

LOUISBURG
HIGH SCHOOL

ACTIVITY
HANDBOOK

Frontier League

Louisburg High School is a member of the Frontier League and the Kansas State High School Activities. LHS 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 High School	Bonner Springs High School	Eudora High School
Louisburg High School	Ottawa High School	Paola High School
Piper High School	Spring Hill High School	Tonganoxie High School

Activity Passes & Admission Prices

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

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

Adults: \$5.00

Students K-12: \$4.00

Academic Eligibility

A student in grades 9-12 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.

Classes that are taken outside of the regular school day (credit recovery) will not be considered for the purpose of this policy. Seniors who take early release must be enrolled in at least 5 subjects for credit to remain eligible.

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. This fee may be paid prior to any tryout and refunded if a student does not make the team. Any refunds will be reviewed and approved by the administration. 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 or activities director via phone or email to request a meeting time. During any meeting, game/program management, playing time and/or other players will not be discussed.

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. No athletic awards or letters will be given out until all equipment/uniforms are returned by the athlete. Athletic equipment 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 affect playing time.

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

Lettering Policy

Listed below are the letter requirements for the various activities offered at Louisburg High School. Any student who wishes to letter must finish the season a member of the team and in good standings. Each head coach/sponsor has determined their own lettering policy for their activity. Each head coach reserves the right to award a letter to any athlete who they believe made a significant contribution to the team during the season without meeting the mandatory criteria listed below.

Band

1. Students must be enrolled in band for the entire year.
2. Students must maintain at least a "B" average in band during both semesters.
3. Students must participate in at least 90% of the class performances.

Baseball

1. Student-athlete must play in 25% of the varsity innings.

Basketball (Boys)

1. Student-athlete must participate in 25% of the regular season quarters.
2. Play in postseason.

Basketball (Girls)

1. Student-athlete participates in 25% of the regular season quarters.
2. Student-athlete participates in postseason.
3. Senior that completes the season in good standing.

Cheerleading

1. Student must participate in 90% of the required contests as set forth by the coach.
2. Student must participate in 90% of community service with the squad
3. Student shall not have more than 3 demerits

Choir

1. Student must be enrolled in choir for the entire year.
2. Student must maintain at least a “B” average in choir during both semesters.
3. Student must participate in at least 90% of the class performances.

Cross Country

1. Attendance and Attitude. The athlete must exhibit proper behavior and attitude as a representative of Louisburg High School, take care of all equipment, and check in all items loaned to them.
2. Varsity participation in meets. The athlete must have participated on the varsity team in half or more than half of all meets.
3. Participation at the regional or state meets. If the athlete competes on the varsity team at the regional or state meets.

Dance Team

1. Student may not receive more than 10 strikes during the season
2. Participate in 90% of all performances, events, functions, etc...
3. Participate in 90% of fundraising and community service efforts.

Football

1. Student-athlete must have played in at least 50% of the quarters during the regular season
2. Student-athlete must have been a main contributor in postseason play.

Golf

1. Student-athlete must play in at least 50% of the varsity golf tournaments.

Scholar's Bowl

1. Earn 150 points on Scholar's Bowl point system.

Soccer

1. Student-athlete must have participated in half of the varsity games or make post season-roster.

Softball

1. Student-athlete must play in at least 50% of the varsity innings.
2. Student managers must attend 90% of games and 75% of practices.

Track

1. Student-athlete must earn 20 points throughout the varsity season.
2. Student-athlete earns 1 point in a league or regional meet.

Volleyball

1. Student-athlete must play in at least 50% of the varsity matches.
2. Student-athlete must complete the season in good standing.
3. A senior who completes all four years of high school volleyball.

Wrestling

1. A senior that finishes the season in good standing.
2. Student athlete earns 40 letter points throughout the season
 - 6 points – varsity win by fall
 - 4 points – varsity win by tech fall / major decision
 - 3 points – varsity win by decision / forfeit
 - 2 points – participation in a varsity match

Lockers

Student-athletes will 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!** If a student needs a locker they need to get with the head coach who will make arrangements with the PE department to check one out. At the end of the season, those athletes who are not in a PE class, nor participating in the next sport season will have their locker checked back in and the combination changed.

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 high school office before they will be permitted to participate or practice. Students may pick up physical forms from the high 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.

Concussions

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 High School Administration.

1. KSHAA PHYSICAL FORM
2. DRUG/ALCOHOL/TOBACCO FORM
3. EMERGENCY CONTACT SHEET
4. CONCUSSION RELEASE FORM & CONCUSSION INSERVICE

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:

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

- 1st – 3rd Tardy Student-athlete will be disciplined by the coaching staff.
- 4th – 5th Tardy Student-athlete may be ineligible to participate in all or some of the next scheduled event.
- 6th 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 High 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 High School have been fulfilled.

