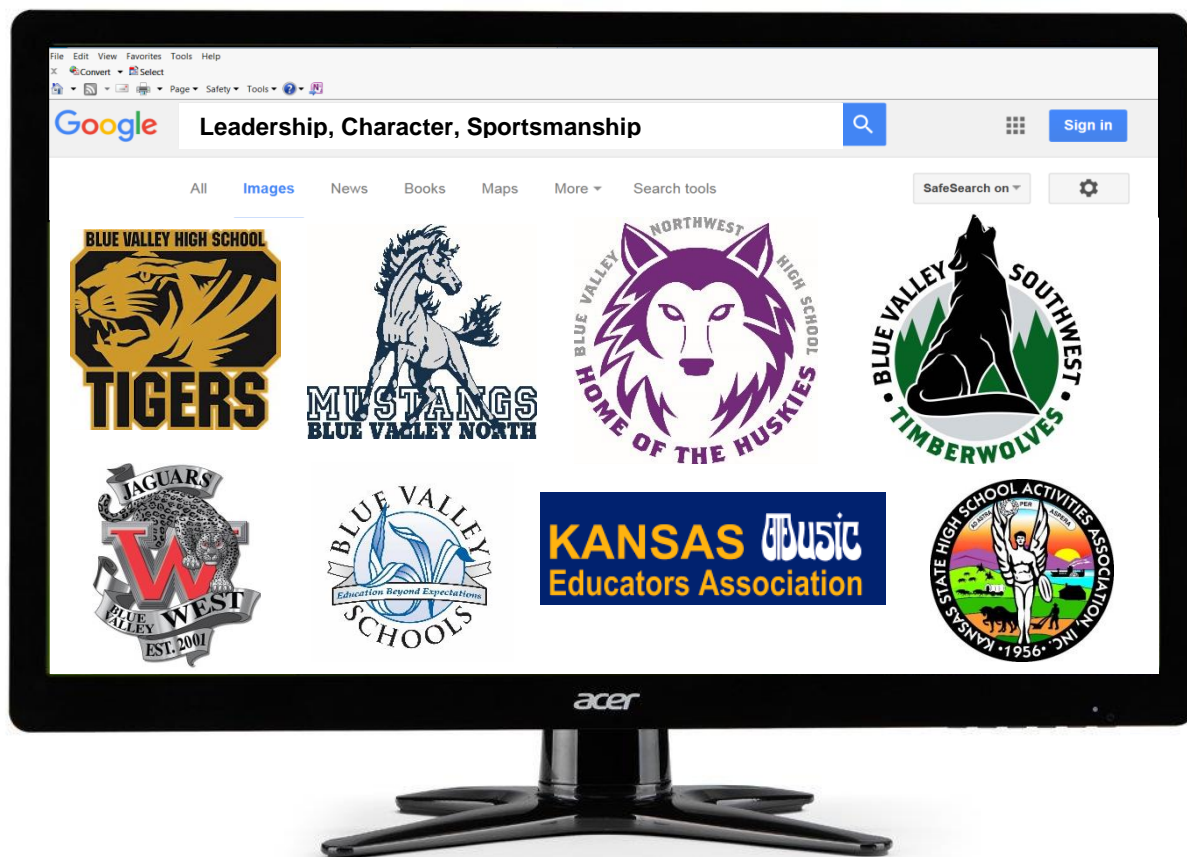


# BLUE VALLEY SCHOOL DISTRICT *High School*

## Athletics and Activities Handbook **Digital Version (updated 8.7.18)** 2018-19



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[2019-20 Blue Valley Schools Calendar](#)

[2018-19 Calendar of Jewish Holidays](#)

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| <a href="#">BV Website</a>                       | <a href="#">NAIA</a>                                     | <a href="#">NFHS for Speech, Debate, Theater</a>            |
| <a href="#">CDC Heads Up to Brain Injuries</a>   | <a href="#">National Association for Music Education</a> | <a href="#">NFHS Learn</a>                                  |
| <a href="#">Champions of Character Program</a>   | <a href="#">National Catholic Forensic League</a>        | <a href="#">NIAAA</a>                                       |
| <a href="#">Concussion Educational Resources</a> | <a href="#">National Debate and Speech Association</a>   | <a href="#">USA Football Heads-Up Program</a>               |

# GENERAL INFORMATION

## HELPFUL PHONE NUMBERS (HYPERLINKS TO E-MAIL ADDRESSES)

### District Office

**239-4000**

[Lane Green](#)

239-4398 office 913-645-2763 cell

[Janelle Brower](#)

239-4019 office

[Judy Troester](#)

239-4246

[David Stubblefield](#)

239-4002

### Blue Valley High

**239-4800**

[Scott Bacon](#), Principal

239-4815

[Matt Ortman](#), Athletics

239-4834

[Mollie McNally](#), Activities

239-4824

### Blue Valley North

**239-3000**

[Tyson Ostroski](#), Principal

239-3015

[Mickey Masterson](#), Athletics

239-3024

[Adam Wessel](#), Activities

239-3034

### Blue Valley Northwest

**239-3400**

[Amy Murphy](#), Principal

239-3410

[Kevin Gerke](#), Athletics

239-3407

[Nacole Boan](#), Activities 239-3408

### Blue Valley West

**239-3700**

[Brett Potts](#), Principal

239-3750

[Cindy Roach](#), Athletics

239-3770

[Bryan Brutto](#), Activities

239-3840

### Blue Valley Southwest

**624-2000**

[Scott Roberts](#), Principal

624-2015

[Michael Rasmussen](#), Athletics

624-2016

[Erica Warren](#), Activities

624-2025

### KSHSAA

785-235-5329

### Durham

681-2492

### Buildings and Grounds

[Jody Gill](#), Chief Groundskeeper

239-4121

[Joe Chick](#), Director of Buildings and Grounds

239-4136

### Safety and Security

[Dan Carney](#)

239-4303 office 913-244-5969 cell

[Mickey Medellin](#)

239-4022 office

### Athletic Trainers

BV High

[Caitlin Truhe](#)

785-554-8661

ctruhe@kumc.edu

BV North

[John Derington](#)

801-413-4522

jderington@kumc.edu

BV Northwest

[Christy Grimes](#)

816-582-4219

cgrimes2@kumc.edu

BV Southwest

[Chris Poskey](#)

541-505-6722

cposkey@kumc.edu

BV West

[Tyler Sleeper](#)

405-612-1135

tsleeper@kumc.edu

Supervisor

[Doug Wiesner](#)

913-574-1908 office

dwiesner@kumc.edu

913-963-9669 cell

## **BLUE VALLEY SCHOOLS ACTIVITY CORE BELIEFS**

During the 2003-04 school year, the Student Activities Committee (SAC) and the Coach and Sponsor Advisory Council (CSAC) identified a set of core belief statements for the activity programs across the District. These statements serve as a foundation from which coaches and sponsors are to build their programs. These core beliefs were reviewed and revised by the Student Activity Committee in the 2011-12 school year.

The Blue Valley School District believes that

- Activities create opportunities for students to develop leadership and teamwork skills, to build self-esteem, to take risks in meeting personal challenges and to develop into well-rounded citizens.
- Activities provide unique learning experiences for students and promote scholastic achievement as a fundamental basis for a well-balanced activity program.
- Participation in competition fosters academic, physical, emotional and social growth.
- Activities promote positive relationships among schools, coaches, teachers, sponsors, parents, students and community.
- School and community cooperation promote quality activity/athletic programs.
- An essential element of a strong activity/athletic program is in teaching and modeling character and good sportsmanship.
- Quality activity programs require commitment, organization and a vision.
- Students deserve the best coaches/sponsors, facilities and programs that the school district is able to provide.
- Good coaches/sponsors are those that develop positive relationships with students and parents, help balance the demands on students, are a role model of integrity and communicate positively and effectively.
- Activity programs are to be provided in the safest possible environment.
- All activities are equal in their value and importance.

## **SPORTSMANSHIP**

Activities are an important aspect of the total education process in the Blue Valley Schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of sportsmanship. Good sportsmanship is viewed by the Blue Valley School District as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities which are characterized by generosity and genuine concern for others.

- Play fair, take loss or defeat without complaint, or victory without gloating
- Treat others as you wish to be treated
- Respect others and one's self
- Impose self-control, be courteous and gracefully accept results of one's actions
- Display ethical behavior by being good (character) and doing right (action)
- Be a good citizen

The following sportsmanship statement was adopted by the 2007 Blue Valley Student Summit. All actions are to be for, not against; positive, not negative or disrespectful.

## **TITLE IX**

In accordance with the provisions of Title IX, all students in the Blue Valley School District may enroll or participate in any educational program or activity offered by the District, including extra-curricular activities, without regard to gender, unless otherwise designated by Title IX, i.e., contact sports.

## **ATHLETICS/ACTIVITIES OFFERED**

The KSHSAA/Interscholastic Athletic Program of the Blue Valley School District shall consist of the following activities:

| <b>Fall Season</b>             | <b>Winter Season</b>        | <b>Spring Season</b>             |
|--------------------------------|-----------------------------|----------------------------------|
| Cross Country (Boys and Girls) | Basketball (Boys and Girls) | Baseball (Boys)                  |
| Football                       | Bowling (Girls)             | Golf (Boys)                      |
| Golf (Girls)                   | Swimming (Boys)             | Soccer (Girls)                   |
| Soccer (Boys)                  | Wrestling                   | Softball (Girls)                 |
| Tennis (Girls)                 |                             | Swimming (Girls)                 |
| Volleyball (Girls)             |                             | Tennis (Boys)                    |
|                                |                             | Track and Field (Boys and Girls) |

Only those activities sanctioned by the KSHSAA will be offered by the Blue Valley School District. The District does not sanction club sports, though those activities (hockey, lacrosse, etc.) can operate as outside user groups on school district grounds and facilities if all permitting procedures are followed.

Spirit Groups, Band, Choir, Orchestra, Debate and Forensics are also governed by KSHSAA/KMEA regulations. Other activities that fall under guidelines are FCCLA, FEA, FBLA, DECA, TSA, Skills USA, HOSA, First Robotics/Best Robotics, Journalism/Newspaper and Broadcasting.

# EXPECTATIONS OF ADS AND COACHES/SPONSORS

## ACTIVITIES/ATHLETIC DIRECTOR RESPONSIBILITIES

The building Athletics and Activities Director are responsible for the administration of the activities program of his/her building.

His/her responsibilities include:

- Implementing all policies that govern interscholastic athletics and activities.
- Complying with all rules and regulations pertaining to the Kansas State High School Activities Association (KSHSAA) and the Blue Valley School District.
- Preparing the building athletic and activities budgets.
- Administering the District-approved budget.
- Furnishing appropriate budget reports.
- Maintaining an accurate inventory of athletic equipment and supplies.
- Scheduling and/or approving all schedules of interscholastic athletics, performing arts concerts, play programs and contests.
- Preparing all game and official's/referee's contracts.
- Evaluating coaches.
- Assuring that all athletes meet physical examination, insurance, parent consent form, drug/alcohol policy, eligibility approval and NCAA scholarship requirements.
- Supervising and assigning supervision of athletic events, performing arts concerts, plays, programs and contests.
- Supervising of ticket sales, gate receipts and activity ticket sales.

## COACH AND SPONSOR RESPONSIBILITIES

Blue Valley coaches and sponsors will:

- Promote positive relationships with all opponent schools.
- Promote positive relationships with all students.
- Be an exemplary model of sportsmanship.
- Be the teachers of skills, knowledge and attitudes appropriate for the activity.
- Operate with the health and welfare of their students as a primary concern.
- Promote a drug/alcohol/tobacco-free lifestyle with their students.
- Promote a hazing-free environment within their program(s).
- Understand the legal duties of athletic and activity personnel.
- Operate their program in a fiscally-sound manner, maintaining accurate inventory records and reporting to the appropriate personnel any program needs.
- Utilize safe equipment in their activities and report to the appropriate personnel any safety needs.
- Involve themselves in opportunities for professional growth.
- Encourage student participation in a wide variety of school and community activities and/or services.
- Operate within the rules and guidelines of the KSHSAA and the policies of the Blue Valley School District.
- Have insurance waiver forms with them at all contests and activities.

