participation.

PRACTICES:

When school is closed (snow, ice, or other) activities practice may be held if it becomes safe to travel. Coaches may schedule an optional practice and at the parent's discretion and with the administrator's approval, students may attend. Common sense will be encouraged when attempting to attend practice on inclement weather days.

In order to participate in an extracurricular activity, a student must have been in school for the one-half (1/2) of the school day immediately before the activity, 7:55 am until 12:00 pm if leaving before 3:30, 12:38 pm until 3:30 pm if leaving after school. This includes practice in which the student athlete must be in attendance from 12:38 pm until 3:30 pm or they will be unable to

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practice. The lunch period is considered the dividing point. School sponsored activities, funerals, and prescheduled appointments are considered as being in school. Weekend activities are based on attendance of the previous school day. Activities that require leaving the school before school starts will be based on the attendance of the previous school day.

If a student is present at school on a practice day, he/she is expected to be at practice that day. If a student cannot be at practice, he/she should clear it with the coach before practice.

Since there is no perfect system for every circumstance and since not every possible in- or out-of-school activity can be listed, the principal will, on a case-by-case basis, have the authority to determine what is an "authorized activity" under this policy. In every case all such requests must be approved in advance by the principal.

EQUIPMENT/CLOTHING:

Equipment or clothing, which is not personal, but necessary to compete in a particular sport, will be

provided by the athletic department. All provided material is school property and has merely been issued to the student on a loaner basis. This issued equipment or clothing is inventoried, and at a season's conclusion the student is expected to return all issued items on the assigned date. If all or any issued items are not returned, the student will be assessed the replacement cost for all unreturned items, and further issuing of school equipment will be withheld until payment or arrangements to do so are made. Lockers are also considered school property and damage is also the responsibility of the student.

BEHAVIOR:

Students involved in extra- curricular activities are expected to behave both in and out of the school setting. Good sportsmanship is paramount to our behavior goals. Those students failing to demonstrate good behavior, both in and out of school, risk being suspended from the team. Serious offenses may result in suspension from all extra-curricular activities for a length of time to be determined by the principal.

DEFINITION OF A STUDENT IN GOOD STANDING:

A student, who follows school guidelines, is passing all classes and serves all time earned by the end of Friday of the week in which they earned the time, is in good standing. This student is eligible to represent our school as well as participate and/or attend activities.

DEFINITION OF A STUDENT NOT IN GOOD STANDING:

A student who does not make up all time earned by the end of a week's time after earning the time, or has 3 D's or one or more F's on the weekly eligibility report - is not considered to be in good standing. A student not in good standing is not eligible to represent our school through participation in activities such as (not an all-inclusive list): sports competitions, Scholar's Bowl, FFA competitions, the H.S. Play, Prom, other dances, Graduation, and being on the Homecoming Court - or even attend activities, with the following exceptions, if they are not serving other school discipline at the time:

1. A band member or choir member may participate at a music concert.
2. A student may work at the concession stand with their class or organization.
3. A student not in good standing may attend an activity to watch a game, a concert, a school play when accompanied by a parent/guardian. They will not be excused to leave school early to attend the event.

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4. A student may participate in the Junior High Field Trip and the J.H. Play, as these are part of the curriculum.

ISS: In School Suspension:

Begins at 7:55 a.m. and goes to 3:30 p.m. The student may attend practice the day they are in suspension, however, they will not be allowed to attend a game or activity. Student is required to do class work with credit and is denied usual privileges.

MAKING UP TIME FOR DETENTIONS AND OTHER REASONS:

Students earning time for a tardy from the office or a disciplinary detention from the office or from a teacher will be required to serve the detention within a week of earning the time. Students must work with the office and/or teacher in order to schedule and serve the make-up time. Any time that is earned for whatever reason must be made up within a week from earning the time or the student is no longer in good standing and loses the privileges that go with being in good standing.

DRESS:

Dress that is distracting, disruptive, interferes with normal school activities and extracurricular activities, or is not in good taste will not be permitted. Students wearing the following inappropriate items will be required to change before continuing classes:

An individual's or group's attitude and behavior can be influenced by their appearance and dress thus affecting the learning environment. Simplicity and cleanliness are the basic qualities for proper school dress. The following dress code will apply for WCHS and SES students during school and at school activities:

Clothing is to be neat and clean. Examples of inappropriate clothing would include, but not be limited to, clothes that are revealing, cut off, have lewd, suggestive or double-meaning sayings, display tobacco, alcohol, or illegal drug products, display disrespect, or display gang paraphernalia.

Remember: "Appropriateness" questions seldom arise when clothing is worn as intended by its design. The student, the parent and the school must share the responsibility for appropriate dress and grooming to reduce points of conflict as to what is accepted by the student, the parent and the school. School authorities reserve the right to counsel students in matters of dress and grooming. If a student has a question as to what might be considered "appropriate dress," he/she should ask the Principal in advance of wearing the clothing in question!

