

# **Northern Valley Activity Handbook**



**Students & Parents**

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# Activities Handbook for Students and Parents

## I. Introduction

It is the role of the Activity Department of Northern Valley 7 - 12 to make rules that govern the spirit of competition for the school. These rules need broad community support that is achieved through communication with the student and the parent. It is our hope to accomplish this objective with this Activity Handbook for Students and Parents.

### A. To the Parents

This material is presented to you because your son/daughter has indicated a desire to participate in interscholastic activities and you have expressed your willingness to permit him/her to participate. Your family interest in our activity program is gratifying. We believe participation in interscholastic activities provides a wealth of opportunities and experiences for each of our students to grow and develop. We are concerned with the educational development of our students through activities and believe a properly controlled, well-organized activities program must meet the students' needs. It is our responsibility to maintain a program that is sound in purpose and will promote each student's personal growth. When your son/daughter chose to participate in our activity program, he/she committed our staff to certain responsibilities and obligations that are:

- (1) to provide adequate equipment and facilities
- (2) to provide training in the fundamental skills of the activity
- (3) to provide trained personnel to supervise the activity
- (4) to provide contests controlled by qualified officials

As parents of students who have chosen to participate in the extracurricular activities of Northern Valley 7 - 12, you have also committed yourselves to certain responsibilities and obligations. Among those duties are:

- (1) to support your son/daughter
- (2) to support the program and the coaching staff
- (3) to support the training and behavior rules set forth in this handbook
- (4) to support the rules of Good Sportsmanship

Remember, a student who elects to participate in activities is voluntarily choosing self-discipline and self-sacrifice. These are the reasons we stress good training habits and citizenship. Failure to comply with the rules of training and conduct means exclusion from the activity. The concepts of self-discipline and self-sacrifice are tempered by our responsibility to recognize the rights of the individual within the objectives of the activity. There is no place in Northern Valley 7 - 12 activities for students who will not discipline their minds and bodies to rigorous competition on the playing field, in a fine arts performance, and in the classroom. We are striving for excellence and we must not compromise with mediocrity.

### B. To the Students

Becoming a member of a Northern Valley 7-12 team is the fulfillment of many students' dreams. The attainment of this goal carries with it traditions and responsibilities. These traditions were not built overnight; it takes the hard work of many people over a long period of time. As a member of the "**Huskies**", you have inherited a great tradition and we challenge you to uphold the tradition.

Our tradition is to play with **HONOR**. We desire to win, but only with Honor to our student body, our school, and our community. Such a tradition is worthy of the best efforts from all concerned. During the past, our teams have achieved their share of league and tournament championships and many individuals have set records and won individual honors. It will not be easy to contribute to this tradition. When you wear the green and white colors of Northern Valley 7 - 12, we want you to understand our traditions and be willing to assume the responsibilities that go with these traditions. The contributions you make should be an accomplishment that is satisfying to you and your family.

Responsibilities to yourself. The most important responsibility is to broaden yourself and develop strength and character. You owe it to yourself to develop the greatest possible good from your 7 - 12

experiences. Your academic studies and your participation in extracurricular activities will prepare you for your life as an adult.

**Responsibilities of your school.** Northern Valley 7 -12 cannot maintain its position as an outstanding school unless you do your best in whatever activity you participate. When you participate to the maximum of your ability you are contributing to the reputation of Northern Valley 7 - 12. You are providing leadership to the school and community when you participate in any activity. So make the school and community proud of you and your efforts.

**YOU ARE A ROLE MODEL!** Whether you want to be or not, you have become a role model.....be a positive one, and set a good example for others to follow.

## **II. Activity/Athletic Department**

### **A. Philosophy**

The Northern Valley 7 - 12 Activity Program provides a variety of experiences to aid in the development of favorable habits, attitudes, and skills that will prepare them for adult life. The interscholastic program shall be conducted in accordance with existing USD #212 Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any price." It discourages any and all pressures which might tend to denote good sportsmanship and good mental health. At all times the interscholastic program must be conducted in such a way as to justify the program as an educational activity.

### **B. Goal and Objective**

**Goal-**The student shall become an effective citizen.

**Objective-** The student shall learn:

- 1. To work with others-** In society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desires.
- 2. To be successful-** Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
- 3. To develop sportsmanship-** To accept any defeat like a true sportsman, knowing we have done our best, we must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
- 4. To improve-** Improvement is essential to good citizenship. As a participant, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved whether on the playing field or in the classroom.
- 5. To enjoy participating in the activity-**It is necessary for the student to enjoy participating to acknowledge all of the personal rewards to be derived from the activity, and to give sufficiently of themselves in order to preserve and improve themselves and the program.
- 6. To develop desirable personal health habits-**To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

## **III. Governances**

### **A. Board of Education**

The Board of Education is the ruling authority for the Northern Valley Public Schools. The Board of Education is responsible for the following:

- (1) Interpreting the needs of the community
- (2) Developing policies in accordance with State statutes and mandates and in compliance with the educational needs and wishes of the people of USD #212
- (3) Approving means by which the professional staff may make these policies effective
- (4) Evaluating the interscholastic activity program in terms of its educational value to the

community

### **B. Cheyenne Conference/ GNEC**

Northern Valley 7 - 12 is a voluntary member of the Cheyenne Conference League. The league was established for the primary purpose of promoting selected interscholastic activities among the member schools and assure such advantages as may be gained by a union of effort. The league encourages member schools to improve their co-curricular programs. League membership facilitates the arranging of schedules, equalizing competition, conducting league meets, and determining league championships. The league provides Northern Valley 7 - 12 the opportunity for competition without excessive travel, and with schools of similar size and athletic philosophy. Membership implies abiding by league schedules, rules, and regulations. The Cheyenne Conference League member schools are: Northern Valley, Thunder Ridge, Palco, Western Plains, and Logan.

### **C. Kansas State High School Activities Association (KSHSAA)**

All schools are voluntary members of KSHSAA. As a member school, Northern Valley 7 - 12 agrees to abide by and enforce all the rules and regulations established by the Association. The primary role of KSHSAA is to maintain rules and regulations that ensure equity in competition for the student participants and a balance with other educational programs. KSHSAA solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches' associations. KSHSAA attempts to enforce such rules that assure the greatest good for its members and competition is conducted in appropriate manner.

***To be eligible for interscholastic activities, the student must meet the following criteria:***

- (1) Enrollment-** a student must be enrolled in five or more subjects.
- (2) Age-** any student who is nineteen prior to September 1st is ineligible, but can appeal.
- (3) Physical Exams-** students must have on file a signed statement by a practicing physician certifying the student is physically fit to participate in athletics and activities, dance and cheerleading squads. The statement must also be signed by the parent (guardian) stating they have the permission to participate. **This involves only KSHSAA sponsored activities.**
- (4) Number of Seasons-** a student shall not have more than four seasons of possible eligibility in grades nine through twelve
- (5) Scholarship-** a student shall have passed at least Five (5) new subjects (those not previously passed) of unit weight the previous semester or the last semester of attendance.
- (6) Residence-** a student who attends one class after enrolling is considered in attendance. Should the student transfer, then application for participation must be made to KSHSAA. Upon entering 7 - 12 for the first time, the student is eligible. If a student's parent(s) or legal guardian(s) make a bona fide move to a new residence in the vicinity of the new school to which the student transfers, the student is immediately eligible.
- (7) Awards-** may be provided but are limited to traditional letters, medals, ribbons, or certificates to the student for outstanding achievement. No student shall accept an award from outside agencies as it relates to interscholastic activities. No cash or merchandise may be given, nor can a student participate on a team in which the award is cash or merchandise. The outside agency can give medals, ribbons, or certificates similar to those awarded by KSHSAA. **This involves only KSHSAA sponsored activities.**
- (8) Outside Competition-** a student who is a member of a school athletic, scholars' bowl, or debate squad effective Tuesday following Labor Day through Friday preceding Memorial Day may not participate as a member of an outside team or as an independent competitor in the same sport, scholars' bowl or debate activity. No more than three (3) members can participate on the same team during the off-season. **This involves only KSHSAA sponsored activities.**
- (9) Seasons of Activities-** During the school year a coach/sponsor/coach's aide may only be involved with his/her participants in an activity **during the season.** During the school year, prior to or after season, a coach/sponsor/coach's aide **may not:**
  - A.** Organize or conduct practices or competitions for his/her participants. However, a coach/sponsor may be involved in one organizational meeting for a non-school league to assure no more than three of his/her athletes in basketball, six in 11-Man football, five in 8-Man football, four in volleyball, six in soccer, five in baseball, or five in softball are on the same outside team

**B.** Practice or compete with or against his/her athletes

**C.** Attend clinics or camps with his/her athletes

Following the season of sport, seniors may receive instruction from their school coach, in the same sport. **This involves only KSHSAA sponsored activities.**

#### **IV. Requirements**

##### **A. Physical**

A yearly exam is required (and is to be filed in the Activity Director's office) to participate in an athletic or an activity event (ex. athletics, forensics, etc...).

##### **B. Consent to Participate**

Each student's parent(s) signs the physical examination sheet providing the student permission to compete.

##### **C. Knowledge of Activities Policies**

Upon entering the 7 - 12 or at the time the student tries out for an activity, he/she will be presented with this HANDBOOK containing all the necessary forms and information for participating in the activity. Each parent or guardian shall read all of the enclosed material and certify that they understand the eligibility rules and policies of the school district. This signed document will be filed in the Activity Director's office.