## RECRUITING OF ATHLETES

The recruiting of prospective athletes by any Blue Valley coach is strictly prohibited. In addition, coaches are not to utilize patrons or outside coaches (i.e., AAU coaches or club coaches) as intermediates in the recruiting pro-



cess. Coaches and such intermediates are not to seek living arrangements for students whose parents live outside the District, with patrons who do live within the District, for the purpose of establishing athletic eligibility.

Neither coaches, nor their intermediates, are to contact, directly or indirectly, middle school students or their parents from middle schools outside of their own feeder area in an attempt to recruit these students to that coach's high school for athletic/activity purposes.

Recruiting of students for athletic purposes is contrary to KSHSAA Rules and Blue Valley guidelines. Coaches found in violation of such rules and guidelines may be subject to any or all of the following: employee written reprimand, practice/game suspensions, and/or loss of coaching position.

KSHSAA Rule 19 (Undue Influence) can be referenced on page 32 of the KSHSAA Handbook:

<http://www.kshsaa.org/Publications/Handbook.pdf>.

## **RESPONDING TO PARENT-INITIATED CONTACT CONCERNING TRANSFERS**

If coaches are ever contacted by parents or advocates for student athletes to inquire about transferring schools for athletic purposes, they should be politely referred to that building's athletic director. Coaches should not engage in conversations with potential transfer athletes or their parents until the athlete is actually enrolled in that school, or until permission is granted by the athletic director. An appropriate response would be:

*"I appreciate your interest in our program. However, I am not able to visit with you until your student is actually enrolled in our school. Please contact our athletic director who will be happy to answer any of your questions."*

## **PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

Several opportunities exist for coaches and sponsors in the Blue Valley School District to obtain the information they need to help them be more effective in their activities.

- Individual School Coaches Meetings
  - Assistant principals will have seasonal coaches/sponsors meetings to discuss rules, protocols, regulations and expectations pertaining to coaching and sponsorships.
- Coaches/Sponsors Meeting
  - The District Office will host a meeting for all coaches/sponsors in the Blue Valley School District in August. The focus of the meeting will be to discuss activities from a District-wide perspective, with special emphasis being placed on communications with parents and students and character development.
- Coaches and Sponsors Professional Development Courses
  - As part of the professional development opportunities available to coaches and sponsors, the NFHS offers a variety of courses online at [www.nfhslearn.com](http://www.nfhslearn.com). Coaches and sponsors can also become nationally-certified by taking courses through the NFHS.
  - KSHSAA Requirement: On an annual basis and prior to the beginning of fall sports practices, each KSHSAA member school will provide all fall coaches/directors of its athletic and activities programs (marching band, drill, dance, cheer, etc.) with an educational in-service program on prevention of heat illness and proper hydration of participants. Schools may utilize the "NFHS Heat Illness Prevention" course on NFHSLearn.com or another equivalent program for this purpose. Instruction may take place in a group setting or in an individualized manner.
  - KSHAA Requirement: On an annual basis, each KSSHAA member school shall require all coaching staff, every student participating in an athletic activity (including spirit activities), and school administrators responsible for coverage, to complete a concussion education program. Students involved

in multiple sports only have to complete this requirement one time during the school year. It is recommended the program be completed prior to the start of practice during preseason team meetings or coach in-services. Schools may utilize the "Concussion in Sports" course on NFHSLearn.com or another equivalent program for this purpose.

- The KSHSAA allows individuals who are not certified to teach by the Kansas State Board of Education to be eligible to coach under Rule 10 of the KSHSAA guidelines. Such coaches must complete a certified course in Fundamentals of Coaching (for supervised Rule 10 coaches) and first aid (for unsupervised Rule 10 coaches). Rule 10 coaches must take the course prior to the season in which they are coaching.
- In the Fundamentals of Coaching course, special emphasis will be placed on communications with parents and student athletes. Both Fundamentals of Coaching and first aid can be taken online at [www.nfhslearn.com](http://www.nfhslearn.com).
- NAIA Champions of Character Program, Positive Coaching Alliance, etc.

## COMMUNICATION WITH PARENTS AND ATHLETES

Communication is a cornerstone to relationships. This is especially true in the coach-athlete relationship. Within this relationship, difficult issues must be dealt with at times, including discipline, player performance and player dissatisfaction. Proper communication results in the positive resolution of such issues, stronger coach-player relations and other benefits such as the student learning how to solve problems.

Parents also have a relationship with their child's coach and communication is equally important to this relationship. Parents may feel the need to step in on their child's behalf. Whatever the motive, proper communication will enhance coach-parent and coach-player relations.

The following is a guide for coaches, parents and student athletes. This guide provides a chain of communication that will maintain and build positive relationships.

### Step One: Coach-Athlete Session

If a player or his/her parent has any issue or problem with the sport experience, the student athlete is expected to address the coach. Students are also encouraged to talk with a coach about any issue in their personal or academic life. The District's expectations of coaches include open communication and positive relations.

### Step Two: Coach-Parent-Athlete Session

If an issue has not been resolved in Step One, the next step in the communication process is a meeting with the parents. The guideline here is to set an appointment at the coach's discretion. If the issue is emotional, the appointment should be scheduled at a later time so parties are calm and problem solving can occur. Also, the parent or player should define the purpose of the session when the appointment is set.

In this step, there may be rare cases when it may be best if the athlete does not participate in the session. If either the parent or coach feels this is the case, this decision should be discussed when setting the appointment and purpose of the meeting.

### Step Three: Administrator-Coach-Parent-Athlete Session

If an issue is not resolved in Step Two, the next step may be initiated by any party. Using the same process as above, an appointment is set and all parties define the purpose of the meeting.

## PRACTICE GUIDELINES

Athletic practice sessions shall end in time to have all participants on their way home three hours after the beginning of the practice session. Two-hour practice sessions are recommended. No morning practice session (in-

cluding dressing time) may begin earlier than two hours prior to the beginning of the school day. No athletic practice will be held on Sundays, except in exceptional and unusual circumstances. If a coach or sponsor feels he/she has such a circumstance, the coach or sponsor may appeal to the school principal for permission to conduct practices on Sundays. In all instances where Sunday practices are granted, the team must have the Saturday of that weekend free from practice or games. During winter and spring vacation, athletic practice sessions are limited to no more than three hours per session, including dressing time.

## **RISK MANAGEMENT OF ATHLETICS AND ACTIVITIES**

Please make note of the following in order to help protect our student-athletes and to minimize the legal exposure. While this applies to sports coaches, activity sponsors should know these guidelines.

**Planning:** Keep detailed practice plans. If you deviate from those plans, make note of the change. Include all water breaks, conditioning drills (do not use “death names”) and areas of instruction.

**Supervision:** Never leave your athletes unattended.

**Instruction:** Always teach the proper techniques in your sport and constantly emphasize any safety precautions. Additionally, keep detailed records of when you taught the proper techniques that could present legal problems (example, correct tackling technique).

**Warnings:** Athletic personnel should warn athletes/parents of the general nature of the risks involved in an athletic activity and the specific risks involved in using improper and dangerous techniques. Ensure all athletes/parents understand the specific risks associated with participation in your sport.

**Safe Practice/Competition Environment:** Do not put an athlete in a position of unnecessary risk and notify the athletic director of any unsafe conditions with regard to your practice/game facilities.

**Protective Athletic Equipment:** Ensure that all of your athletes properly wear all of their protective gear; always carefully inspect (and show your athletes how to inspect) the protective equipment.

**Matching and Equating Participants:** Courts have held that there is a duty to exercise reasonable care in matching athletic participants for gym class activities, practices and other competitive situations.

**Medical Assistance:** Always have access to each athlete’s medical info and a well-supplied training kit.

**Safe Transportation:** Do not rent or use greater than 10-passenger vans. Never let athletes ride unsupervised on a bus. Abide by the District’s activity transportation policy and guidelines.

**Evaluating Injuries and Lack of Physical Conditioning:** Encourage athletes to promptly report all injuries. Never give in to players who insist they are ready to return to play despite your personal reservations.

## HAZING

All sponsors and coaches will be required to include the following language in their athletic handbooks and/or other materials that they distribute to both the athletes and parents. Additionally, sponsor and coaches must cover the following Hazing Guidelines in their pre-season athlete/parent meetings.

Hazing is defined as any activity expected of a member of a group that humiliates, degrades, abuses, endangers, or risks physical or emotional harm, regardless of the person's willingness to participate. Often, a high-status member of a group orders other members to engage in, or suggests that they engage in, activity that in some way humbles a newcomer who lacks the power to resist because he/she wants to gain admission or acceptance into a group.

Examples of hazing include, but are not limited to, embarrassing appearance or acts, wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and/or attention-drawing behaviors, morally degrading or humiliating games or activities and any other activities which are not consistent with the educational environment.

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. Any student or group of students involved in these activities will be subject to disciplinary action including, but not limited to, suspension or expulsion from school.

No administrator, faculty member, or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities.

No students or student leaders of organizations shall plan, organize or engage in any hazing activities.

## RESPONDING TO BIAS LANGUAGE AND BEHAVIOR

### Talking Points

- The safety of all is our priority. If students or staff do not feel safe, incidents must be addressed immediately even if it requires stopping activities until a sense of safety is restored.
- Promoting a respectful, inclusive, and positive environment for all students, staff, community members, and those visiting our school facilities is our goal.
- Any incidents of bias in our schools will be investigated and addressed. Student safety is a priority.
- We will continue to expect a school climate that encourages inclusion and promotes respect.

Suggestions and resources adapted from [Teaching Tolerance's Responding to Hate & Bias Guide](#)

### BEFORE A CRISIS

#### Be Proactive

1. Be diligent about promoting a school climate that encourages inclusion & promotes respect among the entire school community.
  - Adults at school need to model respecting all
2. Always remember, safety (physical & emotional) is our priority
  - Be alert - listen in the hallways, bathrooms, classrooms, stadiums, etc. Pay attention and report any direct or indirect threats, slurs, behaviors, etc.
  - Create an easy system for staff/students to report incidents.
  - Items to consider:
    - i. Casual pejoratives – words used in a derogatory manner (e.g. “that’s lame,” “that’s gay,” “that’s so Jew,” “that’s retarded,” etc.)

- ii. School pride at activities, assemblies, spirit days and other events should be focused on positive aspects of the school. Chants, cheers, t-shirts, announcements, should not demean opponents. Do not tolerate behaviors, actions, or products, (e.g. chants, cheers) that are based on ethnic or other stereotypes (e.g. my culture is not a costume campaign)
- 3. Create a no-slur school –Set expectations and support for safe, open, and respectful learning environments.
- 4. Curb taunting & teasing – set expectations for how students should speak to each other, regardless if a teacher or administrator can hear them. Call out and stop teasing or insults related to race, ethnicity, body size, physical abilities, religion, sexual orientation, clothing, appearance, or socioeconomic status.
- 5. Post reminders – put up signs in offices and around school (e.g. “Safe space from hate,” or “Hate has no home here”). Involve students in making the ground rules/norms for the classroom.
- 6. Be aware and ask – do all the students feel safe, do all the students feel like they belong, do all the students feel included. Consider this perspective on inclusion – “Inclusion is not bringing people into what already exists; it is making a new space, a better space for everyone (Dei, at al. 2000).”
- 7. Stay current on situations/news/media – it’s easier to learn from hate crimes and bias incidents that occur elsewhere. When these incidents occur, take the time to reflect as a leadership team and ask, “Could it happen here? How would we respond?”

### WHEN THERE IS A CRISIS

#### Safety is Top Priority

1. Put safety first. Make sure everyone is safe and accounted for, attend to any injuries, isolate offenders, and restore order as quickly as possible.
2. Denounce the act – denounce the act in clear, unambiguous terms. Staying silence, a lack of response, allows fear, confusion, misinformation, and distrust to grow and spread quickly.
3. An unacceptable incident has occurred – describe incident to help stop gossip/rumors.
4. A full investigation is underway.
5. Our school stands for respect and inclusion, a place where all our welcome, appreciated, and respected.
6. Investigate staying focused on facts and involve others as needed in the process.
7. Use the Communications Department as a resource.
8. Put extra support systems in place for targeted students.
9. Focus on restoration and promote a healing climate and culture.

