

**USD 250  
PITTSBURG HIGH SCHOOL**



**2024-2025**

**ACTIVITIES DEPARTMENT  
STUDENT/PARENT  
HANDBOOK**

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## Introduction

We hope this handbook will serve as a reference guide, answering some of the questions that will concern you during the course of the year. Please call the Activity Office anytime you have a concern or question.

The KSHSAA is the governing body in the Activity Programs in the Kansas Public Schools. The Pittsburg USD 250 Board of Education, administrators, coaches/sponsors and teachers fully support the KSHSAA and its enforcement of the rules.

Understand that extra-curricular activities are designed to accommodate students who have the ability and emotional stability to handle competition, as we know it in the Pittsburg USD. Therefore, not all students are capable of competing in this program. One of the difficult tasks faced as a coach/sponsor is making the judgment as to who should be selected to compete in this program. Students are not obligated to take part in extra-curricular activities, nor is it required for graduation. It should be stressed that being a member of an extra-curricular activity/team is a **privilege and not a right**. Since it is a privilege, the coach/sponsor has the authority to revoke the privilege when rules are not followed.

We are all aware that being involved in extra-curricular programs demands a lot of time and dedication from coaches/sponsors and students alike. As a coach/sponsor, your students and/or program reflect your attitudes, beliefs and your work ethic. This does not necessarily translate into a superb won-loss record but it does mean that your students and/or program will have discipline, responsibility and a strong work ethic if you yourself have these traits. Never assume that each student is born with these traits. Rather, these traits need to be brought out through a developmental process by you, the coach/sponsor. We all want an activities program that will be a compliment to Pittsburg, USD 250 and we ask that all of you involved work hard to make this a reality.

## **Activities/Clubs Offered:**

### **Athletic KSHSAA Sanctioned Activities:**

Baseball .....Spring  
Basketball - Boys/Girls.....Winter  
Cross Country - Boys/Girls.....Fall  
Football .....Fall  
Golf - Boys/Girls.....Boys in Spring/Girls in Fall  
Soccer - Boys/Girls .....Boys in Fall/Girls in Spring  
Softball .....Spring  
Swimming - Boys/Girls .....Boys in Winter/Girls in Spring  
Tennis - Boys/Girls .....Boys in Spring/Girls in Fall  
Track & Field - Boys/Girls .....Spring  
Volleyball .....Fall  
Wrestling - Boys/Girls .....Winter

### **Non-Athletic KSHSAA Sanctioned Activities:**

Band (Marching, Pep, Concert, Orchestra, Jazz)  
Cheer  
Color Guard  
Dance Team  
Debate/Forensics  
National Speech & Debate Association (NSDA)  
Scholars Bowl  
Student Council  
Vocal Music

### **Clubs:**

Archery Club  
Art Club  
Book Club  
Chess Club  
Culinary Club  
Democrat Club  
Drama Club  
Dungeons & Dragons Club  
Equality Club  
E-Sports Club  
F.I.R.S.T. Robotics  
Family Career & Community Leaders of America (FCCLA)  
Fellowship Christian Athletes (FCA)  
Get Busy Livin' (GBL)  
Guitar Club  
Health Occupation Student Association (HOSA)  
Horticulture Club  
Key Club  
Math Club  
National Honor Society  
Powerlifting  
Republican Club  
Science Club  
Spanish Club

## KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

**Every coach/sponsor** must read his/her specific KSHSAA Activities Manual regarding his/her activity and be in compliance of all rules and rule changes. It is the responsibility of each Head Coach/sponsor to abide by and submit all KSHSAA paperwork regarding his/her activity and to comply with ALL KSHSAA and USD 250 guidelines as they pertain to his/her program.

### ***PHS USD 250 Activity Department Vision Statement***

The Vision of the USD 250 Activity Department is to provide students a safe and healthy environment that promotes and supports academic, athletic, and personal achievement. Extra-curricular programs will encourage and empower students to become better students, athletes, leaders and citizens; to prepare for the transition to the next level of participation both academically and athletically.

### ***PHS USD 250 Activity Department Mission Statement***

Consistent with the mission of USD 250, the PHS Activity Department will provide extra-curricular program's that will help develop the whole person through education and competition. In addition, the program will provide students an opportunity to pursue and understand the values of attitude, character, commitment, leadership, sportsmanship, responsibility, accountability, decision-making, work ethic and team.

## **Goals & Objectives:**

- Establish a family within the Activities Department; that promotes cooperation, collaboration, support, and encouragement for all programs.
- Be transparent, develop programs that will encourage broad participation, enhance school spirit, build unity among students, faculty and community.
- Develop a program that is innovative in our approach to developing young men and women not only for their abilities in their particular activity, but to be successful in life.
- Help recruit, hire, train, and retain good coaches/sponsors that put the person first before their ability. Coaches/sponsors that will be good role models, and leaders to our students.
- Provide and maintain facilities that build a sense of pride to all stakeholders and help provide a motivation to the students who have the luxury of participating in them.

# Sportsmanship Expectations - (Parent/Student Athlete/Coach/Sponsor)

In order for our activities program's to excel we must build collaborative working relationships among parents, students/athletes, and coaches/sponsors. Building these working relationships will help develop the winning culture we all desire for our activity department.

## Parent's Expectations of Coach/sponsor:

1. Treat my child fairly.
2. Let me know if my child is experiencing any problems (physical, social, emotional).
3. Communicate clearly your expectations of me and my child.
4. Keep in mind that as parents we identify with our child's achievements.
5. Be a good role model.
6. Protect my child from bullying or social ostracism by cliques.

## Coach/Sponsor's Expectations of Parents:

1. Recognize my commitment and that I am not doing it for the money.
2. Offer praise for accomplishments and support for my efforts.
3. Keep me informed of any home issues that might affect your child.
4. Follow established grievance guidelines when there is a problem.
5. Be an enthusiastic and respectful fan at games.
6. Support your child's efforts and commitment to the program.
7. Monitor your child's schedule to help avoid over involvement in diverse activities.
8. Screen your child from conflicting input from outside coaches/sponsors and experts.
9. Do not gossip or complain about me at home, in the community and in social media.
10. Do not substitute your agenda for your child's.