##### **D. Insurance**

The school district through KSHSAA does carry catastrophic insurance to cover school time activities with a \$10,000 (ten thousand dollar) deductible, but the coverage is limited to catastrophic accidents. The parents do have an option to purchase insurance or need to possess a family insurance plan. The student and parents must sign an Insurance Verification form before the student begins active participation in the activity or sport. The school will pay insurance for sports participation; **however, all expenses incurred must first be submitted to the parent/guardian's insurance company for payment. Expenses not covered by the parent/guardian's insurance can then be referred to the insurance carrier of the school district (United Healthcare). Expenses not covered by either will become the final responsibility of the parent/guardian. Accidents must be reported in a timely manner. The school insurance will not cover expenses for injuries, which occur as a result of horseplay or fighting.**

##### **E. Medical Release Form**

The student will provide the school with a medical release form, signed by the parents with the insurance company, policy number, family doctor, and a contact telephone number. The medical release will allow the school administration and/or coaches/sponsors to gain medical treatment if the parents are not available. This form is a requirement to participate in an interscholastic activity. The form will be filed in the Activity Director's office and a copy will be carried by the coach and/or sponsor to each interscholastic contest.

##### **F. Student in Good standing**

**(1)** In order to participate, the student must be a bona fide undergraduate of Northern Valley Schools and one who is eligible or has the possibility of eligibility.

**(2)** A student who is under penalty of suspension or whose character brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

**(3)** A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc..., at school events **is not** in good standing.

**(4)** A student who uses anabolic steroids would be ineligible for interscholastic competition until such time as medical evidence can be presented that his/her system is free of that drug.

**(5)** A student shall not be permitted to make up work after the close of the semester for the purpose of becoming eligible. An "incomplete" shall count as a failure. However, should a student have an excused absence for day(s) missed, completing such work per school policy would not be considered as "make up" per semester. Summer School is not to be used for making up credit deficiencies for the purpose of becoming eligible.

(6) If the student competes under an assumed name, he or she shall be ineligible in all sports.

**Determination of consequences following the ineligibility and term of ineligibility will be determined by the 7 - 12 administration.**

**Note:**

**Students will not be charged for admission to attend activities at Northern Valley 7 - 12.**

**G. Scholastic Eligibility**

Each student must have satisfied eligibility requirements (set by KSHSAA and USD 212) prior to participation in the activity:

- (1) Meet KSHSAA Standards
  - bona fide student in good standing (discretion of the principal)
  - must have passed at least five new subjects the last semester (Summer school will not count)
- (2) Meet USD 212 Standards.
  - meet KSHSAA standards
  - maintain eligibility by failing no more than one subject and/or an incomplete in more than one subject
  - remain in good standing (academics, attendance, suspension, disciplinary referrals)

**H. Risk of Participation**

All students and parents must realize the risk of serious injury which may be the result of athletic play.

Northern Valley 7 - 12 will use the following safe guards to make every effort to eliminate injury:

- (1) Prior to the start of the school year, parents and participants should be fully informed of the athletic policies in order to advise, caution, and warn parents/students of the potential for possible injury.
- (2) Coaching staff is knowledgeable in the most up-to-date techniques and skills to be taught in their assigned sport.
- (3) Instruct the students about the dangers of participation in the particular sport and their responsibility to follow safety procedures.

**I. Care of Equipment**

The student is responsible for the proper care and security of equipment issued. The equipment is to be worn only for contests and/or practice. All equipment not returned in good condition at the end of the season will be subject to financial penalty.

**V. ACTIVITY CODES OF CONDUCT**

# Northern Valley School District

## Activity Code of Conduct

The Northern Valley School Activity Department believes that athletics/activities is an integral part of the school's educational program since it provides experiences that will help young people to grow physically, mentally, and emotionally. Emphasis is placed on educating students through athletics/activities as well as teaching athletic/activity skills.

Participation in activities is not only beneficial in terms of better health, physical fitness, and improved motor skills, but also is important in other intangible areas as well. The desire to succeed and to excel should be instilled in students as well as helping to develop better self-discipline and emotional maturity. Respect for authority, respect for the rights of others and developing high ideals of fairness in people-to-people relationships are desirable learning outcomes to be achieved through activity conduct.

Winning, involving the spirit of competition, is an immediate objective of all activity contests, but is not an end in itself. The desire to win can and should be used to stimulate the achievement of ultimate objectives (**Sportsmanship and Fair Play**).

Here at NVHS, our main objective is to instill in our student participants the concept that success is brought about by hard work, commitment, sacrifice, preparedness, and doing the best that one can in any situation. We sincerely hope that these traits are carried over to not only classroom work, but also in later endeavors.

### **Interscholastic Activity Code of Conduct and Contract**

The athletic/activity program is an integral and important part of the school's total educational program. Participation in the Interscholastic Activity Program is a privilege extended to NVHS students. This is why we, as a school district, are looking for participants who are willing to make a commitment to the activity program.

We encourage role modeling by our participants in order to set positive examples for the younger students to follow. This is best accomplished by the strict adherence to the activity code of conduct, whether it is the avoidance of drugs and alcohol or displaying proper conduct and respect at all times.

