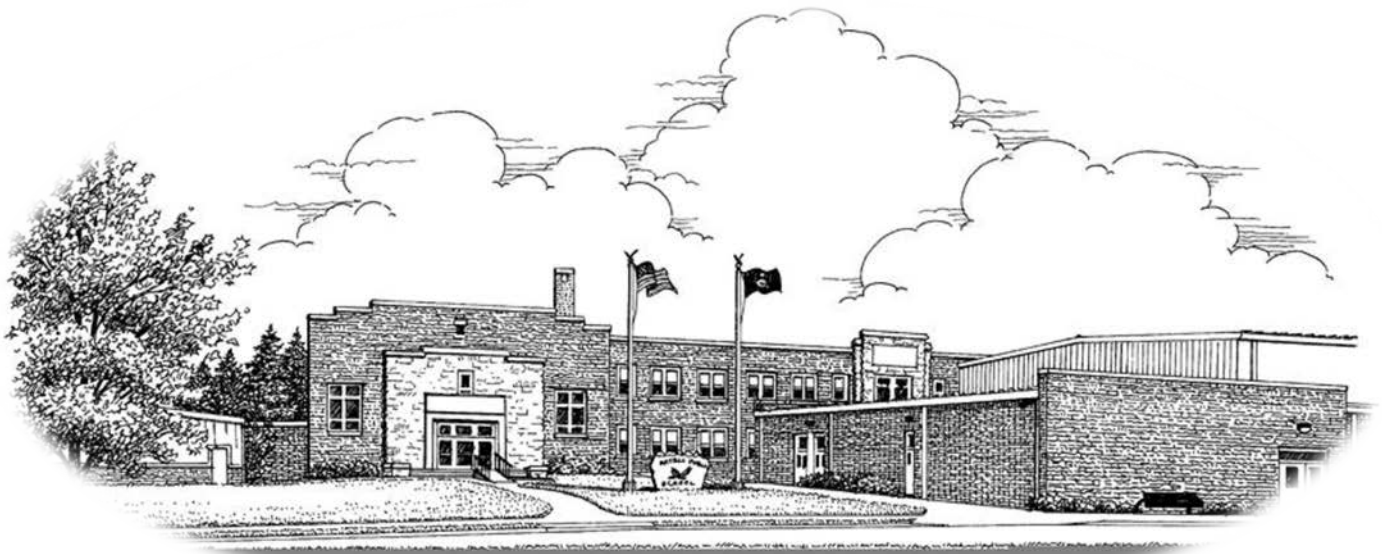


Axtell Public School



Activities Handbook

INTRODUCTION

The purpose of this handbook is to identify the responsibilities of coaches, sponsors, and directors and to specifically describe and clarify the policies, procedures, and guidelines of the Activities Department at Axtell Public School. It is expected that all coaches, sponsors, and directors will follow these policies, procedures, and guidelines.

Included in this handbook is a standardization of forms and procedures that will ensure an efficient operation of the activities program. Each coach/sponsor should read the contents of this handbook carefully. The handbook will answer questions regarding activity policies established by the Activities Department, Administration, and Board of Education.

AXTELL PUBLIC SCHOOL PHILOSOPHY OF ACTIVITIES

The Axtell Public School Activities Program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

Activities should function as an integral part of the total curriculum. The Activities Program offers opportunities for students to develop fellowship, sportsmanship, and goodwill; to promote self-actualization and growth; and to learn good citizenship.

Activities play an important part in the life of Axtell Public School. Young people learn a great deal from their participation in interscholastic activities. Lessons in sportsmanship, teamwork, and discipline are an integral part of each sport/activity program. Athletic/activity competition builds school spirit and helps all students, spectators, and participants develop pride in their school.

Leadership should be of the highest quality to exemplify to the participants the desired type of behavior to be developed from the Activities Program. Measurement of leadership success should be in terms of overall development.

The Activities Program shall be conducted in accordance with the general policies of the school district. At no time should the program place the total education curriculum secondary in emphasis; the program should constantly strive for the development of well-rounded individuals, capable of taking their place in modern society.

PHILOSOPHY OF LEVELS OF ATHLETIC COMPETITION

Jr. High School level

- I. The primary area of emphasis at the Jr. High School level is the **introduction of basic skills and fundamentals**. Teamwork, discipline, and sportsmanship are stressed as an integral part of all school sponsored activities. All athletes participating at this level will be given a chance to play and, therefore, improve upon their skills. However, playing time will not always be equal.

Junior Varsity level

- II. The primary area of emphasis at the Junior Varsity level is the **refinement of advanced skills and fundamentals**. Athletes will be expected to demonstrate teamwork, discipline, and sportsmanship that have been stressed throughout the program. Athletes that demonstrate teamwork, discipline, sportsmanship, natural ability and show varsity level skill development, as determined by the coaching staff, will be given more playing time and, therefore, some athletes will have limited opportunity to play in competition.