## Coach/Sponsor's Expectations of Students:

1. Set realistic personal goals for yourself and follow them.
2. Be honest about your ability level.
3. Let me know if you have an injury or you are ill.
4. Understand that my feedback on your performance is constructive.
5. Take pride in your team.
6. Support your fellow students.
7. Let me know if you are having academic problems or issues with peers.
8. Let me know if something is issues or concerns exist in your home or personal life that might affect your participation.
9. Refrain from any use of illegal substances including alcohol.
10. Always display good sportsmanship to opponents and referees/judges.
11. Let me know if you are having conflicts with the scheduling demands of a job or other school related activities.

## Athlete's Expectations of Coach/Sponsor:

1. Treat me fairly. Do not play favorites.
2. Do not embarrass me in front of my teammates.
3. Understand that the sport/team might not be as important to me as to you.
4. Understand the pressure I am under from my parents.
5. Understand the conflicts with school work and other activities.
6. Understand that my outside job is necessary for me and my family.
7. Praise me when I am doing something good.
8. Make sure that I am not bullied or harassed by cliques on the team.
9. Help me set realistic goals for myself.
10. Be there for me if I need advice about something personal in my life.

## Athlete's Expectations of Parents:

1. Allow me to follow my dreams and goals. Don't live your unfilled dreams through me.
2. Find a way to support me without undue pressure
3. Show the coach/sponsor respect.
4. Understand the conflicts I have with school work and other activities

## **Parental Guidelines for Practice & Game Day:**

It will be the practice of all coaches and sponsors here at PHS to put your son or daughter in the best situation to be successful. We are very appreciative of you, the parent/ guardian, allowing us the time to work with your child and we will put forth all our efforts to not only have them succeed in their activity of interest but to also to develop the skills that will allow them to be a positive influence once they leave the walls of PHS.

We ask that you follow the guidelines listed below to help ensure we can do our best to improve the productivity of your child and the program as a whole.

1. Please limit communication with players and coaches/sponsors during competition to congratulatory comments only. Coaches/Sponsors will not discuss the following: playing time, play selection, other students.
2. Parents/Guardians are not allowed on the immediate practice facility during practice time. This is not the time or place to have a conference with a coach or sponsor.
3. Parents/Guardians are restricted from player and coach/sponsor areas during competition such as: sideline, dugout, bullpen, orchestra pit, state, etc.
4. We as the Activity Staff want parental/guardian feedback and communication. We just ask those conversations be scheduled during the coach/sponsor's conference time or any other time the coach/sponsor deems acceptable.

**A result of continued disregard of these guidelines could result in the banned of being in attendance of PHS competitions and practices.**

# Activity Department Guidelines

## A. Eligibility/Grades

### REGULATIONS FOR SENIOR HIGH SCHOOLS ([www.kshsaa.org](http://www.kshsaa.org))

Pittsburg High School will follow KSHSAA requirements on a semester basis. Students entering the 9th grade for the first time is eligible under the Transfer Rule at any senior high school he or she may choose to attend when senior high school is entered for the first time at the beginning of the school year.

KSHSAA requires students to pass five subjects of equal weight during his/her last semester of attendance. In addition, the last two semesters of possible eligibility must be consecutive.

Students must:

1. Pass an adequate physical examination by an approved health care provider and have written consent of their parent(s) or legal guardian(s). (KSHSAA Rule 7)
2. Be a bona fide undergraduate in good standing (KSHSAA Rule 14)
3. Maintain regular attendance and satisfactory conduct & sportsmanship. (KSHSAA Rule 15)
4. Not have participated in more than eight (8) semesters of competition. (KSHSAA Rule 16)
5. Be less than nineteen (19) years of age. There can be exceptions to this rule, see the activities director. (KSHSAA Rule 17)
6. Meet the requirements of the transfer rule if the student is a transfer student. (KSHSAA Rule 18)
7. Not have participated in more than four (4) seasons in one sport. (KSHSAA Rule 30)

## Pittsburg High School Athletic/Activity Grade Policy

All students involved in extracurricular athletics/activities will have to fall in compliance with this policy and procedures to participate:

- Students with grades 60% (D) or above for all classes will be in good standing to participate
- Students that have a grade of 59% (F) or less in one class will not miss that class for an activity.
- Students that have a grade of 59% (F) or below in more than one class will not be allowed to participate in activities, but are allowed to practice.

## B. Pre-requisite for Athletic Participation

To maximize athletic skills, strength, speed, flexibility, and enhance injury prevention it is highly recommended if you plan to participate in an athletic activity, to be enrolled in our strength and conditioning classes (weights class). Weights classes will be offered fall and spring semesters every period of the school day, as well as before and after school hours. The purpose for this recommendation is explained below:

### Strength & Conditioning:

To help our athletes reach their athletic potential by becoming stronger, faster, and remaining injury free. Our students need the opportunity to participate in a structured strength and conditioning program, which includes specific exercises and drills involving strength, speed, agility, flexibility, and conditioning training.



## C. Multi Activity Participants

Activity Department Guidelines allows and encourages a student/athlete to compete in multiple activities as long as the student/athlete can abide by all team rules and regulations and there is no seasonal conflict.

**No coach/sponsor shall discourage any student/athlete from participating in multiple activities.**

A student/athlete who decides to quit one sport and enter another will be ineligible for participation in another activity until the end of the season for the activity for which he/she has quit, or unless the head coaches/lead sponsors of both activities mutually agree to the student/athlete's participation. A student/athlete quitting an activity after the first contest will forfeit any award for that activity.

The Activity Department does not endorse student/athlete cuts but realizes that there are certain activities where cuts are necessary due to financial parameters or proper management.

## D. Group/Team Participation & Tryout Policy

### Group/Team Participation:

Each varsity head coach/ lead sponsor sets the criteria for participation in/on a group/ team. The chance to participate on a school group/team may require a try-out period. Expectations for making a group/team or staying on a group/team will be communicated prior to the season and/or try-out period.

