

**LOUISBURG  
MIDDLE SCHOOL  
2019-2020**

**ACTIVITY  
HANDBOOK**

## Frontier League

Louisburg Middle School is a member of the Frontier League and the Kansas State High School Activities. LMS will abide by all rules and by-laws set forth and established by the KSHSAA and the Frontier League.

The Frontier League consists of the following schools:

Baldwin Middle School	Paola Middle School	Trail Ridge Middle School
Eudora Middle School	Ottawa Middle School	Pioneer Ridge Middle School
Louisburg Middle School	Spring Hill Middle School	Wheatridge Middle School
Woodland Springs Middle School		

## Activity Passes & Admission Prices

Activity passes may be purchased through the high school office. Passes are good for all **USD#416 HOME** athletic events. Exceptions are tournaments and post-season play.

The admissions for all Frontier League middle school contests are as followed, unless otherwise determined by KSHSAA:

**Adults: \$3.00**

**Students K-12: \$2.00**

## Academic Eligibility

A student in grades 7-8 shall have passed **six out of eight** new subjects (those not previously passed) of unit weight the previous semester in order to be eligible to participate in interscholastic activities.

### Extra-Curricular Activities Weekly Eligibility

Participation in extra-curricular activities is a privilege that may incur many hours outside of the regular school day. It is important that participating students be held accountable both academically and behaviorally. It is the belief of Louisburg Middle School staff and administration that academics are a priority over extra-curricular activities. We will monitor all students who participate in extra-curricular activities weekly to help ensure their success in the classroom.

In addition to the requirements set by KSHSAA, Louisburg Middle School will have the following guidelines for students who are participating in any extra-curricular activities at LMS.

The guidelines are as follows:

- Students will be expected to maintain passing grades (60% and above) to participate in any extra-curricular events. These include: Sports and Clubs.
- Grades will be checked weekly (Mondays) by the Athletic Director. If the student has an "F" in any class, **they will be given two weeks to bring that grade up to pass**. If it is not passing within the next two weeks, the student will be asked to bring the grade up instead of participating in any meeting or games that week.
- Students will still be expected to attend practice and this does not affect eligibility in any way.
- Monday-Grade check day (A.D. runs report Monday mornings)

Coaches/Club sponsors will set up a weekly schedule that will be posted in their sport/ club handouts at the beginning of each club or sport. Parents and students will need to sign a form stating that they have received the handout for participation and are aware of the rules of the sport/club, and these guidelines will be included. It is the student's responsibility to meet with the teachers of the class/classes that they are failing to help bring the grade up to passing.

Louisburg Middle School complies with all Kansas State High School Activities Association (KSHSAA) rules. These rules are considered the minimum required. Coaches and/or sponsors maintain the right to impose additional requirements. These requirements will be discussed in the meeting prior to tryouts for the activity.

## **Virtual Student Eligibility**

Louisburg Middle School follows the KSHSAA Executive Board Policy Regarding Scholastic Eligibility of Virtual Students, with the following exceptions:

- Students must be enrolled in the USD #416 Virtual Program to participate in USD #416 activities and athletics.
- Students must be enrolled in six (not five) units of credit each semester.
- Students must pass six (not five) units of credit in the previous semester to retain eligibility.
- Students must be currently enrolled in at least one course in the building in which they want to participate at.

## **Participation Fee**

All athletes, who make a team, must pay the required Participation Fee prior to the first contest to be eligible to participate in the contest and to remain as a member of the team. A refund may not be given for any student who voluntarily quits a team. ***This fee does not guarantee playing time at any level.***

## **Communication**

There are times throughout the season that student-athletes, parents and coaches may not agree on items such as playing time, ability, or the success of the overall activity. It is our goal that the student-athlete approach the coaches about a situation before the parents or the administration are involved. If the situation is not resolved it is then appropriate for the parent to contact the coach to discuss the matter in further detail. These conversations will never take place at the conclusion of a contest, or at practice. Parents/Guardians will wait for a period of 24 hours before initiating contact and will then contact the coach via phone or email to request a meeting time.

## **Equipment**

Each student-athlete has the responsibility for taking care of all school athletic equipment and uniforms issued for his or her use during the season. All distributed equipment must be checked in by the student-athlete at the end of the season. Athletic equipment damaged, lost or stolen at any time must be paid for by the student to whom such equipment was checked out.

Any equipment items that are donated to an activity by an outside organization must be approved by the head coach and the administration and Board of Education.

## **Inclement Weather**

If school is cancelled before the school day has begun or during the regular school day due to severe weather there will be no after school activities. However, if there is a prolonged amount of time off from school (minimum of two days in a row), there may be an athletic practice between 1:00 p.m. and 5:00 p.m. if the administration has determined the conditions to be safe. These practices will not be mandatory, nor will they effect playing time.

We will follow KSHSAA Guidelines for Lightning/Thunder and high Heat/Humidity.