Varsity level

- III. The primary area of emphasis at the varsity level is to develop the best competitive team possible and, therefore, the **most skilled and competitive athlete**. Athletes will continue to be expected to demonstrate exemplary teamwork, discipline, and sportsmanship that have been stressed throughout the program. Athletes that demonstrate competitive varsity level skills, teamwork, discipline, sportsmanship and natural ability and use these skills appropriately both on and off the court/playing field as determined by the coaching staff, will be given the most playing time and, therefore, some athletes may have limited or no opportunity to play in competition.

**GENERAL OPERATING
PROCEDURES FOR CONDUCTING THE ACTIVITIES PROGRAM**

- I. ADMINISTRATION OF EXTRA-CURRICULAR ACTIVITIES - The Superintendent of Schools is ultimately responsible for all phases of extra-curricular activities at Axtell Public School. The Principal/Activities Director is responsible for all school activities in the building. The administrative team shall appoint all sponsors based on interest, experience, and qualification. It is very important as a sponsor to communicate with the Principal/Activities Director regarding your sponsorship.
- II. KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION. The KSHSAA is the official organization in KANSAS for regulating and conducting school activities.

The purpose of the Association shall be to promote the best interests of secondary education; to maintain cooperation, professional growth, and good fellowship among its members; and to secure uniform regulations and control of interscholastic participation in activities throughout the state as an integral part of the educational program for secondary school students.

Sponsors are responsible for compliance with all KSHSAA regulations that pertain to their organizations.

III. GUIDELINES FOR ACTIVITY SPONSORS

1. AWARDS - Sponsors are to make sure that all awards presented are not in violation of the KSHSAA awards rule.
2. DAMAGED OR BROKEN SCHOOL PROPERTY - The sponsor is responsible for reporting any broken or damaged school property to the Principal/Activities Director as soon as possible.
3. EMERGENCIES - The sponsor shall report student accidents to the Principal/Activities Director as soon as possible. In case of serious injury, the sponsor should administer first aid, call the family doctor and/or 911, and call the parents/guardians. Do not leave the injured student alone. Written USD 113 Accident/Injury Reports MUST be filled out and filed with the Activities office.
4. FIELD/ACTIVITY TRIP – The sponsor must submit an itinerary complete with locations, times, dates, and phone numbers at least three days prior to the trip. A transportation request is to be turned in to the office by 4:00 p.m. the Thursday before the planned trip. Any changes in the itinerary must be cleared with the Activities Director.
5. SCHEDULE AND POSTPONEMENTS OR CANCELLATIONS - The sponsor is responsible for obtaining administrative approval on all activities. To postpone or cancel a scheduled activity, the sponsor shall consult with the Activities Director and then a decision will be made.
6. MEETINGS - Clubs or organizations may meet before or after school. Sponsors may attend the Sponsor Meeting, set on the teacher workday prior to school starting, to schedule meetings. Sponsors will be asked to turn in a list of their organization’s members so all teachers can be made aware of those students who will attend the meeting. It is the sponsor’s responsibility to put the scheduled meeting in the announcements.

7. PURCHASE ORDERS - Purchase orders are to be used by the organization sponsors. Sponsors are to fill out a requisition and turn in to the Activities Director for approval BEFORE items are ordered. Orders received that do not include a purchase order will not be paid with school district funds.
8. SCHOOL ATTENDANCE - Students who are absent from school because of illness will not be allowed to attend school-sponsored activities. An exception will be made if a student has had a doctor's appointment, funeral, family emergency, or other excused activity. The administration reserves the right to make all decisions in extreme or unusual circumstances.
9. SCHOOL CALENDAR - Sponsors are asked to check with the office and schedule dates for the next school year at the conclusion of the preceding year in order to avoid conflicts and to include all scheduled activities in the yearly calendar.
10. TRANSPORTATION - The office will schedule transportation. Sponsors must complete a transportation requests and submit it to the office by 4:00 p.m. the Thursday before the first competition.
11. ATHLETIC GUIDELINES - Prior to the first day of practice for each sport season or at the parent meeting, each coach will supply every athlete on the team with a letter or handbook including training regulations, requirements for earning a letter, schedule, length of practices, dress code, and all other pertinent information. The packet must include a signature page in which the parent and athlete sign that they have read and agree to follow the guidelines of the team. This document must be returned to the coach. This practice verifies that athletes and their parents are informed of team policies and procedures. A copy of the letter must be submitted to the Activities Director.
12. CONTESTS ON SCHOOL DAYS - When athletes are to be absent from school due to activity participation, coaches should turn in an excused activity list for the announcements three days in advance so teachers can plan their classes accordingly.
13. EQUIPMENT DISTRIBUTION AND RETURN - The coach is responsible for handing out and collecting all uniforms and equipment. If not returned, the coach is responsible for collecting the amount due. The coach will record all equipment used.
14. FACILITIES - Assigning Procedure - The Activities Director with head coaches will arrange times and places for practices of all teams. Coaches must make sure to be on time when starting and stopping if another group is waiting.
15. GAME DAY PREPARATIONS - Each coach is expected to check with the Activities Director to be sure all final arrangements have been made for game day.
16. KEYS - Keys will be checked out through the office and are not to be loaned to students.
17. LOYALTY - Coaches should support each other and all the programs offered by Axtell Public Schools. Coaches should work together to avoid schedule conflicts between programs.