### Group/Team Selection and Tryout policy:

Cutting students from squads is the last option any coach/sponsor should take. When no other options are available then tryouts may be used to pick a group/team. The PHS activity department is sensitive to the needs of the students during the tryout period. It is our desire to see that as many students as possible are involved in the program during the year.

Unfortunately, due to facility space, time constraints, equipment needs, and additional factors, limitations may be placed on sizes of groups/teams for each individual activity. The activity department recognizes these concerns and is striving to maximize the options available for students in the activity program.

### Tryout Procedures:

1. Before tryouts begin, coaches/sponsors will provide group/team information to all candidates and parents of the group/team at a pre-season meeting. Such information shall include:
  - a. Length of tryout period
  - b. Objectives used to select the members of the group/team
  - c. Number of group/team members that will be selected and criteria involved in selection.
  - d. Distribution of practice and competition schedule.
  - e. The head coach/lead sponsor will explain the commitment necessary to join group/team.
  - f. Clear notification that tryouts are not based on summer participation.
2. Sub varsity coaches/sponsors will follow the same criteria that varsity coaches/sponsors follow.
3. When lowering the numbers on groups/teams becomes a necessity, the coach/sponsor will provide the following opportunities for each participant.
  - a. Each participant will be spoken to individually to discuss strengths, weaknesses, and squad membership or reason for non-membership.
  - b. Coach/sponsor will discuss options or alternatives for those individuals who do not make the group/team. Such alternatives could include participation as a student manager.
  - c. **(Athletics)** Each athlete will have an opportunity to perform in at least one intra-squad competition.

## E. Transportation

School buses are to be used to transfer all activity groups whenever possible. It is the responsibility of each Head Coach/Lead Sponsor to submit a transportation request at least three weeks prior to the trip.

*Students may not be transported in coaches' personal vehicles at any time.*

During the school day no student/athlete is allowed to transport himself/herself to any off-campus practice/event facility unless, prior to the trip, a parent or guardian has completed a **PARENTS' DRIVING RELEASE FORM**.

An Early Release Form needs to be submitted for approval to the Principal and AD for any student trip which will cause students/athletes to miss academic classes.

All athletes must travel with the team. All athletes must return with the team unless, prior to the trip, a parent or guardian has completed a **STUDENT TRAVEL RELEASE** form that entitles the student/athlete to be released to the custody of the parents at the completion of the activity or event.

### **AFTER PRACTICE or ACTIVITY COMPETITION**

Students are to be picked up within 15 minutes after practice and within 30 minutes after an activity or the arrival home from away activities. Please be available to pick up your child when the activity is over. If there is a conflict with picking up your son or daughter, please arrange for another parent that lives in your proximity to take your child home.

## F. Award Guideline

**Sub Varsity Certificate:** Awarded to students who participate in a sport but do not letter.

**Varsity Letter:** Awarded to students who receive a letter after the first letter no matter what the sport. A student can receive numerous certificates depending on whether he/she letters. Certificates will be Pittsburg High School based.

### **CRITERIA FOR LETTERING:**

Each Head Coach/Lead Sponsor is responsible for establishing and adhering to the criteria by which a student may letter. As the demands and expectations of each activity are different, so will be the letter criteria. Basic considerations such as attendance, eligibility, sportsmanship, citizenship, training rules, participation and general attitude will be included in each coach/sponsor's criteria. It is up to each Head Coach/Lead Sponsor to inform his/her students of the PHS Award guideline criteria prior to the start of his/her specific season. Lettering criteria for each activity should also be submitted to the high school activity secretary or activity director.

### **General Requirements for Lettering**

1. Practice habits and attendance are criteria for lettering and are left up to the discretion of the individual Head Coach/Lead Sponsor.
2. If a student fails a class that affects the season it could be considered grounds for not lettering based upon the judgment of the Head Coach/Lead Sponsor.
3. If a player is injured in a sport, it is up to the Head Coach as to whether that athlete will letter.
4. Freshmen -- Varsity awards can be awarded to a freshman that meets his/her activity criteria.
5. Managers/Trainers -- Managers will receive appropriate awards based upon recommendation of Head Coach/Lead Sponsor. Student Trainers, if we have any, will receive appropriate awards based upon recommendation of Head Athletic Trainer.

## G. Equipment & Inventory

When students check out school equipment it becomes the student's responsibility until it is checked back in at the end of the season. All equipment shall be checked in on the date(s) set by the head coach/sponsor. Students who have equipment that has been lost or stolen shall be charged the replacement cost. The equipment shall be cleaned before it is checked in. "Normal Wear" is expected. However, students turning in equipment that has been damaged due to improper washing or misuse may be charged the replacement cost. Remember to wash uniforms with cold water and NO BLEACH. Pittsburg High School employees a district employee who is responsible for washing and drying of team apparel. Any washings should be at a minimum.

## H. Activity Rules, Expectations, & Attendance

Extra-curricular activity is not a requirement for graduation and participation is strictly voluntary. Athletics/ Extracurricular, as a discipline, stresses work ethic, team play, sportsmanship, integrity and sacrifice. Should the actions of a student fail to exhibit these same characteristics, the privilege of participating in extra-curricular activities may be forfeited. All coaches/sponsors must be willing to work, within the guidelines of the Activity Department, to help any student should he/she lose direction. It is our intention to help our students stay on course and succeed. However, when a student purposely or continuously violates guidelines, then it is up to the Head Coach/Lead Sponsor to address the situation.