In preparation for signing the activity contract, it is necessary to adhere to the responsibility of abstaining from drugs, tobacco and alcohol. Signing the activity contract requires you to make that commitment to yourself, your team, and your school.

Northern Valley Schools and its activity department wish all participants the best of luck during their athletic/activity career. We hope that it is an enjoyable and rewarding experience for you. We are proud to have you represent us in our Interscholastic Activity Program.

### **Interscholastic Activity Rules**

This section describes the rules that participants must follow and parents should understand. Please keep this document for reference, and if there is a question about any rule, contact the Athletic Director for clarification.

### **Activities**

The extra-curricular activities governed by this code of conduct are for students who represent NVHS in competitions or performances in grades 7-12. Some of these activities could be considered co-curricular as well as extra-curricular but all activities are defined as extra-curricular for the purpose of this code of conduct. *Examples of activities covered by this code of conduct include, but are not limited to the following:*

**KSHSAA Sanctioned Activities: Cross Country, Football, Volleyball, Basketball, Golf, Track and Field, Dance and Drill, Cheerleading, Forensics, Vocal, Band, Student Council, KAY, Scholars Bowl**

### **Enforcement of the Code of Conduct**

The rules contained within the code of conduct apply to students in grades 7-12. The rules contained in this code of conduct are in effect for the entire time a student is participating in an activity within the current school year. *During the time a student is participating in an extra-curricular activity, the code of conduct is in effect 24 hours a day, 7 days a week. The rules within the code of conduct are enforceable at all school and non-school activities and events.* The first meeting or practice in the current school year defines the beginning of the enforcement period for each activity. The last meeting, practice, formal activity, or competition defines the end of the enforcement period for each activity. A competition is generally defined as any formally scheduled game, match or meet between other teams or schools. Events include all formal performances or exhibitions by an extra-curricular or co-curricular group that occur outside the regular school day.

*In the case of yearlong activities* the enforcement period is divided into two semester activity periods. Disciplinary consequences will carry over to the next semester when the consequence(s) cannot be served within the current semester (disciplinary consequences may include suspension of the student from a competition or event).

## **Guidelines for Administration of the Code of Conduct**

### **Due Process**

A student will be given the opportunity to respond to allegations when he/she has violated a rule contained in the code of conduct. When a school administrator has reasonable belief a student may have violated a condition of the Code of Conduct the administrator or designee is responsible for investigating the allegations.

### **Documentation**

School administrators are required to provide written notification to the student and parents/guardian when it has been determined that the student has violated a rule within this code of conduct. The notification will identify the rule that has been violated and the consequence given as a result of the violation. Copies of the notification will be provided to the director or coach of the student

## **PROCEDURES**

1. When an incident is brought to the attention of an administrator, facts will be gathered and a determination of whether a violation has occurred will be made, and assessment of penalty, if appropriate, will be given.
2. The student and parents will be notified of the decision in person or, if possible, by telephone with written confirmation to follow. The written confirmation will notify the student and his/her parents of the appeal procedure and will include a written statement of the violation.
3. The student or his/her parents may appeal the decision to a Review Board by submitting a written request to the Principal within five calendar days of the initial telephone or written notification. The Review Board will consist of an administrator (other than the person who initiated disciplinary action), the appropriate coach (es)/advisor(s) and a guidance counselor. The administrator presenting the evidence and the student will attend. The student's parents will be invited to attend. The student and his/her parents will be notified of the date, time, and place for the Review Board meeting in person or by telephone, if possible, with confirmation in writing.

An appeal to the Review Board, made within the five-day limit, will temporarily stay the penalty until after the Review Board decision. School personnel, the student, and parents will cooperate so that the Review Board meeting can be held as quickly as possible and the matter can be resolved. If the Review Board affirms that a violation has occurred, the penalty will be implemented by the building administrator on the day the Review Board decision is announced.

A final appeal may be made to the Board of Education. The appeal must be submitted to the Superintendent in writing within five calendar days of verbal notification of the student's violation. There will be no stay of the penalty pending this appeal. The Board of Education may only remove the violation from the student's record and discontinue a penalty.

NOTE: The Board of Education will only review the procedures of the case including the Review Board appeal. It may or may not decide to hear an appeal before the Board based on its review of the case.

### **Chemical Free Rules:**

There will be no use or possession of any tobacco products.

There will be no use or possession of alcoholic beverages.

There will be no use or possession of drugs (except by physician's prescription).

There will be no attendance at any bar, party, or in any vehicle where tobacco, alcohol or drugs are being illegally used.

Participants, who go to a party and notice tobacco, alcohol or drugs being illegally used, are required to leave immediately.