18. MAINTENANCE OF FIELD AND COMMUNICATION WITH CUSTODIANS - All coaches should assist in the pick up and general appearance of their area. The Activities Director should be notified of any problems with activity facilities. The Activities Director will then pursue the proper course of action to resolve the problem.
19. MANAGERS - A coach may enlist students to serve as team managers. Each coach for his/her particular sport shall develop a list of manager duties and responsibilities.
20. NEGLIGENCE AND LIABILITIES - Every coach should know the legal aspects involved with negligence and liabilities. A general rule is to act the way a prudent person would in all situations and make sure the coach or an assistant is always supervising all phases of practices and games. Aides, substitutes or parents must not be left in charge of students during a school-sponsored activity. Coaches must make all players aware of any dangers or dangerous phases of a sport and make sure to use up-to-date training methods. Complete outlines of season practices should be on file in the Activities Director's office detailing what is covered with all of the athletes.
21. OFF-SEASON PROGRAM - If coaches decide to have an off-season program, they must supervise and organize it. If coaches cannot supervise it, they must appoint one of their assistants to supervise it. Remember, this program is not to interfere with the in-season program. **All off-season programs must be scheduled and approved by the Activities Director and be in compliance with KSHSAA regulations.**
22. PHYSICAL EXAMINATIONS - All athletes are required to have a physical examination before starting practice. Athletes will not be allowed to begin practice until they have turned in the forms. The physician, the parent/guardian, and the student must sign the forms.
23. POSTPONEMENTS OR CANCELLATIONS - The changing of schedules, postponements, or cancellations are the sole responsibility of the Activities Director. Coaches will be involved when this is done; and if the Activities Director is not available, the head coach will make the decision after consulting with the principal and/or superintendent.
24. PRACTICE TIME - SCHOOL IN SESSION AND OUT - Practices should be completed by 6:15 p.m. and follow a daily schedule. Coaches wishing to consistently hold longer practices must receive permission from the Activities Director. Practices held when school is not in session (i.e. - school vacations, holidays) must be approved in advance by the Activities Director. All doors must be locked and everyone outside the building when the coach leaves. The coach should leave last. Sunday practices may be scheduled only when approved by Administration when preparing for League, Regionals or State competition on Monday.
25. PROGRAM AND ELIGIBILITY INFORMATION - Coaches are requested to have their program information and eligibility information to the Activities Director at least seven days prior to the first contest. Eligibility information should be alphabetized by class beginning with seniors and include birth date information and semesters of attendance.

26. PUBLICITY - It is the duty of coaches to handle the publicity for their team both pre game and post game. Coaches should forward to the local editor a write-up concerning his/her team prior to the first competition and also a write-up following all competitions throughout the season. Coaches are responsible for submitting game results to the media.
27. SAFETY AND HEALTH OF PLAYERS - Every coach should check daily on all aspects of safety -- area, field, gym, etc.-- as well as on the overall health of players--sleep, rest, eating habits, outside interests, etc. Any hazard to safety should be brought to the attention of the Activities Director as well as made known to all the athletes. The coach should turn in a written report of problems with recommendations for correction.
28. TRANSPORTATION - Transportation will be provided by the school in buses, suburbans, or car by the least costly manner possible. Coaches are expected to ride with and supervise the athletes/participants. Athletes/participants and coaches are expected to ride to and from activities by school-provided transportation. In all cases when an athlete/participant does not ride home on the bus, prior arrangements must be made with the coach or sponsor. Students may only be released to their parent/guardian, and the coach must receive a written permission slip signed by the parent/guardian of the student.
29. VIDEO TAPES - Each coach should make his/her own arrangements for having contests taped. Any student who films must be trained in the use of the equipment prior to using the equipment.
30. WASHING OF UNIFORMS - Coaches and athletes are responsible for care of uniforms.
31. WEIGHT ROOM - A weight program is available to the students at Axtell Public School year-round. Students may not use the weight room unsupervised. Coaches must be sure groups are supervised by a member of the staff. All in-season programs are encouraged to follow a designed weight-lifting program. Please be sure the weight room is locked and all students are out any time it is unsupervised.
32. WORK ACTIVITIES - All coaches are expected to assist by working activities for all other sports when their teams are not involved in practice or competition. This is a way for coaches to express support for all activity programs at Axtell Public School.
33. PRIORITY – Based on the number of events scheduled throughout the year and the number of participants that are involved there is potential for conflict. The precedent of event participation is as follows.
 1. STATE EVENTS
 2. DISTRICT OR REGIONAL EVENTS
 3. INTERSCHOLASTIC EVENTS
 4. INTRASCHOLATIC EVENT