It is the responsibility of each Head Coach/Lead Sponsor to convey to his/her expectations and need for adherence to the expectations set. The Director of Activities must be consulted when the following rules are broken:

1. **ILLEGAL DRUG or ALCOHOLIC BEVERAGE.** The **Activity Code of Conduct** will be followed when this rule is violated.
2. **ATHLETE EJECTION from a KSHSAA CONTEST.** If an athlete is ejected or suspended from a contest by an official or coach, it is the Head Coach's responsibility to notify the Director of Activity as soon as possible as per KSHSAA rules. The student/athlete will be required to take a sportsmanship course online from NFHS prior to returning to competition.
3. **COACH EJECTION from a KSHSAA CONTEST.** If a coach is ejected or suspended from a contest by an official, it is the Coach's responsibility to notify the Director of Activities as soon as possible per KSHSAA rules. Coach will be required to take a sportsmanship online course before coaching the next game.
4. Any violation of the **Activity Code of Conduct** (Part of the Activity Information Packet). ISS Assignment- An athlete is suspended from interscholastic activity while serving time in ISS until the assignment is completed. The suspension begins when the student begins his day(s) in ISS. The suspension is concluded after ISS time served.
5. **ABSENCES FROM SCHOOL.** A student must be in attendance at school to be eligible to participate in ~~a practice or~~ an activity on that day. **For eligibility in a weekend activity, students must be in attendance on the last in-session school day of that week.** Additionally, if a student goes home from school because of illness, that student is not eligible to participate later that same day. Some exceptions may be cleared by the administration. (i.e. Doctor Appointments, etc.)
6. **ABSENCES DURING SEASON OF SPORTS.** Any unexcused absence or excused absence will be dealt with on an individual basis by the coach/sponsor.
7. **ABSENCE FOLLOWING A DAY OF COMPETITION.** "Sleeping In", will be unexcused. If the student is missing part or all of a day following day's competition could result in an unexcused absence.

## **Absence from Practice:**

*Excused Absences* will include, but are not limited to:

- Illness cleared through the office
- Injury accompanied by physician's release
- Family emergency
- Funeral with notification to Administration or Head Coach
- Dental Appointments
- School study trips
- Holiday practices
- Receiving instruction from a teacher during practice time.

**It should be noted that playing time and participation might be affected because of lost practice time even though it is an excused absence.**

*Unexcused Absences* will include, but are not limited to:

- Office detentions,
- Shopping
- Haircuts,
- Any absence not cleared with the head coach/Lead Sponsor by a student's parent or guardian prior to the practice or activity.

**Consequences for an unexcused absence might include, but would not be limited to, extra work during practice, activity suspension, or possible dismissal from the team.**

8. **TARDIES TO CLASS** will be handled through the class and office.
9. **TARDIES TO PRACTICE** will be handled at the discretion of the coach/sponsor.
10. **MISSED CLASS/ASSIGNMENTS DUE TO SCHOOL EVENT.** Students participating in activities are responsible for getting all assigned class work completed and turned in at the same time as other students. Example: If a student is going to miss 7th hour, he or she is responsible for turning in assignments that are due in class that day before he or she leaves. That student is also responsible for any work assigned in the class period that he or she will be missing. The assigned class work is due at the same time as the students who were there to attend class. Students participating in extra-curricular activities should communicate with their teachers to let them know of a future activity that will cause them to miss class.
11. **CLASSROOM DETENTIONS.** Because the type of detention, reason for the detention, and length of the detention varies, the coach or sponsor, at his or her discretion, will deal with each detention. Consequences may include extra work during practice, activity suspension, or possibly dismissal from the team. Participating students who receive multiple classroom detentions will receive the more severe consequences.
12. **HARASSMENT.** Harassment of any type will not be tolerated. Students involved in harassment will be disciplined. Consequences will be determined by the coach/sponsor and the incident will be reported to administration. More severe consequences will be enforced for multiple infractions involving harassment, which may include being dismissed from the team.

## Code of Conduct

The discipline code for extra-curricular participants has been developed to comply with the District's Board-approved USD 250 Student Code of Conduct, but with increased requirements due to the leadership role assumed by extra-curricular participants. It is the intent of the activity/athletic staff of PHS to emphasize that self-discipline is an integral and essential part of any successful academic and activity program.

All students are expected to adhere to the PHS USD 250 Code of Conduct as it applies to school-related or school-sponsored activities. Students involved in extracurricular and co-curricular activities are expected to exhibit the highest standards of ethics and conduct. PHS students, staff, and parents view participation in these extracurricular or co-curricular activities as a privilege and not a right. Therefore, the teachers, sponsors, coaches, and directors of these activities may develop and enforce codes of conduct that will take into consideration both school-related misconduct and conduct that occurs outside of the school's usual jurisdiction, regardless of time or location.

### Suspension from School

1 st Offense - 21 calendar day activity suspension

2nd Offense - 42 calendar day activity suspension

3rd Offense - Loss of KSHSAA/PHS activities for 365 calendar days

- Number of dates figured by the current activity the student is participating in or an upcoming activity.
- If the number of competition/activity dates is greater than the remaining number of dates, the suspension will carry over to the next activity the student will participate in.
- Any student who refuses not to sign the PHS Code of Conduct will be deemed "not in good standing"

**The above are minimum consequences. USD 250 reserves the right to include additional consequences including, but not limited to, loss of games and immediate dismissal from extra-curricular activities depending on the offense.**

Students who are expelled are subject to more severe extracurricular and co-curricular activity restrictions. Students who commit offenses outside of the school's jurisdiction ... may be suspended from participation by the campus principal after a review of the incident.

Before an extracurricular or co-curricular activity sanction will be imposed, evidence must be presented to the campus administrator in one of the following forms:

1. A report from a law enforcement agency
2. A personal confession by the participating student
3. Behavior observed by a school employee.

When such evidence of a non-school-related infraction is presented to the campus administration, the student and parent(s) or guardians(s) will be notified of the offense. The student and/or parent(s) or guardian(s) will be afforded the opportunity for a meeting with the principal to discuss the offense and the penalties which have been rendered. These penalties are cumulative throughout the student's middle school career (7th and 8th grades) and begin accumulating again for the high school career (9th through 12th grades).

For each career violation beyond the third, a suspension of one calendar year will be imposed.

While under suspension from extracurricular and co-curricular activities, students will continue to attend their academic classes. Additionally, while under suspension from activities, students may participate in any tryout, election, or process that would allow them to participate in an activity that begins after their suspension is lifted.

