HANDBOOK

FOR

KSHSAA

SANCTIONED

ATHLETICS/ACTIVITIES

CAMPUS HIGH SCHOOL

2020/2021

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Unified School District 261 does not discriminate on the basis of race, color, national origin, sex, disability, military status or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Michael Clagg, Assistant Superintendent for Human Resources, 1745 West Grand, Haysville, KS 67060 .

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Philosophy of Activities

The Board of Education believes that a dynamic program of student activities is vital to the educational development of the student. The Athletic Program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in democratic society. The Athletic Program should function as an integral part of the total curriculum; and it shall offer opportunities to serve the institution, to assist in the development of fellowship and goodwill, to promote self-realization and all-around growth, and to encourage learning the qualities of good citizenship, responsibility and self-discipline.

Statement of Purpose

The purpose of the Campus High School Athletic program is:

A. To provide a positive image of the school district.

B. To strive for excellence.

C. To ensure growth and development of the individual in these areas:

1. Physical Fitness: To develop each individual to his/her highest physical fitness capacity through the development of strength, neuromuscular coordination, vigor and vitality.

2. Mental Fitness: To develop within each individual the ability to use ethical values to reason and judge rationally before making decisions.

3. Emotional Fitness: To develop the ability to control emotions in situations highly charged with tension, and to learn to sacrifice personal whims in regard for the skills and abilities of others in group activities.

4. Recreational Fitness: To develop in each individual an understanding and appreciation of games, sports, and outdoor life, which the individual may enjoy for his leisure time in adult life.

5. Educational fitness: To develop in the individual the confidence to present himself/herself well to others, the ability to express his/her thoughts clearly, the desire to listen with understanding, and the knowledge to understand his/her duties and rights as a citizen.

D. To provide a laboratory that will allow students to cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. This laboratory should provide adequate and natural opportunities for:

1. Physical, mental and emotional growth.

2. Acquisition and development of special skills in activities of each student's choice.

3. The development of such team play values as: loyalty, cooperation, fair play, and other desirable social traits.

4. Directed leadership and supervision that stresses: self-discipline, self-motivation, responsibility, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.

5. A focus of interests on activity programs for student body, faculty, and community that will generate a feeling of unity.

6. Achievement of initial goals as set by the school in general and the student as an individual.

7. Provisions for worthy use of leisure time in life, either as a participant or a spectator.

8. Participation by the most skilled that will enable these individuals to ascertain possibilities for future vocational pursuits.

9. Participation purely for the purpose of having fun.

E. To learn to enjoy one of the greatest heritages of youth – the privilege of competition.

F. To learn to accept the responsibilities that comes with the privilege of competition.

G. To learn that the violation of a rule in a contest brings a penalty and that this sequence follows in the game of life.

The KSHSAA Code of Ethics For Athletic Coaches

Believing that mine is an important part in the nationwide school athletic program, I pledge to act in accordance with these principles.

A. I will honor contracts regardless of possible inconvenience or financial loss.

B. I will study the rules of the game, observe the work of other coaches, and will at all times attempt to improve the game and myself.

C. I will conduct myself in such a way that attention is drawn not to me, but to the young people playing the game.

D. I will maintain my appearance in a manner befitting the dignity and importance of the game.

E. I will cooperate with the news media in the interpretation and clarification of rules and/or other areas relating to good sportsmanship but I will not make statements concerning "calls" after the game.

F. I will uphold and abide by all rules of the KSHSAA and the National Federation.

G. I will shape my character and conduct so as to be a worthy example to the young people who play under my jurisdiction.

H. I will give my complete cooperation to the school that I serve and the KSHSAA I represent.

I. I will cooperate and be professional in my association with other coaches or officials and will do nothing to cause them public embarrassment.

J. I will keep in mind that the game is more important than the wishes of any individual.

Expectations for Coaches

The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the Haysville School District's objectives for their activity program. These performance areas stand out above others:

I. Professional and Personal Relationships

A. Rapport: A coach must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc...), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives, and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.

B. Cooperation: The District expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their athletic director, principal and other members of their staff.

C. Leadership: Diligence, enthusiasm, honesty, and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition - all should be exemplary. Dressing appropriately for practice, following practice schedules, and building positive attitudes are very important.

   A coach must be in control at all times. Language, actions and emotional displays come under very close scrutiny, both in practice and in scheduled contests. Integrity, graciousness, dignity and respect are to be cultivated - for players, officials, opponents, colleagues and the game itself, whether winning, losing, or just working out.

D. Discipline: Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents - observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season, at home and away, even to a degree of the conduct of the crowd, especially where the student body is concerned. "Desire" to do well, win well, to lose well, should be emphasized. Staff, players and spectators should be motivated toward established goals.

E. Improvement: A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in fields and similar in-service training programs are a must. Membership should be maintained in professional organizations, coaches' associations and similar groups whose programs are geared toward greater

achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines and utilizing enrichment material available in other media forms are also to be expected.

II. Coaching Techniques

A. Use sound and acceptable teaching practices.

B. Run well-organized practice sessions.

C. Complete pre-season planning well in advance of starting date. There is no place for haphazardness in an athletic program.

D. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, doctor and parents.

E. Construct a well-organized game plan.

F. Develop a sound system for equipment accountability, including seasonal inventory, repair, re-conditioning and replacement. All purchasing should be accomplished with the allocated budget.

G. Keep assistant coaches, student managers and statisticians well informed as to what is expected - cooperation with maintenance staff, transportation people and others similarly involved in the overall program.

H. Be in attendance at all practices. If you or an assistant cannot be at the practice, the practice should not be held.

Job Descriptions

POSITION: Head Coach
REPORTS TO: Building Principal, Building Athletic Director
SUPERVISES: Assistant Coaches and all his/her athletic teams
BASIC FUNCTION: To carry out the aims of the Athletic Program and Policies of Campus High School, USD #261

A. Year Round Responsibilities

1. Keep abreast of new knowledge and techniques by attendance at clinics and workshops as approved by District, and reading in his/her field -- encourage his/her assistant coach to do the same.

2. Have understanding knowledge of rules and regulations.

3. Keep abreast of rules and rule changes of his/her sport.

4. Implement proper procedures for out-of-season practices and camps, according to the KSHSAA.

5. Perform other assigned tasks or duties as requested and needed.

6. Attend all District Workshops.

7. Follow all School District rules and regulations.

B. Seasonal Responsibilities

1. Before the Season:

a. Notify students of important times for their activities (physicals, sign-up, check out, etc.)

b. Arrange for the payment of all necessary fees and keep accurate records.

c. Augment the accident reporting and insurance procedures.

d. Provide accurate information needed to compile eligibility lists and other reports.

e. Prepare and post an emergency phone list.

f. Clarify to athletes the letter Award Policy.

g. Arrange for a systematic issuance of school equipment and preparation of facilities.

2. During the Season Responsibilities:

a. Implement "athletic policies" as outlined in the Handbook for coaches.

b. Provide information for transportation, officials and game management.

c. Assume responsibility for constant care of equipment and facilities being used.

d. Follow carefully the procedure of initiating purchase orders.

e. Assume supervisory control over all phases of teams in his/her specific coaching program.

f. Assume responsibility for the control of the students on the bus.

g. Organize and schedule practice sessions on a regular basis with the idea of developing the athlete's greatest potential.

h. Apply discipline in a firm, consistent and positive manner.

i. Understand and enforce building regulations.

j. Emphasize safety precautions and be aware of the best training and injury procedures.

k. Conduct him/her and his/her team in an ethical manner during practice and contests.

l. Report a summary of all contests and provide any publicity information that would aid his/her program and his/her athletes.

m. Instruct his/her players concerning rules and rule changes, new knowledge and innovative ideas and techniques.

n. Assume total responsibility for all corrective discipline administered to the students participating in his/her coaching assignments.

o. Keep your keys under your control.

p. Secure towels for games and practice and be responsible for their return to the laundry room after practices and contests.

q. Assign responsibilities and duties to assistant coaches.

r. File transportation requests at least 10 days prior to trip.

s. Supervise entire practice and locker room prior to an after school practice. Secure building and turn off lights at the end of practice.

3. End of Season Responsibilities

a. Arrange for the systematic return of all school equipment and hold the athlete responsible for all equipment not returned.

b. Arrange for the issuance of letter and special awards earned after having the list of students receiving letters and awards approved as directed by the building principal and the awards director.

c. Arrange for cleaning, sorting, and inventory of all equipment and be accountable for all missing equipment.

d. Arrange for the care and maintenance of his/her facility by making recommendations concerning additions and improvements.

e. Make recommendations concerning equipment needed to be purchased or repaired.

f. Submit recommendations for next year's season or practice schedule.

g. File end of season summary sheet in the Athletic office.

C. Evaluation:

1. To be evaluated by the Athletic Director in cooperation with building Principal.

POSITION: Assistant Coach
REPORTS TO: Head Coach
SUPERVISES: Athletes
BASIC FUNCTION: To carry out the aims of the Athletic Program and Policies of the Campus High School, USD #261

A. Year-Round Responsibilities

1. Have understanding knowledge of rules and regulations regarding his/her sport as presented in the KSHSAA Handbook.

2. Keep abreast of rules and rule changes of his/her sport.

3. Keep abreast of new knowledge, innovative ideas, and techniques by attendance at clinics, workshops (approved by the District), and reading in his/her field.

4. Assist head coach in carrying out his/her responsibilities.

5. Perform other assigned tasks or duties as requested and needed.

6. Attend all District (applicable) workshops and clinics.

7. Follow all school district rules and regulations.

B. Seasonal Responsibilities

1. Before the Season

   a. Assist the head coach in proper registration of all athletes.

   b. Assist the head coach in making systematic issuance of athletic equipment.

   c. Assist the head coach in providing accurate information needed to compile eligibility lists and other reports.

2. During the Season

   a. Assist in implementing "Athletic Policies" as outlined in the Handbook for coaches.

   b. Assume responsibility for constant care for equipment and facilities being used.

   c. Assume supervisory control over athletes and teams assigned him/her and assume supervisory control over all athletes in the program when control is needed.

d. Attend practice sessions and contests regularly.

e. Emphasize safety precautions and be aware of the best training and injury procedures.

f. Conduct him/her and his/her teams in an ethical manner during practice and contests.

g. Provide the head coach with information needed in making game reports and publicity releases.

h. Instruct his/her players concerning rules and rule changes, new knowledge, and innovative ideas and techniques.

3. End of Season Responsibilities

a. Assist in the return and inventory of school equipment.

b. Recommend athletes for letter awards.

c. Recommend facility maintenance and improvements.

d. Recommend equipment to be purchased.

e. Recommend schedule improvements.

C. Evaluation:

1. To be evaluated by the Head Coach, with approval of the Athletic Director and Principal.

POSITION: Weight Lifting Coach
REPORTS TO: Building Principal, Building Athletic Director
SUPERVISES: Weight lifters and weight room
BASIC FUNCTION: To carry out the aim of the Athletic Program and Policies of Campus High School, USD #261

A. Year Round Responsibilities

1. Keep abreast of new knowledge and techniques by attendance at clinics and workshops as approved by the district and reading manuals and publications applicable to weight lifting.

2. Set lifting schedules to accommodate the majority of students interested in improving strength, endurance, and ability.

3. Provide off-season programs for students not involved with an athletic team (6-8 weeks in the summer; 12-14 weeks in the winter/spring).

4. Provide a close and harmonious relationship with coaches and their athletes during their seasons. Work with these coaches to make the most efficient use of the weight room and weight program.

5. Design programs for athletes and coaches of all sports as requested.

    a. Adapt to sports skills

    b. Follow workouts for specific sports

    c. Trouble shoot

6. Promote involvement in athletics and encourage participation.

7. Assume responsibility for all weight room equipment and with Athletic Director the purchase of new and replacement equipment.