**ANY VIOLATION OF THE CHEMICAL FREE RULES WILL AUTOMATICALLY RESULT IN THE LOSS OF YOUR RIGHTS TO CAPTAINCY AND ALL POST SEASON AWARDS. IF YOU MEET THE REQUIREMENTS FOR YOUR LETTER, YOU WILL RECEIVE IT.**

### **Penalties for Violating the Chemical Free Rules**

Penalties for violations outlined of the code of conduct for student activity participants are listed below. Generally it will be the practice and playing season for sports and a set number of weeks based on a part-time or year-long schedule for co-curricular activities.

#### **First Violation**

For activities which have a schedule of public playing dates or activities, a first violation of the Chemical Involvement Code will result in removal from participation for 10% of contests. A student is allowed to practice with the team or organization but not play. For those activities which do not normally have a schedule of public playing dates or activities, a first violation of the Chemical Involvement Code will result in removal from participation for the equivalent of two weeks or three events, whichever is less. The schedules of activities will be determined by the coach of the sport or the advisor of the activity, and the principal's designee.

After a first violation and before the student is permitted to resume participation in activities, a conference will be held with the student and school representative(s). The purpose of this conference will include a review of school policy and expectations.

The student and parent(s) will be advised of the penalty for a second violation.

#### **Second Violation**

A second violation of the Chemical Involvement Code will result in removal from participation in all activities for the remainder of the season or two school calendar months. The student will be allowed to practice during the removal period. Conferencing, as described above, is required before a student may resume participation.

#### **Third Violation**

A third or subsequent violation of the Chemical Involvement Code will result in removal from participation in all activities for the duration of up to one (1) school calendar year. The student will be allowed to practice during the removal period.

If a student requests to follow the recommendation of a school-appointed assessment team (School Board Member, Administrator, Counselor, Coaches, an outside appointed resource person), his/her removal from participation will be limited to a minimum of four school calendar months. Failure to follow through with the recommendation will result in removal from participation in all activities for the duration of one school calendar year.

#### **Subsequent Violations**

Failure to follow through with the Chemical Involvement Code after three violations will result in removal from participation for the duration of the student's high school career.

### **VIOLATIONS**

**Violations of the Chemical Involvement Code will be cumulative throughout the student's high school career.** Upon entering high school, violations will not be transferred to the high school. (A high school student will start at the high school level with zero violations.) Violations will be cumulative through the student's high school career (starting in ninth grade). After a period of eighteen consecutive months, a student may petition the administration to clear his/her record of a violation if no subsequent violations on this policy have occurred during that period.

#### **4. Participation:**

You are aware that you are bound by all provisions in the NVHS Student/Parent Handbook and NVHS Code of Conduct.

You must fulfill the eligibility requirements set by the school district and KSHSAA if applicable.

You will be present at all team meetings, practices, scrimmages, and games unless you are ill or have been excused, in advance, by your coach/sponsor.

In order to practice or play in a game on any school day, you must be in school by the last three hours of the school day (12:30 PM) and have a valid excuse; example (doctor's appointment).

Participants who are absent the day before a game scheduled for a non-school day shall not be eligible to participate in that activity unless the absence was due to illness or other extenuating circumstances. In such cases, approval to play must come from the Athletic Director or Superintendent. It is the responsibility of the student sponsor, or coach to secure the approval (a note or a call from the parent(s)/guardian(s)).

You will strive to do the best you can as a student in school and as a participant in the athletic/activity program. You will be aware of and obey any special individual team rules set by the coach/sponsor.

#### **5. Authorized Transportation:**

Team members will obey all rules set forth by the school, Athletic Director, coaches, sponsors, and bus drivers, involving away trips.

Team members (including managers, statisticians, and helpers) **are encouraged to** ride the bus provided for them, to and from activities.

Parent(s)/Guardian(s) may transport their own children from an athletic/activity event.

Parent(s)/Guardian(s) are required to sign the bus transportation sheet before leaving the event. A student may be allowed to ride from an event with another team member's parent/guardian once the first student's parent/guardian and second student's parent/guardian have both signed a Transportation Waiver Form granting such permission. (Once parental permission is obtained the Athletic Director and/or Superintendent must approve the Transportation Waiver Form prior to the event).

Any team member, who does not return on the bus with the team without a reasonable excuse, parent/guardian signature, transportation waiver, or Administration approval may be suspended or removed from the team for the remainder of the season. This rule does not apply to the team members who have valid permission.

#### **6. Responsibility for Equipment/Uniforms:**

Equipment/Uniforms issued to each participant must be properly cared for and not abused. It is the responsibility of the participant to keep track of and store the gear in a secure location. All gear issued must be turned in after the last scheduled activity or within the first school week following the last scheduled contest.

All lost equipment/uniforms and equipment/uniforms returned in an unsatisfactory condition must be paid for by the participant. The participant **will not be permitted** to participate in further sports activities **until the above obligations are met.**

The participant also forfeits all awards in that sport for the season **until the above obligations are fulfilled.**

#### **7. Appearance:**

Participants who represent Northern Valley Schools should be neat and dress in good taste.

