



Shawnee Mission
High School
Athletics/Activities
Handbook

Shawnee Mission High School

ATHLETICS/ACTIVITIES HANDBOOK

SHAWNEE MISSION SCHOOL DISTRICT
SHAWNEE MISSION, KANSAS

“IN ACCORDANCE WITH THE PROVISION OF TITLE IX, ALL STUDENTS IN THE SHAWNEE MISSION SCHOOL DISTRICT MAY ENROLL OR PARTICIPATE IN ANY EDUCATIONAL PROGRAM OR ACTIVITY OFFERED BY THE DISTRICT, INCLUDING EXTRA-CURRICULAR ACTIVITIES, WITHOUT REGARD TO SEX, UNLESS OTHERWISE DESIGNATED BY TITLE IX, I.E., CONTACT SPORTS.”

TABLE OF CONTENTS

I.	STATEMENT OF PHILOSOPHY	1
II.	ATHLETIC PROGRAMS	1
III.	RULES RELATING TO EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES	
	PARTICIPATION	2
	A. GENERAL STATEMENT	2
	B. ANNUAL PARTICIPATION/ACTIVITY FEE.....	2
	C. NOTIFICATION OF RULES AND REGULATIONS TO STUDENTS.....	2
	D. FUNDRAISING	2
	E. ELIGIBILITY FOR PARTICIPATION	3
	F. NOTIFICATION OF VIOLATIONS	4
IV.	DISTRICT TOBACCO/ALCOHOL/DRUG ABUSE POLICY	4
V.	TRANSPORTATION FOR CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS	4
	A. GENERAL PROVISIONS	4
	B. SELF-PROVIDED TRANSPORTATION	5
VI.	ORGANIZATION AND ADMINISTRATION OF THE ATHLETIC PROGRAM	5
	A. INTERSCHOLASTIC ACTIVITIES	5
	B. BUILDING ATHLETICS DIRECTOR DUTIES	6
VII.	FINANCE	6
	A. ATHLETIC ACTIVITIES	6
	B. BIDS AND PURCHASES	6
	C. BUDGETS	6
	D. GATE RECEIPTS	6
	E. SUNFLOWER LEAGUE ATHLETIC ADMISSION PRICES	7
VIII.	ATHLETIC STAFFING	8
	A. COACHES EXCUSED FROM SCHOOL.....	8
	B. EVALUATIONS.....	8
IX.	ATHLETIC EQUIPMENT AND SUPPLIES	8
	A. STUDENT USE	8
	B. INVENTORIES.....	8
X.	LETTER AND NUMERAL AWARDS	8
XI.	RECRUITMENT OF ATHLETES	8
XII.	SCHEDULING	9
	A. MASTER SCHEDULE	9
	B. SANCTIONING OF MEETS	9
	C. INVITATIONAL MEETS AND CONTESTS	9
XIII.	STUDENT HEALTH PRECAUTIONS	9
	A. INSURANCE	9
	B. DISTRICT HIGH SCHOOL PRECAUTIONS AGAINST THE TRANSMISSION OF BLOOD- BORNE PATHOGENS	10
	C. PHYSICAL EXAMINATIONS.....	10
	D. GUIDELINES FOR DISTRIBUTION OF MEDICATIONS	10
	E. ATHLETIC TRAINER AT ATHLETIC CONTESTS	11
	F. CONCUSSION GUIDELINES	11
XIV.	GENERAL	12
	A. ADMISSION TO PLAYING FIELDS AND ATHLETIC AREAS	12

	B.	TRIPS AND MEALS	12
	C.	REIMBURSEMENT FOR TEAMS PARTICIPATING IN STATE CONTESTS	12
	D.	PRACTICES	13
	E.	FACILITY USE	13
XV.		BROADCASTING OF ATHLETIC EVENTS	13
XVI.		DISTRICT DISTANCE RUNNING TRAINING RULES.....	14
XVII.		GAME ADMINISTRATION: GENERAL PROCEDURES	14
	A.	WRITTEN PLAN FOR GAME ADMINISTRATION	14
	B.	ADMINISTRATOR OF VISITING TEAM.....	14
	C.	USE OF SIGNS, BANNERS, ETC., AT ATHLETIC EVENTS	15
	D.	SECURITY	15
XVIII.		SM DISTRICT STADIUM, NORTH/SOUTH LOCATION, SOCCER, AND SOFTBALL FACILITY PROCEDURES	15
	A.	AMBULANCE	15
	B.	DRESSING ROOMS.....	15
	C.	BUSES	15
	D.	TAILGATING PROCEDURE (FOR SMDS-NL AND SMDS-SL ONLY).....	16
	E.	GATES	16
	F.	UNITED STATES FLAG.....	16
	G.	STADIUM, FIELD, AND GAME PREPARATION	16
	H.	MARCHING BANDS	16
	I.	DISTRICT PROTOCOL FOR ALL SOCCER GAMES	17
	J.	INCLEMENT WEATHER	18
	K.	EVACUATION PLAN/PROCEDURES FOR THE STADIUMS.....	19
	L.	EVACUATION PLAN/PROCEDURES FOR THE SMDSC (SHAWNEE MISSION DISTRICT SOCCER COMPLEX).....	20
	M.	EVACUATION PLAN/PROCEDURES FOR THE SMSDSC (SHAWNEE MISSION SCHOOL DISTRICT SOFTBALL COMPLEX).....	21
	N.	CANCELLATION OF ATHLETIC PRACTICES OR CONTESTS WHEN SCHOOLS ARE CLOSED DUE TO SNOW OR ICE.....	21
	O.	WHEN A SUSPENSION OF A CONTEST OCCURS, THE FOLLOWING RULES WILL BE IN EFFECT.....	22
	P.	HOT WEATHER GUIDELINES	22
	Q.	HOT WEATHER PRACTICE RULES	22
XIX.		STUDENT INJURIES- PROCEDURES	23
XX.		GUIDELINES FOR RESOLVING CONFLICTS FOR STUDENTS INVOLVED IN MULTIPLE ACTIVITIES	24
XXI.		DUAL ATHLETIC PARTICIPATION GUIDELINES	25
XXII.		DISTRICT CHEERLEADER ADMINISTRATIVE POLICIES	25
	A.	INTRODUCTION	25
	B.	POLICIES AND PROCEDURES FOR CHEERLEADING PROGRAMS	26
XXIII.		PERFORMING ARTS.....	30
XXIV.		CITIZENSHIP/SPORTSMANSHIP	30
XXV.		FINANCE	30
XXVI.		FINANCING OF DISTRICT PROGRAMS, CONCERTS, ETC.	30
XXVII.		BIDS AND PURCHASES	30
XXVIII.		BUDGETS	30
XXIX.		ADMISSION PRICES AND TICKETS	31
XXX.		GENERAL	31
	A.	EVALUATION	31
	B.	INVENTORY LIST OF EQUIPMENT.....	31

C.	LETTERS AND AWARDS.....	32
D.	PERFORMING ARTS ACTIVITIES	32
E.	INSURANCE	32
F.	FIELD TRIPS AND MEALS	32
XXXI.	PRACTICE AND/OR REHEARSALS	32
XXXII.	ELIGIBILITY	33
XXXIII.	ELIGIBILITY RULES	33
XXXIV.	PERFORMING ARTS ACTIVITIES	33
A.	DEBATE	33
B.	DRILL TEAM AND/OR FLAG TEAM– VARSITY AND JUNIOR VARSITY	34
C.	THEATER (DRAMA)	37
D.	FORENSICS	38
E.	MUSIC	38
F.	MARCHING BANDS AND PEP BANDS	39
XXXV.	JOURNALISM.....	40
APPENDIX A	41
APPENDIX B	42
APPENDIX C	43
APPENDIX D	44
APPENDIX E	45
APPENDIX F	46
APPENDIX G	47
APPENDIX H	48

SHAWNEE MISSION UNIFIED SCHOOL DISTRICT NO. 512
SHAWNEE MISSION, KANSAS

I. STATEMENT OF PHILOSOPHY

A comprehensive and balanced extra-curricular and co-curricular activities program is an essential complement to the basic program of instruction. The activities programs should provide opportunities for you to further develop interests and talents in athletics, cheerleading, debate, drill team/flag team/dance team, theatre, marching/pep band, journalism, music, orchestra, and forensics.

Extra-curricular activities are activities performed by students that fall outside the realm of the normal curriculum of the school. Extra-curricular activities may include but are not limited to:

Athletics
Cheerleading
Drill/Flag/Dance Teams

Co-curricular activities are defined as a program or out of class activities supervised and/or financed by the school which provides curricular related learning and experiences. Co-curricular activities may include but not limited to:

Debate
Theater
Drill Team
Band
Choral
Orchestra

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

II. ATHLETIC PROGRAMS

The interscholastic athletic program of the district shall consist of the following high school activities:

BOYS		GIRLS	
Cross Country	Fall	Cross Country	Fall
Football	Fall	Golf	Fall
Soccer	Fall	Gymnastics	Fall
Basketball	Winter	Tennis	Fall
Bowling	Winter	Volleyball	Fall
Swimming	Winter	Basketball	Winter
Wrestling	Winter	Bowling	Winter
Baseball	Spring	Wrestling	Winter
Golf	Spring	Soccer	Spring
Tennis	Spring	Softball	Spring
Track	Spring	Swimming	Spring
Cheerleaders	All seasons	Track	Spring
		Cheerleaders	All seasons

The interscholastic athletic program of the district shall consist of the following middle school activities:

BOYS		GIRLS	
Cross Country	Fall	Cross Country	Fall
Wrestling	Fall/Winter	Volleyball	Fall
Basketball	Winter	Basketball	Fall/Winter
		Wrestling	Fall/Winter

Any proposed additions or deletions of athletic activities to or from the above approved programs shall be recommended in writing to the director of student activities/athletics for approval or disapproval. Changes approved shall be presented to the high school principals, superintendent's cabinet, and to the board of education for final decision.

III. RULES RELATING TO EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES PARTICIPATION

A. GENERAL STATEMENT

Extra-curricular and co-curricular activities in the high schools are a significant and dynamic part of the total educational experience available to students. These programs enhance learning in the school and contribute to a positive school climate. Participation in extra-curricular and co-curricular activities is strongly encouraged because students learn teamwork, develop physically and emotionally, develop a sense of belonging, and enhance their self-image.

Participation in extra-curricular activities is a privilege and differs from a student's right to a high school general education. Rules and regulations governing each of the various activities have been established to ensure fairness to all students and to guarantee that the school image resulting from the students who represent their school is a positive one.

B. ANNUAL PARTICIPATION/ACTIVITY FEE

All high school students will pay an annual participation/activity fee. This fee will allow students to attend home sporting events and some fine arts productions free of charge, as well as participate in co-curricular and extra-curricular activities. The participation fee provides partial funding for extra-curricular and co-curricular programs offered at the school.

C. NOTIFICATION OF RULES AND REGULATIONS TO STUDENTS

All students who indicate an interest in participation in any extra-curricular and/or co-curricular activity will be provided with the appropriate materials for participation. All online athletic verification forms found on Skyward must be completed by the student and his/her parent guardian and the KSHSAA Physical (PPE) packet and concussion forms must be completed and submitted to their school's athletic office prior to participation. These forms can be found in the Custom Forms section in the Skyward athletic online verification, on the athletic page of the school's website, and/or hard copies are available in your school's athletic department.

D. FUNDRAISING

The individual building administration must approve all fundraising activities.

1. Door to door solicitation is prohibited.
2. Sport teams, activities, and clubs sponsored by SMSD are prohibited from using online crowd-sourced programs or application for fundraising purposes.

3. For information on 50/50 Raffles, see Appendix B and Appendix C.

E. ELIGIBILITY FOR PARTICIPATION

1. Academic

A student must have passing grades in at least five subjects of unit weight at the end of the previous semester or last semester of attendance. Interpretation: Any subject taken one full period daily, five times a week, is considered as one of the five subjects of unit weight required for eligibility. Subjects for which two units of credit are awarded toward graduation shall be counted as two subjects of unit weight toward eligibility. Classes previously taken for eligibility and passed cannot be counted again. Live eligibility will be checked via reports from Skyward.