## I. Community Support/Communication

### Expectation of Communication

One of the most significant obstacles to overcome is a lack of communication between coaches/sponsors and parents. There are several ways to accomplish this:

1. **Open Door Policy:** Our coaches/sponsors at PHS have an open door policy, we always like to hear from our parents and are always willing to listen to any concerns you may have. Only items our coaches/sponsors will not discuss are listed below.
  1. *Athletes playing time*
  2. *Play call selection/Game management*
  3. *Other people's kids.*
2. **Parent meetings:** We will have a parent meeting, for every major activity/sport, before the season begins ... this has proved invaluable in the past. The Head Coach/Lead Sponsor of each activity/sport will notify you of these meetings well in advance. Your attendance will enhance our relationship.
3. **Feedback Policy:** Coaches/sponsors will respond back to all phone calls or emails on the same day or the very next day. We will also keep you informed of both positive and negative dealings with your child.
4. **Chain of Command:** Please try and follow the chain, unless an extreme situation dictates.

Speak with Head Coach/Lead Sponsor over particular activity/sport, if that is not effective then

Speak with Activity Director, if not satisfied, then

Speak with building Principal, still not satisfied, then

Speak with Superintendent

### Activity Department Complaints/Concern Process

Our goals are to facilitate communication between students and coach/sponsor, then coach/sponsor and parent/student and to address concerns in a collaborative, effective manner. If you are a student or parent who has a concern or complaint about a activity, coach/sponsor or philosophy, please follow the prescribed above process and follow the recommended KSHSAA guidelines.

Coaches/Sponsors cannot address a problem unless they know that a problem exists. Most of the time, problems stem from miscommunication or misinterpretation of an issue. Therefore, we ask that your child talk first with the

coach/sponsor and address the problem directly. If the outcome of that meeting is not satisfactory, we ask that the parent and student meet together with the coach/sponsor.

The PHS Activity Department is here to work alongside parents to encourage an enjoyable experience for the student in PHS Activities. We will do whatever it takes in working with parents to achieve that goal.

Remember the "24 hour" rule: Please wait 24 hours before approaching a coach/sponsor either in person, by phone or through email. This allows all involved a "cooling down" period and also provides for a time for reflection.

## **J. Outside Participation**

**KSHSAA- RULE 22.** Violation of this rule shall make a student ineligible for the remainder of that sport or scholars' bowl or debate season, unless he or she is reinstated by the Executive Board.

Section 1: General Regulations (apply to grades 7-12)

**Art. 1:** A student who is a member of a school athletic, scholars' bowl or debate squad effective Tuesday following Labor Day through Friday preceding Memorial Day may not participate as a member of an outside team or as an independent competitor in the same sport, scholars' bowl or debate activity.

**NOTE:** Informal participation on the part of the student-athlete, such as that experienced on the black top (concrete), in the park, local "Y", etc., is not considered a violation of this rule, provided it was not formally called or organized, no coaching takes place, where no official score is kept, time kept, officials used, etc.

Intra non-school youth group athletic participation is not considered a violation of this rule. Inter non-school youth group athletic participation is a violation.

**Art. 3:** A student becomes a member of a school's athletic squad, scholars' bowl or debate team when he or she first participates in a practice session. A student ceases to be a squad member after his or her last contest for the school's athletic squad, scholars' bowl or debate team or when the membership on a squad is terminated.

## **K. Grooming**

All participants in extra-curricular activities/athletes, coaches and support personnel who represent USD 250 Activity Department will be properly dressed and present themselves in a positive manner. Refer to Code of Conduct.

## **L. Severe Weather Policy**

When school has been canceled because of poor weather conditions, mandatory practices and activities scheduled for that day are also canceled. We will utilize KSHSAA Heat Plan when the temperature and/or humidity (heat index calculator on the KSHSAA Website [www.kshsaa.org](http://www.kshsaa.org)) reach dangerous levels. It will be your coach/sponsor's responsibility to communicate practice times and changes in practice times due to unusual weather conditions.

## **M. Concussion Guidelines**

### **Introduction**

Concussion received by participants in sports activities are an ongoing concern at all levels. Recent interest and research in this area has prompted reevaluations of treatment and management recommendations from the high school to the professional level.

Numerous state agencies throughout the U.S. responsible for developing guidelines addressing the management of concussion in high school student-athletes have developed or revised their guidelines for concussion management.

## **Definition of Concussion**

There are numerous definitions of concussion available in medical literature as well as in the previously noted “guidelines” developed by the various state organizations. The feature universally expressed across definitions is that concussion 1) is the result of a physical, traumatic force to the head and 2) that force are sufficient to produce altered brain function which may last for a variable duration of time. For the purpose of this program the definition presented in

“Concussion” means a complex pathophysiological process affecting the brain caused by a traumatic physical force or impact to the head or body, which may:

1. Include temporary or prolonged altered brain function resulting in physical, cognitive, or emotional symptoms or altered sleep patterns; and
2. Involve loss of consciousness.

## **Concussion Oversight Team (COT):**

‘The governing body of each school district and open-enrollment charter school with students enrolled who participate in an interscholastic athletic activity shall appoint or approve a concussion oversight team.

## **The USD 250 Concussion Oversight Team:**

Team Doctor

Activity Director

Head Coach PHS

Head Athletic Trainer- PHS

Principal - PHS

## **Responsible Individuals:**

At every activity under the jurisdiction of the KSHSAA in which the activity involved carries a potential risk for concussion in the participants, there should be a designated individual who is responsible for identifying student-athletes with symptoms of concussion injuries. That individual should be a physician or an advanced practice nurse, athletic trainer, neuropsychologist, or physician assistant, as defined in TEC section 38.151, with appropriate training in the recognition and management of concussion in athletes. In the event that such an individual is not available, a supervising adult approved by the school district with appropriate training in the recognition of the signs and symptoms of a concussion in athletes could serve in that capacity. When a licensed athletic trainer is available such an individual would be the appropriate designated person to assume this role. The individual responsible for determining the presence of the symptoms of a concussion is also responsible for creating the appropriate documentation related to the injury event.

## **Manifestation/Symptoms**

Concussion can produce a wide variety of symptoms that should be familiar to those having responsibility for the wellbeing of student-athletes engaged in competitive sports in Kansas. Symptoms reported by athletes may include: headache; nausea; balance problems or dizziness; double or fuzzy vision; sensitivity to light or noise; feeling sluggish; feeling foggy or groggy; concentration or memory problems; confusion.