REPORTING STUDENT OR PARENT CONCERNS / CHAIN OF COMMAND

If a student, parent, or patron has a concern regarding a school employee or program including athletics or activities we feel it is important that we as a school and district listen to your concerns. We cannot address your concern if we are uninformed. We want to address your concerns at the level that is most closely related to the situation. This can sometimes be uncomfortable, but we want to establish and build a culture based on Trust, Respect, and Responsibility. This will take time, but we are committed to this process. At Axtell Junior/Senior High School, the following protocol should be followed:

1. The athlete/student should meet with the coach/sponsor to discuss the situation. We feel this is a necessary step to help prepare the athlete/student for situations they will face in the world of work.
2. If the parent(s) still have concerns, we would ask the parent(s) to contact the coach/sponsor to schedule an appointment to discuss the issue. We feel that the best conversations between the parent(s) and coach/sponsor will occur at a scheduled appointment rather than at an impromptu conversation immediately after an event.
3. If there are still concerns, the parent(s) should schedule an appointment with the Activities Director to discuss the concerns.
4. If there are lingering concerns, a meeting should be scheduled with the Building Principal to discuss the concerns.
5. If the issue is still not resolved, a meeting should be scheduled with the Superintendent to discuss the situation.
6. In the event that there are still concerns, the parent should contact an individual School Board Member to discuss the situation.

We believe the focus of any conversation that falls under this umbrella should focus on what the individual student needs to do to improve their performance. The coaches, sponsors, and administrators are not allowed to talk with you about another student. As a result, school officials will not be able to visit with you about 1) your child's playing time, 2) another child's playing time, or 3) coaching decisions.

ANNUAL REPORTS

- I. Coaches' Year-End Reports- Reports are due from head coaches at the end of each season. JV and Junior High coaches should submit their reports to the head coach.

- II. The report should include the following:
 - A. Names of squad members - include letter winners, first time letter winners, captains, student managers, trainers, etc.
 - B. The schedule played or events held and a result of games, meets, or matches.
 - C. A list of major accomplishments.
 - D. New records set for the season as to individual performance, team scoring, etc.
 - E. Goals set and accomplished.
 - F. A list of special honors received by team members. (All-League and post season honors)
 - G. A current inventory of all equipment.
 - H. Suggestions for improvement of the program.
 - I. Purchase requests.

- III. Deadline for athletic reports
 - A. Fall sports – December 1
 - B. Winter sports – April 1
 - C. Spring sports – June 1

- IV. Sponsors' Reports - Reports are due from the sponsors at the time of checkout.

- V. The report should include the following:
 - A. A list of students involved.
 - B. All current officers and next year's officers.
 - C. Any awards presented.
 - D. General comments as to the organization's activities and experiences.
 - E. Goals accomplished and goals for next year.

BUDGETARY & ACCOUNTING PROCEDURES

The high school activity fund is under administrative supervision, all expenditures must be accounted for. To assure good fiscal management of funds, all staff must understand and assume responsibility for working cooperatively with the school bookkeeper in following the activity accounting procedures.

- A. All receipts must be properly and promptly deposited with the school bookkeeper. Students who remit CASH for any purpose shall receive a receipt, which must include the student's name, date, amount, and for what purpose the money was received. It is the responsibility of the staff member who receives money from a student to deposit this money as soon as possible with the school bookkeeper

- B. An administrator must approve all expenditures from the activity club account. A “pink ticket” should be submitted to the bookkeeper. Any purchases out of club accounts MUST have a receipt submitted also.
3. Budget requests are due to the Activities Director by April 1 of each year.

ATTENDANCE/PROCEDURES

1. All students who participate in school activities must be in school by 11:30 a.m. and complete the school day in order to participate in an activity scheduled later on that day or evening. This applies to athletic events, practices, plays, concerts, meetings, and other activities. (An exception will be made to this rule if a student has had a doctor’s appointment, funeral, family emergency, or other excused activity.)
2. If a student is absent due to illness, the student may not practice after school/in the evening, or attend meetings or other activities. Saturday contests - A student who is absent the entire school day Friday may participate in Saturday events with the permission from the head coach/activity sponsor.
3. All participants are encouraged to consult their head coach or sponsor before missing a practice or meeting. Students missing a practice, meeting, or game without good reason will be dealt with by the coach or sponsor. Acceptable reasons for missing practices may be illness, injury, family emergencies, or making up schoolwork.
4. Students will be encouraged, but not required to participate in practices that are held during school vacations or holiday periods (excluding pre-season practice in the summer.)
5. When school has been canceled due to inclement weather, practices and contests shall also be canceled. The only possible exception would be for regional or state competition. This decision will be made by the administration.