## **Lockers**

Student-athletes may be issued a lock and locker at the beginning of their first season of activity. All personal belongings should be locked at all times. Clothes, bags and other items should not be scattered across the locker room floor. USD 416 is not responsible for lost or stolen items. **LOCK YOUR LOCKERS!**

## **Physicals/Doctor's Note**

A student participating in interschool athletics, spirit or spirit competition sponsored by the KSHSAA must have a completed physical form, a signed concussion form, a signed alcohol-tobacco-drug policy form and signed parent consent on file in the middle school office before they will be permitted to participate or practice. Students may pick up physical forms from the middle school office.

If a doctor removes a student-athlete from an activity through written consent, the student-athlete must have a written and signed release from the doctor before he/she will be able to participate again. Any athlete even suspected of suffering a concussion will 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). Once cleared, the athlete's return to practice and competition will follow the National Federation of High Schools recommended graduated protocol. Coaches will ensure the following of this protocol and have the right to not return the athlete to full status until all steps of the protocol are met.

## **Practice**

No student may practice for any KSHSAA sponsored athletic activity, until the following are completed, signed and on file with the Middle School Administration.

1. KSHAA PHYSICAL FORM/PHYSICIAN PHYSICAL FORM
2. DRUG/ALCOHOL/TOBACCO FORM
3. EMERGENCY CONTACT SHEET/CONSENT FOR TREATMENT
4. CONCUSSION RELEASE FORM & CONCUSSION INSERVICE
5. PARENT CONSENT

It is the philosophy at USD #416 that student-athletes must practice on a regular basis. Therefore, if a student-athlete misses practice and it is considered unexcused by the coaching staff the following consequences may take place:

- 1<sup>st</sup> Unexcused Practice: Student-athlete will be disciplined by the coaching staff.
- 2<sup>nd</sup> & 3<sup>rd</sup> Unexcused Practice: The student-athlete may be ineligible to participate in all or some of the next scheduled event.
- 4<sup>th</sup> Unexcused Practice: Student-athlete may be dismissed from the team.

In a situation where a student must choose between a game/contest/performance/academic obligation and practice, the game/contest/performance/academic obligation will take priority and they will not be counted as unexcused absence. However, because practice is so vital for a team's success the coaching staff has the discretion to play or not play a student-athlete if they miss practice the day before a contest due to another school obligation.

Unless otherwise excused by the head coach, missing practice/scheduled events for outside club team practices/scheduled events, will be counted as unexcused.

Friday Night Schools will be considered unexcused absences since the majority of practice will be missed.

The coaching staff at USD #416 believes that a successful practice starts by starting on time. Student-athletes are given an ample amount of time to prepare for practice and are expected to be on the field/court on time.

If a student-athlete is considered unexcused tardy for practice by the coaching staff the following consequences should be followed:

- 1<sup>st</sup> – 3<sup>rd</sup> Tardy Student-athlete will be disciplined by the coaching staff.
- 4<sup>th</sup> – 5<sup>th</sup> Tardy Student-athlete may be ineligible to participate in all or some of the next scheduled event.
- 6<sup>th</sup> Tardy Student-athlete may be ineligible to participate in all or some of the next scheduled event or may be dismissed from the team.

If a student is late to practice due to an after school detention they will be considered tardy. If a student is late to practice due to an academic or other school related obligation, they will be excused and not counted as tardy. It will be up to the coaching staff to track attendance.

## **Suspension/Dismissal from Competitions and/or Teams**

Louisburg Middle School retains the right to suspend or permanently dismiss any student from any competition or team “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 and is ineligible for a period of time as specified by the principal.” Per KSHSAA Rule 14 Article 2 as quoted from the KSHSAA Handbook.

Good standing status resumes when the disciplinary requirements of Louisburg Middle School have been fulfilled.

**Actions leading to suspension(s) from competitions or dismissal from a team may include, but are not limited to, the following:**

- Poor Academic Performance
- Poor Attendance/Tardiness: Chronic or excessive absences/tardies related to; practice time, competition dates or the school day.
- Conduct That Harms Image of Self/School/Team
- Drug/Alcohol/Tobacco Offenses: the USD 416 Drug, Alcohol and Tobacco Athletic/Activity Policy will be followed.
- Ejection from a Practice/Competition
- Failure to Follow Directive of Staff or Game Official
- Fighting or Physical Altercations/Contact (Battery)
- Flagrant Disrespect of Others
- Harassment (includes Bullying)
- Illegal Acts - May involve criminal arrest or prosecution by law enforcement.
- Poor Attitude or Sportsmanship
- Repeated Behavioral Offenses
- Violation of Any Published Team Rule or Rule Within This Handbook or LMS Student Handbook or violation of any BOE adopted policies

In the event of an In-School Suspension, the student may attend practices, but may not participate in competitions until the entire assigned In-School Suspension has been served. Once the ISS has been served, the student will be returned to full participation status, however, playing time will be at coach's discretion if the suspension ends on a competition day. Students serving ISS will not be released prior to the end of the day to attend any competition.

In the event of an Out of School Suspension, the student will NOT attend practice, nor participate in any competitions until the Out of School Suspension is served. Once the OSS has been served, the student will be allowed to practice, but will serve a 1 competition date suspension before being allowed to return to full competition status. This will not include any competition dates missed while on suspension. This may be carried over to the next activity the student is involved with if the suspension occurs at the end of a season.