15 Signs observed by parents, friends, teachers or coaches may include: appears dazed or stunned; is confused about what to do; forgets plays; is unsure of game, score or opponent; moves clumsily; answers questions slowly; loses consciousness; shows behavior or personality changes; can't recall events prior to hit; can't recall events after hit. Any one or group of symptoms may appear immediately and be temporary, or delayed and long lasting. The appearance of any one of these symptoms should alert the responsible personnel to the possibility of concussion.

### **Response to Suspected Concussion**

A student 'shall be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the student might have sustained a concussion during the practice or competition:

1. A coach;
2. A physician;
3. A licensed health care professional; or
4. The student's parent or guardian or another person with legal authority to make medical decisions for the student.'

If a student-athlete demonstrates signs or symptoms consistent with concussion, follow the "Heads Up" 4-Step Action Plan:

1. The student-athlete shall be immediately removed from game/practice as noted above.
2. Have the student-athlete evaluated by an appropriate health care professional as soon as practicable.
3. Inform the student-athletes parent or guardian about the possible concussion and give them information on concussion.
4. If it is determined that a concussion has occurred, the student-athlete shall not be allowed to return to participation that day regardless of how quickly the signs or symptoms of the concussion resolve and shall be kept from activity until a physician indicates they are symptom free and gives clearance to return to activity as described below. A coach of an interscholastic athletics team may not authorize a student's return to play.

### **QUESTIONS**

Any questions that are not answered in the information included in this handbook should be directed to the activity director's office at Pittsburg High School.

Jeff Staley, Activity/Athletic Director

Phone#: 620-235-3200 Office Hours: 7:40 a.m. to 3:30 p.m.

# USD 250 Drug & Alcohol Abuse Policy

The unlawful possession, use, or distribution of illicit drugs or alcohol by students on school premises or as part of any school activity or event is prohibited. This policy is required by the 1989 Amendment to the Drug Free Schools and Communities Act (PL 102-226, 102 St. 1928). As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess, conceal ingest or be under the influence of any illicit drug, controlled substances, or alcoholic beverages on school district property, at any school activity/event or under the influence in any way that will affect their behavior at school or school activities.

“Under the Influence” is defined as having any amount of illicit drugs or alcohol in the person’s body. Students shall not intentionally misuse legal prescriptions or over the counter medications.

## Regulations

Any student violation of these terms of this policy should be reported to the *appropriate law enforcement officials*, their parent or guardian, and shall be subject to the following sanctions:

- **First Offense:**

- Mandatory conference with parents/guardians, student, counselor, school administrator, coach/sponsor.
- Evaluation and counseling
- Short term out of school suspension for five (5) school days (practice is not allowed and work can and will be made available for make-up)
- Suspension from participating in or being in attendance of any KSHSAA sponsored activities for 21 school days, students will be allowed to practice after the short term suspension.

- **Second Offense:**

- Mandatory conference with parents/guardians, student, counselor, school administrator, coach/sponsor.
- Evaluation and counseling
- Short term out of school suspension for ten (10) school days (practice is not allowed and work can and will be made available for make-up)
- Suspension from participating in or being in attendance of any KSHSAA sponsored activities for 42 school days, students will be removed from the particular activity for the rest of the season. The student will be allowed to try out for a new activity but will not be allowed to participate until suspension has expired.

- **Third Offense:**

- Mandatory conference with parents/guardians, student, counselor, school administrator, coach/sponsor.
- Evaluation and counseling
- Short term out of school suspension for ten (10) school days (practice is not allowed and work can and will be made available for make-up)
- Suspension from participating in or being in attendance of any KSHSAA sponsored activities for a calendar year from the date of the infraction. The student will be allowed to try out for a new activity but will not be allowed to participate until suspension has expired.

**\*\*In order to regain eligibility for activities in subsequent years, the student must show evidence that he/she has completed a chemical dependency treatment counseling program.\*\***

These penalties are cumulative throughout the student's middle school career (7th and 8th grades) and begin accumulating again for the high school career (9th through 12th grades).

For each career violation beyond the third, a suspension of one calendar year will be imposed. While under suspension from extracurricular and co-curricular activities, students will continue to attend their academic classes. Additionally, while under suspension from activities, students may participate in any tryout, election, or process that would allow them to participate in an activity that begins after their suspension is lifted.

### **Drug & Alcohol Counseling**

Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be the responsibility of the student or his/her parents/guardians.

A list of available programs along with names and addresses of contact persons for the program is on file in the school counseling offices. Parents/Guardians and their child should contact the programs to determine duration and cost.

### **Due Process**

The students who are suspended or expelled from school or any activity under the terms of this policy will be afforded a due process according to board policy.

# Student Substance Abuse Testing Policy - Grades 9-12

At USD 250, we are concerned for the health, safety and welfare of our students. In an effort to protect the health, safety, and welfare of our students involved in secondary activities, the USD 250 Board of Education has adopted the Student Substance Abuse Testing Policy.

## *Rationale*

This policy includes preventative measures designed to assist students participating in any extracurricular, or co-curricular activity, to avoid misuse or abuse of any over the counter, illegal, or performance-enhancing drug. Activities are relevant experiences to the education of each student; however, it is still a privilege to participate. We believe students participating in activities should set an example for all other USD 250 secondary students.

## *Definitions*

**“Extracurricular, Intramural and/ or Co-Curricular Activity”** means any school-sponsored activities inside or outside the regular course of study. Competitive activities involving competition, judging, or comparison of individuals or groups, include, but are not limited to: all athletic programs, cheerleading, dance, band, choir, orchestra, debate, forensics, Skills USA, HOSA, etc.

Activities considered non-competitive, but school-sponsored include, but are not limited to: National Honor Society, Key Club, Math Club, SADD, STUCO, Year Book, Youth Ambassadors, NFL, Choir, Band, Art, and weight lifting, etc.

**“Collection Agency or Agency”** refers to a company that will perform the selection, collection and testing process.

**“Drug Test”** refers to a scientifically -substantiated method to test for the presence of illegal drugs and prescribed or over-the-counter drugs.