1. Sleeveless blouses, and/or tops, for females only will be allowed. They must have a strap width of at least three (3) inches and have a factory hemmed sleeve covering the shoulder. Separate straps must stay at least 3" together. A blouse or dress must also meet these guidelines. Sleeves should be snug fitting and no undergarments may be showing with any sleeveless clothing.
2. No hats, hoods, or caps worn inside the building and/or at school sponsored activities (home/away). No shirts or tee shirts with vulgar or suggestive words or pictures or which advertise alcoholic beverages. This includes sexual pictures and wording. No clothing is allowed that contains references to alcohol or tobacco companies.
3. No shirts which expose the bare midriff or revealing low cut shirts or blouses (lingerie style).
4. No going barefoot. (Sandals or other footwear must be worn at all times.)
5. No sunglasses in the building unless specified by a doctor.

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6. No see-through shorts, or shorts with holes. Shorts must be dress style shorts, or team style shorts, and reach the middle of the thigh, approximately five (5)" inseam. Denim style shorts will be allowed if they are hemmed and the appropriate length. No cut-offs.
7. No cutoff jeans, pajama style clothing, soiled jeans, and jeans with holes or rips.
8. Sweat pants must have factory hem or clean cut bottom on legs. Leggings (yoga pants) must be covered by a shirt or shorts that reach below the buttocks. Clothing that allows skin to show through holes is not allowed.

Students whose clothing or appearance is questionable will be referred to the office. The first referral will warrant changing the clothing item. A second referral will warrant not being allowed to wear shorts or sleeveless tops the remainder of the semester, in addition to changing the clothing item at the time of the referral. The principal will make the final decision on whether the student is dressed appropriately.

Anti-Bullying Policy

Wallace County Schools is committed to creating a safe, caring, respectful learning environment for all students. Bullying of students occurring in the schools is strictly prohibited and will not be tolerated. For the purposes of the policy, "school" includes school buildings, school grounds, and school-sponsored social events, trips, sporting events, buses, and bus stops. Reported incidents of bullying will be investigated promptly and thoroughly by school administration.

Definition of Bullying:

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

Communication/SOCIAL MEDIA:

District-supported vs. Personal

These guidelines will serve as a reference tool for staff to inform decisions regarding their selection and use of social media resources and digital communication devices.

- Follow all rules established by social media provider (i.e. age requirements, profile restrictions).
- **Be aware that even with the most stringent privacy settings, photo tagging and other tools may make personal information regarding students and their families publicly available. Staff shall be prepared to address these issues and remind families of this potential.**
- Do not "friend", "follow" or otherwise interact with students from your personal social media accounts.
- **When using social media sites/products for school or WCS-related purposes, use district-supported and/or district-created platforms, (e.g. USD 241 Facebook page).**
 - Communicate with families and students through district-provided devices on district systems.
 - Staff can not be communicating with families regarding school or WCS-related matters through personal social media accounts, blogs, etc.
 - **Staff are not allowed to post student information, pictures, work-product examples on personal social media sites, blogs, etc. Current parental consents apply only to district-sanctioned sites.**
- The district does not take a position on an employee's decision to participate in blogs, wikis, social media pages, etc. for personal use on personal time. If, however, staff members choose to do so, staff members **can not** communicate with students and families regarding topics pertaining to your work with the Wallace County Schools.

Staff-Student Communication

Coaches and sponsors shall use district-approved communication platforms when communicating with students regarding school-sponsored activities.

Approved communication methods include:

- **ParentSquare** for communication with students and parents/guardians.
- **District-issued email** for communication with students.
- **GroupMe** may be used **only for communication with parents/guardians**. Students shall not be included in GroupMe groups or direct messages.

All electronic communications with students must be professional in nature, related to school-sponsored activities, and conducted in accordance with district policy and applicable Kansas law.

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Personal Standard of professional conduct

Your online behavior must reflect the same standards of professionalism, respect and integrity as your face-to-face communications.

When using personal social media sites, if you identify yourself as an employee of the Wallace County School District you must remember that you have associated yourself with the district, your colleagues and your school community; therefore, you must ensure that any associated content is consistent with the mission and work of the district.

- Staff who have identified themselves as associated with the district will use the following disclaimer on personal social media sites, including blogs, “The views on this site are my own and do not necessarily represent the views, opinions, vision or strategies of the Wallace County School District.”
- Even with the most stringent privacy settings, when posting online comments that are related to school, students, families or the district, even in a personal capacity, staff shall act as if all comments/postings are in the public domain.

Use caution when posting any comment and/or images to the internet that may reflect negatively on your professional image. Be advised that failure to adhere to these guidelines may result in disciplinary action.

For questions about these guidelines contact your building principal or superintendent.

I also understand that the Wallace County Activities Handbook is a **living document**. Upon Board of Education (BOE) approval additions may be made at any time throughout the year. I also understand that it is my responsibility to stay up to date with the handbook. The school/district upon adopting a new policy or making a change to a current policy will publish the change on the school website.