#### Other Reminders

- Things may escalate far more quickly than you expect via social media outlets, mainstream media and, in some cases, on groups’ websites, which may twist the facts and create new issues to address.
- Judgments may be rushed. The wider community may already have taken sides and formed opinions before anyone fully understands the situation. Have structures and plans in place for crisis management, specifically around information management.
- Balance the desire for speed with the need for thoroughness. Focus on what needs to be done and make sure you don’t allow someone else’s deadline to distract you from the work needed to manage this crisis.
- Work with Communications to use or create tools to spread accurate information.

### **COACH EVALUATIONS**

Head coaches will turn in a written evaluation of each of their assistant coaches, signed by the head coach and the assistant coach, and submitted to the building AD.

The building AD will write an evaluation of all head coaches at the end of the season. The building AD will have an end-of-the-season conference with the head coach at which time the written evaluation will be shared. These evaluations will be kept on file in the building.

## GENERAL KSHSAA GUIDELINES

The guidelines listed below are written in general terms and are a summary of some of the KSHSAA eligibility rules. More detailed explanations of these rules and guidelines can be found in the [KSHSAA Handbook](#). Coaches, sponsors and administrators must be familiar with the rules of eligibility. If there are questions about eligibility, inquiries should be directed to the KSHSAA (located in Topeka) or to the Blue Valley School District Director of Student Activities.

**SCHOLARSHIP:** A student must have passed at least five new subjects of unit weight the previous grading period to be eligible. For seventh grade students, five classes from the following shall be passed for eligibility purposes: Math, Science, Social Studies, English Language Arts, 2 Explo Classes, Reading, Foreign Language and Physical Education. For eighth grade students five classes from the following shall be passed for eligibility purposes: Math, Science, Social Studies, Communication Arts, 2 Explo Classes, Reading, and Physical Education.

**ENROLLMENT:** A student must be enrolled in and be attending a minimum of five new subjects of unit weight during the current grading period.

**TRANSFERS:** A student who makes a bona fide move with his/her parents to a new permanent residence within the boundary of the school to which the student transfers is immediately eligible as it relates to the transfer rule.

A student changing schools without an accompanying move on the part of his/her parents will be ineligible for interscholastic extracurricular activities for 18 weeks beginning with the first day of attendance.

**OUTSIDE COMPETITION:** (This is a complicated rule and it is always wise to double-check with the KSHSAA on the eligibility issue.) A student who is a member of a school athletic 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 during the same season. Participation with an outside group may make the student ineligible for the remainder of that sport season.

**PRIVATE INSTRUCTION:** A student cannot participate in group training/practice sessions, clinics or tryouts held by outside agencies in a sport while he/she is a member of a school athletic team in that identical sport. A group is defined as two or more students receiving instruction from an instructor during the same period of instruction. A student may receive private instruction at any time during the year. Private instruction is defined as one student receiving instruction from one person during the period of instruction.

## CPR

All coaches/sponsors must have current CPR certification. New coaches to the district must obtain their CPR certification within a reasonable amount of time. Many opportunities exist throughout the school year to obtain and maintain current CPR certification. All questions regarding this should be directed to the school's assistant principal.

## SUMMER GUIDELINES

All coaches should be familiar with KSHSAA regulations that govern summer activities. Each year, KSHSAA publishes this information. The District Director of Athletics will forward this information to the building athletic and activity directors in the spring. Building ADs should forward this information to their coaching staff.

## **EQUIPMENT AND SUPPLIES**

The coach/sponsor will maintain an inventory system of equipment and supplies. At the end of each season, the coach will submit an accurate inventory of all equipment and supplies to the building activity assistant principal. Head coaches are responsible for the equipment and supplies designated for their sport.

All students participating in activity programs will be expected to use the equipment provided by the Blue Valley School District. Students shall pay for equipment and/or uniforms lost or damaged.

## **DISCARDING OLD EQUIPMENT AND UNIFORMS**

When a school needs to discard old, unused equipment or uniforms, adhere to the following procedure:

- Develop a list of items to be discarded. Include as much information as possible (item name, quantity, brand name, size, etc).
- Send an email to Paul Ackerman and Jason Gillam to request pickup of the item(s). In the email, please let them know who their contact person will be to coordinate pickup.
- Paul and Jason will work on the method of retirement.

# STUDENT-ATHLETE INFORMATION

## STUDENTS IN SIMULTANEOUS ACTIVITIES

When a student chooses to participate in more than one activity in a season, conflicts in schedule will occur. While these situations are rare, they create difficulties for the students and their sponsors/coaches. It is important that these conflicts be resolved with open communication between the student, the two coaches or sponsors and the building AD. The affected parties should work together to resolve the conflict with the student's best interest as the primary focus. Student choice should always be strongly considered. The purpose of these guidelines is to aid the students, sponsors, coaches and building administrators in resolving these conflicts.

- Sponsors/coaches/building administrators should communicate to the students their responsibilities regarding practices, performances & competitions prior to an athletic season/co-curricular activity.
- Sponsors/coaches/building administrators are strongly encouraged to investigate, prior to the start of each season, potential conflicts that might occur. Careful attention should be given to the members involved in each activity to determine whether a student is involved in concurrent activities.
- Consideration should be given as to the impact a student has on a particular group or activity.
- A student should not be adversely affected or receive negative repercussions from the coach/sponsor as a result of a decision.
- If the events in conflict are of the same priority level in these guidelines, the two sponsors/coaches involved with the student in conflict should meet with the building activities director to discuss the conflicting events and reach a decision that is best for the student.

The following grouping of activities is a suggested guide for sponsors, coaches and administrators to use in resolving student participation conflicts. Activities have been tiered into three levels; events within each grouping are listed in no particular order. Level 1 events take priority over levels 2 and 3 and level 2 events take priority over level 3.

### Level 1

- National competitions and/or participation.
- State Competitions, festivals and/or performance events sponsored either by the KSHSAA or recognized state professional organizations e.g., KMEA, NFL, DECA, etc.
- Regional, District, sub-state competitions, festivals and/or performances, or national and state qualifying competitions, festivals and/or performances e.g., NFL qualifying tournaments, KSHSAA and KMEA qualifying events and competitions, etc.

### Level 2

- League events, Blue Valley multi-school events and multi-school events of four or more schools participating, multi-school rated and/or ranked festivals e.g., invitational tournaments, Music Bowl, Blue Valley District/area festivals, league athletic contests, etc.
- Major annual events within each high school e.g., Fall play, Spring play, Winter musical, Drill Team spring extravaganza, etc.
- Multi-school events of three or less schools participating, multi-school events and/or festivals involving any number of schools which are non-rated e.g., parades, regular two school athletic contests, marching festivals for participation only, etc.

### Level 3

- Single varsity athletic competitions, individual school concerts or performances.
- Single sub-varsity athletic competitions.
- Events and/or performances outside the home school within the Blue Valley District or Greater Kansas City e.g., intra-district performances at feeder schools, professional sports events in Kansas City.
- Regular practices and/or rehearsals outside regular school hours.



## **PARTICIPATION LEVELS**

Students may only participate in athletics/activities designed for their specific grade level(s) and school. Any request for an exception must be forwarded in writing to the Director of School Administration.

## **SCHOOL ATTENDANCE**

Students in extra-and co-curricular activities are expected to be in full attendance at school on the day of performance/game/contest and/or practice sessions if the sessions are after school. Exceptions must be approved at the building level by the building AD and Principal.

## **NECESSARY FORMS FOR STUDENT PARTICIPATION**

The following forms must be signed by all students and parent/guardians before the student participates in any athletic or spirit practice or contest each school year:

- Insurance Waiver Form (Student and Parent Signatures Required)  
<https://district.bluevalleyk12.org/ParentsAndStudents/Lists/FormsAndDocumentsWebPartList/Insurance-Waiver.pdf>
- Transportation Consent Form (Student and Parent Signatures Required)  
<https://district.bluevalleyk12.org/ParentsAndStudents/Lists/FormsAndDocumentsWebPartList/Transportation-Consent-Form.pdf>
- KSHSAA Pre-Participation Physical Form (Student, Parent, and Physician Signatures Required)  
<http://www.kshsaa.org/Public/PDF/FORM-PPE.pdf>
- Concussion Release Form (Student and Parent Signature Required)  
<https://district.bluevalleyk12.org/ParentsAndStudents/Lists/FormsAndDocumentsWebPartList/Concussion-Form.pdf>
- Substance Abuse Agreement  
<https://district.bluevalleyk12.org/ParentsAndStudents/Lists/FormsAndDocumentsWebPartList/Substance-Abuse-Agreement.pdf>

The athletic or activity director will be responsible for distributing the above listed materials to students.

## **PERFORMANCE-ENHANCING SUBSTANCES**

The Blue Valley School District has taken a stance consistent with the KSHSAA and the NFHS against the use of any drug, medication or food supplement by a student solely for performance-enhancing purposes. The effects of many of these chemicals on the health of children and adolescents, both short and long-term, have not been established. Even natural substances in unnatural amounts may have short or long-term negative health effects.

## **SUBSTANCE ABUSE AGREEMENT**

Students participating in the activities and athletics program will not use, distribute or possess illegal substances as identified in [Board of Education Policy #3515](#). Included in the policy are alcoholic and cereal malt beverages, tobacco and tobacco products, electronic cigarettes, controlled substances (drugs) and improper use of legal substances (including prescription and non-prescription medications), drug paraphernalia, inhalants, and other products.

In August of 2015, the Blue Valley School District expanded the reach of the Substance Abuse Agreement for High Schools to include high school students involved in all school activities; not just athletics, cheerleading and drill/dance team. By “school activities” we mean all district-wide activities that appear on the Blue Valley Supplemental Salary Schedule. The copy of the Substance Abuse Agreement is on the next page.

**SUBSTANCE ABUSE AGREEMENT**  
BLUE VALLEY UNIFIED SCHOOL DISTRICT No. 229  
ATHLETICS AND ACTIVITIES SUBSTANCE ABUSE GUIDELINES

**Student Last Name**

**Student First Name**

**Student ID**

**Graduation Yr.**

*Please Clearly Print All Information*

Blue Valley Schools believe that school activities are a positive influence for students and the community. The expectation for all of our students is to be lawful in the conduct of their daily lives. Students who voluntarily represent Blue Valley Schools in various activities are held to a high standard of conduct. The *Athletics and Activities Substance Abuse Guidelines* reinforce the expectation of good conduct and positive representation of the District by students who participate in the District's activity programs.

Participation in activities as defined by Blue Valley Unified School District No. 229 is a privilege. This privilege is available to a student for as long as the student complies with District policies and guidelines, Kansas State High School Activities Association (KSHSAA) policies (where applicable) and coach/sponsor rules. Failure to comply with any of the policies, guidelines, or rules may result in suspension of the privilege of participating in activities. These guidelines are an extension of the District's substance abuse policy #3515 as well as the KSHSAA policy concerning the use and abuse of alcohol, tobacco, and illegal drugs.

Under these guidelines, an *offense* shall mean the use, possession, disbursement, or being under the influence of alcohol, tobacco, e-cigarettes, inhalants, or any illegal drugs, by a Blue Valley student activities participant whether at school-related activities or not. The students in Blue Valley activity programs shall be held accountable to these guidelines at all times during their high school career. These guidelines also prohibit the illegal use, possession, or disbursement of prescription medicine. Any student suspected of an offense shall be notified of the suspected offense and due process will be afforded to the student. The parent/guardian will also be notified. As an extension of the District's policy against substance abuse, any offense at school or at a school-sponsored activity will also result in appropriate District/school disciplinary action. Appeals may be pursued through established student disciplinary policies. Activity suspensions may carry over from one season to the next and/or from one school year to the next. These guidelines are cumulative throughout the student's entire high school activity experience. Example: Should a student commit a first offense during freshman year and another offense during junior year, the offense in the junior year becomes the student's second offense.

Before a high school student may participate in activities, the student must sign the form below indicating that he/she has read and understands the substance abuse guidelines. **This document will need to be signed only one time during a student's high school career.**

**First Offense (All Apply)**

- A. Suspension from participation in activities for not more than 50% of one full season; (should a student self-report a violation to a coach, sponsor, or administrator prior to the school learning of the violation, a reduction to the suspension from activities may occur) and
- B. A conference with the participant, school administrator, coach/sponsor(s), and parent(s) before reinstatement; and
- C. Fulfillment of any additional responsibilities required by the coach/sponsor(s) before reinstatement; and
- D. Verification of enrollment and participation in a professional alcohol, tobacco, or drug treatment program may reduce the suspension time.