**“Illegal Drugs”** by this policy’s definition, mean any substance, which an individual student may not sell, possess, use, distribute or purchase under either federal or state law. Illegal drugs include, but are not limited to, all scheduled drugs as defined by law, all prescription drugs obtained without proper authorization, all prescribed or over-the-counter drugs used in a way not prescribed by a doctor or manufacture’s recommendation.

**“Performance-Enhancing Drugs”** includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “Performance-Enhancing Drugs” does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.

**“Positive Result”** when referring to a drug test administered under this policy means a toxicological test result considered to demonstrate the presence of an illegal drug, prescribed or over-the-counter drug use by the standards established by the testing laboratory administering the drug use test.

Positive test samples will require test confirmation; Positive samples will be sent into a laboratory to assure the result is accurate.

**“Adulterant” or “Adulteration”** refers to an attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of an illegal drug in the urine sample, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease the possible detection of the illegal drug.

**“Urine Drug Screen Collector”** refers to the certified person collecting urine samples at the school site.

**“Medical Review Officer”** refers to the certified medical personnel testing the urine sample.

### ***Informed Consent for Testing***

At the beginning of each semester, students choosing to participate in any extracurricular/ co curricular activities will complete and sign the Informed Consent Agreement and Release of Information Form for the Medical Review Officer. Parents and/ or guardians will also sign the agreement and form. All students wishing to participate in extracurricular/ co-curricular activities, as defined, must have the forms completed, signed, and on file with the school administration before participating in an extra-curricular, or co-curricular activity. This form must be signed no later than 10 school days after the start of each semester. Student forms signed 1st semester will cover student participation in 2nd semester activities. If a student desires to begin an activity past the start of the activity, they must provide the consent form and must automatically submit to a drug test at the next available testing date. Transfer students will have 10 school days from their date of enrollment to complete and return paperwork.

Failure to turn in properly completed and signed forms by the appropriate date will render the student ineligible for extracurricular activities during the current school year; students enrolled in co-curricular classes which result in graded performances or competitions will be given alternate but equivalent assignments in place of performances or competitions when necessary.

Any student participating in extracurricular/co-curricular activities with the proper paperwork on file will be included in the pool of students who are subject to random drug testing.

### ***Selection Process***

Upon receipt of all Informed Consent paperwork, students will be assigned a number. On the day of sample collection, numbers will be randomly drawn by the collection agency and then corresponded to a previously numbered student. Ten student samples will be collected each month. In situations where a student is absent, an alternate student will be randomly selected by the agency and the absent student will be placed on the next available test date.

### ***Sample Collection***

Random samples will be collected by the Urine Drug Screen Collector in the nurse’s office each month school is in session, beginning in August and continuing through May, as determined by the USD 250 approved collection agency’s administration. Students will be discretely removed from class, will have a sample collected, and be returned to class in order to maintain confidentiality. The specific dates of sample collection will remain confidential between the school and the collection agency. Samples will be tested by the Medical Review Officer.

**Violations:** Sanctions will be imposed 72 hours after notification of a positive test result from principal to parent and student.

### ***1st Offense***

For the first positive test, the student will be suspended from participation in all extracurricular/ co-curricular activities including performances, and/or competitions, for three (3) weeks or 21 calendar days. Although not required, it is recommended that the student and parent/guardian obtain a substance abuse evaluation and assessment education counseling for the student during this time. PHS will have an A+ Online Course that may be utilized by the student during Dragon Time free of charge. Upon completing an administratively approved and certified drug evaluation and assessment education program at the student or parent/guardian/custodian expense, the student's ineligibility may be reduced to 1.5 weeks or 10 calendar days. Upon returning to activities, the student is subject to two (2) follow up tests within the current school year.

### ***2nd Offense***

If a student tests positive a second time, a six (6) week or 42-calendar day suspension of all extracurricular/ co-curricular activities will be imposed. Upon completing an administratively approved and certified substance abuse evaluation and assessment education counseling at the student or parent/guardian/custodian expense, the student's ineligibility may be reduced to three (3) weeks or 21 calendar days. Upon return to activities, the student is subjected to two (2) additional follow-up tests within the current school year.

### ***3rd Offense***

If a student tests positive a third time, the student shall be suspended from participation in all extracurricular/ co-curricular activities for one (1) calendar year or 365 days from the confirmed notification to the school of the positive test result. In order to continue in extracurricular activities after the one-year suspension, the student must complete an administratively approved and certified substance abuse evaluation and assessment education counseling at the student or parent/guardian/custodian expense. Upon submission of evidence of the successful completion, the student may return to participation in activities and is subject to two (2) additional follow up tests.

### ***4th Offense***

Any further offenses after the 3rd positive test result will result in suspension from all extracurricular activities while the student is enrolled at the school.

### ***Special Notices***

- a. Written documentation with dates and facilitator signatures on office letterhead is required to acknowledge completion of an evaluation assessment/ education counseling.
- b. A student refusing to submit a sample upon being randomly selected will be considered in violation. The refusal will be treated as a positive test result.
- c. A student who self-refers, prior to being randomly selected, concerning this substance abuse policy will be treated as having tested positive, but will receive a reduced (1.5) week or 10 calendar day suspension and is subject to two (2) additional follow up tests within the current school year. A student can only self refer one time.
- d. The building administrator will notify the parent/guardian/custodian first, then the student, upon confirmation from the Medical Review Officer of a confirmed positive test result.
- e. Any determination may be appealed to the testing agency's lab technician within 72 hours of notification. Contact information regarding the testing agency is provided upon parent notification by principal.

- f. If at any time a student sees a physician and is prescribed a medication that may be questionable on a drug test, please consult that physician and notify administration immediately to update that file.

### ***Non-Punitive Nature of Policy***

No student will be penalized academically for testing positive for illegal drugs. Students enrolled in classes which result in graded performances or competitions will be given alternate but equivalent assignments in place of performances or competitions when necessary. The results of a random urine drug test will not be documented in a student's academic records. Information regarding the results of drug tests may be disclosed to criminal or juvenile authorities through court order or subpoena. In the event of such communication, the student's custodial parent, legal guardian, or custodian will be notified prior to the release of information.