DISCIPLINE/SUSPENSION

1. Students receiving In-School or Out-of-School Suspension are not eligible to participate or attend any extra-curricular activities including practices.
2. A student will be allowed to participate in a Saturday contest if the student has completed the suspension on Friday. When a suspension is for multiple days and extends over the weekend, the student is ineligible and will comply with the guidelines for the In and Out-of-School Suspensions
3. A student assigned to a detention after school will serve the detention prior to any scheduled practice. The coach or activity sponsor will determine any further penalty.
4. The Principal/Athletic Director will determine final decisions on eligibility issues.

SCHOOL DANCES

- I. Clubs interested in sponsoring a school dance must make arrangements through the Activities Office. It will be the responsibility of the sponsor or president to obtain administrative approval and possible dates from the Activities Director.
- II. All sponsors are instructed to enforce the rule that no student may leave a school-sponsored dance after the doors have been locked and then return (without administrative permission). A student who is going to be late should make prior arrangements with the principal.
- III. Any student desiring to bring a date who is not an MHS student must submit the name of that individual to the office. The administration will be responsible for approving outside dates. Outside dates will be subject to the same rules as AHS students while at dances.
- IV. All high school dances will be restricted to persons of high school age or under 21 (Grades 9-12). Jr. High School dances will be restricted to students in grades 7 and 8.

DROPPING OR TRANSFERRING SPORTS

1. When athletes quit or transfer to another sport, the following procedure must be followed:
 - a. They must talk with the head coach.
 - b. The coach must hold a conference with the student and parent.
 - c. Report their situation to the Activities Director.
 - d. Check in all equipment issued.
2. An athlete wishing to change sports during a season must receive approval of both head coaches and the Activities Director.
3. An athlete may check out for a sport within the first two weeks of the season. He/she must spend at least two weeks in preparation before becoming eligible to participate in a scheduled event.

UNIFORMS

It is the coach's responsibility to ensure all uniforms are returned to the school. A list of students who have not turned in their uniforms must be submitted to the Activities Office prior to the next sports season beginning. Students who do not have uniforms returned will not be allowed to check out uniforms during the next season.

**AXTELL PUBLIC SCHOOL
STUDENT ACTIVITIES PARTICIPATION CODE**

The administration, coaches, and sponsors expect students involved in activities to be special, as they are representing their school, themselves and the community. All participating students should follow the following:

A. Philosophy and Purpose

Prevention of health problems in youth is primarily the responsibility of the home and the community. However, schools share in that responsibility because chemical and legal problems often interfere with school behavior, student learning and the fullest possible development of each student. To share this responsibility, the schools nurture successful interpersonal relationships and promote skills in decision-making, problem solving and physical ability, while providing for student academic growth. Students and parents are encouraged to thoroughly read and discuss this information and to ask questions of school personnel if any expectation is not clear.

In spite of such efforts, we understand that a student may become involved in illegal activities. This involvement could create pain for the student and others. Therefore, rules, consequences are in place, and a program of education and support may be available through an outside agency.

Citizens of our community and those of visiting teams form their opinions regarding the quality of our school and activities program by the manner in which participants in school sponsored activities conduct themselves. It is our expectation that all participants in the Axtell Public School activities program adhere to the following rules and standards of eligibility, conduct, appearance, and regulations.

ACTIVITY PARTICIPATION CODE (Rules and regulations for Students in Activities)

General Information – Students will be responsible for adhering to these activities regulations starting from the first fall practice through the last sanctioned event. Students who are found to be in possession of or using alcoholic beverages, tobacco, or illegal drugs in any form at any time during the time guidelines outlined above shall be subject to the disciplinary action described below. Dead week will be considered part of the winter sports season. If a student violation occurs towards the end of the school year and there are not enough school days remaining to meet the requirements of the Activity Participation Code policy, the consequences will be carried over to the next academic school year.

1st Offense –The student will be suspended from all activities, practices/rehearsals, competitions/performances, and school sponsored social events for 5 school days from when the incident is verified by Administration. Saturday competitions/performances would count as a school day. Students in co-curricular activities will participate in classroom activities. If a student self-reports to the coach/sponsor or an administrator before an investigation begins, the student would be allowed to participate in practices/rehearsals those 5 days but not competitions/performances or school sponsored social events.

2nd Offense

Option 1 – The student will be suspended from all activities for a period of 60 calendar days from when the incident is verified by Administrators. The student will be able to practice/rehearse but not participate in any scheduled activity, including school sponsored social events.

Option 2 – The suspension could be reduced to 30 days if the student participates in a professional evaluation for chemical dependency. The program would be at the expense of the parent/student. The student may be reinstated in school activities upon successful completion of the program. The director or counselor of the dependency center, prior to reinstatement of the student, must provide verification of completion of the chemical dependency treatment program in writing.