- a. Any student who is enrolled in a district high school shall be eligible in that high school for the following year provided KSHSAA and board of education requirements are met.
- b. Board of Education Policy JH: Eligibility For Interscholastic Activities
 - i. If the student initially enters senior high school as a ninth grader after having completed the eighth grade in middle school, he/she is immediately eligible. (Policy JH.)
 - ii. **Special** transfers, from one attendance center to another, within the same unified district, when initiated by the school, may be declared eligible without a move on the part of the parents provided policies on such transfers are clearly defined in board of education policy and provided both principals approve the **special** transfer.
 - iii. After a student is eligible in his/her initial year of high school, he/she may not change schools without forfeiting 18 weeks of eligibility, unless there is a bona fide move on the part of the student's parents to a permanent residence within the boundaries of the new school to which the student transfers.
 - iv. All students participating in interscholastic activities shall be subject to all eligibility rules of the KSHSAA and such eligibility rules as may be adopted by the board of education. (See Policy JH.)
- c. Attendance at a middle school does not establish eligibility at a particular senior high school.

2. Attendance

All students who participate in school activities (activities supervised by a coach, sponsor, or director) 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 his/her first hour of the day and remaining until the close of his/her last hour of the day. The building principal or designee must approve any exceptions. This applies to practice as well as games and performances.

F. NOTIFICATION OF VIOLATIONS

Should a student be in violation of any published rules and regulations of the district or the Kansas State High School Activities Association (KSHSAA), appropriate disciplinary action will be taken by the coach, sponsor, and/or building administration. Communication with the student and the parents is to occur. If this violation involves suspension from a team or activity, the violation will be reported to a building administrator. The building administrator will conduct a conference that will include the student, parents of the student, and the coach or co-curricular sponsor. If verification is found to be sufficient by school administration, the student will be suspended from participation. The building administrator conducting the conference will explain the consequences and penalty to the student and the student's parents. Process for removal of an athlete from a team, see Appendix E.

Violations involving tobacco or alcohol/drugs will be regulated by specific procedure; as accepted by parent and student through the online sign-off in the athletic verification on Skyward.

IV. DISTRICT TOBACCO/ALCOHOL/DRUG ABUSE POLICY

The district is committed to providing our students a wide variety of activities in a drug free environment. The district's Tobacco/Alcohol/Drug Abuse Agreement will apply to all students who represent their school in athletics, cheerleading, and drill team/flag team/dance team. Each student who wishes to participate in the above activities must have the online sign-off in the student and parent sides of the athletic verification on Skyward. Policies JCDA and JDDA expressly prohibit the use, possession, transfer, or sale of any alcoholic or cereal malt beverage, restricted substances, or tobacco on school property or at school activities. The district's Tobacco/Alcohol/Drug Abuse Agreement is located in the online athletic verification on Skyward.

V. TRANSPORTATION FOR CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS

The following policy shall apply to all co-curricular and extra-curricular programs, which are held in a location other than the school grounds. Before a student will be permitted to participate in any of these programs, the student and his or her parent or guardian must complete the "Transportation Guidelines and Travel Form" and the "Transportation Release Form", which are included in Custom Forms section of the online athletic verification on Skyward.

A. GENERAL PROVISIONS

1. **Activities** (i.e., athletic events, debate tournaments): For all activities, excluding practices, held in a location other than the school grounds, the district will provide transportation for all players, participants, coaches, and sponsors.
 - a. The building administrator shall determine the mode of transportation. The modes of transportation approved by the district are:
 - i. School bus or private over-the-road carrier leased/rented by the district and operated by a person with a valid driver's license for the particular vehicle to be driven.
 - ii. Van (not to exceed 10-passenger) leased, rented, or owned by the district and operated by an adult. No student will be permitted to operate the vehicle. (Notes: 10-passenger vans are for 9 passengers and 1 driver. Vans owned by the district can only be driven by MVR-approved employees of the district.)
 - iii. Rental vehicle operated by a MVR-approved adult. No student will be permitted to operate the vehicle.

- iv. Private vehicle operated by a MVR-approved adult. No student will be permitted to operate the vehicle.

The district shall conduct a review of the driver's license of all drivers who operate any vehicle identified herein. Such reviews shall be conducted annually, as of July 1st each year, and the results of such reviews shall be maintained in the district's manager of purchasing services office.

2. **Practices held within 90 minutes of the conclusion of the school day:** For all practices, except golf practices, held in a location other than the school grounds on days when school is in session, and when the practice is held within 90 minutes of the conclusion of the school day, the district will provide transportation for all players, participants, coaches, and sponsors to the practice. Parents will be responsible for transportation at the conclusion of the practice.
3. **Practices held more than 90 minutes after the conclusion of the school day:** For all practices, except golf practices, held in a location other than school grounds on days when school is not in session, or when the practices are held more than 90 minutes after the conclusion of the school day, parents will be responsible for transporting the students to and from practice.
4. **Golf, Tennis, Gymnastics, Bowling, Baseball and Swimming practices:** For all practices, the district may not provide transportation.
5. **Self-provided transportation:** In all cases where the district does not provide transportation, or if parents or guardians choose not to have their child use district-provided transportation, the provisions of Section B of this policy shall apply.

B. SELF-PROVIDED TRANSPORTATION

1. For students who choose to use transportation other than district-provided transportation, the following steps must be taken:
 - a. The parent and student must review the district's transportation guidelines and complete the district travel form, which is included in the online athletic verification on Skyward.
 - b. The parent and student must complete and sign-off the district's transportation release, which is included in the Custom Forms section of the online athletic verification on Skyward.
2. The steps set forth must be completed prior to the student's participation in the first activity or practice of each academic year.
3. Notwithstanding the provisions set forth, if a coach or sponsor does not approve self-transportation for an activity or practice, the student shall use the transportation provided by the district.

VI. ORGANIZATION AND ADMINISTRATION OF THE ATHLETIC PROGRAM

A. INTERSCHOLASTIC ACTIVITIES

Interscholastic activities of the district are administered through the district athletics department and the performing arts department. The administration and operation of the activities program shall comply with the rules, regulations, and policies of the KSHSAA, the district, and the Sunflower League. It is the responsibility of all administrators, coaches, and sponsors of teams and organizations that participate in interscholastic competition to be aware of and abide by all appropriate rules and regulations.

B. BUILDING ATHLETIC DIRECTOR DUTIES

The athletic director reports directly to the high school building principal. The athletic director has been delegated the authority and responsibility for the general supervision of the middle school and high school extra-curricular programs for their attendance area to include athletics and cheerleading.

VII. FINANCE

A. ATHLETIC ACTIVITIES

1. Athletic activities will be financed from athletic gate receipts, the activity ticket portion of the participation/activity fee, and the general operating budget allocated by the board of education.
2. The expenditure of money from the athletic budget or the use of school equipment for activities other than those approved by the board of education is prohibited.

B. BIDS AND PURCHASES

1. In general, athletic purchases for each sport are made prior to the start of the season. All purchases exceeding \$7500 are only made after three quotations or bids are taken. All purchases must have a written record of price quotation. All district purchasing guidelines must be adhered to.
2. All purchases exceeding \$20,000 are only made after three quotations or bids are taken and board of education approval has been requested and granted.
3. All items must be requisitioned and all purchase orders will be received on BusinessPlus by the building bookkeeper or administration after approval by the building athletic director. Any person who does not follow the above requisition procedures will be personally responsible for payment of items ordered.
4. Building Athletic Director/Coaches are responsible for maintaining a balanced budget.

C. BUDGETS

1. Each coach shall file a budget request with the building athletic director not later than June 1st. The budget request shall include all proposed expenditures in itemized form.
2. The building athletic director shall construct a building athletic budget by July 1.

D. GATE RECEIPTS

1. Pre-numbered tickets will be used for an athletic event that requires a paid admission. In addition, a ticket reconciliation report form must be completed for each event.
2. The bookkeeper will record the beginning ticket number(s) from the actual roll of tickets in the appropriate area of the ticket reconciliation form. The bookkeeper will verify the amount of money in the cash box prior to issuing the cash box. The bookkeeper places the seed money, the ticket rolls, and the ticket reconciliation report in each cash box. A lockable, safekeeping bag will be provided for each cash box so the contents of the cash box can be secured at the end of the event.

3. The cash box will be placed in the safe until a designated person picks it up for the game. The designated person will sign for the cash box(es) on a log, which will require the date, the amount of money received, the time and a signature. If possible, an armed officer should escort this person to their vehicle and the box(es) should be secured in the trunk or in an area that is not visible from the windows and the cash bag should remain locked from the initial pickup to the event.
4. When feasible, athletic events should have a ticket seller and a ticket taker. A cash box will be assigned to each ticket seller/ticket taker team. One person will collect the money and one person will tear the ticket in half, returning one-half to the purchaser. The ticket seller is the only person allowed to work out of the cash box.
5. At the end of the event, the ticket seller/ticket taker team will reconcile the cash box. Then the ticket seller/ticket taker will return the contents of the cash box, (i.e., cash, ticket stubs, ticket reconciliation form and unused tickets) in the safekeeping bag, lock it and turn it over to the athletic director/administrator after closing the gate. An armed officer should escort the athletic director/administrator to their vehicle and then on to the night depository at the bank or the school safe. Gate proceeds should not be taken home under any circumstances.
6. If the money was placed in a night depository, the bank courier will deliver the safekeeping bags to the bookkeeper or the athletic director/administrator/ bookkeeper the next morning or the bags may be retrieved from the bank by one of these staff members. If the safekeeping bags are retrieved from the bank, an armed officer must escort this person to and from the bank. The bag should be locked while being transported.
7. The cash boxes are counted by the bookkeeping office the next day. Any discrepancies found will be reported to the appropriate administrator for review and resolution. After the discrepancy is resolved, the administrator will sign off on the ticket reconciliation report. An incident report must be filed with the district for any discrepancy over \$100.
8. Football gate receipts will be distributed between district schools by the following guidelines:
 - a) Total receipts minus expenses (officials and taxes) equal the net receipts.
 - b) The home team will receive 60% of the net receipts and the visiting team will receive 40%.

E. SUNFLOWER LEAGUE ATHLETIC ADMISSION PRICES

1. The Sunflower League athletic directors and principals shall approve admission prices. The league athletic directors will review prices at their regular May meeting each year and make recommendations to the principals for discussion and to vote on at the annual meeting in June for the ensuing school year.
2. Admission Prices as determined by the Sunflower League:

Adults (& students w/o school ID).....\$7.00

Students (w/student ID ONLY).....\$5.00

Note: Students without the proper school ID will pay adult admission prices.

VIII. ATHLETIC STAFFING

A. COACHES EXCUSED FROM SCHOOL

The number of coaches to be out of school for any athletic contest will be determined by the building administration and approved by the director of student activities/athletics.

B. EVALUATIONS

1. Head coaches shall submit the approved district evaluation form for each of their assistant coaches. The head coach and the assistant coach will sign the evaluation report, and the evaluation will be submitted to the building athletic director within 30 days of the completion of each season.
2. The building athletic director will make a written evaluation of all head coaches at the end of each season. The evaluation instrument will be the district approved head coaches' evaluation form. A copy of the evaluation will be sent to the director of student activities/athletics as a folder by season on GoogleDocs. A copy of the evaluation will be sent to the secretary to the director of student activities/athletics and the certified HR administrators' secretary as an Adobe .pdf within 30 days of the completion of each season. The original evaluations will be kept on file in each building. The final evaluation must be signed by the building athletic director, principal, and the head coach. Soft copies of these forms will be saved in the director of student activities/athletics office.

IX. ATHLETIC EQUIPMENT AND SUPPLIES

A. STUDENT USE

A thorough inventory system will be maintained for all equipment and supplies. A general statement will be issued pertinent to student use of school equipment to all student athletes. The statement will explain monetary or disciplinary penalties for unauthorized use of supplies or equipment by a student athlete.

B. INVENTORIES

1. At the end of each season, the coach shall submit an accurate inventory of all equipment and supplies to the building athletic director. The inventory is to be kept on file in the athletic director's office.
2. Head coaches are responsible for the equipment and supplies designated for their sport. Coaches may be held financially responsible for neglect, misuse, or loss of such equipment and uniforms.

X. LETTER AND NUMERAL AWARDS

All head coaches will turn in a complete list of award recommendations to the building athletic director. All recommendations must be in accordance with KSHSAA rules concerning awards.