**Second Offense (All Apply)**

- A. Suspension from participation in activities for not more than one full season; and
- B. A conference with the participant, school administrator, coach/sponsor(s), and parent(s) before reinstatement; and
- C. Fulfillment of any additional responsibilities required by the coach/sponsor(s) before reinstatement; and
- D. Completion of a professional alcohol, tobacco, or drug treatment program before the participant is eligible to participate in an activity in a subsequent season.

**Third Offense (All Apply)**

- A. Suspension from participation in activities for a minimum of 365 consecutive days; and
- B. A conference with the participant, school administrator, coach/sponsor(s), and parents before reinstatement; and
- C. Fulfillment of any additional responsibilities required by the coach/sponsor before reinstatement.

Co-Curricular Activities: If a student is suspended from a school activity that is also a graded activity to meet a course requirement, the student will have the opportunity to make-up the grade for that school activity. The make-up work must be arranged with the co-curricular sponsor/teacher.

Activity Sponsors will define and communicate to participants the meaning of "Season" for their activity.

The District hires coaches/sponsors to manage its activities. Coaches/sponsors may have stricter rules than what is provided by these guidelines. If a coach or sponsor has stricter rules, those rules shall be provided to the student and parent by the coach in writing and returned to the coach signed by the parent prior to the start of the activity. The substance abuse guidelines provide a baseline standard to which all activity programs will adhere. Coaches/sponsors may go above and beyond these guidelines with full support from the administration and Board of Education. Students are expected to follow all written rules of the team activity in which they are involved.

**Student Signature**

**Parent Signature**

**Date Signed**

Adopted July 18, 2000 Last Revised August 12, 2015

# WEATHER

## SEVERE WEATHER GUIDELINES

The safety of athletes, spectators, coaches, school personnel and all others at athletic/activity contests or practices must be the foremost concern to the contest officials, coaches, sponsors and building administrators.

### Athletic Contests / Activity Events

- Prior to beginning an athletic contest, the head contest official and the principals of each school or their designees will meet to review the suspension and postponement rule procedures.
- The host school administrator (or their designee) will be responsible for informing the contest officials, the visiting school administrators and, if applicable, the individual responsible for public address announcements.
- During a tornado or severe thunderstorm warning for the area, the contest will be suspended immediately. All participants and spectators will be instructed to take cover.
- Outlined below are the procedures for suspending a contest due to lightning.
- Per KSHSAA, before a contest begins it is the responsibility of the school administration or coach (if an administrator is not present) to suspend a contest.
- Per KSHSAA, once a contest has begun, it is the responsibility of the game official to discontinue a contest. However, the official must follow all Blue Valley School District guidelines and protocols.
- When it appears that weather conditions are no longer a threat to the safety of participants, spectators, or contest officials, administrators from all schools involved will meet with the head contest official to determine if play will continue. If any administrator or contest official casts a negative vote for play to resume, the suspension should continue.
- If play resumes, players will be given a reasonable warm-up period prior to resuming competition.

### Athletic/Activity Practices, Physical Education, and Recess

- Coaches/sponsors should assign an adult (if the athletic director has not done so already) to monitor weather conditions during a practice session.
- If a tornado or severe thunderstorm warning has been issued for the area, outdoor practice will be suspended immediately.
- Outlined below are the procedures for suspending a practice due to lightning.

### Lightning

An adult storm spotter will be designated for all outdoor activities when there is a possibility of lightning. The following table provides an outline to assist in making weather-related decisions during practices, games, or other outdoor activities:

| Alert Level                | Lightning Location | Notes                                                                                                                                                                                                                         |
|----------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Heads Up                   | 15 Miles           | Spotter diligently monitors lightning activity in the area.                                                                                                                                                                   |
| Activate Safety Procedures | 10 Miles           | All participants/spectators begin to take cover immediately.                                                                                                                                                                  |
| All Clear                  | 10+ Miles          | Wait <b>30 minutes</b> after the last known lightning within 0-10 miles before resuming any outdoor activity. Statistics indicate that just as many lightning strikes occur at the end of a thunderstorm as at the beginning. |

Note: At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If thunder can be heard and the flashes are low on the horizon, the

storm may not pose a threat. Independently verified lighting detection information would help eliminate any uncertainty.

#### Lightning Storms: Shelter Locations

- The safest structure is a fully enclosed building with plumbing, electrical wiring, and telephone service which all aid in grounding the structure.
- Fully enclosed automobiles with metal roofs, including school buses, provide adequate shelter.
- Avoid using bathrooms or showers as shelters as the plumbing pipelines provide a path for the lightning to enter the structure. Also, avoid using corded phones or headsets during a thunderstorm, and avoid standing near utilities.

The following are recommended first aid tips for lightning victims:

1. Immediately call 911.
2. Be careful that rescuers are not putting themselves in a high-risk situation when assisting the victim; if the victim can be moved, do so to minimize rescuers' exposure to lightning.
3. If a victim is not breathing, perform CPR (if certified) until paramedics arrive.

#### Monitoring the Weather

- If within school district boundaries, you need to use the school district provided Strike Guard System (however, see #2). You will need a separate pager or app on your cell phone to utilize this system.
- If you are in an area with adequate cell-coverage, in lieu of the Strike Guard System, you may choose to utilize the "Weather Bug" application that has a robust lighting detection feature. Unlike Strike Guard, this works at events outside the boundaries of the Blue Valley School District.
- The district currently subscribes to Weather-or-Not, a local meteorological service that warns of upcoming storms or weather-related warnings.

### ICE AND SNOW

Any time school is dismissed during the school day because of inclement weather, all student activities, including athletic practice sessions, performing arts practices, athletic contests, performing arts productions, concerts or contests are postponed. They may be rescheduled at a later date. Should school be canceled prior to the beginning of class for the school day due to snow, ice or other inclement weather, athletic practice and contests and performing arts practice and performances may be held with certain restrictions and conditions. It is understood that practice, contests, or performances will not be conducted without the approval of the Director of School Administration or designee. Should practice be permitted, the earliest practice will typically begin no earlier than 11:00 a.m. The decision as to whether or not contests or performances will be held during the evening hours will be made by the Director of School Administration or designee in consultation with building administration, the building and grounds supervisor and appropriate county agencies. The decision will be made by noon.

## HOT AND COLD WEATHER GUIDELINES

### ATHLETIC / ACTIVITY PRACTICES AND COMPETITIONS

| Level | Heat Index | Modification(s) *                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Max Practice Time | Water On Demand Rest Period                                     |
|-------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------|
| 1     | 80-89°     | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 3 hours           | • Every 30 Minutes                                              |
| 2     | 90-96°     | • Recommended: Ice towels for cooling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3 hours           | • 3 (4 min )rest breaks/hour<br>(Synthetic Turf: 4 rest breaks) |
| 3     | 97-103°    | • Provide Ice towels for cooling<br>• Reduce practice intensity, uniforms (if possible), and protective equipment                                                                                                                                                                                                                                                                                                                                                                                                                | 2 hours           | • 4 (5 min )rest breaks/hour<br>(Synthetic Turf: 5 rest breaks) |
| 4     | 104+ °     | <b>* Depending on a variety of factors, indoor practices may be required. If practice takes place, note the following:</b> <ul style="list-style-type: none"> <li>• Heat-acclimatization period (14 days), no practice on synthetic turf.</li> <li>• Cross Country must practice on campus</li> <li>• Must have ice immersion tub(pool) available</li> <li>• Football – helmets only</li> <li>• Provide ice towels for cooling</li> <li>• Reduce practice intensity, uniforms (if possible), and protective equipment</li> </ul> | 1.5 hours         | • 4 (6 min) rest breaks/hour                                    |

Note: For athletic games/competitions/etc., when the heat index exceeds 90° the athletic director or coach will meet with contest officials and opposing school administrator/coach to discuss mandatory game stoppage for hydration/rest.

### DURING THE SCHOOL DAY: PE CLASS AND RECESS

| Heat Index | Wind Chill | Modification                                                                                                                                                                                                           |
|------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 95-99°     |            | <ul style="list-style-type: none"> <li>• outdoor recess and outdoor physical education should be limited (as practical)</li> <li>• Water should be available</li> <li>• Breaks should be provided as needed</li> </ul> |
| 100° +     |            | • Recess and physical education should be held inside                                                                                                                                                                  |
|            | 11-20°     | • Outdoor recess and outdoor physical education should be limited (as practical).                                                                                                                                      |
|            | 10° -      | • No outdoor physical education, recess, or fitness breaks.                                                                                                                                                            |

**Per Recommendations by the NFHS and the KSHSAA Sports Medicine Advisory Committee, all coaches, other athletic personnel, and supervisors should:**

1. Carefully watch/monitor all participants for signs of heat illness.
2. Know that physical exertion and training activities should begin slowly and continue progressively. Additionally, fall athletic coaches should follow the KSHSAA practice acclimatization guidelines Rule 30: Article 8.
3. Keep each participant’s individual level of conditioning and medical status in mind and adjust activity accordingly. For example, there is an increased risk if the athlete is obese, unfit, has been recently ill, has a previous history of exertional heat illness, or has sickle cell trait.
4. Ensure participants understand the importance of adequate hydration. Due to the demands of a seven-hour school day, ensure all student-athletes carry a water bottle with them to all their classes and during passing periods.
5. If possible, rest breaks should take place in a shaded area. After all participants hydrate, this time can be used for non-activity purposes.
6. Understand the importance of immediate first aid when the signs of heat distress or exertional heat illness are observed. While calling for medical assistance, onsite rapid cooling should begin immediately! Ice water baths

are the preferred method for rapid cooling. If not available, ice towels to the neck, armpits, and groin while rotating other ice towels to all other areas should commence immediately.

7. Athletes should recover between practices in a cool environment, with no athletic activity. Treatment with the athletic trainer is allowed.

**“Practice”** The period of time a participant engages in coach-supervised, school approved, sport- or conditioning-related physical activity. Warm-ups, stretching and cool-down activities are all included in the practice time.

**\* The district may amend practice modifications depending on, but not limited to, heat index, time athletes have had to acclimate to the heat, the temperature the previous days, and the level of solar radiation.**

**“Water on Demand”** Coaches monitor to ensure all student-athletes are hydrating at the required intervals. In addition, participants will have unrestricted access to water at all times during practice and may demand a water break at any time.

## REVISED LANGUAGE FOR KSHSAA RULE 30 (SECTION 1, RTICLE 8)

*effective 2018-19 Academic Year*

Art. 8: Beginning Monday of SCW #7, the following practice rules apply to football, boys and girls cross country, boys soccer, girls volleyball, girls gymnastics, girls tennis and girls golf:

- a. Only one practice per day is permitted the first 5 days of practice. All individuals shall only practice once per day for the first five days the individual practices, no matter when the person joins the team or if the person misses days due to injury/illness.
- b. No single practice may last longer than 3 hours. All warm-up, stretching, conditioning and weight lifting is included as part of the 3 hour limit.
- c. A separate walkthrough is permitted in addition to the single practice. The walkthrough cannot be longer than 1 hour and must be separated from practice by at least 3 hours of rest. A walkthrough is defined as a teaching opportunity with the athletes in which no protective equipment is worn. No physically exerting activity, including any conditioning or weight lifting, may take place during the walkthrough.
- d. Beginning on practice day 6, double practice sessions are permitted for any individual who has completed 5 days of single practices. Double practice sessions cannot be held on consecutive days. The day following a double practice day would be either a single practice day or a rest/recovery day.
- e. On days of multiple practices, no single practice may last longer than 3 hours and total practice time combined shall not exceed 5 hours.
- f. To be deemed a practice, a majority of the squad members must participate in the organized team training session.