8. Supervise weight room and lifters and limit access to locker rooms and unsupervised areas.

9. Provide proper instruction to avoid injuries and to care for injuries that do occur.

10. Keep area free of trash and as neat as possible.

11. Understand and enforce building regulations.

12. Keep your keys under your control.

13. Turn off lights and secure weight room, locker room, and building at the end of workout.

14. Arrange for cleaning, sorting, and inventory of all equipment and be accountable for all missing equipment.

15. In general, all duties and responsibilities as prescribed for Head Coach and Assistant Coaches.

Coaches' Responsibilities

A. To the Players on the Team:

The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop to the fullest extent of their respective capabilities. Development of positive attitudes is an important means to accomplish this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.

The coach should be fair and unprejudiced with players, considering their knowledge of that which they propose to teach.

The safety and welfare of players should be uppermost in the coaches' minds.

The coaches' primary responsibility is to the individual boy or girls, but the athlete's family must not be ignored; consideration must be given to the family and to their requests.

B. To Haysville School District

As a coach, you are a frequent topic of conversation at various community locations - the home, the work place, and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny.

Your actions and statements should always reflect confidence respect for the Haysville School District. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the Athletic Program and the School District.

C. To the School

A coach owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school.

To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important, but most important are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown you. Private, firm, fair, and constant discipline must be maintained.

The work of the coach must be an integral part of the educational program of the school. The coach should show mastery of the principles of education and consequent improvement in teaching and coaching.

The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous, and fair to the visiting team.

D. To Fellow Coaches

The makeup of a coaching staff is basically a quasi-autocratic society. The head coach must always be in command. Despite this position of authority, the wise head coach will encourage independent thought on the part of the staff. An important factor is human relations skill which provides for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach will praise the assistants and award recognition whenever possible for their fine efforts. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other people not concerned with the program.

The head coach expects all staff to contribute a full measure of time, effort, thought, and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill the responsibility to the head coach, the boys and girls, and the sport itself.

It is most difficult to be a good assistant coach; however, the success of the school, your team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

E. To Other Coaches in Your School

We must always bear in mind that OUR sport is not the only sport; it is only a part of the total athletic educational program and of the school. Therefore, it is incumbent upon us to openly support, promote and cooperate with all the other coaches and activity sponsors in our school for the well-being of the total program.

A coach should support and serve fellow coaches whenever possible. All remarks should reflect confidence in your fellow coaches. A strong harmonious, interpersonal relationship must exist among coaches and other faculty members to succeed.

F. To Faculty Members

A coach is responsible for cooperating with every faculty member on the staff. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test on practice time, he/she can be certain that cooperation and help will be returned twofold in efforts by other faculty members to keep the athletes eligible and to get that extra helping hand when the going gets tough.

G. Physical Plant

Each coach is responsible for the following:

1. Keeping practice areas and locker room in order.

2. Storing equipment neatly and using equipment properly. Pride in the equipment and facilities are of primary importance to all athletes and coaches.

3. Keeping storage areas locked.

H. Locker Room

1. Safety shall be stressed in the locker room. Safety can be accomplished if practiced by the coach and athletes.

I. Storing Equipment Between Seasons

1. Equipment is important to every coach. Proper storing and inventory of equipment after the season makes a coach's job easier the following season.

2. Having equipment properly marked and in neat order makes inventory easy.

3. A check-out sheet and a check-in sheet means better control of one's equipment and are to be used by all coaches.

4. Equipment should be cleaned before final storage between seasons. Equipment no longer usable should be discarded. No equipment should be discarded without approval of the building athletic director or principal.

J. Care of Equipment

1. Squad members are to be held accountable for the abuse or loss of their equipment. Coaches will see that players maintain proper care of all athletic equipment issued to them.

2. It is the responsibility of the head coach to see that players always put away and check in their equipment after games.

3. Any equipment lost should be immediately reported to the head coach rather than waiting until the end of the season.

4. The athlete must pay for any equipment lost by the athlete.

5. Coaches are to inform their players not to exchange any equipment (practice or game). If it is necessary to make an adjustment, then this is to be done through the coach.

K. Equipment/Purchasing Responsibilities

1. Each head coach is responsible for organizing an equipment inventory for his/her sport. After the season is over for that particular sport and after he/she has taken care of the inventory, cleaning and storing of the equipment, the coach should make a list of the items needed for the next season. Budget requests must be completed as to cost, size, color, quantity, trim colors, type of material, etc.

2. The actual ordering of equipment and supplies will be handled through the normal and accepted budget procedures as established by the Business Office.

L. Student Managers

1. Each manager is to be selected by the coach in charge of the sport.

2. The manager's job is one of responsibility, dependability, loyalty, and cooperation with the coaches and players.

3. The managers who take care of the athletic equipment are to be under direct supervision and management of the coaches and the building Athletic Director.

4. All players' equipment is to be issued by the coach and his/her staff of managers.

5. The managers are expected to be assigned to certain duties by the coaches and be held responsible for such assignments.

6. Managers are not to be given free reign with school keys. Keys are to always be in the possession of the coaches.

M. Changing of Sports by an Athlete

If an athlete involved in a sport approaches a coach of another sport in season for the purpose of changing sports, the coach who is contacted will not make any commitments until a conference is held. The conference will include the coaches and Athletic Director. The reasons for the desired change of sports by the athlete will be considered. If the coaches and Athletic Director agree that the change is in the best interest of the athlete, the change may be made. If the change does not appear to be in the best interest of the total athletic program, permission to change sports will be denied.

Care of Athletic Injury Procedures

A. The trainer will examine all injuries and determine the seriousness of the injury and ability of the athlete to continue participation,

B. Serious injury that needs immediate medical attention:

1. If it is a back or neck injury, do not move.

2. A responsible person must remain with the injured person.

3. A second responsible person must be sent to call in this order: 1) the Emergency Medical Service (911). 2) The parents. The Emergency Medical unit must be given the following information

   a. The complete address and name of the school or field with street number.

   b. Give the number from which the call is being made and the caller's name.

   c. Given the nature of the injury.

   d. Give the exact location of the injured person, such as athletic field, gym, locker room, etc.

   e. Give access directions to EMS people.

   f. Have someone meet the EMS people and lead them into the building or athletic field.

4. The injured person must have a responsible person to remain with them until the parents arrive. This may mean someone will have to go to the hospital and stay until a parent or designee of the family arrives.

5. The parent permission slip must be available to the E.M. people and must accompany the injured party to the hospital if parent is not available.

6. If the injured person is to be transported to a hospital, a responsible person is to call the hospital and alert them to the arrival and the type of injury.

The Athletic Death

In case of an athletic death refer to district crisis plan.

Meals for Athletic/Activity Trips

A. Meals will be purchased only for students engaged in athletic or academic contests sanctioned by the Kansas State High School Activities Association.

B. No meals will be purchased within Sedgwick County except breakfast for wrestlers who are not allowed to eat prior to morning weigh-ins.

C. No breakfast will be purchased except on overnight trips and except for wrestlers who are not allowed to eat prior to morning weigh-ins.

D. No evening meal will be purchased unless the group leaves the school before 4:30 PM and returns after 9:00 PM.

E. The coach or sponsor may elect to not purchase meals on certain trips.

F. Money may not be accrued in order to buy one larger meal later in the season.

G. Cheerleaders will eat with the teams, using the team budget, if they also meet the above requirements.

H. All coaches, drivers and sponsors who meet the aforementioned requirements shall be allowed to have a meal purchased for him/her.

I. The expense of meals will be at the discretion of the Athletic Director

Kansas State High School Activities Association, Inc. Rule 52

Effective immediately, please refer to new Citizenship/Sportsmanship Rule 52, as adopted by the KSHSAA Board of Directors on November 17, 1988. Executive Board interpretations are found on the following side.

Rule 52
Citizenship/Sportsmanship

Introduction - The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist - they must be integrated and support each other in "different" arenas. The concept of "sportsmanship" must be taught, modeled, expected and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

Philosophy - Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performances. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society. Sportsmanship is good citizenship in action!

ALL ACTIONS are to be FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE or DISRESPECTFUL!

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

Art. 1: SPORTSMANSHIP is a great way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

a. Be courteous to all. (participants, coaches, officials, staff and fans)

b. Know the rules, abide by and respect the official's decision.

c. Win with character and lose with dignity.

d. Display appreciation for good performance regardless of the team.

e. Exercise self-control and reflect positively upon yourself, team and school.

f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Art. 2: Enforcement Procedure:

a. It is encouraged and recommended by the Kansas State High School Activities Association that local boards of education adopt these regulations and reinforce them as indicated herein.

b. The Executive Board of the Kansas State High School Activities shall be responsible for the interpretations of these regulations, including "desirable and unacceptable behavior" and shall publish them in the Association's Sportsmanship Manual.

Rule 52 Interpretations

The KSHSAA Executive Board adopted the following interpretations and policies on November 17, 1988, in regard to new Citizenship/Sportsmanship Rule 52. These are meant to clarify and assist member schools in their enforcement of this regulation.

They will be published in the revised edition of the KSHSAA Sportsmanship Manual, next school year, which presently includes the Guideline for Supervision of Activities (published in all KSHSAA sport manuals), Codes of Ethics, and additional information for the promotion of good sportsmanship. Please refer to those documents as you enforce Rule 52.

Desirable and unacceptable behavior illustrations are "examples" and are not to be considered all-inclusive.

In regard to 52-1-1a - Be courteous to all (participants, coaches, officials, staff and fans):

A. Desirable Behavior - Cheerleaders "Welcome/Good Luck" yells to opposing fans/cheerleaders; combined yell by both cheerleader squads to the entire crowd; opposing coaches and players shaking hands before and after game; applause during introduction of players, coaches and officials; players shaking hands of opponent fouling out while both sets of fans recognize player's performance with applause; all showing concern for injured player; respectfully addressing officials during competition and thanking them for their performance, regardless of agreement with all calls; host school extend hospitality to visiting players, coaches, cheerleaders, and fans.

B. Unacceptable Behavior - Fans reading newspapers, turning their backs, making disrespectful actions, etc., with introduction of opponents; yelling, waving, etc., during opponents free throws; derogatory/disrespectful yells, chants, songs, gestures, including "goodbye," "air ball," "you, you, you," "what's the score?" "warm up the bus," and other such expressions.

In regard to 52-1-1b - Know the rules, abide by and respect the official's decisions:

A. Desirable Behavior - Utilize every opportunity to promote understanding of the rules of the contest within the school and community; players utilize the team captain or coach for clarification of the call; accept the decisions of the officials; cheerleaders lead fans in positive school yells in a positive manner; cooperate with the news media in interpretation and clarification of rules.

B. Unacceptable Behavior - Booing or heckling an official's decision; criticizing the merits of officiating; displays of temper and arguing with an official's call; derogatory remarks toward the official.

In regard to 52-1-1c - Win with character and lose with dignity:

A. Desirable Behavior - Handshakes between opposing players and coaches at the end of contests, regardless of outcome; opposing players, coaches and fans engaging in friendly conversations before and following contest; treating competition as a game, not a war; applause at end of contest for performance of all players.

B. Unacceptable Behavior - Yells that antagonize your opponents, when you feel you have won the game; refusing to shake hands or give recognition to winner or good performance; blame loss on officials, coaching, individual player's performance, or other rationalizations; victory celebrations on the playing surface.

In regard to 52-1-1d - Display appreciation for good performance regardless of the team:

A. Desirable Behavior - Coach/players search out opposing participants to recognize them for outstanding performances or coaching; all fans recognize an outstanding participant's performance by applause, regardless of its impact on the contest; discuss outstanding performance of opponent with visiting and home fans.

B. Unacceptable Behavior - Laughing, finger pointing, name calling, etc., of opponents in an attempt to distract; to degrade an excellent performance by opponents.