Lettering Criteria

Varsity letters (White “S” on blue felt) are earned by participating in varsity athletics. Letters are awarded upon the decision of the principal and coach of the sport involved. To receive a varsity letter an athlete must participate in one-half (1/2) of the varsity quarters and in volleyball one-half (1/2) of the varsity games. In track an athlete must score one point for the team at a varsity track meet. Cross country athletes must place in the top 20 in a varsity meet. A golf athlete must place in a varsity meet. An athlete may also receive a letter by being in the sport for four (4) years and finishing the season with the team unless unable to because of injury. An athlete may also receive a varsity letter by participating in three (3) sports and successfully completing the season of each sport.

Activity letters (Blue “S” on white felt) are earned by participating in vocal music, instrumental music, speech (forensics), drama and scholars bowl. Speech and drama participants must participate in two (2) contests to receive a letter. A primary requirement in this area is a cooperative attitude beneficial to the group—students must be cooperative about attending festivals and other performances by attending practices and performances.

Scholastic letters (White "S" on white felt)are earned by making all A's for a semester of study.

CHAIN OF COMMAND

How to Communicate a Question or Concern

There are times when a parent, resident, or taxpayer may have a question, concern, complaint, suggestion, or request and is uncertain as to the procedure to follow in contacting the school district. Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Listed below is a Parent and Community Communication Process Flow Chart Chain of Command that should be of assistance when addressing each situation. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. If a parent, resident, or taxpayer does not receive a prompt response at any level, he/she may raise the question, concern, complaint, suggestion, or request at the next level. Contact information for staff members is available on the district website at usd241.org

Occasionally, a parent, resident, or taxpayer will call school board members in an attempt to obtain an answer to their questions or concerns. Upon receiving such a call, the board member calls the district superintendent. The district superintendent must then call the building principal to inform him/her of the problem or concern. The principal will then research the concern and communicate with the parent. Therefore, it is wise that you first call the teacher, counselor, or principal so that he/she can respond without any undue delay. It is important to note that the board members only have authority at legally convened meetings to direct school administration regarding the handling of matters. Approved BOE, September 9, 2019

Area of Concern	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Athletics	Coach	Activities Director	Principal	Superintendent	Board	
Charge/Fee/ Funding	Building Secretary	Board Clerk	Superintendent	Board		
Computer	Teacher	Technology Director	Principal	Superintendent	Board	
Curriculum	Teacher	Principal	Superintendent	Board		

Discipline	Teacher	Principal	Superintendent	Board		
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Facilities	Custodian	Head Maintenance	Principal	Superintendent	Board	
Guidance	Counselor	Principal	Superintendent	Board		
Injury	Coach	Athletic Trainer	Nurse / Doctor	Activities Director	Superintendent	Board
Instruction	Teacher	Principal	Superintendent	Board		
Special Education	Teacher	Principal	Cooperative Director	Superintendent	Board	
Students	Teacher	Principal	Superintendent	Board		
Taxes	Board Clerk	Superintendent	Board			
Transportation	Driver	Principal	Superintendent	Board		

CELL PHONES/SMART WATCHES/ELECTRONIC DEVICES *Students must keep*

cell phones and smart watches in their locker during all class times. The school and its staff are not responsible for any damage to or theft of a student's electronic device. Students must properly secure and take care of their own device. If the student needs to make an emergency phone call during the day, they should request to go to the main office to use the office phone. Students and their parents must read the cell phone policy and return a signed copy to the office at the beginning of the year. Signing the policy acknowledges acceptance. Students will not be permitted to have their device at school until the policy is signed and returned.

1. Cell phones/Smart Watches are **NOT** permitted in the locker rooms at any time. • If the student has been accused of taking indecent visual depictions, the device will be confiscated. Should the student not comply, the Sheriff's Office will be immediately contacted. In either event, the student's device will be turned over to the Sheriff's Office and the content of the device will be searched. If it is found that there are indecent pictures on the device, the student will be expelled for 180 days. It will be up to law enforcement or the county attorney to determine if they will proceed with any child pornography charges.
 - If a student is found to have a device in a locker room or restroom on school property at any time or at any school activity, home or away, the first offense will carry a 5 day In School Suspension (ISS). If a second such offense occurs, the penalty will be a ten-day (10) Out-of School Suspension (OSS) and removal from all activities during the suspension.
2. If students are caught with their device during the day or there is evidence of a violation of this cell phone policy the following action will be taken:
 - **1st Offense:** The student's electronic device will be confiscated by a staff member and

taken to the office until the end of the day. The parent/guardian must pick up the phone. The parent and student must review the cell phone policy with an administrator before the cell phone can leave the office.

- **2nd offense:** The student's electronic device will be confiscated and held in the office. The student will have 1 day of ISS and will miss the next activity that they are scheduled to

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be attending. The parent and student must review the cell phone policy with an administrator before the cell phone can leave the office.

- **3rd offense:** The student's electronic device will be confiscated and held in the office. The student will have 3 days of ISS and will miss the next 3 activities that they are scheduled to attend. The phone must be picked up by the parent and the policy will be reviewed with them and the student.
- **After the third offense:** The student will not be allowed to have their electronic device at school. If the student is caught with their electronic device, they will lose privileges to attend school-sponsored activities.

*Medical exemptions may be considered on a case-by-case basis.