XI. RECRUITMENT OF ATHLETES

As per KSHSAA Rule 19: Undue Influence at <http://kshsaa.org/Publications/Handbook.pdf> :

- A. The recruitment of prospective athletes by any district coach is strictly prohibited.

- B. There shall be no attempt on the part of representatives of one school to secure attendance of any student outside their school attendance area who does not, of their own volition and because of residence, attend that school.

XII. SCHEDULING

A. MASTER SCHEDULE

1. The athletic director of each high school shall keep a master schedule for all sports, including all squads that are in competition.
2. Each sport will have a school district varsity competition composite schedule, which is available on the web-based scheduling program www.sunflowerleague.org/. Any changes in the school's composite schedule must be posted on the web-based scheduling program in a timely manner and must be reported to the director of student activities/athletics.
3. All in-district competition in athletics will be held after school or on Saturdays. Exceptions will be made in order to comply with KSHSAA rules, Sunflower League rules, and facility limitations.
4. In the event a host school finds it necessary to make an exception to this policy, the athletic director shall, prior to the start of the season, present the request for an exception to the director of student activities/athletics for approval.
5. For game time reschedule procedures due to weather related issues, see Appendix G.

B. SANCTIONING OF MEETS

When appropriate, it is the responsibility of the host school to acquire state and national federation sanctions for all meets. Each coach and athletic director should make sure their squads do not attend meets that are not properly sanctioned.

C. INVITATIONAL MEETS AND CONTESTS

No athletic team or individual representing a district-sponsored athletic activity will compete beyond 500 miles from the Kansas border unless approved by the school administration, the superintendent or his/her designee, and the board of education.

XIII. STUDENT HEALTH PRECAUTIONS

A. INSURANCE

1. All students participating in interscholastic athletics are encouraged to purchase the voluntary injury accident insurance that is made available by an outside vendor for injuries to students while participating in athletics and co-curricular activities. This information is included in the Custom Forms section of the online athletic verification on Skyward and hard copies will be available in the school office. Families sign-up with and make payments to the vendor directly; paperwork and payments for the voluntary injury accident insurance plans **will not** be accepted at the schools.
2. All coaches will report to the director of student activities/athletics, the building athletic director, and the school nurse all injuries that may fall under the provision of the state-approved catastrophic insurance policy.

3. Through the Kansas State High School Activities Association, the Shawnee Mission School District provides lifetime catastrophic medical insurance for students injured while participating in activities under the jurisdiction of the KSHSAA. The deductible for this program is \$25,000 per accident.

The Shawnee Mission district does not carry accident insurance to cover medical expenses up to the \$25,000 deductible of the KSHSAA plan for injuries to students while participating in athletics and co-curricular activities. The district does provide information from an outside organization regarding a voluntary accident insurance program to assist families in covering medical expenses below the \$25,000 deductible on the KSHSAA catastrophic insurance plan for students injured while participating in activities under the jurisdiction of the KSHSAA. Information on these programs is available in the in the Custom Forms section of the online athletic verification on Skyward as well as in the school office.

B. DISTRICT HIGH SCHOOL PRECAUTIONS AGAINST THE TRANSMISSION OF BLOOD-BORNE PATHOGENS

Proper handling of situations in which blood is present will greatly reduce the possibility of any transmission of a blood-borne pathogen such as Hepatitis B or HIV, if the individual who is bleeding has such a disease.

In all circumstances where blood-borne pathogens may be present, it is expected that treatment and clean-up shall be commenced and completed in a manner consistent with the rules and policies of the Shawnee Mission School District, the KSHSAA, the NFHS, and of generally accepted medical practices.

C. PHYSICAL EXAMINATIONS

1. Each year a complete physical examination is required of each student before he/she may participate in any phase of the interscholastic athletic program in the district. This examination is to be given by a physician (MD, DO, DC, PA-C, or APRN) of the student's choice and the fee is to be paid by the student. The physical examination may not be taken earlier than May 1 prior to the academic year the student plans to participate, nor later than the student's first practice session for an activity. ***All physicals must be submitted on the KSHSAA PPE Form.***
2. The student shall obtain a physical examination form in the Custom Forms section of the Skyward athletic online verification, in the office of the school he/she attends, or on the Athletic page of the district website. ***The processed and completed physical examination form shall be turned into the school athletic office and must be on file prior to participating in any practice session.*** The athletic office will forward the completed physical examination form to the building nurse's office.

D. GUIDELINES FOR THE DISTRIBUTION OF MEDICATION

The parent/guardian of a student who will need to take medication during an off campus event must provide the coach, trainer or sponsor of the group a list of the current medications that the student takes, the reason the medications are taken, and any adverse side effects to be aware of. If the medication is a controlled substance, the parent must indicate on the form the amount of medication being provided. The parent/ guardian and student must annually sign the required consent form (see Appendix A) indicating agreement with the statements below:

1. The parent/guardian agrees that their student is responsible and knowledgeable enough to carry and self-administer their own medications (both prescription and non-prescription.)
2. The parent/guardian agrees that the student has received the requested medication previously and has suffered no adverse reactions.
3. Prescription medication must be in the pharmacy labeled bottle, and only the amount needed for the trip will be sent with the student. Non-prescription medications such as ibuprofen must be in the original container, and only the necessary amount may be sent with the student.
4. Parent/Guardian agrees to release the sponsor, and any school employee from responsibility to administer, supervise, or ensure that the medication is taken by the student in the manner prescribed or indicated on the label.
5. The district and its employees will be held harmless and not liable for any adverse effects to the student or any other person from the medications sent with students.
6. The student must sign a statement agreeing that the student understands that the medication must be carried in the original container, only the amount needed for the duration of the event should be carried, he/she must not share his/her medication with anyone. (See Appendix A.)
7. Parent/Guardian will make the school nurse aware of any emergency medications (Epipens, Diastat, Glucagon, etc.) the student may need while off campus.

E. ATHLETIC TRAINER AT ATHLETIC CONTESTS

1. An SMSD contracted athletic trainer will be present at all varsity football games.
2. An SMSD contracted athletic trainer will be present at home wrestling matches, home basketball games, and home soccer matches.

F. CONCUSSION GUIDELINES

Any player or participant who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from all activities and shall not return to any type of activity until released in writing by an appropriate health-care professional, as per the district's Return to Play [RTP] and Return to Learning [RTL] protocol and guidelines. The release shall be kept on file by the school administration. (See Appendix D.)

XIV. GENERAL

A. ADMISSION TO PLAYING FIELDS AND ATHLETIC AREAS

- 1. Only certified personnel and those designated by the school administration to act as officials, or have specific assignments at athletic practices or contests, are to have access to dressing rooms, training rooms, equipment rooms, and other athletic rooms or playing areas. Anyone not actively participating in an event must have a sideline pass or credential. It shall be the responsibility of the coach and/or building athletic director in charge of the practice or contests to exclude unauthorized persons from the areas designated.
- 2. At scheduled games, adult personnel on the school's team bench shall be limited to coaching personnel, those persons who are officially assigned to the high school sports squad in that school, and the team doctors/trainers.

B. TRIPS AND MEALS

- 1. For the most part, trips are made by bus. For trips outside the school district, authorized personnel assigned to drive their vehicles will be reimbursed according to the school district approved mileage rate. Turnpike fees will be allowed in addition to mileage. On trips where it is necessary to feed the team and provide lodging, the following are the maximum daily amounts that will be allowed:

Breakfast	\$7.00 plus tax
Lunch	\$9.00 plus tax
Dinner	\$12.00 plus tax
Lodging	\$100/Room
Coaches	2 per Room
Athletes	3 per Room

- 2. The building athletic director must approve all exceptions. Receipts from the vendor for all meals, lodging, etc., must be obtained and turned in to the office. Arrangements for trips, meals, and lodging are to be made by the athletic director of each school.
- 3. Vans, while rented or borrowed, must be designed for not more than ten (10) passengers, which holds up to nine (9) passengers in addition to the driver. Vans designed for more than ten (10) passengers must be constructed and marked as a school bus.
- 4. Expenses not paid by a district PO should be paid with a school Purchasing card. Itemized receipts and total payment receipts must be obtained for each use of a P-card. Be sure to provide vendor with an SMSD Tax Exemption Certificate for all purchases.
- 5. Field Trip Forms are required for all events/activities in which a student will be out of school as well as for evenings, weekends, and holidays. Field Trip Forms should be submitted for approval at least 5 school days prior to departure. The Field Trip Application and Permission Form is required for all trips. The Beyond the Regular School Day Field Trip Participation Form is also required when the event/activity will take place beyond regular school hours.

C. REIMBURSEMENT FOR TEAMS PARTICIPATING IN STATE CONTESTS

All district high school teams who compete in KSHSAA-sponsored state contests and incur an expense because of this opportunity will be funded from the school district athletic budget. The athletic director will submit to the director of student activities/athletics a request for funding

application prior to the state contest. The director of student activities/athletics will submit a reimbursement request to cover the expenses at the designated amount. This amount will be transferred to the school's activity account.

D. PRACTICES

1. There may be only one practice per day for any given student while school is in session unless extenuating circumstances make it necessary to request and receive approval from the superintendent or his/her designee.
2. Athletic practice sessions shall terminate in time to have all participants on their way home three hours after the beginning of the practice session. Two-hour actual practice sessions are recommended as maximum.
3. No morning practice session (including dressing time) may begin earlier than two hours prior to the beginning of the school day.
4. There will be no athletic practices **or contests** on Sundays **without prior approval from the superintendent of schools or his/her designee**. There must be a game scheduled on the following Monday or other extenuating circumstances.
5. During winter and spring vacation, athletic practice sessions are limited to no more than three hours per session, not including dressing time.

E. FACILITY USE

A permit is required for the use of any district facility and must be obtained from the district's facilities coordinator. Individual coaches/sponsors may not use the District's facilities for private profit-making purposes (Policy KG.)

XV. BROADCASTING OF ATHLETIC EVENTS

- A. The board of education reserves the right to approve or reject any broadcasting privileges (including re-broadcasting or recording), whether sponsored or not sponsored.
- B. The board of education reserves the right to approve or reject any product or service that is to be advertised. No beer, liquor, or tobacco advertisements will be permitted.
- C. There shall be no endorsements of products or services by the school or by any of its personnel.
- D. Permission to broadcast athletic contests must be secured from the director of student activities/athletics at least one week in advance of a game. The request for permission to broadcast will include a list of the organizations that are to sponsor the broadcasts.
- E. Radio broadcasts of football and basketball games will be permitted with no charge, subject to the approval of the host school. Approval will be granted on the basis of available space and other provisions of the policy. The host school shall have the right to determine the maximum number of people who will be allowed in the press box or gymnasium per radio station.
- F. All broadcasting of athletic contests shall be completely non-partisan. All decisions by game officials shall be accepted without question throughout the broadcast.

- G. The board of education reserves the right to discontinue broadcasting privileges at any time (even during the course of a broadcast) in the event the broadcasting is considered by the administration to be in bad taste or incompatible with the dignity and standards of the school.
- H. No radio or television station, network, or other agency shall make a broadcast, telegraphic report, or telecast from any property of the district until approval is granted by the superintendent or his/her designee.
- I. Live televising of games shall not be permitted except by permission of the superintendent or his/her designee.
- J. All post-season radio broadcasts or televised contests must have the approval of the district and the KSHSAA.
- K. Web-casting of Shawnee Mission games is allowed with the consent of both participating schools and the director of student activities/athletics.

XVI. DISTRICT DISTANCE RUNNING TRAINING RULES

- A. Distance runners may choose to run on sidewalks that parallel main traffic ways but under no circumstances are runners allowed to run on streets that are moderately or heavily traveled.
- B. Runners may run on rural roads or streets with very light traffic patterns. The athlete may choose the option of completing his/her workout on the school premises.
- C. The head cross country coach and the head track coach have the responsibility of explaining and enforcing all of the off-campus running rules.
- D. If an athlete makes the choice to run off campus, he/she will be instructed to obey all traffic and pedestrian signals. The coach will make every effort to supervise the runners by vehicle or by running with the athletes. Athletes will run in groups and not be allowed to run alone. The coach must explain all of the above rules to his/her athletes. It is the responsibility of the head cross country coach and/or the head track coach to have all athletes who do distance running training off campus to have both parent and athlete sign the "Parent Information and Consent Form". This form will be on file with the head cross country and/or the head track coach. (See Appendix H.)