## **Informed Consent Agreement to Perform Urinalysis for Drug Testing**

I understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Policy for Student Substance Abuse Testing of Pittsburg High School Students. I have read the Policy for Student Substance Abuse Testing of Pittsburg High School and understand the consequences that I will face if I am selected for a random drug test and have a positive test result.

I understand as parent/guardian and as student that when participating in extracurricular activities as defined by board policy, may be subjected to random urine drug testing, and if there is a refusal to be tested or test positive, the consequence for the student is he/she will not be allowed to practice or participate in any extracurricular activities.

As parent/guardian I consent the student named on the front of the packet to undergo urinalysis testing for presence of illegal drugs in accordance with the Policy for Student Substance Abuse Testing of Pittsburg High School Students as approved by the Pittsburg Unified School District Board of Education.

I understand a qualified vendor will oversee the collection process.

I understand that any urine sample will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

I give consent to the medical vendor selected by Pittsburg USO 250 Board of Education, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis testing for the detection of illegal drugs as described in the Student Drug Testing Policy.

I further give permission to release results of these tests to the Building Principal and/or designee. I understand a positive test or refusal to submit a sample will result in consequences including suspension from activities as per policy for the student.

I understand that consent pursuant to this Informed Consent Agreement for random student drug testing will be effective for all activities as defined by board policy in which this student might participate during the current school year and any sanctions that may follow per positive test results as stated in the approved policy.

I understand this agreement is binding during the current school year for Pittsburg High School.

## Liability Release - Emergency Medical Authorization Consent

I give my child permission to participate in the Pittsburg High School athletic/activity program and will not hold USD 250 or any of its employees and/or agents liable for any accident occurring during the practices, games, or trips.

In the event of an immediate medical emergency or situation in which medical care must be administered to my son/daughter, we give authority to the school personnel to call the physician on duty at the local hospital to provide medical care for my son/daughter.

In the event of an injury to our son/daughter, we give authority to the school athletic trainer, doctor, or school personnel (including student trainer in the presence of athletic trainer or doctor) to perform the initial assessment of the injury and follow-up with any necessary treatment. I also agree that if my son/daughter is taken to a hospital, **Parents/Guardians will be financially responsible for any hospital or medical expenses.**

I understand that my son/daughter is **NOT** covered by any medical insurance policies other than catastrophic coverage provided by KSHSAA. USD 250 will not be responsible to pay for any injury or accident and/or medical treatment incurred by my son/daughter.

It is highly recommended to purchase the supplemental insurance offered through **Student Assurance Services, Inc.** If you do not have insurance coverage or if you would like additional coverage to offset any cost that your normal insurance provider does not cover. A list of benefits and cost can be found at their website, [www.sas-mn.com](http://www.sas-mn.com), or by obtaining a packet through your school's Activity Office.

I understand that my son/daughter's participation is a privilege and an opportunity and will be denied upon violation of school and/or team regulations. I also understand that participation in such activities includes "risk of injury" and do not hold employees and/or the school district liable for such injuries.

With my understanding of the circumstances listed above I give permission for my son/daughter to participate in the activities program at Pittsburg High School or Pittsburg Community Middle School.



# Student/Athlete Information Sheet

## Athletic or Activity Participating in: (Check)

- |                                     |                                       |  |   |
|-------------------------------------|---------------------------------------|--|---|
| <input type="checkbox"/> XC & Track | <input type="checkbox"/> Wrestling    | <input type="checkbox"/> Baseball      | <input type="checkbox"/> Band             |
| <input type="checkbox"/> Volleyball | <input type="checkbox"/> Weights      | <input type="checkbox"/> Softball      | <input type="checkbox"/> Color Guard      |
| <input type="checkbox"/> Football   | <input type="checkbox"/> Dance        | <input type="checkbox"/> Cheerleading  | <input type="checkbox"/> Vocal Music      |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Powerlifting | <input type="checkbox"/> Golf          | <input type="checkbox"/> Debate/Forensics |
| <input type="checkbox"/> Tennis     | <input type="checkbox"/> Scholar Bowl | <input type="checkbox"/> Archery       | <input type="checkbox"/> Skills USA       |
| <input type="checkbox"/> Soccer     | <input type="checkbox"/> NHS          | <input type="checkbox"/> Student Gov't | <input type="checkbox"/> Theatre/Drama    |
| <input type="checkbox"/> Other      |                                       |  |   |
- 

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Emergency name and number if parent/guardian not available:

Name: \_\_\_\_\_

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

Family Doctor: \_\_\_\_\_

Health/Hospitalization Insurance: \_\_\_\_\_

Insurance #: \_\_\_\_\_

Known Allergies: \_\_\_\_\_

Current Medications: \_\_\_\_\_

Any concussions within last 2 years: \_\_\_\_\_

Any recent or current illness or medical conditions (including Asthma, Diabetes, Heart Conditions, etc.): \_\_\_\_\_



# PHS ATHLETIC/ACTIVITIES Department



1978 E. 4th Street, Pittsburg, KS 66762 - Phone: 620-235-3200 Fax: 620-235-3210

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## Permission & Consent Agreement

Dear Parent & Student:

The purpose of this verification agreement is to make clear to team members and their parents/guardians what is expected during the athletic/activity season at Pittsburg high School. The burden of meeting these expectations is on the student/athlete and his or her parents/guardians. The student/athlete and his/her parents or guardians are responsible for obeying and meeting the fore mentioned expectations.

We have had an opportunity to read the rules and policies set by Pittsburg High School in accordance with the Kansas State High School Activity Association and have been explained to us. We fully understand the contents and have had the opportunity to ask questions. We are in complete agreement and will uphold the philosophy, policies, procedures, and schedule. Failure to do so may result in disciplinary action as determined by Pittsburg High School Administration. We understand that Administration of Pittsburg High School reserves the right to make changes and corrections in the rules and policies.

I have accessed the following documents and my signature certifies my approval, permission, and consent to the expectations as specified in each document.

- Pittsburg Athletic/Activity Handbook
- Liability Release – Emergency Medical Authorization Consent
- USD 250 Drug and Alcohol Abuse Policy
- Urinalysis Drug Testing Consent

\_\_\_\_\_  
Student - Print Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian - Print Name

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

\_\_\_\_\_  
Date