# MEDICAL AND HEALTHY-ATHLETE INFORMATION

## PROCEDURES FOR DEALING WITH INJURED ATHLETES

THESE PROCEDURES MAY NOT BE ALL-INCLUSIVE

1. The Blue Valley School District contracts with an organization to provide trainers at most events. If an athletic trainer is on-site at an event, please use their expertise in dealing with the injured athlete.
2. Prior to the first day of practice in any sport, student athletes should be encouraged to prepare themselves. The head coach's responsibility is to provide guidance for the athlete. Pre-season conditioning for all sports should include aerobic or cardiovascular conditioning, strength conditioning with particular emphasis on muscles that are used most in a given sport and flexibility conditioning.
3. Student athletes should be informed of the importance of proper nutrition, specifically the importance of fluids, fresh fruits and juices and an abundance of complete carbohydrates in the diet.
4. Medical and emergency information must be kept on file for each student athlete. The information must include parents' telephone numbers at home and place of business. The physician's name and office number must be listed. All special health considerations such as allergies, chronic diseases, contact lens, metal implants and post-surgery requirements should be noted. A record of allergic reactions to certain drugs is extremely important.
5. New KSHSAA Guideline for 2015-16: All coaches (also including marching band, cheerleading and drill/dance team) and athletes will be required to complete a concussion education program on an annual basis. The NFHS free course, Concussion in Sports, is recommended, even though the training can come from other sources (athletic trainers, etc.). For other guidelines regarding head injuries, refer to pages 18-24.
6. Spinal injuries are serious and any athlete suffering such an injury should only be moved by professional medical personnel. No coach should make assumptions or attempt to diagnose any head or spinal injury. Call Med-Act and notify the parents.
7. Broken bones, sprains and bruises must have first aid. In virtually all cases, immobilize the injured limb and apply ice. If a joint is injured, do not try to determine sprain or break. Advise parents to have an x-ray of the injury.

## PHYSICAL EXAMINATIONS

Students are not eligible to represent their school in interscholastic athletics, spirit or performing groups until the [KSHSAA Pre-Participation Physical \(PPE\)](#) form (with all required signatures) is on file with the building assistant principal. This form will certify that the student has passed an adequate physical examination and is physically fit to participate in interscholastic athletics, spirit or performing groups. This form shall also be signed by the parent or legal guardian, stating the student has permission to participate.

The physical examination may not be taken earlier than May 1 preceding the school year for which it is applicable. The completed form must be filed with the head coach or assistant principal prior to the first practice session in which the student participates.

The physical examination form for spirit and performing groups shall be completed and filed with the school prior to the first practice after tryouts in which the student represents his/her school. The head coach or sponsor of each activity is responsible for the oversight on this. As a result, attention should be given to the date of tryouts in relation to May 1.

Schools may not promote or sponsor events (on or off-site) where physicians (M.D., D.O., Chiropractors, etc.) administer physical examinations.

## **BLUE VALLEY SCHOOL DISTRICT CONCUSSION PROTOCOLS AND GUIDELINES**

**Blue Valley District Guideline:** The following Concussion Release Form will be used by the Blue Valley School District in order to comply with the requirements of the School Sports Head Injury Prevention Act. Students may not participate in athletics and spirit squads until this properly-signed form is returned to the coach or sponsor.

<https://district.bluevalleyk12.org/ParentsAndStudents/Lists/FormsAndDocumentsWebPartList/Concussion-Form.pdf>

**KSHSAA Guidelines:** On an annual basis, each KSSHAA member school shall require all coaching staff, every student participating in an athletic activity (including spirit activities), and school administrators responsible for coverage, to complete a concussion education program. Students involved in multiple sports only have to complete this requirement one time during the school year. It is recommended the program be completed prior to the start of practice during preseason team meetings or coach in-services. Schools may utilize the “Concussion in Sports” course on NFHSLearn.com or another equivalent program for this purpose.

**NFHS Guideline:** Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.

**Kansas Guidelines: School Sports Head Injury Prevention Act (hereinafter the “Kansas Act”) effective July 1, 2011:** Found on p. 4 of the Blue Valley School District Concussion and Head Injury Release Form (link above).



## BLOOD-BORNE PATHOGENS

Teachers, coaches, trainers and student athletes must observe the following precautions any time there is blood present and treat it with respect regarding its ability to transmit infectious disease.

- Before competing, a student athlete must cover any open body wound. This will reduce the risk of transmission of a blood-borne pathogen from the open wound to an open wound or mucous membrane of another person or vice versa.
- A student athlete should render personal first aid and cover open wounds themselves whenever possible. This reduces the risk of transmission of a blood-borne pathogen from one person to another. Students should not be asked to assist in controlling a bleeding injury of another athlete, clean blood contaminated environmental surfaces, or handle contaminated laundry.
- When rendering first aid to others, an individual will wear protective gloves (i.e. disposable examination gloves) any time blood, open wounds, or mucous membranes are involved. The individual will wear clean gloves for each student athlete treated or when treating the same student athlete more than one time and will wash his/her hands with soap and water after removing and disposing of protective gloves.
- Skin contaminated with blood should be washed with soap and water. Although liquid chemical disinfectants effective against specific blood borne pathogens and other micro-organisms are widely available, such disinfectants are not intended for direct contact with the skin. Direct physical contact with such agents may result in skin irritation or other toxic reactions.
- During a game or practice, if uniforms or other clothing become contaminated with blood, or other body fluids containing visible blood, to the extent the blood could be transferred from one person to another by touch, this clothing should be wiped off with soap and water or an antiseptic.
- If a student athlete begins to bleed during practice or competition, play must be stopped, the student athlete who is injured must be removed and any potentially- contaminated surfaces should be cleaned using a disinfectant solution of household bleach and water. The recommended mixture is 100 parts water to one part bleach (Example: 1/4 cup bleach to one gallon of water). The surfaces will then be rinsed with clean water to avoid participants getting the disinfectant in their eyes. The individual doing the cleanup must wear protective gloves and wash his/her hands with soap and water after removing and disposing of protective gloves.
- A student athlete who is removed from an athletic practice or contest due to bleeding must have the bleeding stopped, and any wound covered, before the individual is allowed to return to competition. If the bleeding resumes, the practice or contest must be stopped again and any potentially contaminated surfaces cleaned. The official in charge of the competition (i.e., referee in football and basketball, home plate umpire in baseball) determines how many times the competition should be stopped due to a student athlete's bleeding before the student athlete is disqualified from further participation in that contest.
- Since there is potential for students to experience exposure to blood (i.e. another person's blood on a student /athlete's open sore), the school should have a written policy regarding the reporting of a student's exposure to blood. The policy may include, but not be limited to, reporting and notification of the parent with a request that the parent notify the family physician of the exposure so that adequate medical follow-up can occur.
- Disposable towels should be used in all clean-up. Towels, protective gloves and other materials used in cleanup, as well as cotton used to stem bleeding, will be placed in a sealed container lined with a plastic bag. Disposal must be in compliance with OSHA Standards.
- All soiled linen such as uniforms and towels will be washed in hot, soapy water. Any detergent that contains bleach is appropriate. Laundry personnel should use appropriate physical barriers, such as protective gloves, to prevent contact with soiled laundry.
- The procedure outlined for student athletes will also apply to officials and coaches.
- Towels, cups and water bottles should not be shared.

# FINANCE, FACILITIES, AND TRAVEL

## FACILITY USE PHILOSOPHY

All fields/facilities in the Blue Valley School District are to be viewed as District fields/facilities. In the event that a team cannot use the field/facility assigned to them for a game or practice, the AD of that school may arrange with another building AD for the use of a field/facility at a different venue, providing the field/facility is available. If a school needs a DAC field/facility for a contest/game, this would have priority over another school's use of the field/facility for a practice session; especially when other fields/facilities are available for training.

## FACILITY USAGE GUIDELINES (SCHEDULING HS COACH/SPONSOR EVENTS)

*Guidelines Revised 12/21/17*

To schedule use of Blue Valley School District Facilities for coach/sponsor events, the procedures listed below should be followed.

### SCHOOL FUNCTIONS (Within home building)

School functions are curricular programs and school sponsored programs including but not limited to: debate tournaments, orchestra/band concerts, plays, open gym and sporting events/practices. Blue Valley students must participate and benefit from the activity. School secretaries have the responsibility of scheduling these activities. Refer to the Scheduling School Calendars Standard Operating Procedure.

### SCHOOL FUNCTIONS (Outside of home building)

Preferred method:

- The administrators within each building (i.e. Principal to Principal, Athletic Director to Athletic Director) will work out an agreement as to scheduled times and/or access arrangements. The requesting administrator will need to make arrangements with the manager of custodial services for scheduling custodians.

Alternative method:

- Arrange through Facility Scheduling Office via email request sent to: [mderry@bluevalleyk12.org](mailto:mderry@bluevalleyk12.org) or [pjohnsen@bluevalleyk12.org](mailto:pjohnsen@bluevalleyk12.org).
- Every effort will be made to schedule the event as to not incur any additional labor hours.
- When scheduling weekend events at another high school. Custodians are scheduled on Saturdays until 3pm at the high school buildings. This is the case only at high schools and only during the school year, as Fridays, Saturdays, and Sundays do not have custodial coverage during the summer.

### RENTALS OTHER THAN SCHOOL FUNCTIONS (No registration fees assessed to participants)

Coaches/sponsors will not be charged for use of school facilities and custodial labor for programs that meet the following conditions.

Conditions:

- The coach/sponsor does not benefit financially from the event.
- The activity is scheduled so as not to incur any additional labor hours. If scheduled outside of normal custodial hours, labor charges will be applied.
- Obtain and fill out a [Facility Usage Request Form](#) or complete the on-line Reservation Request. You may obtain this form in the following ways:
  - Online at [www.bluevalleyk12.org](http://www.bluevalleyk12.org) under Community, then select Facility Rental.
  - The Facility Usage Request Form is listed in the Documents section.

- The on-line form is listed under Useful Links as Reservation Request.
- Proof of liability insurance may be required.
- Send the completed form to the Blue Valley Facility Scheduling Office. You may do so by mailing or emailing the request form or by completing the on-line reservation request.
- School Administration and Grounds Coordinator (if applicable) must approve the event prior to the Facility Scheduling Office finalizing the request.
- Your response or Rental Confirmation will be emailed to you upon approval.

### RENTALS OTHER THAN SCHOOL FUNCTIONS (Registration fees assessed to participants)

Fees will be assessed, but preferential scheduling will be given when possible to coaches/sponsors who use school facilities for programs and events which meet the following conditions.

Conditions:

- The coach/sponsor is benefiting financially from the event.
- Facility Usage Request Form may be submitted six months in advance. In order to maintain priority status it must be submitted a minimum of four months in advance.
- Obtain and fill out a [Facility Usage Request Form](#) or complete the on-line Reservation Request. You may obtain this form in the following ways:
  - Online at [www.bluevalleyk12.org](http://www.bluevalleyk12.org) under Community, then select Facility Rental.
  - The Facility Usage Request Form is listed in the Documents section.
  - The on-line form is listed under Useful Links as Reservation Request.
- Proof of liability insurance may be required.
- Send the completed form to the Blue Valley Facility Scheduling Office. You may do so by mailing or emailing the request form or by completing the on-line reservation request.
- School Administration and Grounds Coordinator (if applicable) must approve the event prior to the Facility Scheduling Office finalizing the request.
- Your response or Rental Confirmation will be emailed to you upon approval.

### SCHOOL FUNDRAISERS

School fundraisers held on weekends would not be assessed facility fees, however labor rates will be charged for any labor hours associated with the event.

Conditions:

- The coach/sponsor does not benefit financially from the event.
- Obtain and fill out a Facility Usage Request Form or complete the on-line Reservation Request. You may obtain this form in the following ways:
  - Online at [www.bluevalleyk12.org](http://www.bluevalleyk12.org) under Community, then select Facility Rental.
  - The Facility Usage Request Form is listed in the Documents section.
  - The on-line form is listed under Useful Links as Reservation Request.
- Send the completed form to the Blue Valley Facility Scheduling Office. You may do so by mailing or emailing the request form or by completing the on-line reservation request.
- Mandatory, minimum 14-day advance notice in order to secure appropriate personnel and facility space.
- Existing confirmed rentals will not be rescheduled.
- Your response or Rental Confirmation will be emailed to you upon approval..

### **PLAYING FIELDS**

Only certified personnel and those designated by the school administration to act as officials, or who have specific assignments at athletic practices or contests, are to have access to dressing rooms, training rooms, equipment rooms and other athletic rooms or playing areas. The coach and/or building AD in charge of the practice or con-

tests are responsible for excluding unauthorized persons from the area designated. At scheduled games, adult personnel on the school's team bench shall be limited to coaching personnel, those persons who are officially assigned to the high school sports squad in that school and the team doctors.