3rd Offense – The student will be suspended from attending or participating in all activities for 60 days. After 60 days and completion of a professional evaluation for chemical dependency, the student may attend school events but will no longer be a part of the team/organization for that calendar year. He/she will be required to participate in a professional evaluation for chemical dependency at the parent/student expense. The director or counselor of the dependency center must provide verification of completion of the chemical dependency treatment program in writing.

Verification of infractions will come in one of the following formats:

- a. Self-admitted involvement by the student or his/her parent/guardian
- b. Witnessed student involvement by the sponsor, coach, or staff member
- c. Verification by an official law enforcement report
- d. Investigation by school officials, coaches, or sponsors
- e. Positive result of a certified drug test

RESPONSIBILITIES OF ALL COACHES

- A. TO THE SCHOOL DISTRICT - A coach is a frequent topic of conversation at various community locations – the home, the work place and at the meetings of many civic organizations. A coach's profession, as well as reputation as a coach is constantly under scrutiny.

The actions and statements of a coach should always reflect confidence and respect for the Axtell School District. Many things can be accomplished by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district.

- B. TO THE SCHOOL - Coaches owe their school their efforts and loyalty at all times. They must constantly strive for excellence in all areas.

To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important, but most important are the examples set by the coach. Being respected is much more important than being well liked. A coach should treat the faculty, the players, and general students with the same honor and respect that he/she desires to be shown him/her. Private, firm, fair and consistent discipline must be maintained.

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

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

- C. TO THE PROFESSION - A coach at Axtell Public School should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should belong to the various coaching associations open to the profession.
- D. TO THE COACHING STAFF - The head coach must be in command of the coaching staff. Despite the position of authority, the wise head coach will encourage independent thought on the part of the staff. An important factor is human relations skills, which provide for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach will praise the assistants and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other people not concerned with the program. The head coach should expect all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must follow the leadership of the head coach and implement strategies and practices that support the head coach and overall program. They must fulfill their responsibility to the head coach, the athletes and the sport itself.

- E. TO OTHER COACHES - One must always bear in mind that his or her sport is not the only sport; it is only part of the total athletic program. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well being of the total program.

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

F. PHYSICAL PLANT - Each coach is responsible for the following:

1. Keeping practice areas and the locker rooms in order.
2. Storing equipment neatly and using equipment properly. Pride in the equipment and facilities is of primary importance to all athletes and coaches.
3. Keeping storage areas locked.

SEXUAL HARASSMENT

It is the policy of the Axtell Public Schools to provide an environment free of sexual harassment of employees, applicants for employment, and students on any work premises where the District has total control of the premises or can otherwise lawfully exert its jurisdiction. If proscribed acts as are set forth in board policy occur on such premises, the superintendent of his/her designee shall undertake immediate and appropriate action within the bounds of the law to punish as appropriate any violations of this policy or of applicable law pertaining to sexual harassment and shall undertake immediate and appropriate action to prevent any such conduct in the future.

The following acts are specifically prohibited by policy:

1. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which is demanded by any employee as a condition of obtaining employment.
2. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which or rejection of which by any employee is used as basis for any employment decision such as, but not limited to, rate of pay, promotion, favorable evaluations, whether formal or informal, or the conferring of job responsibility. Conduct by any employee or employees of the same or opposite sex, which has as its purpose unreasonable interference with work performance or creation of an intimidating, hostile, or offensive working environment.
3. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which or rejection of which by any educated decision pertaining to a student such as, but not limited to, conferring of a grade, credit favor, or honor.
4. Conduct by an employee or employees directed against a student of the same or opposite sex which has an effect of interfering with academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment.
5. Conduct by a student or any other person over whom the school district has control with such conduct being directed against a student of the same or opposite sex and which conduct has an effect of interfering with academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment.

ELIGIBILITY

Axtell Public School Student Eligibility Policy

Academic success is the primary reason for students to attend Axtell Public School. A well-rounded student is one who combines extra-curricular activities with his/her academics. While we encourage students to be involved in activities outside the classroom, we believe academic success should be the primary focus. Axtell High School will use the following criteria for determining eligibility to participate in or attend extra-curricular activities and school social events.

The first level requires students to meet the guidelines set forth by the Kansas State High School Athletic Association (KSHSAA). The KSHSAA has a minimum regulation, which requires students to pass at least five subjects of unit weight in their last semester of attendance.