In regard to 52-1-1e - Exercise self-control and reflect positively upon yourself, team and schools:

A. Desirable Behavior - Support the activity by learning yells of cheerleaders and displaying total unity as fans in following their lead.

B. Unacceptable Behavior - Displays of anger, boasting, use of profanity, bouncing beach balls, antics which draw attention to you instead of the contest; doing own yells instead of following lead of the cheerleaders; doing unsportsmanlike yells/gestures, such as "you, you, you!" while pointing finger at fouling opponent.

In regard to 52-1-1f - Permit only positive sportsmanlike behavior to reflect on your school or its activities:

A. Desirable Behavior - Positively encourage those around you to display only sportsmanlike conduct; report poor sportsmanship to school officials; member schools insist that sportsmanship be a priority; administrators help coaches to teach, model and reinforce sportsmanship; recognize coaches for sportsmanlike conduct; coaches will play those who exhibit positive sportsmanship; administrators will take appropriate action to ensure sportsmanlike behavior.

B. Unacceptable Behavior - Fans', players', coaches' administrators', or member schools' unwillingness to get involved and take a stand to defend one of the main targets of school activities - teaching and promotion of SPORTSMANSHIP.

State and School Rules and Regulations

A. KSHSAA Sports Seasons

1. Beginning dates:

   a. Fall Sports: ~~The opening date for athletic fall sports shall be the second Thursday preceding the week in which September 1 falls.~~
   The opening day for athletic fall sports shall begin on SWC #7 in the KSHSAA calendar.

   b. Winter Sports: ~~Practice shall not begin prior to the second Monday preceding Thanksgiving Day.~~
   Practice shall not begin prior to SWC#20 in the KSHSAA calendar.

   NOTE: Any student who has been out for fall sports, shall not start practice until after the team on which he or she competed or had membership has completed its season.
   NOTE: A participant is considered as having completed such season if he/she does not qualify for entry in the state championship series or is not continued on the squad when the team advances to the state championship series.
   NOTE: A coach shall not work with individuals in any form of drills or practice prior to the beginning practice dates.

   c. Spring Sports: ~~Practice shall not be held prior to Monday of the week of the state basketball tournaments.~~
   Practice shall not be help prior to SWC#35 in the KSHSAA calendar.

2. The sports season ends with the last regularly scheduled game in a Regional, Sub-State, or State Playoffs.

3. At times during the course of the school year, some students involved in several activities may find themselves scheduled to participate in more than one event on the same date. If this occurs, the student must notify the coach/sponsor at least two weeks in advance of the scheduled date of that activity as to their wishes.
   In the event a conflict occurs between two events or activities and one of those activities is a state-sponsored competition - the state sponsored competition will always take precedence over the other activity. If neither activity is a state sponsored event, the coach/sponsor must work together to ascertain attendance at which of the activities is in the best interest of the student. Penalties such as lowered grades, loss of letter, lessened participation will not be tolerated. Should coaches/sponsors be unable to resolve the problem, both should present their case to the administration for a decision.

Should two activities have extensive conflicts it would be to the student's and the activity's best interest for the student to choose to try out for one but not both. Care should be taken not to unduly miss practice, especially where group performances and team sports are involved.

B. KSHSAA Pre-Season and Out-of-Season Practice Rules

1. Prior to the opening practice dates, there shall be no called or scheduled meetings where instruction is a part of the program.

   NOTE: Coaches are permitted to check out equipment, distribute physical examination cards, and assign lockers without violating the standards.

2. Running, weight training, calisthenics and agility drills may be used as a part of the off-season sports conditioning program so long as the following conditions are met:

   a. Participants will furnish their own clothing (sweat suits, shorts, shoes, etc.)

   b. Specific equipment pertaining to a given sport may not be used. (i.e. footballs, basketballs, volleyballs, wrestling mats, hurdles, shot put, discus, pole vaulting and high jumping standards or landing pits, blocking or tackling dummies, charging sleds, high-bar, horizontal bar for gymnastics, still rings, parallel bar, horse, free exercise mats, and other equipment used specifically for or in a sports activity)

   c. Students participating in a school sponsored sports activity shall not, during that sports season, participate in a conditioning program under the direction or supervision of personnel from his/her school.

   d. The physical education program shall not enroll a group of athletes for the purpose of getting them ready for any given inter-school sports season. The Physical Education program may include instruction in a given sport as part of its yearly program, but the different periods in the daily schedule will offer like or similar programs in its curriculum.

   e. All off-season sports conditioning programs must be open to anyone enrolled in school, and must be on a voluntary basis.

3. No out-of-season program will be conducted during the fall buffer week.

4. No student may be in a school owned facility during buffer week if their presence involves an inter-school activity recognized by the KSHSAA.

C. KSHSAA Outside Competition Rule

1. A student who is a member of a school athletic squad, may not participate as a member of an outside team or as an independent competitor in the same sport.

2. Students are not permitted to participate in any organized outside athletic contest in the same sport during the season in which they represent their school.

3. If a student participates in the same sport in a game or contest as a member of any team or as a representative of any organization except his/her own school, or as an independent competitor, he/she becomes ineligible for competition during that season.

4. A student shall not be prohibited from competing on a special team within his/her own school such as F.F.A team, etc. All members of such teams must be bona fide students, however, and eligible under the rules of the Association.

5. A student becomes a member of a school athletic squad when he/she first participates in a practice session. The student ceases to be a squad member after his/her last contest for the school in that sport or when the membership on a squad is terminated.

6. KSHSAA Rules on out-of-season and summer camps applies only to football, basketball, and volleyball.

    a. Supervise school facilities when the students they coached during the past season or will be coaching in those sports the following school year are using them.

    b. Work with (i.e. instruct/coach) an individual student or students (maximum of 3 at a time) provided the students have requested the instruction.

    c. Instruction by a coach in a sport cannot occur during the time a coach is supervising school facilities.

Language has been added to clarify during the school year after the season of sport, seniors may receive instruction from their school coach in the same sport.

D. KSHSAA - Scrimmage Rules

1. Inter-school scrimmage (practices) in all activities shall be prohibited.

E. KSHSAA - Christmas and Holiday Practice and Activities

1. There shall be no school practice or interscholastic contests or activities for a consecutive five-day period (including December 25). The Executive Board shall establish the specific dates each year.

    a. There shall be no inter-school activities.

    b. There shall be no staff members present for any interscholastic activities.

    c. There shall be no staff members present for any interscholastic activity practice in activities under jurisdiction of the KSHSAA.

2. There shall be no group interscholastic activity practice either on or outside school premises under supervision of school employees.

3. Music groups may perform, provided there is no practice in the school facilities and their performance is local and on a volunteer basis only.

4. Trips by school activity students or groups are permissible, provided the students do not participate physically in any activity related to inter-school activities.

F. The Loaning of School Equipment

1. School athletic equipment shall not be loaned to students or parents without prior approval of the director.

2. School facilities shall not be used by coaches or students at any time, other than regularly scheduled practice, unless prior approval of the athletic director or principal has been obtained.

    NOTE: The fact that only the above KSHSAA rules and regulations were listed in this handbook does not release the coach of responsibility of following all other KSHSAA rules and regulations.

G. Eligibility

All of the following Eligibility Rules of KSHSAA Apply

A. Student must be a bona fide student in good standing.
   1. Must be enrolled in at least 5 subjects.
   2. In school or out of school suspension is not in good standing.

B. A student must have passed five subjects in the previous semester. Summer school does not count.

C. Virtual students may be eligible with the following stipulation.
   1. Virtual classes must be taken through a virtual school, fully accredited by the Kansas State Department of Education.
   2. Students must be enrolled in 5 classes.
   3. Students must be enrolled in at least 1 class at Campus.
   4. Students must have passed 5 subjects in the previous semester.

D. A student is eligible for eight semesters of high school (four years) of which the last two must be consecutive and not more than four seasons in any sport.

E. Transfer students must have a bona fide move into the school district with parents/guardian to satisfy transfer rule of KSHSAA.

F. Have a physical exam by a licensed physician and a copy on file in the athletic office.

G. Have the KSHSAA concussion and head injury form on file in the athletic office.

H. A student may not be 19 years old prior to Sept. 1 of the year in which he/she competes.

I. A student must be regularly enrolled and in attendance no later than Monday of the fourth week of the semester in which they participate.

J. Students must pay $20.00 athletic fee for a sport before they may participate in that sport.

II. CODE OF CONDUCT RULE

I. During the school year, regardless of the quantity, a student shall not use, consume, sell, buy, giveaway, or have in possession: 1) beverage containing alcohol; 2) tobacco or; 3) any other controlled substance defined by law as a drug other than that prescribed by a physician.

A. Interpretations

1. The rule applies to each activity season and any portion of an activity season of practice and competitive play which occurs prior to the start of the school year or after the close of the school year.

2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

3. Upon removal for a third violation a formal rehabilitation program must be completed before eligibility is reinstated for future activities.

4. If any student is in violation of the rule while on school grounds, at a school activity, or while away from the grounds or activities, and the violation is witnessed or there is direct evidence of violation (as with alcohol on breath) by a law enforcement official, faculty member, or school administrator, the following will occur:

B. Consequences of Violations

1. Self-Referral/Parental Referral (One time only)

   a. Recommendation of counseling/assessment with a recognized institutional center.

   b. Not removed from competition.

2. First Violation

   a. Meeting with: Parent, sponsor/coach, administrator, student and others deemed necessary.

   b. Youth/scholastic service (five hours within two weeks). Competition is forfeited until requirement is met. Failure to complete requirement results in removal from participation.

   c. Counseling/assessment with a recognized institutional center.

   d. Make-up conditioning. 60 minutes. Must be completed within a maximum of three consecutive practice days and is served as an extension of practice. Sponsor/coach will determine type of conditioning needed.

3. Second Violation

   a. Meet with those in first violation meeting and others deemed necessary.

b. Youth/scholastic service. (20 hours within two weeks.) Competition is forfeited until requirement is met. Failure of completion is same as first violation.

c. Counseling/assessment same as above.

d. Make-up conditioning. 240 minutes. Must be completed within a maximum of 12 consecutive practice days. See first violation for more explanation.

e. Loss of 20% of originally scheduled total season competition. Example: 4.5 = 5 full games lost.

4. Third Violation

a. Permanent removal from present activity season.

b. A formal rehabilitation program must be completed before eligibility is reinstated for future activities.

II. Property provisions - Any student guilty of intentionally destroying, damaging or stealing property of USD #261 or any other school district, teammate, opponent, or other individuals or groups, while under coach's/sponsor's supervision, may be subject to dismissal from all activity teams.

NOTE: All consequences must be satisfied prior to participation in any future activity for the remainder of high school eligibility.

III. Participation

A. Students who are academically ineligible may be removed from an activity.

B. Sunday practice cannot be required and cannot begin before 12:30 p.m. Unexcused absences determined by team rules.

C. Students must travel to an event with their group and return with their group unless he/she is released directly to their parent after the event. The parent must personally contact the sponsor/coach and request his/her son or daughter to return home with him/her.

D. Students must be in attendance at school the last two blocks to practice that day. Exceptions must be approved by an administrator.

E. Students must be in attendance all day to participate in an event if held on a day school is in session. Exceptions must be approved by an administrator.

F. Students may not engage in outside competition in the same sport during a season in which they are representing their school. NOTE: Consult the coach

or principal before participating individually or on a team in any game, training session, contest, or tryout conducted by an outside organization.

I understand that I will need to follow additional, more specific standards set up by the head sponsor/coach for a particular activity.

I am willing to make a commitment and follow this activity code in the interest of contributing to and building a strong activity program at Campus High School and for my own personal benefit.

I accept the above statements and recognize that following such standards will be of benefit to my peers and myself.

SIGNED _____ DATE _____
(STUDENT)

As parent/guardian of _____ I have read the activity code and support my son's/daughter's commitment to such responsibilities.