## **TRANSPORTATION GUIDELINES**

Extra-curricular activities requiring transportation shall include, but not be limited to, all athletic teams and all-school plays and musicals. Co-curricular activities requiring transportation shall include, but not be limited to, graded and credited activities, such as cheerleading, debate, drill team and instrumental music. The District shall provide authorized vehicles to transport all high school participants to and from all extra-curricular activities and co-curricular events and practices that are located off campus. Parents may decline such transportation and select alternative means of transportation. Parents electing to do so must have a transportation waiver consent form on file with the school's activities/athletic director. The form can be found at the following link:

<https://district.bluevalleyk12.org/ParentsAndStudents/Lists/FormsAndDocumentsWebPartList/Transportation-Consent-Form.pdf>

All coaches and sponsors should be familiar with the Administrative Guidelines (Policy 3131.1) – Student Activities Transportation:

### Driver Responsibilities

- Drivers shall review and be aware of behavioral expectations of students.
- Drivers shall enforce behavioral expectations.
- Drivers shall operate vehicles in a safe manner, according to driving laws derived from the locale in which they are operating.
- Drivers shall obey all traffic laws during transportation of students.
- Drivers shall ensure that students are seated and seat belted in a safe manner.
- Drivers who have ongoing responsibilities for student behavior (coaches, teachers, sponsors, etc.) may discipline students for inappropriate behavior. If student behaviors, in the opinion of the driver, warrant, drivers shall refer the behavior to district administration for discipline.
- Drivers who do not have ongoing responsibilities for student behavior (e.g., parent sponsors, district employees without ongoing ties to the students) shall deal with behavior issues during the trip and shall refer those behavior issues to the building administration.
- Drivers shall have the authority to deal with mechanical problems of vehicles as they arise. Drivers should attempt to contact building officials prior to authorizing repair or maintenance.
- If someone is serving as sponsor but not driver, that person shall cooperate with the driver in assuring safe operation of the vehicle and appropriate student behavior. This shall include sponsors who are supervising on a vehicle (such as a school bus) operated by a private contract employee.
- Drivers and sponsors have the responsibility and authority to alter, postpone, or cancel transportation arrangements if those arrangements are deemed to be potentially unsafe. Prior to cancellation, the driver or sponsor should attempt to contact building or district administration.
- Drivers and sponsors shall not accept passengers if the acceptance of the passenger would exceed the safe capacity of the vehicle.
- School-owned vehicles may not be utilized for trips exceeding 550 miles from the District Office at 15020 Metcalf, Overland Park, Kansas 66223.
- Two adult drivers are required in each school vehicle / rented van for all student trips in excess of 300 miles.

### Student Responsibilities

- Students shall follow the instruction and guidance of drivers and sponsors.
- Students shall abide by the student behavior guidelines.
- Students shall report unsafe driving to the driver, the sponsor, or building administrators.
- Students shall report unsafe conditions to the driver and/or sponsor.

## USE OF SCHOOL-OWNED VEHICLES DURING SUMMER MONTHS

Per KSHSAA Executive Board policy, coaches and sponsors may use District-owned vehicles during the summer months to transport students to summer events including athletic camps, 7-on-7 football, summer league games, etc., as long as the following conditions are met:

- Each school will develop and communicate to their coaches/sponsors procedures for the use of school-owned vehicles during the summer months.
- All school activities will take precedence over independent events tied to a school activity. For example, transporting students to a debate tournament will take precedence over the transportation of students to a summer athletic camp.
- Athletic personnel should communicate to parents that the KSHSAA Catastrophic Insurance policy does not cover students traveling to, or participating in, summer activities unless they are sponsored by KSHSAA; KSHSAA Summer Spirit Camps, KAY Leadership Camp, etc.

## ACTIVITY/ATHLETIC TRAVEL

### Travel Meals for Student Participants and Sponsors

#### A. Instate travel

On trips where it will be necessary to feed an activity/athletic group, the following is the amount that can be allocated out of activity/general fund money per individual:

|           |         |
|-----------|---------|
| Breakfast | \$ 8.00 |
| Lunch     | \$10.00 |
| Dinner    | \$12.00 |

#### B. Out-of-state travel total is \$45.00 (current state of Kansas per diem)

- The above amount can be supplemented with club account money, booster club donations, parent contributions, or building discretionary funds such as the high school Pepsi money. However, the amount spent in a given day should never exceed the meal per diem rate utilized by the state of Kansas (currently \$45.00).
- It should be noted that, with the ongoing state budget issues, general fund allocations to athletics and activities will probably not be growing and potentially could be reduced. Extended travel should be limited whenever possible. This does not refer to KSHSAA post-season competition. If discretionary travel is scheduled for an activity, a plan should be developed to fund such travel that does not rely on general fund money. Sponsors and coaches need to remember that extended travel, especially regional, national, or international travel, is not a guaranteed part of any of our programs.
- Adults need to remember that if they are provided free meals at any of these events, their per diem reimbursement will also need to be reduced.

## STUDENT ACTIVITY ACCOUNTS

It is the responsibility of a coach or sponsor to follow all Kansas state activity fund regulations and Blue Valley's activity fund policies and procedures. The Blue Valley School District publishes an activity fund manual to assist coaches and sponsors in this process. For detailed procedures, please call accounting at 239-4113. In brief, the following summary is applicable to all uses of student activity accounts.

In dealing with student activity accounts, coaches or sponsors should

- have money available and an approved purchase order before ordering goods or services.
- keep a sponsor file with copies of all the purchase orders and receipts.
- review, sign and return the monthly Activity Detail report.

In dealing with purchases, coaches or sponsors should

- complete a Purchase Requisition Form, get the proper approvals and turn it in to the bookkeeper. The bookkeeper will print a purchase order.

- order the goods or services upon receiving the approved purchase order from the bookkeeper.
- turn the invoice, cash register receipt or statement in to the bookkeeper for vendor payment. The bookkeeper will not write a check without this documentation.

In dealing with cash collections, the coach or sponsor should

- complete the Fundraiser Form and have the building administrator approve it.
- collect money and complete Money for Deposit form, put the money in a sealed envelope and turn the money and the form in to the bookkeeper.
- file a copy of the receipt and Money for Deposit form.

In dealing with audits, the coach or sponsor should

- maintain a file that contains copies of receipts, purchase requisitions and purchase orders for every transaction made through the club or activity.

## **FUNDRAISING**

Per Board of Education Policy 3720, students who use school district equipment for fundraising or work-for-hire situations must contribute all of the money gained from the work or service to a school's club account.

Per the administrative guidelines for Board of Education Policy 3720, a high school may sponsor fund-raising activities by students to benefit student groups, the school, or outside charitable organizations, with the prior approval of the principal.

Fundraising activities should promote (rather than discourage) team unity. Additionally, door-to-door sales at the high school level should be discouraged.

## **OUTSIDE SPONSORSHIPS**

The Blue Valley School District believes in the benefits partnerships between District activities and outside vendors can provide. To this end, the following guidelines will provide direction on how District administration is to proceed when the opportunity arises for a public/private sponsorship event. This includes all on-campus selling of merchandise by entities not affiliated with the Blue Valley School District.

1. All requests from outside vendors wishing to sponsor an activity must be made in writing to the school's administration and approved by the Blue Valley School District's Director of Student Activities.
2. The written request will include the fee or services in-kind that the outside vendor will provide to the District.
3. The request will provide information on what special accommodations will be made to the outside vendor (i.e., naming rights, special advertising arrangements) in exchange for a fee or services in-kind.
4. All requests must be made well in advance of the event. The deadline for sponsorship requests will vary by event and sport.

## ADMISSION PRICES

The Blue Valley School District activity directors have approved the following chart of admission prices.

| <b>Sport</b>                                                                    | <b>Adults</b> | <b>Senior Citizens<br/>(55 and over)</b> | <b>Student (Grades K-12)<br/>With ID At Gate</b> |
|---------------------------------------------------------------------------------|---------------|------------------------------------------|--------------------------------------------------|
| Football                                                                        | \$7.00        | \$5.00                                   | \$5.00                                           |
| Volleyball                                                                      | \$7.00        | \$5.00                                   | \$5.00                                           |
| Boys' Basketball (V&JV)                                                         | \$7.00        | \$5.00                                   | \$5.00                                           |
| Girls' Basketball (V&JV)                                                        | \$7.00        | \$5.00                                   | \$5.00                                           |
| Wrestling (V&JV)                                                                | \$7.00        | \$5.00                                   | \$5.00                                           |
| Wrestling <b>League</b> Tournament                                              | \$7.00        | \$5.00                                   | \$5.00                                           |
| Track <b>League</b> Meet                                                        | \$7.00        | \$5.00                                   | \$5.00                                           |
| Soccer (V&JV)                                                                   | \$7.00        | \$5.00                                   | \$5.00                                           |
| Girls' Bowling, Tennis, Cross Country,<br>Golf, Baseball, Softball, Swim League | No Admission  | No Admission                             | No Admission                                     |

No admission is charged for sub-varsity games conducted independently of a varsity contest. Students without proper identification must pay adult admission price.

|                       |           |
|-----------------------|-----------|
| Family Pass           | \$85/year |
| Individual Adult Pass | \$55/year |
| Student Pass          | \$40/year |

Family passes are good for all family members except those family members that are currently in high school. High school students interested in obtaining an activity pass will need to purchase a student pass. The use of passes for invitational tournaments is at the discretion of the tournament host. Passes are not good for KSHSAA state events.

## COMPLIMENTARY ACTIVITIES PASSES

Booster clubs who undertake the responsibility for providing program publications for all activities during each (fall, winter, spring) activity season may receive and distribute from their respective schools, one family activity pass per individual and/or firm who makes advertisement contributions of \$100.00 or more to the program publication.

- Activity passes will be distributed to the booster club upon the school's receipt of the list of \$100.00 advertisement contributors, (For audit purposes the list must be maintained by the school's bookkeeping department.)
- Program publications will include all interscholastic activities taking place during the season covered by the publication and be the responsibility of each school.
- Activity passes are not to be distributed to the general membership of the booster club as a perk for membership.
- Activity passes are available to Blue Valley Educational Foundation contributors. A contributor who donates \$100.00 will receive one activity pass; a contributor who donates \$250.00 will receive two activity passes.
- All requests from outside vendors wishing to sponsor an activity must be made in writing to the school's administration and approved by the Blue Valley School District's Director of Student Activities.
- The written request will include the fee or services in-kind that the outside vendor will provide to the District.
- The request will provide information on what special accommodations will be made to the outside vendor (i.e., naming rights, special advertising arrangements) in exchange for a fee or services in-kind.
- All requests must be made well in advance of the event. The deadline for sponsorship requests will vary by event and sport.

## COACH/SPONSOR INVOLVEMENT IN BOOSTER CLUBS

Many of our student organizations and athletic teams benefit from the support of parent booster clubs. It is important to remember that booster clubs are independent organizations established by patrons and may support curricular, co-curricular, and extracurricular activities as well as school-wide events and activities for the schools.

These organizations are not under the Blue Valley School District umbrella of financial authority. Record keeping and financial activities conducted by these groups is independent of the District. Consequently, it is very important that coaches and activity sponsors understand the Blue Valley School District's expectation with regards to their role in the booster club or parent organization created to support the specific activity for which they have responsibility.

To that end, coaches and activity sponsors shall not serve in a financial capacity in any Blue Valley parent group or booster club designed to support the activity they directly oversee. In addition, the coach or sponsor should not have control of the funds, purchasing authority or have signatory rights on the organization's bank account.

Of course, once a booster club donates funds to a school and the funds are deposited in the organization's club account or activity fund, the coach/sponsor, working with their athletic or activity director, then can use the funds to purchase items or services per district protocols.

Athletic and activity personnel should only serve in an advisory capacity in their booster organizations.

Coaches and sponsors may serve in a financial capacity in other booster organizations not related to their specific activity. For instance, a tennis coach has a child involved in band; the tennis coach, as a parent, may actively participate in all band booster activities.

## HUMAN RESOURCES

### DISTRICT STANDARDS FOR TEAMS AND COACHES

These guidelines are for the purpose of establishing a system whereby adequate and reasonable coaching service may be furnished for the students who participate athletic/activities. The intent is to promote equity throughout the District and to provide the flexibility required to meet the varying conditions of student interests and facilities.