In addition to the KSHSAA requirements, AHS students must also meet the following eligibility standards:

- In order to maintain eligibility to participate in extra-curricular activities or school sponsored social events, students must maintain a 67% or higher in a minimum of 6 subjects of unit weight **(If a student has a 66% or below in two or more classes, he or she will be ineligible)**.
- Eligibility will be determined on a weekly cumulative basis.
- Students will be given a two-week grace period at the beginning of each semester to establish grades before eligibility reports will be run.
- The period of ineligibility begins on the following Monday through Sunday.
- Each instructor will update his or her grades a minimum of one time per week no later than 4:00 pm on Wednesdays.
- A student may regain eligibility status prior to the weeks' end by providing the activities director written verification from their respective teacher(s) that they are in good standing. It is then the student's responsibility to provide this information to their coach/sponsor.
- Students enrolled in a co-curricular class that has activities or performance requirements scheduled after the school day will be allowed to perform or participate to meet the requirements of that class.
- Students enrolled in a co-curricular class that has activities or performance requirements during the school day will not be able to attend and will be required to do an additional assignment created by the instructor.

JOB DESCRIPTIONS STATEMENT ON PERSONNEL EXPECTATIONS AND RESPONSIBILITIES

--Due to the increased emphasis on creditability and accountability in athletics today, all personnel, within the framework of an athletic program, need to have a precise written policy for meeting their job goals. Therefore, this series of job descriptions has been developed to aid the school district in increasing the accomplishments of their athletic programs. Each instrument follows a similar format that can easily be adapted to local Board of Education policies.

A. HEAD ATHLETIC COACH JOB DESCRIPTION

TITLE: Head Athletic Coach

REPORTS TO: The Activities Director, who provides overall objectives and final evaluation in conjunction with the high school principal.

SUPERVISES: In several instances, the Head Coach must advise, coordinate and support a staff of high school assistant coaches and middle school coaches in conjunction with the Activities Director and respective principal.

JOB GOAL: To instruct athletes in the fundamental skills, strategies and physical training necessary for them to realize a degree of individual and team success. At the same time, students shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

GENERAL:

1. The success of athletic programs has strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health. The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.
2. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

DUTIES AND RESPONSIBILITIES:

1. Has a thorough knowledge of all the athletic policies approved by the Prairie Hills Board of Education and is responsible for their implementation by the entire staff of the sports program.
2. Has knowledge of existing system, state and conference regulations; implements these consistently and interprets them for staff.
3. Understands the proper administrative lines of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.

RESPONSIBILITIES TO COACHING STAFF:

1. Establishes the fundamental philosophy, skills and techniques to be taught by the staff. Designs conferences, clinics and staff meetings to insure staff awareness of the overall program.
2. Trains and informs the staff. Encourages professional growth by encouraging clinic attendance according to local clinic policy.
3. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
4. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
5. Performs such other duties, which may be assigned by the Activities Director/Principal.

ADMINISTRATIVE DUTIES:

1. Assist the Activities Director in scheduling, providing transportation and requirements for tournament and special sport events.
2. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to the scheduled facility times. Coordinates the program with maintenance and school employees.
3. Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.
5. Advises the Activities Director and recommends policy, method or procedural changes.

RESPONSIBILITIES TO THE ATHLETE:

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives attention to the student athlete's grades and conduct.
3. By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
4. Initiates programs and policies concerning injuries, medical attention and emergencies.
5. Completes paperwork on all disabling athletic injuries on the proper forms and submits it to the Activities office within 24 hours.
6. Directs student managers, assistants and statisticians.
7. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents/guardians when a student is dropped or becomes ineligible.
8. Assists athletes in their college or advanced educational selection.
9. Uses sound and acceptable teaching practices.
10. Runs well organized practice sessions.
11. Complete pre-season planning well in advance of the starting date
12. Constructs a well-organized game plan
13. Helps provide opportunities for young men and women to develop their respective capabilities to the fullest extent.

14. Promotes and teaches only clean, aggressive and fair play, while stressing good sportsmanship at all times.
15. Is the leader and sets the example.
16. Is fair and unprejudiced with the players, considering their individual differences, needs, interests, temperaments, aptitudes and environments.

FINANCE AND EQUIPMENT:

1. Participates in the budgeting function with the Activities Director by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
2. Is accountable for all equipment and collects the cost of any equipment lost or not returned. Is in charge of issuing, sorting and reconditioning of equipment and submits an annual inventory and current records concerning it.
3. Properly marks and identifies all equipment before issuing or storing it.
4. Monitors equipment rooms and coaches' offices; authorizes who may enter, issue or requisition equipment.
5. Permits the athletes to be only in authorized areas of the building at the appropriate times.
6. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Is responsible for cleanliness and maintenance of specific sport equipment.
7. Secures all doors, lights, windows and locks before leaving the building.
8. Instills in each player a respect for equipment and school property, its care and proper use.

PUBLIC RELATIONS:

1. Organizes parents, coaches, players and guests for pre-season meetings.
2. Promotes the sport within the school through recruiting athletes that are not in another sports program and promotes the sport outside the school through news media, little league programs, or in any other feasible manner.
3. Is responsible for the quality, effectiveness and validity of any written release to local media.
4. Is responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers and fans.
5. Presents information to the news media concerning schedules, tournaments and results.