SIGNED _____ DATE _____
(PARENT)

An appeal of the suspension of a student from an activity may be made to the appeal committee through the athletic director.

Lettering Policy

It is the view of the Campus High School faculty that a student who letters will have satisfactorily participated in the group's required activities and will exemplify achievement of a quality that merits this special recognition.

Each person awarded a CHS letter must include but need not be limited to the following criteria for lettering:

A. Specify a significant number of hours to be spent in practice and preparation outside the school day.

B. Identify the measurements of high quality participation in events, activities, and/or competitions.

C. Assure significant dedication to group goals as measured by attendance, deportment, persistence and other considerations as determined by the sponsor/coach.

D. Require active membership in the group throughout the duration of the activity.

E. Assure that each student will be in good standing at CHS as defined by the Principal. (Students are eligible to letter the first eight semesters of high school attendance.)

F. Include an accurate description of requirements for lettering and a system to report and maintain records of those who have lettered.

Senior High Activity Awards

Awards may be earned in the following activities at Campus High School:

Girls' Swimming/Diving	Yell/Cheerleading	Boys' Bowling
Boys' Swimming/Diving	Girls' Cross Country	Band
Football	Boys' Cross Country	Drama
Dance	Wrestling	Vocal Music
Girls' Track	Boys' Basketball	Boys' Track
Girls' Basketball	Baseball	Girls' Tennis
Volleyball	Golf	Boys' Tennis
Speech and Drama	Forensics	Softball
Girls' Soccer	Boys' Soccer	Girls' Bowling
Orchestra	Debate	

Each activity will have a certain criteria to follow according to the awards given. This criteria will be so drawn up by each coach or sponsor in that particular area.

A. First Varsity Letter - Recipient Shall Receive:

1. 6" Letter
2. Insert emblematic of the sport
3. Service bar
4. Letter certificate

B. First Varsity Letter (in second or succeeding sports) - Recipient shall receive:

1. Insert emblematic of the sport
2. Letter certificate
3. Service bar

C. Second and Succeeding Letters (in same sport) – Recipient shall receive:

1. Service bar insert
2. Letter certificate

D. Outstanding Senior Athlete Awards:

1. Ronnie Ward Memorial Award - to the Senior boy athlete, who exemplifies dedication and determination to succeed, voted on by the head coaches.

2. Honor Athlete Award - to athletes that participate in a minimum of three sports and maintain a B average during their Senior year

3. Most Inspirational Girl Athlete Award - as voted on by the girls coaches

Letter Award Requirements

I. Athlete Requirements

A. The athlete shall maintain proper conduct, shall strive to have good character, be loyal to the school, the team and the coach.

B. The athlete shall be out for the sport in which he/she is a candidate for a letter for the entire season. The "season" is defined as league and state competition or until the team is eliminated from state competition. The athlete shall play in the contest at the discretion of the coach and play the position indicated by the coach.

C. The athlete shall attend practices promptly and regularly and must not quit the team or he/she will forfeit his/her right to earn a letter.

II. Awards to the athlete will be based upon

A. The amount of participation in an interscholastic sport as determined by the coach.

B. Attendance at all regularly scheduled practices and games.

C. The recommendations of the coach for those who have not fulfilled all requirements for lettering.

Lettering requirements for the following sports:

A. Baseball

1. The athlete must play in one half (1/2) of the Varsity games that are scheduled.

2. The athlete must finish the season on good standing with the school and coach.

3. The athlete must be a Senior, who by consistent participation, gives depth to our team.

B. Basketball

1. The athlete must remain in good standing throughout the season as far as discipline, attitude, and training rules are concerned.

2. The athlete must make a sincere attempt to give 100% in practice and game situations.

3. The athlete must be dedicated to the game, support the athletic program and be proud to be a part of it.

4. The athlete must play in 16 quarters as a member of the Varsity squad.

5. In special cases such as injury, illness, or special contributions to the team, the coach will use his/her discretion in awarding a letter.

6. If the team qualifies for State Tournament, every player on the regional team roster will letter.

7. The athlete must be a senior, who by consistent participation gives depth to our team.

C. Boys/Girls Bowling

1. The athlete must compete in three (3) Varsity events to earn a letter.

2. Any Senior that provides a leadership role and is in good standings with the team will receive a letter.

C. Cross Country

1. Any runner who participates on the team, while remaining in good standing, for four seasons will receive a letter.

2. Any runner who participates on the varsity team in at least half the regular season meets will receive a letter.

3. Any runner who participates on the varsity team in either the league meet or regional meet will receive a letter.

4. Exceptions:

   a. The athlete is a senior, who by consistent participation gives depth to our team.

   b. All letters are contingent upon the approval of the coach.

D. Football

1. The athlete must be in one half (1/2) the quarters during the season in Varsity games.

2. The coaches makes recommendations i.e. Regular player who is injured, second year manager, etc.

3. The athlete must be a player in good standing at the close of the Varsity season.

4. The athlete is a Senior, who by consistent participation, gives depth to our team.

E. Golf

1. An athlete must qualify for all but two (2) of the total number of Varsity golf meets to qualify for a letter.

2. An athlete qualifying for Regional or State competition will letter.

3. An athlete is Senior, who by consistent participation gives depth to our team.

4. Exception: The coach will reserve the right to refuse or grant letters to anyone.

F. Boys/Girls Soccer

1. An athlete must participate in 50% of the Varsity games.

2. An athlete must be in good standing with the school and the coaching staff.

3. All athletes will letter if the team wins regionals or state titles.

4. An athlete is a senior, who by consistent participation gives depth to our team.

G. Softball

1. All athletes must finish the season in good standing with the coach.

2. The athlete must participate in one half (1/2) of the Varsity games that are scheduled.

3. Any pitcher with 4 or more decisions shall letter.

4. Any participant the coach recommends as fulfilling the letter requirements.

5. Any player that is suited for a state participant team.

6. The athlete is a senior, who by consistent participation gives depth to our team.

H. Boy/Girls Swimming

1. To earn a letter in swimming you must have 130 points. Scoring system will be based on the following criteria:

   a. Meet Points:

      1st Place: 5 pts.

      2nd Place: 4 pts.

      3rd Place: 3 pts.

      4th Place: 2 pts.

      5th Place: 1 pt.

   c. Points include individual and relay events

   d. Divers must earn 50 pts. You will need to swim an event to help on points.

   e. If you place within the top 6 finishers at an invitational you will receive an additional 5 pts. (per event).

2. Attendance Points - 80 Minimum

   a. Each time you attend practice you will earn 2 pts. (including home meet days).

b. If you have been excused from practice by the coach and you notified coach in advance, you will receive 1 pt. even though you were not at practice.

c. An absence without notifying coach will receive "0" pts.

3. The athlete is a Senior, who by consistent participation, gives depth to our team.

I. Boys/Girls Tennis

1. Play 3/4 Varsity meets.

2. Place in top 3 in AVCTL or top 6 in Regionals.

3. The athlete is a Senior, who by consistent participation, gives depth to our team.

J. Boys/Girls Track

An individual shall letter in track at Campus High School in accordance with the following criteria:

The individual shall garner an accumulated total of 10 or more Varsity team points (1/2 points given for relays).

2. Any athlete who qualifies for the State meet.

3. The individual is a senior, who by consistent participation gives depth to our team.

4. Provide significant contribution to the team per discretion of coaches. This Means that some athletes unable to meet the above requirements could still letter.

K. Volleyball

1. The athlete must compete in 50% of Varsity games

2. The athlete must be in good standing with coach and school.

3. The athlete is a senior, who by consistent participation gives depth to our team.

4. The athlete must complete season in good standing.

5. Exception: Any manager who has managed 2 years and is in good standing with coach and school will letter.

6. Exception: If team qualifies for state all on regional team roster will letter.

7. In special cases such as injury/illness, the Coach will use their discretion in awarding a letter.

L. Wrestling

1. The athlete must have wrestled in four Varsity matches for points to count towards a letter.

2. The athlete must finish the season.

3. The athlete must be in good standing with the school policies, team rules, and the coaching staff at Campus High School.

4. The athlete is a senior, who by consistent participation gives depth to our team.

Exceptions

1. An injury that has removed a Varsity wrestler for the season.

2. The athlete is a senior, who by consistent participation gives depth to our team.

3. Placement at the regional tournament.

35 TOTAL POINTS:

The points needed to letter will be determined by the number of matches possible for that season.

LETTERING SYSTEM			TOURNAMENTS		
Team	A	B		A	B
Loss	1	0	1st	4	2
Forfeit	1	0	2nd	3	1-1/2
Draw	1-1/2	½	3rd	2	1
Decision (0-7)	2	1	4th	1	½
Maj. Decision (8-11)	2-1/2	1-1/2			
Sup Decision (12-)	3	2			
Fall/Default	4	2-1/2			

Debate

I. Debate Coach responsibilities

A. Informing himself of Kansas State High School Activities Association rules and regulations and informing their students.

B. Planning the schedule of tournaments.

C. Assuming responsibility for transportation.

D. Preparing requisitions pertaining to the program.

E. Handling correspondence with the KSHSAA related to Debate.

F. Attending all practices and/or tournaments.

II. Regulations

A. KSHSAA Regulations: Regulations pertaining to Debate activities of the co-curricular activity are determined by the Kansas State High School Activities Association.

B. Participation

1. All schedules for debate participation shall be approved by the high school principal.

2. No practice or meet shall be held before noon on Sunday.

3. All out-of-town and/or overnight meets shall be under the direct supervision and responsibility of the Campus High Debate teacher. This teacher shall be the sponsor of the field trip.

4. Coaches in Debate must be certified faculty members carrying a full-time teaching assignment.

5. Assistant coaches need not be certified faculty members but must be approved by BOE.

C. Length of Season

1. The debate season shall conclude with the KSHSAA State Tournament or the National Forensics League Tournament.

2. The number of tournament participations for each student is set by the KSHSAA.

D. Traveling

1. Campus High School shall coordinate transportation and housing for all debate trips.

2. When transportation is provided by the district, students are expected to travel with the team to and from an event. They are not allowed to drive on their own or go with friends.

3. All meal expenditures will be in compliance with Board Policy.

4. Driver's meals and expenses are included in the field trip expense and are paid from the participating school's debate budget.

5. Every effort shall be made to obtain the best motel and hotel rates available. Special school rates are usually obtainable by prior arrangement.

E. Miscellaneous

1. Outside parent groups choosing to raise money for equipment or supplies do so understanding said equipment and supplies become the property of the school district.

2. Food and drinks shall not be brought into the school building during Debate, Drama and music productions and during practices.

F. Code-of-Ethics

The following Code-of-Ethics is subscribed to by all debaters and debate coaches.

1. Debaters shall be in their respective rooms by 11:00 PM, lights out by 11:30 PM.

2. There shall be no social engagements admitting boys into girls rooms or vice-versa.

3. Vandalism, use of intoxicants, and other conduct unbecoming a debater shall not be tolerated.

4. A sponsor or coach shall be present in any motel or hotel room where both girls and boys are present.
5. Coaches shall direct any criticism to the tournament managers and to the KSHSAA after consultation with their own school's activities director.

6. It shall be the responsibility of all coaches to report any violations of students to the coach of the offending debater.

7. Coaches and debaters are to understand that managers of invitational tournaments shall accept entries in the order received until their quota is filled.

8. Debaters and their coaches shall conduct themselves in a courteous manner. Talking, laughing, etc., while a debate is in progress shall not be allowed.

9. Debaters quoting misinformation shall run the risk of being disqualified.

III. Lettering Requirements

A. The student must earn at least 114 points through competition based on 6 points per round won. (13 wins, 12 losses = 114 points {6 x 13 = 3 x 12 = 114}.)
B. The student must participate and assist (as assigned) with the preparation and/or running of the Campus High School Invitational Tournament, and any other debate-related events hosted locally.

C. The student must represent Campus High School and the debate program/speech department in a respectable manner at all times.