In the event of multiple In-School or Out of School Suspensions within a season, the student may be removed from the team. This is cumulative for the school year only.

### **Starting Time**

The athletic director and head coach of each sport shall set a starting date that student-athletes must attend in order to participate in that activity. Students that are injured/ill are still required (if able) to attend practice unless excused by the coaching staff. Student-athletes that transfer from another school are excluded from this rule.

The athletic director and head coach will notify student participants of starting dates during regular school announcements, posting in school bulletin boards and through parent/coach meetings.

## **Transportation**

Team unity is built on and off the field of play. Therefore, USD #416 believes that students participating in extra-curricular activities should ride school transportation at all times. This includes driving to and from a contest.

USD #416 also understands that sometimes student-athletes must ride home with a parent/guardian. It is our goal that this only happens on rare occasions. However, if the occasion arises then the following shall take place.

- Student will be released to their parent/guardian after an activity with **prior permission** from a coach/sponsor. Students will only be released after a face to face meeting between the coach/sponsor and the parent/guardian. The parent/guardian is required to sign out their child with the coach/sponsor.

## **USD #416 Squad Reductions**

USD #416 has established a guideline to reduce numbers in activities. These numbers will be determined by the sponsor/coach of the activity and the administration.

Try-outs will be conducted the first week of the season and the teams will be established by the coaches following those tryouts. An activity specific rubric will be developed by the coach/sponsor of each activity. A rating of players will be established and squads/teams will be made from those ratings. Try-outs and practices are closed. Scoring rubrics are not distributed to anyone.

We will continue to offer full participation for the sports of Football, Wrestling, and Track. If numbers increase then a rubric scoring system will be established for these activities also.

## **DRUG, ALCOHOL AND TOBACCO ATHLETIC/ACTIVITY POLICY**

Students and parents are reminded that the possession or consumption of illegal drugs, alcoholic beverages and tobacco products is inconsistent with the values of a healthy lifestyle promoted by Louisburg High School. Furthermore, possession or consumption of such substances by students is illegal and disreputable. It is the expectation of Louisburg USD #416 that students participating in Kansas State High School Activity Association activities will not consume, possess, sell, purchase, receive, or distribute illegal drugs, alcoholic beverages or tobacco products.

Students violating this policy in any form will be subject to consequences as outlined in the student handbook. If the school is contacted by law enforcement, a staff member of USD #416 observes any student violating this policy, or the administration is notified of such violation and an investigation reveals a violation has occurred, the situation will be dealt with on an individual basis by administration. Furthermore, any students participating in football, volleyball, cross country, soccer, cheerleading, basketball, wrestling, baseball, softball, golf, track or scholar's bowl found in violation of this policy at any time throughout the school year on or off school grounds or at any school sponsored event at any location shall be subject to the following sanctions:

### **First Offense**

If, after an investigation, it is determined that a violation did occur, the student will be suspended from all contests for **a minimum of three contest dates**. This suspension will begin immediately if the student is participating in an activity. If the incident occurs outside the season of competition the suspension will take place once the student begins a new activity. The student will still be required to attend practices. In addition, the student will be required to attend an intake session with a mental health professional prior to being allowed to participate in any contests. Such appointments will be at the family's expense and documentation must be submitted to the administration showing the appointment occurred. **In the event of a tobacco incident, the student will not be required to attend an intake session with a mental health professional.**

### **Second Offense**

If, after an investigation, it is determined a second violation did occur, the student will be suspended from all activities for a period of 365 calendar days. However, the student and their parents may petition the district for reinstatement after a minimum of six months. The parents and student will be required to submit validation of six consecutive months of clean drug testing conducted by a mutually agreed upon third party testing agency. The cost of the testing will be paid for by the family. Additional documentation might include counseling and attendance at a group meeting relating to drug and alcohol use. Reinstatement may involve a continuation of the testing program. **In the event of a tobacco violation the student will be suspended from all activities for a period of six months.**

### **Third Offense**

If, after an investigation, it is determined a third violation did occur, the student will be suspended from all activities for the duration of their academic eligibility. However, the student and their parents may petition the district for reinstatement after a minimum of 365 calendar days. The parents and student will be required to submit validation of twelve consecutive months of clean drug testing conducted by a mutually agreed upon third party testing agency. The cost of the testing will be paid for by the family. Additional documentation might include counseling and attendance at a group meeting relating to drug and alcohol use. Reinstatement may involve a continuation of the testing program. **In the event of continued tobacco violations the student will be suspended from all activities for a period of 365 calendar days for each offense.**

\* This policy will be in effect from the first day of school or the first day that fall athletics/activities begin practice until the last day of school or the last day of athletic/activity participation concludes.

\* This policy applies to all KSHSAA activities that do not receive academic credit.

\* The sanctions listed above are the minimum standards that may be enforced. The administration reserves the right to impose additional sanctions based on the severity of the offense.

\* The sanctions listed above will be cumulative for the student's high school career; they do not start over each year.