ASSISTANT ATHLETIC COACH

- TITLE:** Assistant Coach (High school and Jr. High school)
- REPORTS TO:** The head coach, in conjunction with the Activities Director and respective Principal.
- SUPERVISES:** Athletes and team assigned to him/her and assumes supervising control over all athletes in the program when such control is needed.
- JOB GOAL:** To carry out the aims and objectives of the sports program as outlined by the head coach. To instruct athletes in individual and team fundamentals, strategies, and physical training necessary for them to realize a degree of individual and team success.

DUTIES AND RESPONSIBILITIES:

1. Has a thorough knowledge of all the athletic policies approved by the Axtell Board of Education and is responsible for their implementation.
2. Has knowledge of the existing system, state and league regulations; implements them consistently.
3. Understands the proper administrative line of command and refers all student and parent requests of grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.
5. Assists the head coach in scheduling, providing transportation to tournaments and special sport events.
6. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times.
7. Provides proper safeguards for maintenance and protection of assigned equipment sites.

RESPONSIBILITIES TO THE ATHLETE:

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. By his/her presence at all practices, games and while traveling, provides assistance and guidance to and safeguards for each participant.
3. Directs student managers and statisticians on respective teams.
4. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary. Contacts parents/guardians when a student is dropped or becomes ineligible.
5. Uses sound and acceptable teaching practices.
6. Helps provide opportunities for young men and women to develop their respective capabilities to the fullest extent.
7. Promotes and teaches only clean, aggressive and fair play, while stressing good sportsmanship at all times.
8. Is the leader and sets the example.
9. Is fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes and environments.

EQUIPMENT AND FACILITIES:

1. Is accountable to the head coach for all equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing and storing of equipment and submits to the head coach an annual inventory and current records concerning the same.
2. Recommends to the head coach budgetary items for next year in his/her area of the program.
3. Monitors equipment rooms and coaches' offices and authorizes who may enter.
4. Permits the athletes to be only in authorized areas of the building at the appropriate times.
5. Examines locker rooms before and after practice games, checking on general cleanliness of the facility. Is responsible for cleanliness and maintenance of specific sports equipment.
6. Secures all doors, lights, windows and locks before leaving the building.
7. Instills in each player a respect for equipment and school property, its care and proper use.

PROGRAM RESPONSIBILITIES:

1. Assists the head coach in carrying out his/her responsibilities.
2. Makes press releases and school announcements.
3. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the head coach.
4. Maintains a record of team statistics and requirements for lettering. (For both the head coach and Activities Director)
5. Works within the basic framework and philosophy of the head coach of that sport.
6. Attends all staff meetings and carries out scouting assignments as outlined by the head coach.
7. Arrives early enough before practices, contests and meetings to adequately prepare and remains long enough afterwards to help players with problems or to become involved in staff discussions.
8. Helps in the planning and implementation for both in-season and out-of-season conditioning and weight programs.
9. Never criticizes, admonishes or argues with the head coach or any staff member within hearing or sight of players or parents.
10. Strives to improve skills by attending clinics and using resources made available by the head coach.
11. Attends most of the contests when possible, of other teams, in the immediate program area.
12. Performs such other duties that are consistent with the nature of the position and that may be requested by the head coach.

EVALUATION

Statement on Evaluation of Coaches

There is much more to coaching on the interscholastic level than winning. A successful coach needs a broad spectrum of competencies that are, in most situations, not taken into account whenever they are evaluated. "Not everyone fits the model of the successful coach and the successful coach is not always the one who wins the game."

There is much to be understood if one is to be a capable coach. Coaches need to understand growth and development patterns, psychological readiness, maturation rates, learning curves, modern training techniques and proper sequential development of various skills. This list should be much longer, but the important factors to remember are that it takes knowledge and command of many competencies to be a coach.

Without goals and objectives for the program and identification of competencies desired in personnel, it is impossible to assess whether goals are being met, or whether personnel possess the desired competencies.

To implement a broad comprehensive evaluation of coaching staff, it will be necessary to incorporate a multi-step process. It should include the following:

1. A thorough job description
2. A plan for self evaluation by the coach
3. A method for in-season assessment
4. Procedures for evaluation
5. A comprehensive written end-of-season evaluation
6. A provision for a statement on coach's rebuttal

ATHLETIC COACHES EVALUATION PROCEDURES

The basic purpose behind coaching evaluation is to improve the instruction athletes receive. Other purposes of an appraisal evaluation system are the following:

1. To afford an opportunity to identify, recognize and praise quality coaching and instruction.
2. To provide an opportunity to identify potential leadership within the system.
3. To create a climate to achieve individual improvement through job targets.
4. To provide information necessary to make an objective assessment of the performance of a coach.
5. To identify those factors which interfere with a coach's overall contribution in the athletic program.
6. To assure that quality coaching is a responsibility shared by the entire coaching staff and the Athletic Director.