D. Final determination of the letter award will be at the discretion of the sponsor/coach. (Student will have the right to appeal to review board in case of conflict.)

E. The sponsor will retain the right to review the above process yearly, and request and recommend to the activity director to revise, as necessary.

Drama

I. Drama Teacher responsibilities

A. It is the responsibility of the Drama Teacher to keep himself informed of KSHSAA rules and regulations and to so inform the students.

B. The Drama Teacher is responsible for the Thespian organization. If monies are required for the Thespian organization outside its usual school club function, it must be approved in the Activity Budget requests (Group II).

C. The Drama Teacher will be the sponsor for Peach Valley Players (and the duties thereof).

D. The Drama Teacher is responsible for selecting plays and should confer with the building principal concerning appropriateness of his play selection for that particular school community, amount of royalties paid, etc., prior to any production of said plays.

E. The Drama Teacher is responsible for selecting casts.

F. The Drama Teacher must be present at all play practices and/or performances.

G. The Drama Teacher is responsible for the building facility, e.g. turning out lights, locking doors, all students vacating the premises after all performances and/or practices.

H. The Drama Teacher with the assistance of vocal and instrumental music directors will supervise a scheduled stage production.

I. The Drama Teacher may assign these responsibilities to another staff person approved by BOE.

II. Regulations

A. Regulations pertaining to Drama activities are determined by the KSHSAA.

B. Practice and performance schedules for plays should be approved by the building principal and properly requisitioned. Practice sessions are to be in with the district regulations.

C. Field trips for Drama productions e.g., inter-school little theater productions, must be approved by the principal.

D. All people participating in high school plays and productions or assisting in their preparation should reside and/or be enrolled in the Haysville School system. Any exceptions to this should have the approval of the building principal.

E. Food and drinks shall not be brought into the school building during drama productions and practices.

III. Letter Requirements

To letter a student must participate in a majority of the productions for that year and must accumulate seventeen (17) points in a year in which there are four productions, thirteen (13) points when there are three productions, and nine (9) points when there are two productions.

Students may earn points in the following manner:

Acting:
8 Points for a major role in a full-length play.
5 Points for a major role in a full-length play.
4 Points for a major role in a one-act play.
3 Points for a minor role in a one-act play.
3 Points for chorus or dancer in a full-length play (musical).
2 Points for understudy for a major role or for a walk-on in a full-length play.
1 Point for a walk-on, chorus, dancer, or understudy in a one-act play.

Directing:
8 Points for director of a full-length play.
7 Points for choreographer of a full-length play (musical).
6 Points for assistant director of a full-length play.
5 Points for assistant choreographer, assistant vocal director, or assistant orchestra, or band director for a full-length play.
4 Points for director or choreographer of a one-act play.
3 Points for assistant director or assistant choreographer of a one-act play.

Production:
8 Points for stage manner of a full-length play.
6 Points for crew head for a full-length play.
6 Points for accompanist for a full-length play.
6 Points for costumer for a full-length play.
6 Points for lighting technician for a full-length play.
5 Points for set construction for a full-length play.
5 Points for running crew (sets, lights, properties) for a length play.
5 Points for set or light design for a full-length play.
5 Points for stage manner for a one-act play.
4 Points for set or light design for a one-act play.
4 Points for crew head for a one-act play.
4 Points for costumer for a one-act play.
3 Points for musicians for a full-length play.
3 Points for properties (non-running crew) or makeup crew for a full-length play.
3 Points for sound or lighting (non-running) crew for a full-length play.
3 Points for lighting technician for a one-act play.

3 Points for set construction for a one-act play.
3 Points for running crew for a one-act play.
3 Points for accompanist for a one-act play.

Business:
6 Points for business manager for a full-length play.
5 Points for publicity manager for a full-length play.
4 Points for ticket manager for a full-length play.
4 Points for business manager for a one-act play.
4 Points for business or publicity crew for a full-length play.
4 Points for house manager for a full-length play.
3 Points for programs for a full-length play.
3 Points for publicity or ticket or house manager for a one-act play.
2 Points for business or publicity crew for a one-act play.
2 Points for ushers for a full-length play.
1 Point for programs for a one-act play.
1 Point for ushers for a one-act play.

Writing:
8 Points for an original full-length script which is produced.
5 Points for an original one-act script which is produced.

Forensics

The Forensics program is comprised of several speech disciplines, but in general the speech teacher is responsible for the Forensics program. Other teachers may assist with the Forensics program with prior consent of the building principal and speech teacher.

Disciplines included in the Forensics program include:

- Duet acting
- Humorous Reading
- Dramatic Readings
- Original Presentations
- Oral Interpretation of Prose
- Oral Interpretation of Poetry
- Informative Speaking
- Oratory
- Extemporaneous Speaking
- Lincoln-Douglas Debate

I. Forensics Coach responsibilities

A. Keep informed of KSHSAA rules and regulations and to so inform the students.

B. Plan the programs.

C. Assume responsibility for transportation.

D. Prepare requisitions pertaining to the program.

E. Handle correspondence with the KSHSAA related to all disciplines.

F. Attend field trips with the participants.

G. Schedule performance, contests, etc. (Must be approved by the high school principal.)

II. General Rules

A. Outside parent groups choosing to raise money for equipment or supplies do so understanding said equipment and supplies become property of the school district.

B. Food and drinks shall not be brought into the school building during Forensics and practices.

C. All travel must comply with the U.S.D. #261 Board of Education Policies and Procedures. This regulation applies for both the school year and the summer Forensics activities.

D. The activities budgets may provide expense money for transportation, food and lodging (according to district policies regarding out-of-district travel) for one staff member when accompanying national finalists attending the N.F.L. nationals.

E. No expense for student's involvement beyond the state level can be utilized from the activities budgets.

III. Regulations - Regulations pertaining to Forensics activities of the co-curricular activity are determined by the KSHSAA.

IV. Lettering Requirements

A. Students must earn at least 97 points (one point over 1/2 of the points possible throughout the Forensic season) based on the following format:

1. They may count the best four scores from a student congress or forensics tournament.

2. Points for congress will be awarded on the basis of the Actual score given (0 to 6).

3. Points for forensics tournaments will be awarded as follows:

a. 6 points for placing first in a round

b. 5 points for placing second in a round

c. 4 points for placing third in a round

d. 3 points for placing fourth in a round

e. 2 points for placing fifth in a round

f. 1 point for placing sixth or below in a round

4. Points for LD debate will be 6 for a win and 3 for a loss.
(8 contests x 4 scores x 6 points = 192 divided by 2 = 96 + 1 = 97)

B. The student must participate and assist (as assigned) with the preparation and/or running of the Campus High School Forensics Invitational Tournament, and any other regional district forensic-related event hosted locally.

C. The student must represent Campus High School and the forensics program/speech department in a respectable manner at all times.

D. The student must be in good standing.

E. Final determination of the letter award will be at the discretion of the sponsor/coach. (Student will have the right to appeal to review board in case of conflict.)

F. The sponsor will retain the right to review the above process yearly, and request and recommend to the activity director to revise, as necessary.

Music

I. Band - Concert, Marching, Pep & Jazz, and Orchestra

A. Regulations pertaining to music activities of the co-curricular activity are determined by the KSHSAA. It is the responsibility of the instrumental and choral music teachers to keep themselves informed of KSHSAA rules and regulations and to so inform their students.

B. Transportation for field trips is by bus and all must comply with the Haysville School District field trip policies and procedures.

C. Outside Performance

1. No one should communicate with outside agencies for purposes of securing invitations to perform without written permission of the principal. Tapes, recordings, etc., of all musical organizations shall not be given to outside persons for advertising, competition, awards, etc., without the permission of the principal.

2. Regulations governing the number of participants and performances are determined by KSHSAA.

3. Music organizations may accept invitations to appear before civic groups. These appearances, however, should be scheduled for a minimal loss of school time and must be approved by the high school principal.

4. Jazz Ensembles (Stage Band) are not to accept performance invitations which would constitute a breach of the Music Code of ETHICS of the AF of M and MENC.

D. Inter-school and Community Appearances

1. High School musical groups, when performing at the middle school, must have permission of both principals. In general, middle schools initiate the invitation. Cost for transportation shall be furnished by the high school.

2. High school instrumental organizations may participate in parades when an invitation has been received and approved by the high school principal.

E. Miscellaneous

1. Outside parent groups choosing to raise money for equipment or supplies do so understanding said equipment and supplies become the property of the Haysville School District.

2. Food and drink shall not be brought into the school building during musical productions or practices.

3. Weather permitting, the Campus Marching Band will present half-time shows at each home varsity football games.

4. The instrumental music department will be expected to provide pep bands for all pep rallies plus all home varsity basketball games and other special events.

F. Duties of CHS Band Director

1. Oversee and coordinate the band program in conjunction with the total school and district program.
2. Responsible for directing band activities, budget and expenditures, scheduling band trips, ordering, repairing, and maintaining musical instruments.

3. Responsible for assignments of staff and participants in special ensemble groups.

4. Responsible for conducting formal band concerts.

5. Responsible for the performance of the marching band at football games and parades through the football season.

6. Responsible for the supervision or assignment of supervision of the Pep Band, graduation ceremonies, variety show, state piano festival, and all KSHSAA and KMEA contests and festivals, regardless of rating.

7. Responsible for supervision of all music students at all programs in which he/she has sole responsibility. Shall insure that all members provide proper supervision of students performing at school and away from school. There shall be an assigned supervisor with students at all times who shall remain until all students have left the school premises.

8. Supervise the instrumental portion of a scheduled musical stage production.

G. The lettering requirements for Instrumental Music are as follows: (These requirements may be modified or changed by the sponsor with the approval of the principal.) It is hoped that the music award is recognized by those who receive it that effort was made by the individual above and beyond the normal classroom participation and required performances. It is desirable that each student endeavor to reach the goals necessary to receive this recognition.

1. The student must participate and perform in conjunction with the following in order to meet the <u>minimum requirements to letter</u>:

a. All home football and basketball games and all home pep assemblies.

b. Scheduled concerts and KSHSAA approved events.

c. Other pep rallies, parade performances yearly as determined by the Director.

d. Represent Campus High School and the Music Program/Department in a respectable manner at all times.

e. Be in good standing academically (eligible).

f. Student/school instrument, music, uniform, and other equipment must be kept clean, in a well-organized manner, and ready for use at any time.

g. Know by memory "Star Spangled Banner", "Colonel Bogey" and other numbers designated for use in parades (maximum of three numbers).

h. Overall attitude should be desirable and cooperative.

i. Have no unexcused absences from class or performances.

2. A student must also accumulate 80 merit points from the following list to qualify for a Band Music letter:

	Points
a. Auditions for District 6 Honor Band	10
b. Performs in District 6 Honor Band	15
c. Auditions for State Band (only if District Band)	5
d. Performs in State Band	20
e. Is recommended for a Concert Band Clinic	5
f. Attends a Concert Band Clinic	15
g. Regional Contest--Solo or Small Ensemble	
Rating I	15
Rating II	10
h. State contest--Band, Solo or Ensemble	
Rating I	20
Rating II	15
i. Performs as an approved accompanist (maximum)	10
j. Knows major scales (85% minimum on play test)	10
k. Knows key signatures (85% minimum on written test)	5

l. Participates in Church/Community musical groups 5

m. Is in organized vocal ensemble outside of school 10

n. Is in organized instrumental ensemble outside of school 10

o. Takes regular private lessons 15

p. Other events as determined by the Director TBA

H. Orchestra lettering policy

Note: No unexcused absences from music performances. If absences are necessary, the director should be notified at least three (3) days prior to the performances. Illness, family vacation and such problems will be handled individually by the director. An "unexcused" absence will result in disqualification of all lettering points for one (1) school year.

A student in Orchestra must accumulate 35 merit points from the following list to qualify for a music letter.