XVII. GAME ADMINISTRATION: GENERAL PROCEDURES

A. WRITTEN PLAN FOR GAME ADMINISTRATION

Each athletic director is to prepare a written plan for the administration of football and basketball games. Such plans would include deployment and duties of school security personnel.

B. ADMINISTRATOR OF VISITING TEAM

- 1. Arrival time for the visiting administrator or designee will depend somewhat on the two schools that are competing. Specific circumstances and relationships between the two schools may determine that the time of arrival should be well before game time. Expected time of arrival should be a matter of mutual agreement prior to the day of the game.
- 2. The game manager should have knowledge of the visiting administrator's seat location so that, if necessary, contact can be made quickly.

C. USE OF SIGNS, BANNERS, ETC., AT ATHLETIC EVENTS

1. Streamers or signs may not be paraded at any athletic event sponsored by the district. Those that are in good taste may be posted, but they must be approved and posted prior to the game.
2. If either school displays objectionable signs, the matter should be brought quickly to the attention of the proper administrator of the responsible school and appropriate action taken.

D. SECURITY

1. The lead police officer (DRO) shall meet with the athletic director or school administrator to discuss any matters of security at any athletic event where police officers are assigned.
2. At each stadium, it is preferable that the same game manager from each school has the responsibility throughout the season.
3. If problems arise in the area of safety or security they should be brought to the attention of the lead DRO on site.
4. Deployment of DROs is determined by directives from the Executive Director of Emergency Management or his designee.

XVIII. SM DISTRICT STADIUM, NORTH/SOUTH LOCATION, SOCCER, AND SOFTBALL FACILITY PROCEDURES

A. AMBULANCE

In emergencies, the ambulance will enter at the designated gate of each stadium.

B. DRESSING ROOMS

1. Home/Visiting teams will dress and/or use the designated stadium facility with the exception of Westridge as indicated below.
2. Officials will dress in the designated stadium facility.
3. District stadium personnel will provide all teams and officials with appropriate keys/scan cards, and will be available as needed for entry and exit for the teams and officials.

C. BUSES

Buses may arrive any time after 4:30 p.m. The buses will drop off the teams in the designated areas. At Shawnee Mission District Stadium, South Location, the designated area will be immediately adjacent to the home and visitor locker rooms as designated on the west side of the building, and the buses shall enter the drive to the locker rooms from Lamar Avenue.

At Shawnee Mission District Stadium, North Location, the designated area will be immediately adjacent to the home and visitor locker rooms as designated on the south side of the stadium, and the buses shall park on the grass area on the north side of 61st Street.

D. TAILGATING

Tailgating will be allowed at the Shawnee Mission District Stadium, North Location and the Shawnee Mission District Stadium, South Location only. For the Tailgating procedures, see Appendix F.

E. GATES

1. Stadium personnel is to meet the game manager at the main gate of the stadium no later than 5:30 p.m. For all home football games the game manager will give instructions as to what gates are to be unlocked along with additional instructions in other matters for the contest.
2. The stadium crew is to be available at all times from 4:00 p.m. to completion of the game.
3. The stadium crew is to have radio communication with the home team administrator at all times during the games.

F. UNITED STATES FLAG

The United States flag will be displayed on game night.

G. STADIUM, FIELD, AND GAME PREPARATION

1. The press box, concession stands, and restrooms are to be unlocked by 4:00 p.m. unless other arrangements are made.
2. All yard markers, pylons, and player benches are to be on the field by 4:00 p.m.
3. The public address system is to be in operation by 4:00 p.m.
4. Both the scoreboard and the message board are to be in operation by 5:30 p.m.
5. The down and chain box are to be on the sideline opposite the press box by 5:30 p.m.

H. MARCHING BANDS

1. When events are scheduled, the use of the field is limited to a "run through" of pre-game and half-time performances. The total allowable time on the field is not to exceed 45 minutes and must conclude no later than 5:30 p.m. The Shawnee Mission School District director of student activities/athletics has the prerogative to deny permission to use the field if in his/her judgment weather or other conditions so warrant. This applies before the game and at halftime.
2. Marching bands should be ready to march onto the field for pre-game performance no earlier than 6:39 p.m. Athletic teams must leave the playing field no later than 6:39 p.m. (21 minutes on the scoreboard clock) for pre-game performances.
3. Half-time performances should be no longer than 12 minutes including entrance and exit time. If more time is needed due to a special performance or the inclusion of a visiting marching band, it is the responsibility of the band director to request the additional time by Monday of the week of the game. The request is to be made to the building athletic director, who shall notify the visiting team's administration at least two days prior to the game. The game manager shall also notify the officials of any half-time extensions.

I. DISTRICT PROTOCOL FOR ALL SOCCER GAMES

1. Dressing Rooms

- a. Dressing rooms for each team will be made available for all soccer games played at either Shawnee Mission District Stadium.
- b. Dressing facilities for the officials will be made available for all soccer games played at either Shawnee Mission District Stadium.
- c. At the Shawnee Mission District Stadium, South Location- Stadium personnel will start the field set-up no earlier than 4:30 pm on the day of a game.
- d. At the Shawnee Mission District Stadium, North Location- Stadium personnel will start the field set-up no earlier than 4:30 pm on the day of a game.
- e. At the Shawnee Mission District soccer fields (located at Westridge Middle School) no dressing facilities will be made available for the teams or the officials. The teams and officials should come dressed for the game.

2. SMSD Police

- a. The building athletic directors will be responsible for coordinating dates, times, and duties with the police captain.
- b. Additional officers may be needed at contests that require spectator control (i.e. state sponsored events).

3. Transportation

All teams and other large school-sponsored groups who attend soccer games will abide by all district transportation guidelines.

- a. All buses carrying students will unload in the parking lot on the press box side of the stadium at the Shawnee Mission District Stadium, South Location.
- b. All buses carrying students will unload in the parking lot north of the main gate to the stadium at the Shawnee Mission District Stadium, North Location.
- c. All buses carrying students will unload in the parking lot adjacent to the far east field at SMDSC.

4. Team Arrival, Warm-up, Field Preparation, Grounds Personnel Responsibilities

- a. All soccer teams must plan to arrive at the stadium no earlier than one (1) hour prior to game starting time.
- b. The maximum warm-up time for teams participating in the first game will be 30 minutes.
- c. The administrator on duty for the home team will approve all pre-game special presentations or performances by school groups.

5. Grounds Personnel Responsibilities

- a. The operations and maintenance department will direct all field maintenance.
- b. Grounds personnel assigned to games will have gates unlocked, tables set up, nets and flags in place, scoreboard and message board on, and the public address system in place at least 90 minutes prior to scheduled contest starting time.

J. INCLEMENT WEATHER

The safety of athletes, spectators, coaches, school personnel, and all others present at an athletic contest must be the first and foremost concern to the contest officials and building administrators. When an interscholastic contest has been scheduled and dangerous playing conditions exist, or severe weather is anticipated, the following rules will be in effect:

1. Prior to beginning an athletic contest, when severe weather is anticipated, the head contest official and the administrators on duty of each school or their designees will meet to review the suspension and postponement rule procedures as adopted by the district and the KSHSAA.
2. The host school administrator will be responsible for informing contest officials, visiting school administrators, and if applicable, the individual responsible for public address announcements of designated shelter areas.
3. If a tornado WATCH has been issued, the host team administrator on duty and the head contest official will notify coaches, school administrators, and, if applicable, the individual responsible for public address announcements that the possibility of abrupt suspension of play exists.
4. If a tornado WARNING has been issued, the contest will be suspended immediately. Participants, spectators, and all personnel involved with the contest will be advised to "take cover." The procedure will be announced, when available, over the public address system.
5. Lightning

All district schools will follow the KSHSAA GUIDELINES FOR LIGHTNING SAFETY, which are endorsed by the NFHS.

- a. District middle and high school coaches/sponsors/personnel will use devices (i.e. smart phone, tablet, etc.) to assist in the detection of lightning/thunderstorm activity occurring in the surrounding area. The device is to be used during all outdoor school sponsored activities. This device is intended to assist the coach/sponsor/school personnel in determining unsafe conditions for our students and spectators.
- b. The information obtained from these devices will be used in conjunction with the district contracted **Weather or Not** program, the WeatherBug service, the Weather Channel along with the local news station's weather forecast, immediate sky observations, and good common sense when determining to postpone or cancel an event.

NOTE: A copy of the Emergency Procedure binder is available in each press box.

KSHSAA GUIDELINES FOR LIGHTNING SAFETY

- a. When thunder is heard or cloud-to-ground lightning is seen, the leading edge of the thunderstorm is close enough to pose a lightning risk. Suspend play and take shelter immediately.
- b. 0 – 8 mile range or visual sighting of lightning the coach/ sponsor will immediately stop all activity and remove all spectators and contestants from the field of play to a designated shelter area.
 - Once play has been suspended, wait at least 30 minutes from the last sound of thunder or lightning strike witnessed before resuming the activity.
 - Any subsequent thunder or lightning strike during the 30 minute waiting period resets the clock, and a new 30 minute waiting period begins.

NOTE: ANYTIME LIGHTNING CAN BE SEEN OR THUNDER HEARD, RISK IS PRESENT!

K. EVACUATION PLAN/PROCEDURES FOR THE STADIUMS

1. A binder of the written stadium evacuation plan is located in the press box in an identified area in each stadium.
2. The evacuation plan for the Shawnee Mission District Stadium, North Location shall be as follows:
 - Hardware – the phone line and computer drop is located in the press box.
 - Lightning – clear the field and stadium of all individuals. Players/coaches/ officials – seek shelter in the dressing rooms.
 - Fans - direct them to their individual vehicles or to the doors leading to the gym for shelter.
 - Tornado – clear the field and stadium of all individuals. Take cover in the nearest designated area (i.e. locker room, pool, gym, etc.)
 - Players/coaches/officials – seek shelter in the dressing rooms or take cover in the nearest designated area (i.e. locker room, pool, gym, etc.)
 - Fans - direct them to the bottom entrance into the building by the pool and seek shelter in the inner halls of the building.
 - Threat to facility – players/coaches/officials/fans – seek refuge in the designated the facility. Follow instructions from the P.A. announcer.
3. The press box announcer shall make the appropriate announcement based upon the need to evacuate.
4. The evacuation plan for the Shawnee Mission District Stadium, South Location shall be as follows:

- Hardware – the computer drop is located in the press box.
 - Lightning – clear the field and stadium of all individuals. Players/coaches/ officials – seek shelter in the dressing rooms.
 - Fans - direct them to their individual vehicles or to the doors leading to the gym for shelter.
 - Tornado – clear the field and stadium of all individuals. Take cover in the nearest designated area (i.e. locker room, pool, gym, etc.)
 - Players/coaches/officials – seek shelter in the dressing rooms or take cover in the nearest designated area (i.e. locker room, pool, gym, etc.).
 - Fans - direct them to the bottom entrance into the building by the pool and seek shelter in the inner halls of the building.
 - Threat to facility – players/coaches/officials/fans – seek refuge in the designated area as determined by the threat or vacate the facility. Follow instructions from the P.A. announcer.
5. The press box announcer shall make the appropriate announcement based upon the need to evacuate.

L. EVACUATION PLAN/PROCEDURES FOR SMDSC (SHAWNEE MISSION DISTRICT SOCCER COMPLEX)

1. The evacuation plan for the Shawnee Mission District Soccer Complex at Westridge Middle School shall be as follows:
- Hardware – the phone line and computer drop are located in the main press box between Fields 1 and 2.
 - Lightning – clear the fields of all individuals and make the appropriate announcement. Take cover in the nearest designated area (i.e. locker room, gym, etc.)
 - Players/coaches/officials – seek shelter in restrooms/officials dressing room/buses or take cover in the nearest designated area (i.e. locker room, gym, etc.).
 - Fans - direct them to their individual vehicles or to the doors leading to the gym for shelter.
 - Tornado – clear the fields of all individuals and make the appropriate announcement. Take cover in the nearest designated area (i.e. locker room, gym, etc.)
 - Players/fans/coaches/officials/fans direct all individuals to enter the doors by the receiving area of Westridge and seek shelter in the inner halls of the building.
 - Threat to facility – players/coaches/officials/fans – seek refuge in the designated area as determined by the threat or vacate the facility. Follow instructions from the P.A. announcer.