#### **8. Language/Gestures:**

Profanity and inappropriate gestures are not permitted at any time. The coach/sponsor will take whatever action is deemed appropriate.

### **9. Sportsmanship:**

All participants and team members will conduct themselves in a mature and sportsmanlike manner at all times, **on and off** the field, as representatives of the team, athletic/activity program, and school.

### **10. Season Defined:**

Parent(s)/Guardian(s) and the student will sign **one contract** that will cover the entire athletic/activity year. This will begin with the **first day** of practice for the Fall Season and end with the last day of school in May. **(A participant's contract will begin with the first activity he/she participates in.)**

### **11. Acknowledgement of Risk:**

You and your parents/guardians recognize that participation in interscholastic activities involves a risk of injury. In the event of an accident or injury, coaches/sponsors and other school personnel are hereby authorized to provide first aid and arrange for such other emergency treatment that they consider necessary.

### **12. Rules for Teams and Clubs:**

Coaches/sponsors may establish rules and regulations with the approval of the Athletic Director and/or the Principal. These rules pertaining to a particular activity will be given in writing by the coach/sponsor to all participants and explained fully at the start of the season. Penalties for violation of team rules will also be in writing and shall be administered by the coach/sponsor. **Copies of all additional team rules are on file in the Activities Director's office.**

## **VI. BASIC ACTIVITY POLICIES**

### **1. Dual Participation**

**A.** The following points are recommended as policy for students who wish to participate in more than one activity in the same season:

Parents must make a written request to the 7 - 12 principal. The student must make a primary commitment to one sport; that is, in case of schedule conflicts, the student will participate without exception in the sport where the primary commitment is placed. Coaches of both sports in which the student shows interest must agree, in writing, to the dual participation of the student.

**B.** A student may participate in as many activities as long as there is no conflict between the sport or activity according to the coach or sponsor.

**C.** Quitting a sport/activity should be discouraged but if it is necessary the following procedure is to be used:

- (1) consult with the head coach or sponsor of the activity
- (2) report your situation to the Activities Director
- (3) check in all equipment issued to you

**D.** Transferring from one sport to another during the season is discouraged but if the coaches/sponsors agree to the transfer it will be approved.

**E.** Equipment checked out by the student is the responsibility of the student. Lost and/or damaged equipment will be assessed at the replacement value.

**F.** Attendance at practice is a must. If the student is going to be late or miss practice he/she must contact the coach/sponsor of the activity. The coach/sponsor will assess the penalty for late arrival or missed practices.

**G.** Squad members are expected to ride to activities in the bus, or whatever means of transportation is provided. A squad member must secure the approval of the coach before going or returning by another method of transportation and **THEN ONLY WITH PARENTS.**

## 2. Vacations

Vacations by students during the season are discouraged. In the event of an absence due to a family vacation during the time school is in session, the student must contact the coach/sponsor. The following will occur:

- (1) Be willing to assume the consequences related to their status on the squad.
  - (2) School vacations (Labor Day, Thanksgiving, Christmas or Easter) do not apply. No one will be penalized for going on a family vacation during these scheduled breaks.
- NOTE:** If the student is not on vacation (out of town) and is at home, he/she will be expected to be at practice. Missing practices because of school activities is not penalized.

## 3. Injuries

Report all injuries to the coach or sponsor. If the injury requires medical attention by a doctor or hospital, it will be necessary to have an injury report form completed. Once a student is treated by a physician, **the student must obtain the physician's permission to return to the activity.**

## 4. Locker Room

Rules in the Locker Room are:

- (1) no rough housing, throwing towels, or other objects
- (2) no hazing of other students
- (3) no glass containers are permitted
- (4) all spiked/cleated shoes must be put on and removed outside
- (5) or any other inappropriate behavior

## 5. Parental Expectations

As parents of Northern Valley 7 - 12 students, we promote and expect exemplary sportsmanship from students, athletes, parents, coaches, staff, and all spectators.

### CONSEQUENCES

Violation of sportsmanship rules may include the following consequences: verbal warning, ejection, one or more game suspension, or a season long suspension.

## VII. Lettering Policy

### A. Varsity Requirements

A varsity award shall be presented to the member of the team, who satisfies the requirements (minimum), complete all team/squad obligations, completes the season of activity as a member in good-standing and receives the recommendation of the coach or sponsor. The coach/sponsor will have rules and regulations that are in addition to these minimum requirements. (In unusual circumstances, the coach/sponsor may recommend a waiver of these requirements.)

1. **Football-** participate in fifty percent of the varsity quarters or play a specialist position (punter, kicker, etc...) in fifty percent of the varsity games.
2. **Volleyball-** participate in fifty percent of the varsity matches.
3. **Cross Country-** at the end of the season the top seven times run in varsity meets, medals at any Varsity meet (top 15 runners), qualifies for the state meet as an individual or team member.
4. **Basketball-** participate in fifty percent of the quarters of the regular season varsity games.
5. **Track-** (Girls/Boys)-(1) earn one point at any track meet.
6. **Golf-** (Coed)- participate on the varsity team on fifty percent of the matches or medal in a varsity meet or qualify for a state meet.