Points

a. District Solo & Small Ensemble Contest
1st Division 10

b. State Large Group Contest (participation) 10

3. Special school related performances
(i.e. concerts, musicals, outside concerts, etc. each time) 5

d. Participation in church and or civic Orchestra groups 10 (per group)

e. Section leader or winner of first chair in section 10 (each time)

f. Concert Master (per semester) 20

g. Receives private lessons (instructor upon approval) 20
(per semester)

II. Choral - Concert, Varsity & Campus Singers

A. Regulations pertaining to music activities of the co-curricular activity are determined by the KSHSAA. It is the responsibility of the instrumental and choral music teachers to keep themselves informed of KSHSAA rules and regulations and to so inform their students.

B. Transportation for field trips is by bus and must comply with the Haysville School District field trip policies and procedures.

C. Outside Performance

1. No one should communicate with outside agencies for purposes of securing invitations to perform without written permission of the principal. Tapes, recordings, etc., of all musical organizations shall not be given to outside persons for advertising, competition, awards, etc., without the permission of the principal.
2. Regulations governing the number of participants and performances are determined by KSHSAA.

3. Music organizations may accept invitations to appear before civic groups. These appearances, however, should be scheduled for a minimal loss of school time and must be approved by the high school principal.

4. Jazz Ensembles (Stage Band) are not to accept performance invitations that would constitute a breach of the Music Code of ETHICS of the AF or M and MENC.

D. Inter-school and Community Appearances

1. High School musical groups, when performing at middle schools, must have permission of both principals. In general, middle schools initiate the invitation. Cost for transportation shall be furnished by the high school.

2. High school instrumental organizations may participate in parades when an invitation has been received and approved by the high school principal.

E. Miscellaneous

1. Outside parent groups choosing to raise money for equipment or supplies do so understanding said equipment and supplies become the property of the Haysville School District.

2. Food and drink shall not be brought into the school building during musical productions or practices.

F. Duties of Vocal Director

1. Coordinate all Campus Senior High School vocal programs.

2. Supervise the scheduling of all vocal programs, trips, performances, etc.

3. Direct, conduct, have complete control of the performing group known as "Campus Singers". Schedule performances with approval of principal.

4. Schedule contest and concerts for curriculum related groups with administrative approval.

5. Supervise the vocal portion of a scheduled musical stage production.

6. Supervise all music students at all programs in which he/she has sole responsibility. Shall insure that all staff members provide proper supervision of students performing at school and away from school. There shall be an assigned supervisor with students at all times who shall remain until all students have left the school premises.

G. The lettering requirements for vocal are as follows. (These requirements may be modified or changed by the sponsor with the approval of the principal.) It is hoped that the music award is recognized by those who receive it that effort was made by the individual above and beyond the normal classroom participation and required performances. It is desirable that each student endeavor to reach the goals necessary to receive this recognition.

1. The student must participate and perform in conjunction with the following in order to meet the minimum requirements to letter.

   a. Scheduled concerts and KSHSAA approved events.

   b. Outside performances, special events and other accepted singing engagements as approved.

   c. Represent Campus High School and the music program/department in a respectable manner at all times.

   d. Be in good standing.

   e. Student/school music, folders, robes, tuxedo and any other equipment must be kept clean, in a well-organized manner...ready for use at any time.

   f. Know, by memory, numbers so designated by the director.

   g. Overall attitude should be desirable and cooperative.

NOTE: No unexcused absences from music performances. If absences are necessary, the director should be notified at least three (3) days prior to the performances. The director will handle illness, family vacation and such problems individually.

2. A student in vocal music must also accumulate 65 merit points from the following list to qualify for a music letter.

Points

a. State contest -- full chorus

Rating I	15
Rating II	10

b. Regional contest -- ensembles

Rating I	15
Rating II	10

c. State contest—solos

Rating I	20
Rating II	15

d. Regional contest—solos

Rating I	15
Rating II	10

NOTE: Madrigal singers, if under 18 voices, is considered as an ensemble. (KSHSAA rule)

e. Accompanist--maximum of two 10

f. Special school related performances
(i.e. school musical, other Director approved events) 20 (maximum)

g. Participation in church/community musical groups. 5 (maximum)
(for one full year)

h. Member of campus instrumental group 20
(i.e.: ensemble or large group)

i. Member of Campus Singers 5

j. Full chorus performance for community/special events 5 (each)
(approved by Director)

NOTE: Maximum allowed is 20 points.

k. Member of organized small ensemble 10
(for school year)

NOTE: Any vocal soloist receiving a rating of I in all of the contest events will automatically be eligible for the music award. Approval must be secured from the music director.

3. Students will receive only one letter...A bar is given to signify each year of service in which qualification for the award was accomplished. Seniors, with approval from the director, may purchase, if previously lettering, a new letter with proper number of bars. Approval by director must be in writing.

4. Additional points may be awarded for special accomplishments (i.e. lead in musical, scholarships, approved private instruction). These points will be at the discretion of the director with approval by the principal.

5. Final determination for any award will be at the discretion of the director/coach. (Students will have the right to appeal to a review board in case of conflict).
6. The director/principal will retain the right to review the above process yearly, request and recommend to activity director revisions as necessary.

7. The type of letter issued will be at the discretion of the administration of Campus High School.

Dance

Participants perform at home football and basketball games, march in parades, etc. Dance is open to freshman through senior students with tryouts scheduled in the spring before a select panel of judges.

I. Responsibility of Sponsor

A. The sponsor shall be in attendance and supervise Dance at each event in which they participate. Sponsor must arrange for transportation and meals if approved, and must accompany the squad on each trip.

B. The sponsor shall be in attendance and supervise all practices and is responsible for all dance uniforms.

C. The sponsor shall be responsible for the dance selection process as prescribed in the dance handbook.

D. The sponsor is responsible for securing funds through fund raisers as necessary for camp and other expenses not covered in the dance budget.

E. The sponsor is responsible for monitoring the grades of the dancers.

F. The sponsor shall be responsible for ordering all uniforms and materials with approval of the principal/activity director.

G. It is the responsibility of the dance coaches to keep themselves informed of the KSHSAA rules and regulations.

II. Regulations

A. Regulations pertaining to dance activities of the Co-Curricular Activity are determined by the KSHSAA.

B. Dance squad members will adhere to all KSHSAA rules and regulations.

C. The Campus Dance squad shall consist of ~~no more than fourteen (14) team members.~~ no more than twenty (20) team members.

D. All candidates for the Dance squad must try out in the spring of the year. This includes current squad members.

E. Travel and field trip stipulations are the same for dance as for any other co-curricular activity.

F. Squad members are required to have a physical examination on file at the school prior to first practice.

G. All dance squad members and adult sponsor(s) must attend a summer dance camp provided permission is obtained from the building principal.

H. All squad members participating in an activity must be in regular full-day attendance the day the activity is scheduled unless the activity is in another city and it is necessary that the student be absent. Regular full-day attendance is defined as being in school from the beginning of the first period and remaining until the close of the last period of the day. The building principal must approve any exceptions.

I. It is strongly recommended that all dance members enroll in the Aerobics Class at Campus. This will increase the squad member's agility and decrease the chance of injury. Freshman team members will be enrolled in Freshman P.E.

III. Constitution

A. Duties

1. Eligible dance squad members will perform at all home varsity football and basketball games. All squad members will be expected to arrive before the game's scheduled time, as mandated by the sponsor, and stay until the sponsor releases them.

2. Squad members will create and support school spirit, coordinate and participate in pep assemblies and spirit week if asked.

3. Squad members will participate in homecoming ceremonies if asked.

4. All dance squad members are expected to participate in all fund raising activities (including summer).

5. Squad members must attend all practices scheduled by the sponsor(s).

6. At games, the squad must sit together in an area to be designated by the sponsor.

B. Rules & Regulations

1. A dance squad member will be benched if any of the following occur:*

a. Not attending a required game without legitimate reason that has been approved, in advance, by the sponsor.

b. Is tardy or misses a scheduled practice 3 times. One second to nine minutes is tardy and after 10 minutes is an unexcused absence.

c. Refusing to be in proper uniform the day of a required home game.

d. Arriving at a game site after the game begins without a legitimate excuse approved by the sponsor.

e. A dance squad member may work, but work must not conflict with scheduled practices or games. Missing a game or practice, including coming late or leaving early, due to work will result in the squad member being benched.

f. A member failing to follow the constitution will be benched until they are able to follow it.

2. Any dance squad member will be benched only twice for disciplinary purposes pertaining to dance. Permanent removal from the squad will take place if a third infraction occurs. No replacement will be made.

3. No dance squad member in ISSR will perform or practice. (This is not considered "benched").

4. Dance squad members will be expected to be in attendance at school all day to perform on game days. The building principal may make possible exceptions.

5. A dance member must meet the KSHSAA academic eligibility guidelines.

   a. When progress reports are issued with a D/F grade, the squad member will be placed on probation until the grade improves to a C or better. During probation, the following conditions will exist:

      i. The squad member will attend tutoring after school or with teacher that the grade is low in, before or after school

   b. Grades will be checked every semester to verify eligibility.

   c. To be eligible to try out, the student must meet KSHSAA academic eligibility as determined by the most recent semester grade card.

6. When traveling to camp or performances away from school, the dance squad will travel with the sponsor or designee. The group will remain together coming and going. In rare instances, a squad member may be released to their parents for travel purposes. This must be cleared in advance with the sponsor and the school administration.

7. All dance members must comply with the Campus Code of Conduct.

8. Any squad member using profanity at practices, or while in uniform, will be benched pending a parent/sponsor/ administrator conference.

9. The only acceptable excuses for absences are assigned tutoring, some school events, sickness or a family emergency. If a squad member is absent or tardy from a performance the following must occur:

    a. The sponsor must be contacted in person, in advance, if a squad member knows that they are going to be absent.

    b. Jobs will not interfere with dance practice and/or games. Job interference will not be considered an excused absence.

10. Any dance member not attending 2/3 of the practices for a specific performance will be benched. All members must be able to do any routine to the sponsor's satisfaction or they will be benched.

11. The sponsor has the right to remove a member from the squad if she feels that member is detrimental to the rest of the squad (i.e. excessive absences, confrontations with the sponsor(s), inability to get along with the rest of the squad).

*Even if not performing, the squad member must attend the event, be in uniform, and sit with the rest of the squad.

C. All squad members must attend Summer Camp and Practices. The sponsor and team will select the camp. There will also be mandatory practices set up during June.

D. Finances

1. All dance members are responsible for personal items (socks, shoes, tights, camp outfits, and any special order emblems). Camp expenses will be made through fund raising. If enough money is not made for camp, the squad member will be responsible for their share of those expenses.

2. Transportation and meal expenses, when justifiable, will be paid for by the school.

3. Each member will be issued a set of uniforms which belongs to the school. Squad members are responsible for any damage which occurs during the course of the year. At the end of the year, they are to be returned to the school cleaned, pressed, and in good repair. A fee may be assessed for cleaning and/or repair if uniforms are not in good condition when returned.

IV. Campus Dance Lettering Policy

A. Every Campus Dancer is eligible to receive a varsity athletic letter. In order to receive this letter, a dancer must be a member, in good standing, of the varsity dancer squad for the entire school year. It is expected that every dancer will enthusiastically support the school and squad by attendance at all required games, practices and pep assemblies.

V. Practice rules

A. Squad members will be dressed, on the floor, and ready for practice on time at every practice; this does not mean to arrive on time, this means be ready for practice at the designated time.

B. Squad members will loosen up and stretch before organized practice begins.

C. Squad members will work hard on self-improvement. Be serious, but have fun without clowning.

D. Squad members will have no cliques, will not complain, will not criticize, will not express jealousy, will not show egotism, will not express envy, and will not give alibis.