The following provides the District standard for the number of teams allowed for each sport. Any request for an additional team above the District standard must be made in writing by the school's AD to the Director of Student Activities. If requirements<sup>1</sup> are met, an additional team above the District standard may be approved. If the District standard for the number of teams is not met and a coaching contract has been signed (i.e., a school has extended coaching contracts for 4 girls' basketball teams, but only has enough participants for 3), a coach may be re-assigned to another building for coaching duties. Unless otherwise noted, all teams will have 1 coach/sponsor per team.

- **Baseball:** 3 teams, 4 coaches -- Varsity, JV, C, add a coach for each additional team
- **Basketball:** 5 teams, 5 coaches -- Varsity, JV, SOPH, C, D, add a coach for each additional team
- **Cheerleading:** 3 squads, 3 sponsors -- Varsity, JV, C
- **Cross Country:** 2 teams, 2 coaches (3 coaches if participation is 60 or more, 4 coaches if 80 or more) -- Varsity, JV
- **Drill Team:** 2 sponsors

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<sup>1</sup> The requirements are: 1) a sufficient number of participants warrants an additional team; 2) an additional coach or sponsor is available; 3) existing uniforms, if necessary, are available; 4) facility space is available; 5) adequate transportation budget is available; 6) an adequate schedule can be developed (number of games = 2/3 of varsity number of games).



- **Football<sup>2</sup>**: 4 teams, 10 coaches -- Varsity (3 coaches), JV (2 coaches), C (2 coaches), D (3 coaches), add a coach for each additional team
- **Golf, Boys**: 2 teams, 2 coaches -- Varsity, JV
- **Golf, Girls**: 2 teams, 2 coaches -- Varsity, JV
- **Soccer, Boys**: 3 teams, 3 coaches -- Varsity, JV, C, add a coach for each additional team
- **Soccer, Girls**: 3 teams, 3 coaches -- Varsity, JV, C, add a coach for each additional team
- **Softball**: 3 teams, 4 coaches -- Varsity, JV, C, add a coach for each additional team
- **Tennis, Boys**: 2 teams, 2 coaches -- Varsity, JV
- **Tennis, Girls**: 2 teams, 2 coaches -- Varsity, JV
- **Volleyball**: 5 teams, 5 coaches -- Varsity, JV, SOPH, C, D, add a coach for each additional team

These programs will be participation-based:

- **Debate**: 1 head sponsor and 2 assistants for up to 70 participants, 3 assistants 71-100 participants, 4 assistants 101-130 participants, 5 assistants 130+ participants
- **Forensics**: 1 head sponsor and: 1 assistant for up to 50 participants, 2 assistants 51-80 participants, 3 assistants 80+ participants<sup>3</sup>
- **Track**: 6 coaches 50-90 participants, 7 coaches 91-110 participants, 8 coaches 111+ participants
- **Wrestling**: 1 coach 1-12 participants, 2 coaches 13-24 participants, 3 coaches 25-36 participants, 4 coaches 37-48 participants, 5 coaches 49+ participants
- **Swim/Dive, Boys and Girls**: 2 coaches up to 18 participants, 3 coaches 18+ participants (one of the coaches will have dive coaching responsibilities)
- **Band**: 1 head director and 1 assistant up to 100 participants, 2 assistants 101-150 participants, 3 assistants for 151+ participants

Building athletic directors will have the latitude to organize teams as they see fit. In many cases, C teams will be made up of mostly sophomores and D teams will be made up of mostly freshmen.

## RULE 10 COACHES

The KSHSAA allows individuals who are not certified to teach by the Kansas State Board of Education to be eligible to coach under Rule 10 of the KSHSAA guidelines. Such coaches must complete a certified course in coaching principles (for supervised Rule 10 coaches) and first aid (for unsupervised Rule 10 coaches). Questions regarding this requirement should be directed to the school's AD.

## SUPPLEMENTAL CONTRACT PROCEDURES

- All new to BV coaches must complete the onboarding process with HR prior to beginning work. This includes camps, practice, parent meetings, etc. New coaches/sponsors should not be involved in any activity that involves students until onboarding is complete.
- If a new coach is going to be hired as a para, sub, or teacher and will begin work in the summer as a coach, they must complete the onboarding process with Olivia prior to working in the summer since the building positions do not begin until August.
- As many of you know, we have added a new required field to the Add Form which is Start Date. We believe this will be helpful for onboarding.
- We now require all coaches to receive a physical as well as the TB test.

<sup>2</sup> Assumes a total 9-12 team size of 120 participants. For every 12 participants over 120, a building AD may request permission from the District Office for an additional coach.

<sup>3</sup> Head sponsors of debate and forensics have a choice in filling the assistant sponsor positions allotted to them either on a full-season or weekend-by-weekend basis. The total amount of money spent on assistant coaches cannot exceed the number of full-time assistants the program would have received if full-time assistants were available.

- Background checks are submitted at the scheduling of their appointment with Olivia, as they can be expensive and we have many issues with the new coach choosing not to coach after all.
- If you indicate to close a position on the Add Form, Olivia will do so after meeting with the candidate.
- About two weeks after meeting with Olivia, the new coach is instructed to call for their BV ID and schedule a time to get his/her badge.

This process must be completed in its entirety before the coach begins work.

## **INDIVIDUAL ATHLETIC/ACTIVITY GUIDELINES**

### **GUIDELINES ON SPECIFIC SPORTS/ACTIVITIES**

All sports and activities have specific District and KSHSAA guidelines focusing on certain aspects of how the sport/activity is to be administered. The Blue Valley School District follows the guidelines set forth by the KSHSAA for its activities programs. Some sports and activities, such as drill team and cheerleading, have additional guidelines due to their unique nature. For additional information on any of the activities the Blue Valley School District offers, please contact the building AD or the Director of Student Activities.

### **CHEERLEADING GUIDELINES**

The following guidelines are Blue Valley District wide minimum standards for cheerleading. Individual schools may choose to raise standards above the district minimum.

**Academic Eligibility:** The KSHSAA academic standards and the Blue Valley School District standard for cheerleaders as follows:

1. Cheerleaders shall have passed five new subjects of unit weight the preceding semester in school and shall be enrolled in five new subjects of unit weight during the semesters of participation. Failure to meet either of these guidelines will result in the student being ineligible for participation
2. Cheerleaders shall have a 2.0 grade point average or better during the quarter preceding tryouts or a cumulative grade point average of 2.0 and shall maintain that minimum grade point average during each quarter of participation in the program. Failure to maintain a 2.0 grade point average or above will result in the student being on probation for one quarter. If the GPA isn't raised during the probation quarter the cheerleader will be dismissed from the squad.

**Physical Examination:** The KSHSAA requires each cheerleader to have a valid, properly signed, physical examination form on file in the office prior to the first participation following selection to the squad. The physical examination must be taken after May 1 each year for the following year's eligibility.

**Substance Abuse:** Students participating in the activities program will not use, distribute or possess illegal substances as identified in the Board of Education Policy #3515. Included in the policy are alcoholic and cereal malt beverages, tobacco and tobacco products, controlled substances (drugs) and improper use of legal substances, including prescription and non-prescription medications, performance-enhancing substances, drug paraphernalia, and other products.

**Dual Participation:** Participation in other school activities is encouraged as long as prior arrangements are made with the coaches of the activities involved. Cheerleading/yell leading shall be considered the primary responsibility for the student. Participation in other activities must be subject to the constraints of the cheerleading/yell leader program expectations.

**Financial Responsibilities:** Individual candidates or their parents who have difficulty in meeting financial obligations for cheering should see the coach or the building administrator who oversees cheerleading for a confidential conference. Financial constraints should not deter an aspiring cheerleader candidate from trying out.

## Squad Eligibility:

1. Only 10<sup>th</sup>-12<sup>th</sup> grade candidates will be eligible for the Varsity squad. 9<sup>th</sup> grade cheerleaders will be eligible only for the lowest sub-varsity squad at the building.
2. To be eligible for try-outs, students must meet residency requirements per Board of Education policy. Transfers must be signed off by the district prior to tryouts. No student will be allowed to try out at more than one school during the same school year.

**Date for Tryouts:** Tryouts will be held on one date only. All cheerleaders/yell leaders will be selected on that date by the designated judges in attendance at the tryout site. Candidates who have an injury/illness prior to tryouts may be judged on that portion of those tryouts they are able to perform. A physician's note prior to tryouts must certify all injuries/illness prohibiting full tryouts.

**Pre-tryout Clinics:** Clinics will be held during a designated week(s) scheduled by the coaches and school administration during which all candidates will have an opportunity to learn the cheers, chants and jumps.

### Cheerleading Squad Selection Prerequisites:

1. The candidate must have a grade point average of 2.0 the quarter preceding the tryouts or a cumulative grade point average of 2.0.
2. The candidate must not have been suspended out-of-school during the current school year in which tryouts are being held.
3. The candidate must not have been suspended in school on two or more separate occasions during the year in which tryouts are being held.
4. A candidate who has been dismissed or resigned from the cheerleading is ineligible for the following year tryouts.
5. Students determined ineligible under prerequisite 1, 2, 3, or 4 may appeal in writing to the coach prior to the tryout process. The coach and administration will rule on appeal.
6. Candidates must have seven (7) teacher recommendations from their current school year's classroom teachers. Four (4) of the seven recommendations must come from teachers in the core academic areas (science, math, social studies, communication arts, foreign language). The current cheerleading coach is required to be one of the recommendations for potentially returning squad members and that recommendation will comprise 30% of the total of all recommendations. Should any squad member not have seven teachers available for recommendations an average will be taken from their total recommendations submitted. The cheerleading coach will give the candidates direction on how to go about obtaining the recommendations.
7. All teacher recommendation forms will be destroyed immediately following the determination of the team and prior to the announcement of the team. This is to ensure teacher confidentiality. All students who try out for cheerleading must be informed in writing that all teacher recommendation forms will be destroyed. All schools must follow this guideline. Recommending teachers should not make a personal copy of the recommendation form for their records.
8. All candidates and parent/guardian must attend a mandatory informational meeting prior to tryouts. At the meeting all procedures and clinic dates will be announced. The cheerleading handbook will be distributed along with an agreement to abide by school and district policies for cheerleading which must be reviewed by and signed by the cheerleading candidate and his/her parent

**Selection Criteria:** Criteria for selection of cheerleader include:

1. Teacher/cheerleading sponsor recommendations covering the areas of honesty, responsibility, cooperation, attitude, attendance, leadership, attentiveness in class, respectfulness, quality of work, adherence to dress code and school spirit will count for 50% of the total score.

2. Skill evaluation of jumps/tumbling, cheers, dances and chants with words as predetermined by the coaches and varsity seniors, and taught at the clinic will count for 50% of the total score. Each school will develop their scoring form.
3. All Individual circumstances will be handled by school administration and cheer sponsor.

**Rating Scale:** An individual ballot will be completed by each judge. The rating scale will range from excellent to poor. The rating system will be used in all categories determined by the individual high school as criteria for judging cheerleader performance. Each school will develop their scoring form.

**Judges:**

1. A minimum of five skill judges will be invited to judge all cheerleading candidates. Fewer judges at the selection process will result only from circumstances beyond the control of the school.
2. No more than one of the judges may have a direct relationship to the school.
3. Judges will be selected from the following areas:
4. Cheerleading instructors from recognized cheerleader associations
5. Cheerleaders from colleges, universities, or professional sports
6. Cheerleading coaches from other schools
7. Cheerleading coaches, administrators, teachers from the school involved in the selection process
8. Alumni cheerleaders four or more years removed from high school
9. Dance instructors
10. A school administrator must be present during the selection process. He/she may or may not be one of the judges per the foregoing guidelines.
11. Building administrators must be involved in the selection of judges.

**Computation and Confidentiality:** The cheerleader sponsor or designee and the building administrator will compute and secure the ballots. Individual ballots will not be shared with the student or the student's parents. A student may ask for a critique to determine areas to work on prior to the next tryouts. Sharing of one student's critique with another student or a parent of another student is not permissible and violates student confidentiality.

**Number Selected:** The cheerleading coach and the school administration will determine the number of students selected, taking into consideration scoring on the selection process. The cheerleading coach and administrator evaluate tryout scores and look for a point in which there is a more significant difference in scores from one cheerleader to another. The value of the natural break varies from year to year and may be as small as a fraction of the points/percentage possible. This natural break will serve as the criteria for establishing the number of cheerleaders placed on each team.