7. **Cheerleaders**- must be a member throughout the fall and winter season, must meet all practice and performance requirements (no more than two practices may be missed), must not be benched more than once, and return all school property in good condition, and meet ninety percent of the contest and practice requirements.
8. **Scholar's Bowl**- participate in fifty percent of the varsity meets.
9. **Forensics**-must accumulate a minimum of 10 points based upon the following criteria:
  - (a) 1 point per event for each tournament
  - (b) 2 points per event at the regional/ state contest
  - (c) 1 point for medaling.
10. **Band/Vocal**-must be a member for one full year, participate in all scheduled events, receive a 'B' average or better for the year, participate in either the league or regional solo and ensemble festival, district band auditions or an approved comparable event, prepare for all performances, follow the rules established for proper conduct, be a credit to the school, the band, and themselves.
11. **Dance Team**-must meet practice and performance requirements and follow the rules established for proper conduct.
12. **Student Council**-As per Student Council Constitution
13. **KAY**-As per KAY Constitution
14. **Academics**-Students may letter academically by making a 3.3 GPA or above for the last semester of previous year and the first semester periods of each school year and having no grade below a B (no C, D, or F grades). Classes which will not be included in the GPA for Academic lettering is Band, Vocal, PE (Except for Freshmen PE/Health), and Teacher Aide. Freshmen letters will be used on the first semester of the school year
15. **Manager**-Based upon recommendation of coach/sponsor and Athletic/Activity Director

### **B. Lettering (All Activities)**

1. An individual who moves to the varsity level of competition will letter provided the student has met the requirements.
2. A coach/sponsor will have the opportunity to letter a Senior who has not met the seasonal requirements for lettering, if the Senior has been a participant in good standing for all four years.
3. The student who is a varsity member who is participating regularly and was injured may be awarded a letter if in the coaches/ sponsors judgment the student would have met the lettering requirements.
4. The student must complete the season, therefore, should a student leave the team or is dismissed from the team, the student will not letter in the activity.
5. The student completes the season in good standing with the school and the coach/sponsor recommends a waiver of the requirements.

### **C. Awards (All Activities)**

1. Certificate of award and letters: Chenille letter and a certificate will be given. (NOTE: Should the student receive a chenille letter in another activity, he/she will not receive a second chenille).
2. Second, Third and Fourth year awards, Certificate.
3. Senior Award: All seniors shall receive an embroidered letter of all activities participated in the past four years.



# FORMS

- Code of Conduct Agreement
- Insurance Awareness
- Medical/Emergency Information
- Consent and Warning
- Transportation Waiver

# PARENTAL PERMISSION TO PARTICIPATE AND STUDENT ACTIVITY CONTRACT SIGNATURE FORM

**To Parents and Guardians:** The following is an agreement to the Activity Code of Conduct, an Awareness of Risk and Insurance Procedures, and Permission to Participate agreement.

## Agreement to Contract

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, by signing this contract, recognize it is an honor and a privilege to represent the Northern Valley School District and its Interscholastic Activity Program. By accepting this honor, my son/daughter and I will accept the responsibilities that go with it. These responsibilities include abiding by the rules set forth by the District's Student/Parent Handbook, this Code of Conduct agreement, individual coaching/sponsoring policies, the Cheyenne Conference, and the Kansas State 7 - 12 Activities Association (KSHSAA).

## Insurance Awareness

I also recognize that an interscholastic activity involves risk of injury to the participant, which on occasion could be serious. The school does have accident insurance; however, all expenses incurred must first be submitted to the parent/guardian's insurance company for payment. Expenses not covered by the parent/guardian's insurance can then be referred to the insurance carrier of the school district (Student Assurance Services, Inc.). **Expenses not covered by either will become the final responsibility of the parent/guardian. Accidents or injury must be reported in a timely manner. The school insurance will not cover expenses for injuries, which occur as a result of horseplay or fighting. In case of accident or injury, coaches/sponsors and other certified school personnel are hereby authorized to provide first aid and arrange for such other emergency treatment they consider necessary.**

## Permission to Participate

I have read a copy of the Activity Code of Conduct and understand it. I have discussed the program and the importance of following rules with my son/daughter and we agree to abide by them. I grant permission for my son/daughter and we agree to abide by them. I grant permission for my son/daughter to participate in the Interscholastic Activity Program of the Northern Valley School District.

\_\_\_\_\_  
Activity Year

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Dated

## Student Agreement

Since I wish to compete to the best of my activity ability, I recognize and accept my responsibilities as a Northern Valley Participant.

I have read the Activity Code of Conduct and understand the requirements and its content. I, hereby, agree to follow the Code. I also understand the importance of following the rules.