E. Squad members will earn the respect of others.

F. Squad members will know the rules and have agreed to abide by them.

G. Squad members will never leave the floor without permission at games or practice.

H. Squad members will give undivided attention to the advisor and respond immediately without diverting attention elsewhere in any way. Remember the time for practice is valuable, so don't waste it.

I. Squad members will move quickly to get in position for a change in formation or routine.

J. Squad members will keep a neat practice appearance with proper apparel, hair pulled back, and jewelry and gum removed.

K. Squad members will not require repeated criticism or correction for the same mistakes. Correct habits are formed by continued repetition of proper execution.

L. Squad members will pay close attention when activity is stopped to correct individual performance so that you will not require the same correction.

M. Squad members will condition comes from hard work during practice and proper mental attitude and moral conduct between practices.

N. Squad members will gain confidence from being prepared. Remember that proper execution comes from self-control and hard work.

VI. Game Rules

A. At home games, the Dance squad is expected to sit together near the band. No friends outside of Dance will sit with the group.

B. The Dance squad shall be courteous and polite to all.

C. The Dance squad will not chew gum while performing.

D. The Dance squad will not wear jewelry or pins while in uniform.

E. The Dance squad will not use profanity, obscene language or gestures.

F. The Dance squad will be enthusiastic and smile.

G. The Dance squad will watch and take interest in the game, reacting in a positive way.

H. The Dance Squad will be responsible for the national anthem ceremony.

VII. Try-Outs

A. Judges for try-outs will be high school or college cheerleading coaches and/or college cheerleaders.

B. Judges will not have any current association the Campus High School or its cheerleaders.

C. There will be 4-6 judges.

D. Participants must attend 2 out of 3 pre-tryout clinics.

E. Try-outs will be videotaped.

F. Judges scores and teacher recommendation will be 49% of the final score. Coaches' scores will be 51% of the final score.

TEACHER RATING FORM

This form is sent to all of the teachers of each candidate and returned to the office before actual tryouts.

Student_____ Grade level_____

Subject_____ Teacher_____ Room_____

Please rate the student on the following characteristics using a scale of 1-5.

1-poor, 2-fair, 3- average, 4-good, 5-excellent

1. Class conduct	_____	6. Creativity	_____
2. Punctuality/attentiveness	_____	7. Quality of class work	_____
3. Ability to get along with others	_____	8. Leadership abilities	_____
4. Grooming/appearance	_____	9. Over-all personality	_____
5. Honesty/dependability	_____	10. How do you feel student would represent this school?	_____

Letter grade for this 9 weeks class: 1st___ 2nd___ 3rd___ 4th___ 5th___

Please check one of the following:
I_____this student as a member of the Spirit Squad next year.
_____ highly recommend
_____ recommend
_____recommend with reservation
_____am reluctant to recommend
_____do not recommend

Additional comments:

SIGN-UP FORM FOR PROSPECTIVE POM PON TEAM MEMBERS

I have read the Dance rules and regulations and understand the responsibilities and the privileges of being a CHS Dance member. I will abide by these rules and regulations to the best of my ability if chosen as a Dance member for the 20__/__ school year.

I will cooperate fully with the sponsor, other members and all persons and organizations concerned to promote spirit and good sportsmanship at CHS.

At all times, whether at school or away from school, I will conduct myself in a manner that best represents the students and faculty at CHS.

Name: _____

Date: _____

PARENTAL PERMISSION SLIP

Our daughter, _____, has our permission to try out for the Dance at CHS for the 20__/__ school year. If elected, she has our permission to participate as a member of the Dance squad or the coming year.

We have read the rules and regulations established for all Dance squad members, and understand the responsibilities of being a member. We also understand the role we must assume as parents of a member and we will assist in every way to see that these rules and regulations are enforced.

We understand that every normal precaution will be taken to insure for the safety of the Dance squad members, both at school and away from school, but we also understand that the school or sponsor assume no responsibility beyond those normal precautions or injury that may occur.

We do hereby give our consent for our daughter to be on the Dance squad at Campus High School for the 20__/__ school year.

_____
Signature of Parent

_____
Address

_____
City, Zip

_____ _____
Home Phone and/or Business Phone Date

CHEERLEADER/DANCE UNIFORM AGREEMENT

We agree that any alterations done on the Cheerleading/Dance uniforms will have written approval of the sponsor. We also agree to pay for replacement of any uniform that is altered without prior approval.

_____ _____

STUDENT DATE

_____ _____

PARENT DATE

****

APPROVED ALTERATIONS EXPLAINED HERE

Description of Alterations	Sponsor Signature	Date

Scholars' Bowl

Competes and represents the school in scholars' bowls and Hi-Q competition throughout the state.

I. Scholars' Bowl Coach responsibilities

A. It is the responsibility of the coach to keep informed of the rules, regulations and guidelines pertaining to Scholars' Bowl competitions which are issued by the Ark Valley League Coaches, the state and regional coaches and the KSHSAA and to share this information with the student participants.

B. The coach will accept and extend invitations to competitions.

C. The coach will arrange for transportation as needed.

D. The coach will prepare the proper USD #261 requisitions.

E. The coach will make all necessary telephone contacts and will handle all written correspondence for the student participants.

F. The coach will prepare or be responsible for the preparation of questions for the various levels of competition as determined by the coaches at the various levels and approved by the KSHSAA.

G. The coach will hold and/or schedule regular training sessions.

H. The coach will attend practices and competitions within the framework of reasonable, practical and available time demands.

II. Regulations

A. The Scholars' Bowl practice sessions and competitions will be conducted as prescribed by the coaches at the various levels and the KSHSAA.

B. Participation is open to all Campus students. The coach will choose those who will represent Campus at the competitions. Consideration for competitive selection will be made on the basis of the following guidelines: the student's ability to answer questions in a timely and accurate manner; number of absences, actual and/or school related; skills and knowledge which would best balance the team; and general attitude and acceptance by the other team members.

C. PARTICIPANTS MUST BE IN GOOD ACADEMIC STANDING.

D. Participants will have attended 3 practice sessions per week~~, and will have prepared, in writing, 100 questions and answers on the topic(s) of their choice. These questions will be used in the practice session.~~

E. A student must participate in at least 5 competitions.

F. The team consists of 4 players and 1 alternate. In some cases, more than one team may compete.

IV. Season

The season is defined as including the months of November, December, January and February with the regional and state tournaments to be held in March.

V. Travel

A. The coach will arrange necessary travel.

B. The coach or the coach's designee will accompany all teams.

VI. Code-of-Ethics

A. Possession or use of drugs and/or alcohol is forbidden.

B. Team participants will respect the property of others, and will conduct themselves in a mature, responsible fashion.

C. Scholars' Bowl participants, by their actions, will reflect the sportsmanship values, which are worthy of Campus High.

D. From time to time, the coach may give verbal directives that will be obeyed immediately. They are open for discussion at a subsequent time. However, there are instances when time might not permit the coach to explain the rationale of his direction at the time of pronouncement.

VII. Lettering Requirements

A. A student must participate in at least 5 competitions.

B. A player must have been on a team that scored an average of 30 points per match in at least 3 tournaments. The player must score 100 points in total.

VIII. Conclusion: There are only a few competitions scheduled during the school day, with the greatest number held from 3:00 p.m. until 8:00 p.m. or so and on Saturdays beginning (generally) around 9:00 a.m. and concluding around 3:00 p.m. With travel time, the competitions consume about 8 hours from departure to return. Practice sessions are from 1/2 hour to an hour. The questions and answers will take in excess of 10 hours effort. Therefore, for five competitions, the questions and answers and practice sessions will demand a time commitment of 125 to 150 hours outside of school time.

Yell/Cheerleader

Leaders of the school spirit. Support all sports programs. Selection of a varsity squad, JV squad, and freshman squad will be conducted each spring before a panel of judges.

I. Responsibility of Sponsor

A. The sponsor shall be in attendance and supervise yell/cheerleaders at each event in which they participate. Sponsor must arrange for transportation and meals if approved, and must accompany the squad on each trip.

B. The sponsor shall be in attendance and supervise all practices and is responsible for all yell/cheerleader uniforms.

C. The sponsor shall be responsible for the yell/cheerleader selection process as prescribed in the yell/cheerleader handbook.

D. The sponsor is responsible for securing funds through fund-raisers as necessary for camp and other expenses not covered in the budget.

E. The sponsor shall be responsible for ordering all uniforms and material with approval of the principal/activities director.

F. The Junior Varsity cheerleader sponsor and Freshman sponsor are directly responsible to the varsity sponsor and shall be assigned other duties by her.

G. It is the responsibility of the yell/cheerleader sponsor to keep informed of the KSHSAA rules and regulations and to so inform their students.

II. Regulations

A. Regulations pertaining to yell/cheerleader activities of the co-Curriculum Activity are determined by the KSHSAA.

B. Physical examinations are required of all yell/cheerleaders.

C. Yell/cheerleaders will adhere to all KSHSAA rules and regulations.

D. All yell/cheerleader candidates must try out in the spring of the year regardless of the fact that they may have been a member the previous school year. This is covered in the yell/cheerleader handbook.

E. Yell/cheerleaders will serve from the date of their election in the spring until the date of election of the new yell/cheerleaders the following year. At the discretion of the Yell/cheerleader Sponsor and Activities Director, the past cheerleaders may be asked to represent Campus High School at functions through the end of the current school year to take advantage of their year of experience and coordination--eligibility/grade requirements remain in effect.

F. Yell/cheerleaders must meet KSHSAA academic eligibility guidelines.

G. School transportation should be utilized for all activity trips.

H. Yell/cheerleaders will be expected to attend a yell/cheerleader camp during the summer. The sponsor and administration will select the camp. Expenses to be incurred shall be raised by the group prior to departure to the camp.

I. Prior to and following camp, regular practices will be set up during the summer in which all members are expected to participate. In order for a yell/cheerleader to miss any of these practices, he/she must have permission from the sponsor; absences will be excused by the sponsor for illness or some hardship situation.

J. All yell/cheerleaders must be in full-time attendance on day of activity. The principal must approve exceptions.

K. Any yell/cheerleader that is removed from the squad or the quits the spirit squad must sit out one year before they are allowed to try-out again.

L. If a yell/cheerleader is suspended out of school they will be benched at the next event they are required to cheer at.

III. Constitution

A. Squad Make-up - Varsity Girls & Boys

1. Made up of not more than 20 girls and boys.

2. In the event that not enough girls & boys try out, the squad will be downsized.

3. Must be a sophomore, junior, or senior.

4. Will cheer at all varsity football, varsity basketball, and some varsity wrestling. If they play a fall or winter sport, the coaches will work out attendance at these events.

5. Sophomores, juniors, and senior girls & boys receiving the 20 highest marks during tryouts will be the varsity yell/cheerleaders.

6. Be required to represent the squad at some of the other events as needed. The sponsor will designate which squad members will attend which events.

7. Participate in homecoming activities if asked

8. Create and support school spirit, participate in pep assemblies and spirit week.

9. Assist in all squad fund-raising activities.

10. May do dances to chosen Campus High Pep Band songs.

11. A captain or co-captain will be appointed or elected, at the sponsor's discretion, provided he/she is a junior or senior and has cheered on the squad the year before.

B. Squad Makeup – Junior Varsity Girls & Boys

1. Not made up of more than **6** girls and **6** boys.

2. In the event that not enough try out, the squad can be downsized to 4 girls, 4 boys.

3. Must be a freshman, sophomore, or junior.

4. Will cheer at all home JV football, basketball games. They will also cheer at some volleyball, wrestling and soccer games. If they play a fall or winter sport, the coaches will work out attendance at these events.

5. Freshman, sophomores, and junior girls receiving the next 6 highest marks will be the junior varsity cheerleaders. Freshman, sophomores, and junior boys receiving the next 6 highest marks will be the junior varsity yell leaders. If 6 or more freshman girls try out, freshmen are eligible for the junior varsity squad. Once the freshman squad has a minimum of 4 members, others are eligible to be members of the junior varsity squad.