2. The press box announcer shall make the appropriate announcement based upon the need to evacuate.

M. EVACUATION PLAN/PROCEDURES FOR THE SMSDSC (SHAWNEE MISSION SCHOOL DISTRICT SOFTBALL COMPLEX)

1. The evacuation plan for the Shawnee Mission District Softball Complex shall be as follows:
 - Hardware – the computer drop and the phone line are located in the manager's office.
 - Lightning – clear the field and stadium of all individuals and make the appropriate announcement.
 - Tornado – evacuate the facility and make the appropriate announcement.
 - Players/coaches/officials/fans - direct them to the restrooms and concession area for immediate shelter or seek lowest depression available.
 - Threat to facility – players/coaches/officials/fans – seek refuge in the designated area as determined by the threat or vacate the facility. Follow instructions from the P.A. announcer.
2. The press box announcer shall make the appropriate announcement based upon the need to evacuate.

N. CANCELLATION OF ATHLETIC PRACTICES OR CONTESTS WHEN SCHOOLS ARE CLOSED DUE TO SNOW OR ICE

Anytime schools are dismissed during the school day because of inclement weather:

1. All student activities including athletic practice sessions, performing arts practices, athletic contests, performing arts productions, concerts, or contests will be postponed.
2. All contests, performances, or concerts that are postponed may be rescheduled with the mutual agreement of the schools involved.
3. Should a district athletic or performing arts group be scheduled to participate in "out of school district" competition, the highway patrol and weather bureau will be consulted along with the administration of the host school as to weather conditions. The director of student activities/athletics, principal, and the school athletic director, using the new SMSD weather system program, will determine if a district team will be allowed to travel and participate in the contest.
4. Should school classes be canceled in the evening prior to or the morning of a school day due to snow, ice, or other inclement weather, athletic practice and contests and performing arts practice and performances may be held with certain restrictions and conditions to be determined by the director of student activities/athletics in conjunction with the superintendent or his/her designee.
 - a) It is understood that practice, contests, or performances will not be conducted without the approval of the director of student activities/athletics, the coordinator of

performing arts, and the associate superintendent of secondary education in consultation with building administrators. Should practice be permitted, the earliest practice will begin no earlier than 1:00 p.m.

- b) The director of student activities/athletics in consultation with building administration, operation and maintenance, the associate superintendent of secondary education, and city agencies will make the decision as to whether or not contests or performances will be held during the evening hours.

O. WHEN A SUSPENSION OF A CONTEST OCCURS, THE FOLLOWING RULES WILL BE IN EFFECT

1. When it appears that weather conditions are no longer a threat to the safety of participants, spectators, or contest officials, administrators from all schools involved will meet with the head contest official to determine if play will continue. If any administrator or contest official casts a negative vote for play to resume, the suspension should continue.
2. If play is to be resumed, contestants will be given an ample warm-up period prior to competition under the advisement of game officials and game administrators.

P. HOT WEATHER GUIDELINES

1. Hot weather guidelines will apply when the heat index - (a combination of air temperature and relative humidity) reaches at least 95°.
2. Determination of a "heat practice day" will be determined by the director of student activities/athletics.
3. Activities will be restricted depending on the predicted heat index.
4. Athletes should exercise pre-conditioning heat acclimatization and water replacement regimens.
5. Cold water will be provided and accessible on demand.
6. Light weight, light colored, loose fitting clothing will be worn when appropriate.

Q. HOT WEATHER PRACTICE RULES

1. Five minute water breaks are mandatory every 20 minutes.
2. Water breaks will be provided at any time on student demand.
3. Practices will be conducted in shaded areas as much as possible.
4. Practice schedule options:
 - a) **After school** - a maximum of a 2½ hour practice time is allotted (includes all warm-up and conditioning activities). The following schedule is a maximum practice period. It must be followed and cannot be exceeded.
 - 90 minutes** - Practice in compliance with the above stated guidelines. Helmets and full pads may be worn for football.
 - 30 minutes** - Non-physical activity in shaded or restricted area.
 - 30 minutes** - Light activity. Pads are appropriate for football.

- b) **Evening** - may not begin prior to 6:30 p.m. A maximum of a 2-hour practice time will be allotted (6:30 to 8:30). Hot weather guidelines will apply. Helmets and full pads may be worn for football.
 - c) **Before school practices**
Two practices a day during normal school days are typically not allowed. In the event a heat schedule has been declared in advance, morning practice may be allowed with approval from the director of student activities/athletics. The following guidelines will be in effect when morning practices are approved:
 - i. Morning practices will only be allowed with advance approval from the director of student activities/athletics.
 - ii. Practices may not begin prior to 5:40 a.m.
 - iii. Practices must conclude by 7:00 a.m.
5. Cardiovascular conditioning (i.e., sprints, timed runs, etc.) will be limited and without helmets or pads for football. Conditioning must be incorporated within the regular 2½ hour practice session.

Note: The director of student activities/athletics may enforce more restrictive guidelines if appropriate.

XIX. STUDENT INJURIES- PROCEDURES

- A. Pre-season conditioning for all sports should include aerobic or cardiovascular conditioning, strength conditioning with particular emphasis on muscles that are used most in a given sport, and flexibility conditioning.
- B. Student athletes must be informed of the importance of proper nutrition, specifically the importance of fluids, fresh fruits, juices and an abundance of complex carbohydrates in the diet.
- C. A medical and emergency card must be kept on file for each student athlete. The emergency card should contain:
 - 1. The parents' home, work, and cell phone numbers as well as the name of the student's physician and their telephone number.
 - 2. All special health considerations such as allergies, chronic diseases, contact lens, metal implants, and post-surgery limitations/releases should be noted. Drug allergies should be noted and highlighted.
- D. Head injuries, including unconsciousness regardless of duration, will be treated with extreme caution. Follow the district's concussion protocol guidelines.
- E. Spinal injuries (cervical, thoracic and lumbosacral) are to be considered serious and if in doubt, the athlete should only be moved by professional medical personnel. No coach should assume or attempt to diagnose any head or spinal injury. Call emergency services and notify the parents immediately.
- F. Broken bones, sprains, and bruises must receive first aid. The team trainer shall provide necessary medical services. Notify the parents. If a trainer is not available and a joint appears to be injured,

do not try to determine sprain or break. Immobilize and apply ice immediately. Advise parents to have an x-ray of the injury.

G. School Trainers

Each district high school will employ a certified athletic trainer who will be available each day after school.

XX. GUIDELINES FOR RESOLVING CONFLICTS FOR STUDENTS INVOLVED IN MULTIPLE ACTIVITIES

A. There are times when students have conflicts due to their participation in concurrent activities. While these situations are rare, they can create difficulties for the students and their sponsors or coaches. The purpose of these guidelines is to aid the students, sponsors, coaches, and building administrators in resolving these conflicts.

1. Sponsors and/or coaches should communicate to the students their responsibilities regarding practices, performances, and competitions prior to an athletic season or co-curricular activity.
2. There shall be no threat of benching or suspension from a team, organization, or squad by any sponsor or coach of a student involved in a conflict.
3. A student's classroom grade shall not be affected adversely if the resolution of the conflict is contrary to the wishes and expectations of the sponsor or coach.
4. Co-curricular competitions/performances and/or athletic competitions should have priority over "secondary performances" (i.e., cheerleading at a game or regular half-time performance at home games, etc.)
5. If the events in conflict are at the same priority level in these guidelines, the two sponsors and/or coaches involved with the student(s) in conflict should meet with the building administrator responsible for the school's athletics programs to discuss the conflicting events and reach a decision that is best for the student involved. The final decision will be the responsibility of the building administration.

B. The following hierarchy of activities, listed in order of priority, is a guide for sponsors, coaches, and administrators in resolving student participation conflicts.

1. National competitions and/or participation.
2. State competitions, festivals, and/or performance events sponsored either by the KSHSAA or recognized state professional organizations (i.e., K.M.E.A., N.F.L., DECA, etc.)
3. Regional district, sub-state competitions, festivals, and/or performances; or national and state qualifying competitions, festivals, and/or performances (i.e., N.F.L. qualifying tournaments, KSHSAA and K.M.E.A. qualifying events and competitions, etc.)
4. League events, district multi-school events, and multi-school events of four or more schools participating, multi-school rated and/or ranked festivals (i.e., invitational tournaments, Music Bowl; district and area festivals, league athletic contests, etc.)
5. Major annual events within each high school (i.e., fall play, spring play, winter musical, Masterworks concert, drill team spring extravaganza, etc.)

6. Multi-school events of three or less schools participating, multi-school events, and/or festivals involving any number of schools which are non-rated (i.e., parades, regular two-school athletic contests, marching festivals for participation only, etc.)
7. Single non-league athletic competitions, varsity or sub-varsity, individual school concerts or performances.
8. Events and/or performances outside the home school within the district or Greater Kansas City area (i.e., inter-district performances at feeder schools, professional sports events in Kansas City, etc.)
9. Regular practices and/or rehearsals outside regular school hours.

XXI. DUAL ATHLETIC PARTICIPATION GUIDELINES

The following procedures must be adhered to when considering dual participation in athletic activities:

- A. A conference which includes the coaches, student, student's parent(s)/guardian(s), and the building athletic director will be conducted prior to the beginning of the season.
- B. The purpose of the conference will be:
 1. Each coach will explain the policies, rules, and expectations for participation in his/her activity.
 2. The athletic director will discuss with the student and parent(s)/guardian(s) the benefits and the conflicts of dual participation.
 3. The student will declare a priority activity at the conclusion of the conference.
 4. The athletic director will give an explanation when a priority activity is to take place, indicating that a priority activity will always take precedence when any type of conflict of events occurs.
 5. Specific rules, policies, and expectations will be outlined.
- C. All parties present at the conference will sign a written contract indicating:
 1. Acknowledgment of the rules, policies, and expectations to be adhered to for dual participation.
 2. Indication of a "priority" activity.
 3. The option for the student to nullify the contract and participate only in the "priority" activity.

XXII. DISTRICT CHEERLEADER ADMINISTRATIVE POLICIES

A. INTRODUCTION

The cheerleading program in the Shawnee Mission high schools has a long tradition of excellence. Cheerleaders may include both male and female participants. Cheerleaders maintain high visibility

within the school and community; they are expected to be model students and citizens. The Shawnee Mission School District high schools are consistent in the administration and supervision of all athletic programs. As student athletes, the cheerleaders will abide by the same policies and procedures. Since the responsibilities of cheerleading span the seasons of all athletic programs, the selection process must include an indication of the willingness and commitment to participate over this extended period of time. The following policies and procedures will be enforced to ensure fairness and confidentiality in the process.

B. POLICIES AND PROCEDURES FOR CHEERLEADING PROGRAMS

1. Prior Notice and Information

- a. Prior to cheerleading tryouts, the cheerleading sponsor and athletic director/administrator will conduct an organizational meeting of the cheerleader candidates. The meeting will be held at each school. The following items will be discussed at this meeting:
 - i. The cheerleader candidates will be informed of all academic eligibility requirements.
 - ii. The cheerleader candidates along with their parent/guardian will be informed of the requirement to sign the district's Tobacco/Alcohol/Drug Abuse Agreement.
 - iii. The cheerleader candidates will be informed that there will be no "hazing" of prospective or selected cheerleaders. Any such "hazing" will be grounds for termination from the squad or from participation in tryouts.
 - iv. The cheerleader candidates will be informed that they will represent a district high school and will be subject to the policies of the KSHSAA and district policy.
 - v. The cheerleader candidates will be informed that there will be no delivery or special congratulations in any form to selected students during the school day. There will be no "rituals", "hazing", private selection parties, or gatherings in conjunction with selected candidates. Any group social meeting or social function connected with the cheerleader selection process will be with the consent of the cheerleader sponsor and the building athletic director/ administrator.
 - vi. The cheerleading candidate will be informed of financial obligations associated with the cheerleading squad.

2. Time of Selection

- a. The selection of sophomore, junior varsity, and varsity cheerleaders will be held at each individual high school during the preceding spring.
- b. Selection of freshman cheerleaders will occur after March 1st of preceding spring. No practices may begin prior to summer camps or summer clinics.