\_\_\_\_\_  
Activity Year

\_\_\_\_\_  
Signature of Student Athlete

\_\_\_\_\_  
Dated

**Activity Team Member Identification Card**  
(To be completed by student/parent and returned on first day)

ACTIVITIES: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

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Last Name: \_\_\_\_\_ First: \_\_\_\_\_

Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ County & State of Birth: \_\_\_\_\_

Name of Parents/Guardians: \_\_\_\_\_

Home address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

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Date received by A.D.: \_\_\_\_\_ Initials: \_\_\_\_\_

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**Emergency Information & Medical Treatment Consent**

In emergency,  
contact \_\_\_\_\_ Phone \_\_\_\_\_, or

\_\_\_\_\_ Phone \_\_\_\_\_,

I, \_\_\_\_\_, the parent or guardian of \_\_\_\_\_

recognize that as a result of activity participation, medical treatment on an emergency basis may be necessary and further recognize that school personnel may be unable to contact me for my consent for emergency medical care. I do hereby consent in advance to such emergency care, including hospital care, as may be deemed necessary under the then existing circumstance.

Please make the following notations on my son/daughter's records:

Allergies to medications \_\_\_\_\_

Medications for long-term illness (indicate illness and medications) \_\_\_\_\_

\_\_\_\_\_

Relevant medical information (i.e., contact lens wearer, epilepsy, etc..) \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Grade of Student \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

\*\*\*\*\*

## CONSENT AND WARNING TO ATHLETE AND PARENT/GUARDIAN

Many forms of athletic competition result in strenuous physical exertion, physical contact among players, and the use of equipment which may result in accidents and numerous other exposures to risk of injury. Athletes will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice/competition. Athletes **must** refrain from improper uses and techniques. **PLAYERS MUST OBEY ALL SAFETY RULES, REPORT ALL PHYSICAL PROBLEMS TO THEIR COACHES/SPONSORS, FOLLOW A PROPER CONDITIONING PROGRAM, AND INSPECT THEIR OWN EQUIPMENT DAILY.**

Athletes and parents must assess the risks involved in athletic participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will totally eliminate all risk of injury. The obligation of parents and athletes in making this choice to participate cannot be overstated. There have been accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment as a result of athletic competition.

**WARNING:** Although participation in supervised interscholastic athletics and activities may be one of the least hazardous in which any student will engage in or out of school, **BY ITS NATURE, PARTICIPATION IN ATHLETICS INCLUDES A RISK OF INJURY. THESE INJURIES RANGE IN SEVERITY FROM MINOR TO LONG-TERM CATASTROPHIC.** Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk.

I, the undersigned, for and in consideration of the privilege of my undersigned dependent being able to participate in sports and organized activities at and for Northern Valley Schools for the school year of 20\_\_\_\_-20\_\_\_\_, hereby covenant and agree to release and forever discharge Northern Valley Schools, its agents, servants, employees and volunteer coaches and assistant coaches, Northern Valley School Board and its members, from any and all claims, demands, losses, damages, costs, expenses, and attorney's fees for injury to or death to the undersigned dependent resulting from, growing out of, caused by, or arising in any manner out of playing or participating in sports and organized athletic activities at and for Northern Valley Schools.

This Warning, Agreement to Obey Instructions and Release is applicable to all sports and activities at Northern Valley Schools.

I, the UNDERSIGNED, having read and understood the Warning, the Agreement to Obey Instruction, and the Release, do agree and consent to the participation of undersigned dependent in sports and organized activities at and for Northern Valley Schools. I execute it voluntarily and with full knowledge of its significance.

Dated and signed at \_\_\_\_\_, Kansas this \_\_\_\_\_ day of \_\_\_\_\_.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Northern Valley 7 - 12 Transportation Waiver

Date: \_\_\_\_\_

This to certify that \_\_\_\_\_ has my permission to ride from the  
(Student Name)

\_\_\_\_\_ activity contest on \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_  
(Activity) (Date) (Location)

I certify that I have made arranged transportation with \_\_\_\_\_  
for this student.

**(Non-student** Adult transportation)

I understand that the Northern Valley 7 - 12 Activity Rules require students to ride the bus or transportation to and from all activity events and departure from this requirement will release the Northern Valley School District from all liability for any adverse results that may occur.

I agree to release the Northern Valley School District and its employees and administrators from all liability with reference to the above-stated transportation.

This form must be on file with the Activity Director prior to the dismissal of school on the day of the contest. **(Parent/Guardian must sign this form; phone call requests will not be accepted)**

Parents will be called to verify permission.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Parent Phone Number

\_\_\_\_\_  
**Signature of Athletic/Activity Administrator**

Approved -- Not Approved

Parent called \_\_\_\_\_  
Initials

Parent not called \_\_\_\_\_  
Initials

Reason: \_\_\_\_\_  
\_\_\_\_\_