6. Be required to represent the squad at other events as needed. The sponsor will designate which squad members will attend which events.

7. Participate in homecoming activities if asked.

8. Create and support school spirit, participate in pep assemblies and spirit week.

9. Assist in all squad fund-raising activities.

10. May do dances to chosen CHS Pep Band songs.

C. Squad Makeup – Freshman Girls

1. Not made up of more than **6** girls.

2. In the event that not enough girls try out, the squad may be downsized to 4 girls.

3. Must be a freshman.

4. Will cheer at all home freshman football and basketball games. They will also cheer at some volleyball, wrestling, soccer, and c-team basketball games. If they play a fall or winter sport, the coaches will work out attendance at these events.

5. Freshman girls receiving the 6 highest marks will be for the freshman squad. If not enough try out, any freshman that scores high enough will be moved up to the junior varsity squad. Then the next highest scores will move up to the freshman squad.

6. Be required to represent the squad at other events as needed. The sponsor will designate which squad members will attend which events.

7. Participate in homecoming activities if asked.

8. Create and support school spirit, participate in pep assemblies and spirit week.

9. Assist in all squad fund-raising activities.

10. May do dances to chosen CHS Pep Band songs.

D. Rules and Regulations

1. A yell/cheerleader will be benched one event(he/she will not cheer but wear uniform and attend the next event) if any of the below occurs:

    a. Not attending a required game without a legitimate reason approved in advance from the sponsor. (Excluding illness). Each varsity yell/cheerleader is allowed one free game per year. Must notify coach at least one week prior to game to be missed.
    b. Having excessive tardies; to practice, to scheduled practice times before games, being later than the 2:00 minute warning, before, between, or at half time of each game.

    c. Five tardies is excessive and will be cause for benching.

    d. Arriving at game site after game begins without legitimate excuse approved by sponsor.

    e. Unexcused absences from practice or games.

f. Acting in any inappropriate manner that would violate school KSHSAA rules while cheering. Includes but is not limited to yelling inappropriate comments, interfering in any way with the game or the equipment, participating in unsafe or illegal stunts, wearing jewelry.

g. Refusing to be in uniform; at game or school: or having missing articles/items from cheerleading uniform; i.e. (missing emblem, poms, socks, shoes, etc.) He/she will not cheer at that particular game will count as one benching.

h. Refusing to travel with cheerleading squad and sponsor to and from an away game.

i. Not following correct bus, van and/or game behavior.

Bus/Van Behavior

1. Remain in seat at all times.

2. Pick up after yourself.

3. Be courteous and polite to the bus driver/coaches/sponsor and students on the bus at all times.

4. Articles of any kind are not to be thrown.

5. Tone of voice should be no louder than normal speaking.

6. Keep hands and feet to yourself and inside bus/van.

7. Refrain from horseplay of any kind.

8. Follow all posted bus/van rules.

j. Must attend tutoring if grade falls below a C. Must attend at least one hour before or after school each week. Tutoring should be in subject or in school provided tutoring. May be excused after grade is back up to at least a C.

Game Behavior

1. Be enthusiastic!

2. SMILE!

3. Be courteous and polite to all.

4. No gum chewing while cheering.

5. Profanity and obscene language or gestures are not to be used.

6. Extend a warm welcome to all visiting cheerleaders.

7. Watch and take interest in the game, not in visiting with friends, or other behavior that is distracting from your duties.

8. React in a positive way to the game.

9. Stand at attention during the national anthem.

10. All yell/cheerleading equipment shall be kept in the yell/cheerleader's possession at all times.

2. Any yell/cheerleader will be benched only twice for disciplinary purposes and will be permanently removed from the squad on the third time. No replacement will be made.

3. All yell/cheerleaders are expected to comply with school policy as listed in the student handbook

4. Yell/cheerleaders will be expected to be in attendance at school all day in order to cheer that game day. (Unless it is school related or approved by an administrator).

5. A yell/cheerleader will be enrolled in six classes.

   a. To be eligible to try out for yell/cheerleader, the student must meet KSHSAA guidelines.

   b. After the yell/cheerleaders are chosen, the final grades for the year will be checked. If anyone is not passing five or more classes, he/she will be removed from the squad (FINAL GRADES ONLY). If this occurs, the sponsor would move the next candidate up on the squad.

6. Yell/cheerleaders will travel out of town with sponsor or designee and remain as a group both ways. In a rare instance he/she may be released only to travel with parents but this must be cleared in advance with the sponsor and administration. A note or call from the parents before the game has to be approved; then the yell/cheerleader can ride with their parents.

7. Any yell/cheerleader representing the school at an athletic event or contest and under the influence of alcohol/drugs at any school sponsored event will be removed permanently from the squad.

8. A yell/cheerleader may work but work must not conflict with scheduled practices or games. Missing a game because of work will result in a yell/cheerleader being benched.

9. Practices

    a. Participants must attend all practices and be on time. Only illness, family emergencies, injury, and school related activities will be valid reasons to miss (INCLUDING GAMES). WORK, YOUTH GROUPS, CHURCH SOCIAL FUNCTIONS, BABY-SITTING, ETC. ARE NOT VALID REASONS FOR MISSING PRACTICES. The sponsor must clear all absences. The yell/cheerleader must call the sponsor and/or leave a message about missing activity.

    b. Time and place for practice will be scheduled as designated by the sponsor.

    c. Profanity is forbidden and yell/cheerleader will be benched pending a parent-sponsor-administrator conference.

10. Varsity Captain(s) may be selected by vote of the squad and sponsors, and must meet the following eligibility requirements:

    a. Must be a junior or senior.

    b. Must have at least one-year experience on the Varsity squad.

    c. The head yell/cheerleaders will be selected according to leadership ability, ability to cooperate with the other cheerleaders and yell leaders, ability to cooperate with the sponsors, and availability to the squad (i.e. not too many other school related or personal activities to prevent time and "job" dedication to the cheerleading sport).

    d. Responsibilities

        1. Help call for and supervise practices.

        2. Relay all messages given by the sponsor to the squad.

        3. Help be responsible for equipment.

        4. At every opportunity, work to improve the communication within the squad and between squads.

        5. Know all cheers, chants and routines used.

        6. Make final decisions as to what routines are to be used.

7. Decide uniform to be worn.

E. Fund Raising - All yell/cheerleaders will be expected to participate equally in all fund-raising activities.

F. Summer Camp and Practices

1. All yell/cheerleaders will be expected to attend a yell/cheerleader camp during the summer. The sponsor will select the camp. There will also be practices set up during the summer in which all boys/girls are expected to participate. If the yell/cheerleader misses more than four days of practice, he/she will not be participating in the home cheer.

2. Each yell/cheerleader will be responsible for paying his/her designated registration fee to summer camp.

G. Finances

1. All yell/cheerleaders are responsible for personal items (socks, shoes, tights, camp outfits) and the expense of summer camp.

2. The school will furnish uniforms for all yell/cheerleaders.

3. The school will pay for transportation and meal expense when justifiable.

4. The squad will do fund-raiser to pay for summer camp and transportation, spirit booster and/or gifts for the teams, extra uniforms and accessory items (i.e. gloves, etc.) to be retained by the school.

IV. Try-Outs

A. Judges for try-outs will be high school or college cheerleading coaches and/or college cheerleaders.

B. Judges will not have any association with Campus High School or its Cheerleaders.

C. There will be 4-6 judges.

D. Participants must attend 2 out of 3 pre-try-out clinics.

E. Try-outs will be videotaped.

F. Judges scores and teacher recommendation will be 49% of the final score. Coaches' scores will be 51% of the final score.

TEACHER RATING FORM

This form is sent to all of the current teachers of each candidate. Please fill out the form in ink and return it to the office as soon as possible.

Name of Student_____ Grade Level_____

Subject_____ Teacher_____ Room_____

Please rate the student on the following characteristics using a scale of 1-5.

1-Poor, 2-Fair, 3- Average, 4-Good, 5-Excellent

1. Class Conduct ____
2. Punctuality/Attentiveness ____
3. Ability to get along with others ____
4. Grooming/appearance ____
5. Honesty/dependability ____
6. Creativity ____
7. Quality of class work ____
8. Leadership abilities ____
9. Overall personality ____
10. How do you feel this student would represent this school ____

Letter grade for this 9 weeks class: 1st____ 2nd____ 3rd____ 4th___ 5th____

Please check on of the following:

I_____this student as a member of the Spirit Squad next year.
_____highly recommend
_____recommend
_____recommend with reservation
_____am reluctant to recommend
_____do not recommend

Additional comments:

V. Letter Requirements

A. Every Campus Varsity Yell/Cheerleader is eligible to receive a varsity athletic letter. In order to receive this letter, a yell/cheerleader must be a member, in good standing, of the varsity yell/cheerleader squad for the entire school year. It is expected that every yell/cheerleader will enthusiastically support the school and squad by attendance at all required games, practices and pep assemblies. In addition to these requirements, a yell/cheerleader will be expected to participate in a variety of spirit raisers for his/her school and squad. He/she will be required to earn a total of 300 points (see chart) in order to letter. The sponsor will keep weekly tallies of these points. .

B. ..... Ways to Earn Letter Points

Planning a special pep assembly ..... +10
..... Spirit signs
.....+5Cookies (per squad)
..... +20
Locker Decorations (per squad) +20Bus Decoration (inside only)
+20Attendance at another varsity sport (in uniform) +25Making up a new cheer
+10Making up a new chant +5Making up a new Pep Band dance routine
+15Each dollar earned in fund raisers over required minimum +1

PARENTAL PERMISSION SLIP

My son/daughter has my permission to try out for yell/cheerleader at Campus High School for the 20__/__ year. I have read the cheerleading constitution and will assist in every way to see that these rules and regulations are upheld.

I also realize that cheerleading is a demanding sport, that my son/daughter would be required to attend games, practices, camp, fundraising activities, and other spirit building activities. I understand that my son/daughter must meet KSHSAA eligibility guidelines to try out and in the event that he/she makes the squad must continue to meet KSHSAA guidelines to cheer. I also understand that there will be expenses involved in yell/cheerleading, as stated in the constitution, and I agree to meet these financial obligations for my son/daughter. I understand that my son/daughter must attend two of the three pre-try out clinics, and I am aware of these dates.

I understand that the school and sponsors assume no financial obligations due to expenses or uniforms. I also understand that the school and sponsors assume no responsibility for any accident or injury that might occur at school, during an event, or away from school grounds. I also understand the role I must assume as a parent of a yell/cheerleader, and will assist in every way to see that these rules and regulations are enforced.

To assume fair tryouts, we will be using high school or college cheerleading coaches and/or college cheerleaders. These cheerleaders often judge to raise funds for their own squads, so we are asking each of you to bring $2-$4 (depending on how many try out) to offset this expense.

Signature of Parent _____
Address _____
Home Phone _____ Work Phone _____
Date _____

Sign-up Form for Prospective Yell/Cheerleader

I have read the yell/cheerleader constitution and understand the responsibilities and the privileges of being a CHS yell/cheerleader. I will abide by these rules and regulations to the best of my ability if chosen for the 20__/__ school year.

I will cooperate fully with the sponsor, other members of the squad and all persons and organizations concerned with promoting spirit and good sportsmanship at CHS. At all times, whether at school or away from school, I will conduct myself in a manner that best represents the students and faculty at CHS.

Name _____ Date _____

YELL/CHEERLEADER/DANCE UNIFORM AGREEMENT

We agree that any alterations done on the Yell/Cheerleading/Dance Uniforms will have written approval of the sponsor. We also agree to pay for replacement of any uniform that is altered without prior approval.

_____ _____

STUDENT DATE

_____ _____

PARENT DATE

****

APPROVED ALTERATIONS EXPLAINED HERE

Description of Alterations	Sponsor Signature	Date