Dismissal from an activity should be a last resort after repeated efforts to work with students and parents have failed, or in cases where the offense was serious enough to warrant immediate dismissal.

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 on Campus (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 LHS 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, if the student has attended all practices during the Suspension 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 Suspension 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 if the Suspension occurs during a season in which the student is participating. This will not include any competition dates missed while on suspension. If the suspension occurs outside a season of activity for any student and is served prior to the start of a season for the student, the student will not be penalized with any game suspensions.

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 extracurricular 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 drive 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.

- A. Students will be released to their parent/guardian after an activity with 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.

- B. Students may be released to a person other than the parent/guardian after the following takes place.
1. The parent/guardian must have direct contact, in person, with the high school office prior to the event. The administration will determine if the student shall be released to the individual.
 2. Student will be released only after a face to face meeting among coach, student, and the approved individual.
 3. The approved party must sign the student out with the coach prior to leaving the activity.

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.

Tryouts 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.

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

USD 416 OVERNIGHT, MEAL ALLOWANCE AND TRANSPORTATION GUIDELINES FOR KSHSAA STATE TOURNAMENTS/COMPETITION EVENTS

OVERNIGHT LODGING/MEALS WILL NOT BE PAID FOR USING DISTRICT FUNDS FOR TRIPS OTHER THAN KSHSAA STATE TOURNAMENTS/COMPETITIONS.

If a team/group is given permission to attend an overnight event that is not a KSHSAA State tournament/competition, then said team/group will be solely responsible for all expenditures that accompany the attendance at the event.

OVERNIGHT LODGING FOR STATE COMPETITION TRIPS WILL ONLY BE PROVIDED AS DESCRIBED BELOW:

Staying the night before a scheduled State Competition:

Lodging will be provided when a departure time prior to 6:00 am on the morning of the scheduled State Competition would be required.

Staying the night the same day of a State Competition for the following day's scheduled State Competition:

When a team competes on the 1st day of a State Competition and **QUALIFIES** to advance in the State Competition on the following day of the same State competition, and that State

Competition venue is 2.5 or more hours away from Louisburg High School or a departure time prior to 6:00 am is required, lodging will be provided.

If a day or more separates a team's State Competition appearances, students will be returned to Louisburg to attend school if the above mention criteria has not been met.

Elimination from a State Competition:

When a team has been eliminated from a State Competition, students will be returned to Louisburg regardless of return

time and all lodging arrangements will be canceled, unless unsafe travel conditions warrant spending the night.

Hotel reservations for a State Competition:

- All hotel reservations will be made and paid for by USD 416.
- All rooms will be a double room with 4 students (same sex) assigned per room, when possible.
- At no time will the number of students placed in a room exceed 2 students per available bed.
- An extra student may be added to a room if a rollaway bed is available.
- Single rooms will only be used when doubles are not available.
- Only those students on the roster for the State Competition will be allowed to stay in district paid rooms.

MEAL ALLOWANCES FOR OVERNIGHT TRIPS TO KSHSAA STATE

TOURNAMENTS/COMPETITIONS:

USD 416 will provide meal money to participants traveling to State Competitions as described below:

Breakfast: if not provided at hotel after spending the previous night away from Louisburg.

Lunch: departing before 11am and returning before 7pm.

Dinner: Returning at 7pm or after.

Meal Sponsorship Rate: No reimbursement for breakfast if provided by the hotel

Not to exceed \$20 per day when students are eligible for three reimbursable meals

\$16 for two meals

\$8 for a single meal

TRANSPORTATION TO KSHSAA STATE TOURNAMENTS/COMPETITIONS

When the student to traveling sponsor ratio is greater than the amount that can be transported in available district owned transportation (vans, cars, etc.) a school bus will be used to transport students to the activity.

When the student to traveling sponsor ratio is suitable, district owned vehicles (vans, cars, etc.) will be used to transport students to the activity.

Monies used to provide student transportation, which have been received from a booster club or any other outside entity, must be approved by the USD 416 Board of Education prior to travel.

Pep/Spirit Buses will be on a signup basis only and will require a minimum of 40 students, plus a minimum of 2 sponsors. Cost for the bus(es) will be divided up between 40 students, and that amount will be due at the time the student signs up. If there is not the minimum required students or sponsors for the trip, the bus will be canceled and any collected money refunded.

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.

I have read and understand the Louisburg High School Drug, Alcohol and Tobacco Athletic Policy and fully realize that failure to follow these guidelines will result in disciplinary consequences. This form will be included in the student enrollment packet and must be completed by the first day of school in August.

Student’s Name (Printed)	Parent’s Name (Printed)	Date
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Student’s Signature	Parent’s Signature	Date
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