3. Philosophy of Selection

The philosophy of the selection of cheerleaders in the district is to ensure fairness and consistency in judging, in an environment conducive to optimal performance on behalf of the cheerleading candidates.

4. Method of Selection

- a. The head cheerleading coach will identify and select qualified judges. Judges must be knowledgeable about the fundamentals and processes of cheerleading. The judges may be selected from cheerleading coaches from the home and other district high schools, excluding the head coach of the home school; coaches from other schools outside of the district; faculty members who are knowledgeable in the fundamentals of cheerleading, and experts from the community including, but not limited to, former college or professional sports team cheerleaders, former cheerleading coaches, or members of cheerleading professional associations such as the United States Cheerleading Association or the National Cheerleading Association.
- b. The head cheerleading coach and athletic director/administrator will designate the format of the tryout. The format of the tryout will consist of either “station tryouts” or “panel tryouts.”
- c. Station tryouts will involve an individual performance at a designated number of stations. The number and type of stations designated will be consistent with the skill requirements for the squad. If the squad normally performs a dance routine as part of their responsibilities, a dance station would be included in the tryout. Stations may consist of four to eight stations that measure necessary skills. The coach and athletic director/administrator will determine the required stations. A minimum of two judges will judge at each station.
- d. Panel tryouts will involve small groups of students (2-3) performing together in front of a panel of 8–10 judges. The required elements of the tryout will be consistent with the skill requirements for the squad. If the squad normally performs a dance routine as part of their responsibilities, a dance would be included in the tryout. The head cheerleading coach and the administrator/athletic director will determine the required stations. A minimum of two judges will judge at each station.
- e. Tryout evaluation will consist of three weighted scores:

10% - teacher evaluation- each building will decide the method of assessing teacher evaluations.

20% - current cheerleading sponsor evaluation - or - if candidate was not a cheerleader, an evaluation will be completed during tryout clinic. 70% - score of judges at the tryout.

5. Scoring of Tryout

- a. Tryouts will be scored by the judges immediately following the performance of the required element.

- b. A mean score in each performance category for each cheerleader candidate will be calculated during station tryouts. A grand total of mean scores across all categories will be determined. For panel tryouts the high and low scores will be dropped. Cheerleader candidates will be rank ordered, based on the grand total achieved.
- c. Score sheets will be tabulated by the coach and approved by the building administrator/athletic director. The building administrator/athletic director will secure the score sheets for safekeeping for a period of one calendar year.

6. Number of Cheerleaders to be Selected

It is recommended there will be a minimum of eight cheerleaders on each squad. The number of cheerleaders to be selected for each squad will be determined by the cheerleading sponsor and building administrator of each high school.

7. Notification

- a. The building administrator will authorize the names and/or numbers of the students selected, and the final results will be posted as soon as possible.
- b. The results will be posted in an area designated by the building administrator/athletic director.
- c. Only the names of the students who have been selected will appear on the list.

8. Academic Eligibility

Academic eligibility for cheerleaders will be the same as that required by board of education policy and the KSHSAA.

9. Cheerleader Guidelines

a. Uniforms

- i. Cheerleaders will furnish socks, shoes, shirts, and undergarments. These items are considered personal items and are worn as part of the everyday school wardrobe.
- ii. Skirts, sweaters, vests, and jackets will be purchased by the individual school and remain the property of the school. It will be the responsibility of each cheerleader to maintain and clean the uniform during the school year and prior to returning the uniform at the end of the cheerleading season.
- iii. Articles such as practice clothing, pompons, and individual squads (at the discretion of the cheerleading sponsor and building athletic director/administrator) may purchase warm-ups.
- iv. Cheerleaders will be required to pay an annual uniform rental fee.

b. Fundraising

The appropriate individual building administrator must approve fundraising activities. Sport teams, activities, and clubs sponsored by SMSD are prohibited from using a GoFundMe webpage for fundraising.

c. Travel

- i. Cheerleaders will follow all guidelines of the board of education.
- ii. No trips or excursions, including summer camp, will exceed the approved 500 mile limit.

10. Cheerleader Responsibilities

- a. Varsity cheerleader squads will cheer at events to be determined by the cheerleading sponsor and athletic director/administrator.
- b. Junior varsity cheerleaders should cheer at all junior varsity home and in-district away football and basketball events.
- c. Sophomore and freshmen cheerleaders will cheer at only home football and basketball events.
- d. Due to the extended season in which cheerleaders participate and the number of athletic activities covered, discretion should be taken to ensure that a cheerleader will not cheer at more than three events from Monday through Saturday.

11. Cheerleading Summer Clinics

Cheerleading squads may attend summer clinics if planned and supervised by school designated personnel.

12. Cheerleading Budgets

The head cheerleading sponsor will file a budget request with the building athletic director no later than June 1 in accordance with the district's High School Activities Handbook. The budget request shall include all proposed expenditures in itemized form. The building administrator/athletic director will construct the building athletic budget. The budget for cheerleaders will resemble a budget established for any athletic squad, and will include money for transportation and supplies such as uniforms, pompons, and other appropriate uniform articles.

13. Cheerleader Sponsor Responsibilities

The cheerleader sponsor is responsible for establishing in-house rules, making certain that all rules of the board of education and of the KSHSAA are enforced, and assuming responsibility for all aspects of the cheerleading program. The sponsor or their designee will be present at each event where cheerleaders are assigned.

14. Annual Review of Cheerleader Policies

The building administrator, cheerleader sponsors, and the director of student activities/athletics will review the cheerleader administrative policy annually. Any suggested changes or additions will be recommended to the director of student activities/athletics.

XXIII. PERFORMING ARTS

The performing arts program of district may consist of the following activities:

Debate	Journalism
Drill/Flag Team	Band
Theater (Drama)	Choral
Musical Theater	Forensics
Orchestra	

XXIV. CITIZENSHIP/SPORTSMANSHIP

All coaches, sponsors, teachers, and students involved in any of the above activities shall comply with Rule 52 as set forth by the KSHSAA.

XXV. FINANCE

- A. The performing arts activities will be financed from the general operating fund and gate receipts accrued from said activities as well as the activity ticket portion of the participation/activity fee.
- B. Expenditure of money from the co-curricular activities budgets for activities or disciplines other than those listed above is prohibited.

XXVI. FINANCING OF DISTRICT PROGRAMS, CONCERTS, ETC.

- A. Events Without An Admission Charge

All expenses are to be paid by the host school.
- B. Events With An Admission Charge
 - 1. The host school will keep the net profit.
 - 2. Losses will be shared equally by the participating schools.
 - 3. Activity tickets admit only students from the host school.
 - 4. Approved admission prices will prevail.

XXVII. BIDS AND PURCHASES

- A. In general, all equipment, uniforms, and robe purchases require bids or telephone quotes and are to be consistent with business office procedures. All supplies are purchased through building requisitioning procedures and submitted to the appropriate administrator for approval.
- B. All purchases require a purchase order. The district will not be responsible for any purchases made without a purchase order. Persons not following this procedure may be personally responsible for payment of items ordered.

XXVIII. BUDGETS

- A. Each director or sponsor shall follow district budget administration policies with the approval of the appropriate building administrator.

- B. The appropriate administrator shall construct a building fine arts curriculum activities budget.

XXIX. ADMISSION PRICES AND TICKETS

Fine Arts Performances (not including instrumental performances)

- A. The charge for all seats, whether reserved or general admission, may be up to \$10.00 per person for drama and musical theater productions.
- B. Each building shall determine the appropriate individual(s) who will have the responsibility of controlling and accounting for reserved seat ticket sales.
- C. The person issuing reserved seat tickets should ensure one set of tickets is printed by seat assignment (row and seat number) in each auditorium.
- D. The building bookkeeper or staff member responsible for ticket control should keep records of the numerical sequence for tickets available for sale and/or distribution each day.

Weekend and Evening Concerts

- E. Charging admission for regular evening or weekend concerts and programs, which are an extension of classroom instruction, is not endorsed.
- F. It is recognized, however, that there are circumstances that justify charging for designated concerts and programs. Some justifiable reasons could be:
 - 1. To pay for budgeted expenses, rental fees, royalties, guest artists, costumes and/or scenery.
 - 2. For the purpose of raising money for a special event or function (i.e. trip, scholarship, memorial, etc.)
- G. When a music director determines that an admission charge is needed, advance permission will be obtained from the principal. If approved, the amount of the admission charge will be agreed upon jointly by the principal and the music director based upon the specific circumstances, monetary need, and current district fine arts admission guidelines.

XXX. GENERAL

A. EVALUATION

Evaluation of all fine arts curriculum activities personnel adheres to district policy of appraisal and evaluation as approved by the board of education.

B. INVENTORY LIST OF EQUIPMENT

A complete inventory list of equipment shall be furnished to the appropriate administrator at the close of each school year. Checkout systems for student use of this equipment should be utilized in each discipline. A general statement shall be issued to each student pertaining to the use, care, and responsibility of school equipment.

During the regular school year, there is an instrumental use fee charged for students using school owned band or string instruments. There is also a fee for summer use of these instruments. The board of education will establish the fees annually.

C. LETTERS AND AWARDS

Specific procedures for reporting letters and awards to appropriate individuals will be determined by each building.

D. PERFORMING ARTS ACTIVITIES

The performing arts activities will be financed from the general operating fund as well as monies accrued from gate receipts and the activity ticket portion of the participation/ activity fee.

E. INSURANCE

All school-owned equipment included on school inventories is covered by the district's policy. All claims should adhere to the established district procedure for filing claims.

F. FIELD TRIPS AND MEALS

1. All field trips must comply with the district's field trip policy (Policy IFCB.) Field Trip Forms are required for all events/activities in which a student will be out of school as well as for evenings, weekends, and holidays. Field Trip Forms should be submitted for approval at least 5 school days prior to departure. The Field Trip Application and Permission Form is required for all trips. The Beyond the Regular School Day Field Trip Participation Form is also required when the event/activity will take place beyond regular school hours.
2. For the most part, trips are made by bus.
3. Authorized personnel assigned to drive vehicles will be reimbursed according to the school district's approved mileage rate. Turnpike fees are allowed in addition to mileage.
4. For events held within the district, students are to provide their own meals.
5. Receipts for all meals, lodging, etc., must be obtained and turned into the appropriate administrator.

XXXI. PRACTICE AND/OR REHEARSALS

- A. It is strongly suggested that all practice and/or rehearsal last no longer than three hours in length. The building principal will approve any practices and/or rehearsals which involve evenings and Saturdays.
- B. Students shall not be required to report for early morning rehearsals prior to 6:30 a.m.
- C. Night practices for school activities and events are discouraged. Any practice or any rehearsal in which students participate that is held on a school night (Monday through Thursday) must end at 10:00 p.m. Practices and/or rehearsals held on Friday or Saturday nights must conclude by 12:00 a.m. An exception would be the striking of a set after a final performance. This activity must conclude by 1:00 a.m.
- D. No practices and/or rehearsals can occur on Sundays without the approval of the superintendent of schools or his/her designee (Policy JH).

- E. No exceptions to this policy are anticipated under any circumstances. Building principals are responsible for spot-checking night practices and/or rehearsals to ensure compliance with this policy. Violations shall be reported in writing to the director of certified personnel for inclusion in the personnel folder of any teacher/sponsor who willfully disregards this policy (Policy JH).

XXXII. ELIGIBILITY

High school fine arts curriculum activities participation rules are in accordance with the KSHSAA rules and regulations.

- A. Any student who is enrolled in a district high school shall be eligible in that high school for the following year.
- B. If a high school student is living in an area and has been transferred by the school district from one district high school attendance area to another district high school attendance area, that student will be eligible to participate at their school of attendance.
- C. Attendance at either his/her present high school or the new high school will establish his/her eligibility. Any move made thereafter, without a change of the parent's residence into another attendance area, will require an 18-week attendance before he/she will be eligible to compete.
- D. Students in the ninth grade will be eligible for interscholastic activities only at the high school in which they first enter. If a student transfers to a high school after the start of school, he/she will not be eligible to compete in interscholastic activities for 18 weeks.
- E. Attendance at a middle school does not establish eligibility at a particular high school.
- F. In addition to the resident requirement for eligibility, each student must also be scholastically eligible before he/she may compete in activities.
- G. Teachers, directors, and sponsors are responsible for making these rules and their intent known to students.

XXXIII. ELIGIBILITY RULES

All students who participate in school activities (activities supervised by a coach or director) 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 hour of the day and remaining until the close of the last hour of the day. The building principal or his/her designee must approve any exceptions. This applies to practice as well as games and performances.

XXXIV. PERFORMING ARTS ACTIVITIES

A. DEBATE

1. Regulations

- a. Regulations pertaining to debate activities of the co-curricular activity are determined by the KSHSAA.
- b. It is the responsibility of the debate coaches to keep themselves informed of KSHSAA rules and regulations and to so inform their students.

2. Participation

- a. All schedules for debate participation shall be approved by the appropriate high school administrator.
- b. No practice or meet shall be held on Sundays or holidays.
- c. All overnight meets shall be under the direct supervision and responsibility of a district teacher. This teacher shall be the sponsor of the trip.

3. Length of Season

- a. Practice sessions shall conform to KSHSAA rules and regulations.
- b. The debate season shall conclude in accordance with the KSHSAA rules and regulations.
- c. The number of tournament participations for each student is set by the KSHSAA.

4. Traveling

- a. Each debate coach shall coordinate transportation and housing for his/her school's debate trips.
- b. If departure time from the district, or return to the district, is within an hour of regularly accepted meal times, pupils should eat at home.
- c. Any travel must conform to the district's Field Trip policy (Policy IFCB). Field Trip Forms are required for all events/activities in which a student will be out of school as well as for evenings, weekends, and holidays. Field Trip Forms should be submitted for approval at least 5 school days prior to departure. The Field Trip Application and Permission Form is required for all trips. The Beyond the Regular School Day Field Trip Participation Form is also required when the event/activity will take place beyond regular school hours.
- d. Drivers' meals and expenses are included in the field trip expense and are paid from the participating school's debate budget.
- e. Every effort shall be made to obtain the best motel and hotel rates available. Special school rates are usually obtainable by prior arrangement.

5. Miscellaneous

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

B. DRILL TEAM AND/OR FLAG TEAM– VARSITY AND JUNIOR VARSITY

- 1. Each high school may have one varsity drill and/or flag team depending on student interest and participation. Participation in these groups will be open to juniors and seniors by following district-approved tryout procedures. Sophomores may be allowed on the varsity team if approved by building administration. The drill/flag team coach and building administrator of each high school will determine the number of drill/flag team members.

2. Each high school may have a junior varsity drill and/or flag team depending on student interest and participation. This group will be open to freshmen and sophomores following district approved tryout procedures. Juniors may be allowed on the junior varsity team if approved by building administration. The drill/flag team coach and building administrator of each high school will determine the number of junior varsity drill/flag team members. Junior varsity classes may be for one or two semesters depending on each building's specific staffing and student needs.
3. Drill and/or flag team participants must pass a physician's physical examination.
4. Clinics, which prepare students for tryouts, shall be organized and run by the sponsor. The clinics and tryouts will be held during the second semester. For junior varsity teams, sponsors should provide middle school principal(s) in their attendance area with information about the clinics and tryouts. The sponsor and middle school principal(s) should work together to determine the proper method for disseminating this information to middle school students.
5. Dance routines and marching drills taught during the clinics shall be used in the tryouts and shall be newly created for this purpose. The difficulty of these routines and drills will be consistent with the difficulty and type of routines and drills performed by the varsity and junior varsity drill and/or flag team during the regular school year.
6. Current drill and/or flag team students may participate in the clinics but may not serve on the tryout selection committee.
7. The tryout selection committee will consist of six to twelve adults with the appropriate background, experience, or knowledge in judging dance routines and/or marching drills. The committee may include faculty members from any district school and may include drill and/or flag team sponsors from other district or non-district schools. A building administrator must be present at the tryouts.
8. Selection will be made by tabulating the scores of the individual ballots from each judge and teacher evaluation. The percentage of each is as follows:
 - a. 10%: teacher evaluation– each building will decide the method of assessing teacher evaluations.
 - b. 15%: current coach evaluation – or – if candidate was not a drill/flag team member, an evaluation will be performed during tryout clinic.
 - c. 75%: score of judges at the tryout.

The drill/flag team sponsor and/or appropriate administrator are solely responsible for counting the ballots. A mean score in each performance category for each drill/flag team candidate will be calculated during station tryouts. A grand total of mean scores across all categories will be determined. For panel tryouts the high and low scores will be dropped. Drill/flag team candidates will be rank ordered based on the grand total achieved.

9. Individual judge's ballots of students trying out may be shared with that student or that student's parents upon request. However, sharing of one student's ballots with another student or a parent of another student is not permissible and violates student confidentiality. Additionally, teacher and sponsor evaluations will be kept confidential to encourage

accurate evaluations of candidates. The appropriate administrator will secure the score sheets for safekeeping for at least one academic year.

10. Names of students selected for the varsity and junior varsity drill/flag teams will be authorized by the appropriate administrator and then posted in a minimum of two locations by the drill/flag team sponsor by the next school day after tryouts. The sponsor has the responsibility of informing those trying out when and where the list will be posted.
11. The sponsor and the appropriate administrator are the only persons to know the names of the students selected prior to the official posting.
12. Prior to tryouts, the varsity and junior varsity drill and/or flag team sponsor(s) will conduct a meeting of the varsity and junior varsity drill/flag team aspirants. The meeting(s) will be held at the high school or middle school when appropriate and will be similar to meetings held with athletic teams and cheerleaders.
13. Items to be discussed are to include but are not limited to:
 - a. The varsity and junior drill and/or flag team candidates will be informed of all academic eligibility requirements.
 - b. The varsity and junior varsity drill and/or flag team candidates along with their parent/guardian will be informed of the requirement to sign an agreement concerning controlled substances, alcohol, and tobacco use.
 - c. The varsity and junior varsity drill and/or flag team candidates will be informed that there will be no “hazing” of perspective or selected members. Any such “hazing” will be grounds for termination from the team.
 - d. The varsity and junior varsity drill and/or flag team candidates will be informed, if selected, that they will represent a district high school and will be subject to the policies of the KSHSAA and the board.
 - e. The varsity and junior varsity drill and/or flag team candidates will be informed that there will be no delivery or special congratulations in any form to selected students during the school day or on school property. Any group social meeting or social function connected with the varsity or junior varsity drill and/or flag team selection process will be with the consent of the drill and/or flag team sponsor and the building athletic director and/or appropriate administrator.
 - f. The varsity and junior varsity drill and/or flag team candidates will be informed of any and all financial obligations associated with the drill and/or flag team.
14. The varsity drill and/or flag teams will perform at all home football games with the marching band.
15. The junior varsity drill and/or flag team sponsor will develop a performance schedule with the athletic director and/or appropriate administrator for sub-varsity athletic events consistent with the skill development of the students. Performances at varsity athletic events should be limited and coordinated with the band director and/or appropriate administrator.
16. Attendance at summer practices and camps during the months of June and July for varsity drill/flag team students is optional but recommended. Attendance at August practices prior

to the start of school is expected. Field Trip Forms are required for all events/activities in which a student will be out of school as well as for evenings, weekends, and holidays. Field Trip Forms should be submitted for approval at least 5 school days prior to departure. The Field Trip Application and Permission Form is required for all trips. The Beyond the Regular School Day Field Trip Participation Form is also required when the event/activity will take place beyond regular school hours.

17. The varsity drill and/or flag team sponsor, working with appropriate administrator, will establish a co-curricular budget for their team.
18. The junior varsity sponsor, working with the appropriate administrator, will establish a budget for this group. This budget will be similar to the other co-curricular budgets at the high school. There will be only one junior varsity drill and/or flag team budget per high school.
19. Junior varsity drill teams may participate in the varsity "Spring Special" the second semester of the school year in which they are members of the junior varsity drill team. New students selected for the following year's junior varsity drill team may not participate in the "Spring Special" the spring before they begin classes in the fall.
20. Varsity and junior varsity drill and/or flag team members may be required to buy additional garments to supplement the uniform provided by the school district.

C. THEATER (DRAMA)

1. The drama sponsor is responsible for dramatic productions as assigned by the principal.
2. The drama sponsor is responsible for the Thespian organization. If funds are required for the Thespian organization outside the usual school club function, the appropriate administrator must approve them.
3. The drama sponsor is responsible for selecting plays and will confer with the building principal concerning appropriateness of the play selection for that particular school community, amount of royalties paid, etc., prior to any productions of said plays.
4. The building principal should approve practice and performance schedules for plays. Practice sessions are to be in accord with the district regulations. At the end of each practice or performance, the drama sponsor is responsible for the building facility e.g., turning out the lights, locking doors, and all students vacating the premises.
5. The drama sponsor is responsible for selecting casts.
6. Field trips for drama productions (i.e., inter-school Little Theater productions) must be approved by both principals and comply with the district's Field Trip policy (Policy IFCB). Field Trip Forms are required for all events/activities in which a student will be out of school as well as for evenings, weekends, and holidays. Field Trip Forms should be submitted for approval at least 5 school days prior to departure. The Field Trip Application and Permission Form is required for all trips. The Beyond the Regular School Day Field Trip Participation Form is also required when the event/activity will take place beyond regular school hours.
7. All people participating in high school plays and productions or assisting in their preparation should reside and/or be enrolled in the district. Any exception to this should have the approval of the building principal.

8. Students participating in drama may be required to buy additional props or uniforms to supplement those provided by the school district.

D. FORENSICS

1. Regulations pertaining to forensics activities of the co-curricular activity are determined by the KSHSAA.
2. It is the responsibility of the forensics coaches to keep themselves informed of KSHSAA rules and regulations and to inform their students.
3. The forensics program is comprised of several speech disciplines, but in general the forensics teacher is responsible for the forensics program. Other teachers may assist with the forensics program with the consent of the building principal and forensics teacher. The teacher assigned to forensics shall be responsible for planning the programs, assuming responsibility for transportation, preparing requisitions pertaining to the program, handling correspondence with the KSHSAA related to all disciplines, and for arranging for appropriate supervision for competitions.
4. Disciplines included in the forensics program are consistent with the KSHSAA Speech & Drama Manual.
5. Schedules of performances, contests, etc., must be approved by the appropriate high school administrator.
6. Outside parent groups choosing to raise money for equipment or supplies do so with the understanding that said equipment and supplies become property of the district.
7. Food and drinks shall not be brought into the school auditorium or Little Theatre during forensics contests and practices.
8. All travel must comply with the district's Field Trip policy (Policy IFCB). This regulation applies for both the school year and the summer forensics activities. Field Trip Forms are required for all events/activities in which a student will be out of school as well as for evenings, weekends, and holidays. Field Trip Forms should be submitted for approval at least 5 school days prior to departure. The Field Trip Application and Permission Form is required for all trips. The Beyond the Regular School Day Field Trip Participation Form is also required when the event/activity will take place beyond regular school hours.
9. All overnight meets shall be under the direct supervision and responsibility of a district teacher. The teacher shall be the sponsor of the trip.
10. The resource specialist for the performing arts may provide expense money for transportation, food, and lodging (according to district policies regarding out-of-district travel) for students and designated staff members accompanying students attending the National Forensics League Tournament.

E. MUSIC

Concert band
Marching band
Pep band
Jazz band

Choral
Musical theater
Orchestra

1. Regulations pertaining to music activities of the co-curricular activity are determined by the KSHSAA.
2. It is the responsibility of the instrumental and choral music teachers to keep themselves informed of KSHSAA rules and regulations and to inform their students.
3. Transportation-- The usual means of transportation for field trips is by bus and all field trips must comply with the district's Field Trip policy (Policy IFCB). Field Trip Forms are required for all events/activities in which a student will be out of school as well as for evenings, weekends, and holidays. Field Trip Forms should be submitted for approval at least 5 school days prior to departure. The Field Trip Application and Permission Form is required for all trips. The Beyond the Regular School Day Field Trip Participation Form is also required when the event/activity will take place beyond regular school hours.
4. Outside Performances-- No one should communicate with outside agencies for purposes of securing invitations to perform without written permission of the principal. Tapes, recordings, etc., of musical organizations shall not be given to outside persons for advertising, competition, awards, etc., without the permission of the principal.
5. Regulations governing the number of participants and performances are determined by KSHSAA.
6. Music organizations should be encouraged to 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.
7. 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 schools.
8. Outside parent groups choosing to raise money for equipment or supplies do so with the understanding that said equipment and supplies become property of the district.
9. Food and drink shall not be brought into the school auditorium during debate, drama, and musical productions or practices.

F. MARCHING BANDS AND PEP BANDS

1. Marching Bands: Will perform at all varsity home football games and post-season home games. Performances limited to varsity football games only. This guideline does not preclude performances at marching festivals and/or parades.
2. Pep Bands: Will perform:
 - a. At all away varsity football games within the district.
 - b. At home boys and girls basketball games as determined by the building administration.
 Pep band performances will be scheduled by each school's band director and and/or appropriate administrator at the beginning of each school year.

XXXV. JOURNALISM

- A. The journalism program includes school newspapers and yearbooks. These school-sponsored student publications are produced under the direction of a certified staff member.
- B. Student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. Student publications may not contain material that is obscene, libelous, slanderous, or that creates a material or substantial interference with normal school activity.
- C. Soliciting the sale of advertising is considered vital to journalistic training. Illegal products and services may not be advertised in student publications. Paid political advertisements will be accepted with the name of the payee clearly indicated in the advertisement.



SHAWNEE MISSION

SCHOOL DISTRICT

APPENDIX A

SMSD HIGH SCHOOL OFF CAMPUS ACTIVITIES MEDICATION PERMISSION CONSENT

I, _____, have read and agree to follow the guidelines on the reverse of this form:

Student Signature _____ Date _____

Parent/Guardian Consent:

I give permission for my student _____, grade _____,

to take the following medications while on the school sponsored field trip.

I understand that he/she must follow the guidelines outlined on the reverse.

Name of Medication/ Amount provided	Reason	Dose	Frequency of use/ Time to be taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List any adverse reactions that may occur as a result of incorrect dosage or misuse of the medications listed above:

Parent Signature _____ Date _____

Updated 1/07

SMSD 50/50 Raffle Procedures

The following procedures apply to any “50/50” raffles held for any Shawnee Mission School District affiliated entity, which entities are limited to only Booster Clubs/PTA/PTSA.

A) ADVERTISING - There can be no advertising or promotion using banners, posters, announcements, etc. for the raffle. Each raffle shall be presented as a non- coercive event, and totally voluntary by those who choose to participate.

B) WORKERS - Only Booster Club and PTA's parents or adults may collect money or work the raffle.

**** No current student of any age or minor children can be used to collect money or work the raffle. ****

C) TICKETS - Tickets with numbers must be sold and monies must balance with tickets sold. Winnings must be handed out by the building Principal, Athletic Director, or his/her designee. Tickets are to be sold from a designated area (table) inside the stadium. No solicitations from the bleachers will be permitted.

C) PROPER REPORTING - Should any particular raffle receipt amounts exceed \$1,199.00, Kansas law requires a report be sent to the Kansas Department of Revenue. Reporting for multiple amounts in excess of \$1,199.00 can be reported in one annual report. Find the appropriate form at the following link:
<http://www.ksrevenue.org/pdf/BI-75.pdf>

E) REQUIRED INFORMATION - Each organization that sponsors a raffle shall also maintain detailed information for each raffle conducted, and which information should include:

- Date of raffle;
- Total gross receipts;
- Total number of tickets available for sale;
- Number of tickets sold;
- Number of tickets given away;
- Number of tickets not sold and returned to the licensee;
- Raffle ticket price;
- Value of all tickets sold and given away;
- Name and address of all raffle winners of any prize;
- Receipts for the purchase of prizes awarded or a statement indicating the fair market value of the prizes donated for each raffle; and
- Deposit records indicating that the proceeds from the charitable raffle have been deposited into the licensee's bank account.

Each raffle ticket to participate in a charitable raffle shall be paid for in advance by cash. Credit may not be extended for the purchase of tickets.

Check with your school's bookkeeper or the secretary to the director of student activities and athletics for the Raffle Reconciliation Sheet/ticket sales form. (See Appendix C.)

RAFFLE RECONCILIATION SHEET

For all raffles done under the authority of the Shawnee Mission School District, the sponsoring party must use and complete this reconciliation sheet for immediate availability after the event for which they hold the raffle.

SCHOOL: _____ **DATE:** _____

Raffle Sponsor: _____
(Band, PTA, etc.)

Location/event: _____
(Stadium, gym, basketball, VB, etc.)

TICKETS

Ticket Price: _____ ***Prize:** _____
(50/50, merchandise, etc.)

Ticket starting number of first ticket sold: _____

Number of last ticket remaining on roll: _____

Total number of tickets sold: _____

Total number of tickets not sold but given away: _____

RECEIPTS

Gross Receipts: _____

Value of Prize: _____
(50/50) (Merchandise)

WINNER: _____
(Name) (Address) (Phone)

*Should any winner of a raffle (other than a 50/50 raffle) win a prize, either donated or purchased, attach a receipt of statement to this sheet indicating the fair market value of the prize.

The sponsoring party of this raffle agrees, upon request, to provide records (bank statements, deposit slips, spread sheet, etc.) indicating that the proceeds from the raffle have been properly deposited in the sponsoring parties bank account.

SMSD CONCUSSION PROTOCOL: RTP / RTL***RETURN TO PLAY / RETURN TO LEARNING***

If a Shawnee Mission School District student-athlete has been either, 1) diagnosed with a concussion or 2) referred to a physician for a possible concussion, the student-athlete **MUST** follow the below protocol to ensure his/her safe return to participation. Student-athletes diagnosed with a concussion and on academic accommodations will **NOT** begin **Return to Play (RTP)** procedures until they are off ALL academic accommodations for **Return to Learning (RTL)**.

1. Written documentation from an MD/DO is required for academic accommodations and must be given to the school nurse by the student/parent/guardian. Communication of academic accommodations to teachers/staff is managed by the school nurse. Should the student's parent/guardian feel at any point that academic accommodations provided by your physician are not being followed by your student-athlete's teacher(s), please contact the school Athletic Director immediately.
2. When a student-athlete is cleared without restrictions by a MD/DO, they can begin their Return to Play progression. Kansas state law on concussion management states that beginning the Return to Play and return to full participation **MUST** be in writing and approved by an MD or DO. Any other healthcare professional **CANNOT** legally approve the Return to Play.
3. The Return to Play progression is directed by the athletic trainer with the assistance of the coaching staff of your student-athlete's sport.
4. The Return to Play progression has five steps; each step must be separated by 24 asymptomatic hours.

Step 1: Light cardiovascular exercise.*

Step 2: Running in the gym or on the field. No helmet or other equipment.*

Step 3: Non-contact training drills in full equipment. Weight-training can begin.*

Step 4: Full, normal practice or training.**

Step 5: Full participation. Student-athlete **MUST** be cleared by a MD/DO before Step 5.

** Steps 1, 2, and 3 are to be done only by a MD/DO/School Athletic Trainer.*

***Step 4 is done under the supervision of the coach or trainer after practice with documented checklist completed by coach/trainer.*

5. The earliest the student-athlete can hope to return to game participation is the 5th day after he/she has been released to start the Return to Play. Should the athletic trainer not deem successful completion of each step of the Return to Play, participation will be delayed accordingly.
6. After the student-athlete has participated in a full contact practice (Step 4), without any recurrent symptoms, the athletic trainer will send the physician report back to the student-athlete's physician for a second signature, unless directed otherwise the student-athlete's physician.
7. The student-athlete will not be able to participate in a competition without this release being received, in writing, by the school nurse or the athletic trainer.

Should the student/parent/guardian have any questions about this policy, please feel free to contact his/her building Athletic Director.

Websites with more information:

www.kansasconcussion.org

<http://www.cdc.gov/headsup/index.html>

<http://www.kumcd.com/medical-services/concussion-management/sports-concussions>



APPENDIX E

PLAYER DISCIPLINE & DISMISSAL

Communication is critical to the success of your program. Remember, communication also includes a full commitment to personally notify parents of athletes “at risk” of violating team rules that jeopardize his/her chances of continuing with the team.

The head coach must communicate with the athletic director on any issue of discipline in which the continued participation of the athlete is at risk. It is not contemplated that this communication is for every team/individual disciplinary issue, but **ONLY** for those issues where the continued participation of the athlete is at risk. The idea is to make sure there is absolutely no surprise when an athlete is to be dismissed from the squad.

No player will be dismissed from the team without verbal communication with the parent. If the issue is time sensitive, the player will be suspended pending conversation with the athletic director and parent(s).

Tailgating Procedures

To ensure a fan-friendly and safe tailgating environment, the following rules will be enforced by the Shawnee Mission School District:

1. Possession and/or use of alcohol and tobacco products, including e-cigarettes, on District property is strictly prohibited by the Shawnee Mission School District.
2. Tailgating in the parking lot may not impede the general flow of traffic or use a space intended for a parked car.
3. Solicitations and commercial activities require permission of the Shawnee Mission School District.
4. Any person damaging school property will be responsible for the cost of repairs, including damages to the parking lot or grass areas.
5. Unless otherwise designated, set-up may not begin before 5:00PM on game-day or two hours before kick-off. Areas must be cleaned, dispose of all trash and area vacated immediately after the game.
6. Driving or parking private vehicles on any and all green spaces and sidewalks is prohibited.
7. Tents or canopies are prohibited with the exception of large groups that are associated with the school, including but not limited to; Booster Clubs, School-sponsored activities and Clubs. You must first receive permission from the host school to be allowed a tent or canopy in a designated area.
8. All charcoal grills are prohibited. Propane and electric grills are permitted.
9. Inappropriate behavior may result in removal and loss of privilege at future events.
10. The Shawnee Mission School District or any high school are not responsible for accidents, damage, loss, or theft of materials or personal property.



Game Time Reschedule Procedures – Weather Related**Home Team Athletic Director Contacts:**

- ☐ Richard Kramer/Susan Klaber – Director of Student Activities Athletics / Secretary
- ☐ Obtain agreement / approval of change from visiting team’s Athletic Director
- ☐ Contact SMN / SMS Athletic Directors- District Stadiums- Conflicts with their practices or building events?
- ☐ Brenda Davis – Facilities Coordinator
- ☐ Transportation Department – DS Bus Lines
- ☐ John Dehan – SFL Officials
- ☐ Concession Supervisor
- ☐ Game Workers / Band / Cheer / Pep Club
- ☐ Notifications:
 - Social Media and Websites
 - Broadcasting Agreements

The Office of Student Activities and Athletics / Facilities Coordinator Will Contact:

- ☐ SMSD Police
- ☐ Operations and Maintenance
- ☐ Emergency Medical Support
- ☐ Cabinet

PARENT INFORMATION AND CONSENT FORM**TRACK & CROSS COUNTRY GUIDELINES/DISTANCE TRAINING OFF CAMPUS**

As in all sports and athletics, methods of training athletes for specialized events are constantly changing.

Particularly in distance running, research has proven that an athlete must run from 5 to 15 miles per day to compete and produce championship performances. To run these kinds of workouts take not only physiological endurance, but also mental concentration, therefore, the boredom of training on an oval track is overwhelming and actually reduces performance.

The Shawnee Mission School District coaches, high school building activities/athletic directors, and the district director of athletics feel that the safety of your son or daughter is of utmost importance, and therefore feel it necessary to explain our **off campus** distance running training rules.

- A. Distance runners may choose to run on sidewalks that parallel main trafficways, but **under no circumstances** are runners allowed to run **on streets** that are moderately or heavily traveled.
- B. Runners may run on rural roads or streets with very light patterns of traffic.
- C. The athlete may choose the option of completing his workout on the school premises.
- D. The head cross country coach and the head track coach have the responsibility of **explaining and enforcing all of the off campus running rules.**
- E. If an athlete makes the choice to run off campus, he or she will be instructed to obey all traffic and pedestrian signals. The coach will make every effort to supervise the runners by vehicle or by running with the athletes. Athletes will run in groups and not be allowed to run alone. **The coach must explain all of the above rules to his or her athletes.**

This information is an effort to communicate with parents and athletes and to explain the precautions the school district will be taking to safeguard athletes.

Your signature confirms the fact that you and your son/daughter have read the above options and may decide on more restrictive running areas for your son or daughter.

Date

Parent/Guardian Signature

Athlete's Printed Name

Athlete's Signature