**Cheerleading Class:** All cheerleaders/yell leaders are required to enroll in the cheerleading/yell leader class. Squads will do the majority of their practice during the class. Additional practices may be scheduled as deemed necessary.

**Summer Practice Sessions:** Summer practice sessions will be scheduled by the cheerleading coach to prepare for the summer clinic and just prior to school starting to prepare for the first performances of the school year.

**Summer Camp:** Summer camp is a time for the team to bond as a unit and to learn additional skills and routines which will be used throughout the school year. The entire team attends the camp as a unit. Camp dates and location will be announced at the mandatory organizational meeting prior to the try out clinic. Summer camp expense will be the responsibility of the individual cheerleader/yell leader. Cheerleaders/yell leaders are expected to attend summer camp with the squad.

**Attendance:**

1. Attendance is mandatory at all organized activities of the squad including games, practices and meetings. Unexcused absences from mandatory activities may result in consequences up to and including benching

from games or dismissal from the squad in accordance with building procedures as outlined in the buildings cheerleader guidelines.

2. Cheerleader/yell leaders are expected to be in full attendance at school on the day of games and or practice sessions if the sessions are after school. Exceptions to full attendance would be scheduled appointments with coach or administrator approval.

**Required Events:**

1. Varsity Cheerleaders will cheer at all varsity level football boys' soccer, boys' and girls' basketball games, and other activities as assigned by the coaches in conjunction with the administrator who oversees cheerleading.
2. Junior Varsity cheerleaders/yell leaders will cheer at all junior varsity home football, boys' soccer, boys' and girls' basketball games, and other activities as assigned by the coaches in conjunction with the administrator who oversees cheerleading.
3. Freshman cheerleaders/yell leaders will cheer at all home freshman level football boys' soccer, boys' and girls' basketball games and other activities as assigned by the coaches in conjunction with the administrator who oversees cheerleading.

**Transportation:** The cheerleaders/yell leaders must follow the district transportation policy #4840 for extracurricular activities.

**Stunts:** Per KSHSAA guidelines, all pyramids and/or mounts are limited to two people high. All basket tosses are prohibited.

## **DANCE TEAM GUIDELINES**

The following guidelines are Blue Valley District wide minimum standards for Dance Teams. Individual schools may choose to raise standards above the district minimum.

**Academic Eligibility:** The KSHSAA academic standards and the Blue Valley School District Standard for dance team members are as follows:

1. Dance team members shall have passed five new subjects of unit weight the preceding semester in school and shall be enrolled in five new subjects of unit weight during the semesters of participation. Failure to meet either of these guidelines will result in the student being ineligible for participation.
2. Dance Team members shall have a 2.0 grade point average or better during the quarter preceding tryouts or a cumulative grade point average of 2.0 and shall maintain that minimum grade point average during each quarter of participation in the program. Dancers must maintain at least a 70% in each class at all grade reporting periods. Coaches reserve the right to check grades at any time using Synergy and may discuss grades with students if they are near the minimal level. Dancers may be benched until the grade is raised above 70%. If low grades become an issue, an academic contract may be created with coach, student and/or administrator.

**Physical Examination:** The KSHSAA requires each dance team member to have a valid, properly signed, physical examination form on file in the office prior to the first participation following the selection to the squad. The physical examination must be taken after May 1 each year to provide eligibility for the following year.

**Substance Abuse:** Students participating in the activities program will not use, distribute or possess illegal substances as identified in the Board of Education #3515. Included in the policy are alcoholic and cereal malt beverages, tobacco and tobacco products, controlled substances (drugs) and improper use of legal substances, including prescription and non-prescription medications, performance-enhancing substances, drug paraphernalia, and other products.

**Dual Participation:** Participation in other school activities is encouraged as long as prior arrangements are made with the coaches of the activities involved. Dance team shall be considered the primary responsibility. Participation in other activities must be subject to the constraints of the dance team program expectations.

**Financial Responsibilities:** Individual candidates or their parents who have difficulty in meeting the financial obligations for dance team should see the coach or the activity director for a confidential conference. Financial constraints should not deter an aspiring dance team candidate from trying out.

**Tryout Eligibility:** To be eligible for try-outs, students must meet residency requirements per Board of Education policy. Transfers must be signed off by the district prior to tryouts. No student will be allowed to try out at more than 1 school during the same school year.

**Date for Tryouts:** Tryouts will be held on one date only. All dance team members will be selected on that date by the designated judges in attendance at the tryout site. Candidates who have an injury/illness prior to tryouts may be judged on that portion of those tryouts they are able to perform. A physician's note prior to tryouts must certify all injuries/illness prohibiting full tryouts.

**Pre-tryout Clinics:** Clinics will be held during a designated week(s) scheduled by the coaches and school administration during which all candidates will have an opportunity to learn the dance routines.

**Selection Prerequisites:**

1. The candidate must have a grade point average of 2.0 the quarter preceding the tryouts or a cumulative grade point average of 2.0.
2. The candidate must not have been suspended out-of-school during the current school year in which tryouts are being held.
3. The candidate must not have been suspended in school on two or more separate occasions during the year in which tryouts are being held.
4. A candidate who has been dismissed or resigned from the dance team squad is ineligible for following year tryouts.
5. Students determined ineligible under prerequisite 1, 2, 3, 4, may appeal in writing to the coach prior to the tryout process. The coach and administration will rule on the appeal.
6. Candidates must have seven (7) teacher recommendations from their current school year's classroom teachers. Four (4) of the seven recommendations must come from teachers in the core academic areas (science, math, social studies, communication arts, foreign language). The current dance coach is required to be one of the recommendations for potentially returning squad members and the recommendation will comprise 30% of the total of all recommendations. Should any squad member not have seven teachers available for recommendations an average will be taken from their total recommendations submitted. The dance coach will give the candidates direction on how to go about obtaining the recommendations.
7. All teacher recommendation forms will be destroyed immediately following the determination of the team and prior to the announcement of the team. This is to ensure teacher confidentiality. All students who try out for dance team must be informed in writing that all teacher recommendation forms will be destroyed. All schools must follow this guideline. Recommending teachers should not make a personal copy of the recommendation form for their records.
8. All candidates along with a parent/guardian must attend a mandatory organizational meeting. At the meeting all procedures and clinic dates will be announced. The dance team handbook will be distributed along with an agreement to abide by school and district policies for dance team which must be reviewed by and signed by the dance team candidate and his/her parent

**Selection Criteria:** Criteria for selection of dance team members include:

1. Teacher recommendations covering the areas of honesty, responsibility, cooperation, attitude, attendance, leadership, attentiveness in class, respectfulness, quality of work, adherence to dress code and school spirit will count as 30% of the total score.

2. Skill evaluation of dance technique and equipment technique as predetermined by the coaches and varsity seniors and taught at the clinic will count for 70% of the total score. Each school will develop their scoring forms.

**Rating Scale:** Selection will be made by an individual ballot from each judge. The rating scale will range from excellent to poor. This rating system will be used in all categories determined by the individual high school as criteria for judging dance team performance. Each school will develop their scoring form.

## Judges:

1. A minimum of five skill judges will be engaged to judge all dance team aspirants. Fewer judges at the selection process will result only from circumstances beyond the control of the school.
2. No more than one of the judges may have direct relationship to the school.
3. Judges will be selected from the following areas:
4. Dance team instructors from recognized colleges or universities.
5. Professional dance instructors or choreographers
6. Current or past dance team members from colleges, universities, or professional sports
7. Dance team coaches from other schools.
8. Dance team coaches, administrators, or teachers from the school involved in the selection process.
9. Alumni dance members 4 years removed from graduation.
10. A school administrator must be present during the selection process. He/she may or may not be one of the judges per the foregoing guidelines.
11. Building administrators must be involved in the selection of judges.

**Computation and Confidentiality:** Ballots will be computed by the dance team coach or designee and the building administration who will secure the ballots. Individual judge's ballots of students trying out will not be shared with the student or the student's parents. A student may ask for critique to determine areas to work on prior to the next tryouts. Sharing of one student's critique with another student or a parent of another student is not permissible and violates student confidentiality.

**Number Selected:** The dance team coach and the school administration will determine the number of students selected, taking into consideration scoring on the selection process. The dance team coach and administrator evaluate tryout scores and look for a point in which there is a more significant difference in scores from one candidate to another. The value of the natural break varies from year to year and may be as small as a fraction of the points/percentage possible. This natural break will serve as the criteria for establishing the number of participants placed on each team.

**Dance Team Class:** All dance team members are required to enroll in the dance team class. Squads will do the majority of their practice during the class. Additional practices may be called as deemed necessary. Dance team members will be given 24 hour advanced notice of additional practices.

**Summer Practice Sessions:** Summer practice sessions will be scheduled by the dance team coach to prepare for the summer clinic and in early August in conjunction with band camp.

**Summer Camp:** Summer camp is a time for the team to bond as a unit and to learn additional skills and routines which will be used throughout the school year. The entire team attends the camp as a unit. Camp dates and location will be announced at the mandatory organizational meeting prior to the clinic. Summer camp expense will be the responsibility of the individual dance team member. Dance team members are expected to attend summer camp with the squad.

### Attendance:

1. Activity attendance is mandatory at all organized activities of the squad including games, practices and meetings. Unexcused absences from mandatory activities may result in consequences up to and including

benching from performances or dismissal from the squad in accordance with building procedures as outlined in the buildings dance team guidelines.

2. **School Attendance:** Dance team members are expected to be in full attendance at school on the day of games/performances and or practice sessions if the sessions are after school. Exceptions to full attendance would be scheduled appointments with coach or administrator approval.

**Transportation:** The dance team must follow the district transportation policy #4840 for extracurricular activities.

## **HISTORY OF THE EASTERN KANSAS LEAGUE (EKL)**

The Eastern Kansas League has six member schools who have joined together with a common goal—the development of a sound and well-rounded activity program. The principals of the high schools have the obligation and duty to attend meetings and vote for their respective schools on league business. The principals are to encourage recommendations from their staff on matters of league interest, which will improve the activity or activities of the league. The principals are charged with the responsibility of their respective school programs; therefore, the decision of the majority of the principals shall be final.

The Eastern Kansas League was officially organized in the fall of 1938. Initial members included Turner, Bonner Springs, Washington and Paola. The delegations from Turner, Bonner Springs and Washington had transferred membership from the Old Kaw Valley League, and Paola was entering league competition for the first time. Within two years Osawatomie was added to the league and was followed soon after by Rosedale and Olathe. The latter two league members had transferred membership from the Northeast Kansas League. League changes continued in the following years. Argentine, after several years as an independent, joined the league while Paola and Osawatomie dropped because of the difference in student population and the fact that the urban schools were increasing at a much faster rate. With the demise of the old Northeast Kansas League, Ottawa High School made application for admission. On the completion of the study of Ottawa High School and after several meetings with Ottawa school officials, Ottawa High School was received unanimously. The 1970's saw the consolidation of Rosedale and Argentine High Schools into Harmon High School and affiliation with the Kansas City, Kansas League. During the 1971-72 school year, Bishop Miege was invited to join the league and was accepted into the Eastern Kansas League at the beginning of 1973-74. In 1975-76, league principals felt expansion was necessary for the better implementation of activities schedules. In the fall of 1976-77, the EKL extended an invitation to Blue Valley High School that they subsequently accepted. They officially began competition for EKL titles in the 1979-80 school year.

In the 1981-82 school year, the Olathe School system divided its secondary attendance areas and Olathe North and South High Schools were created. Olathe South was added in that year and began league competition immediately. The league numbered seven (7) members and enjoyed active competition between high schools in six municipalities. In the spring of 1987, the Olathe School Board elected to align both Olathe North and Olathe South with the Sunflower League commencing in the fall of 1989. This action was prompted by Bonner Springs and Turner High Schools addressing the growing concerns to the EKL disparity in League school population.

Blue Valley High School was similarly an issue the previous year until they divided into two schools, Blue Valley High School and Blue Valley North High School, in the fall of 1986. To address the growing high school populations in both Blue Valley high schools, a bond commitment was approved by the voting populace to include a third high school scheduled for completion in the fall of 1993.

The EKL was approached in the fall of 1987 to accept the new St. Thomas Aquinas High School, scheduled for completion in the fall of 1988. St. Thomas Aquinas was an active participant for the 1987-88 school year without voting privileges in EKL business.

In the fall of 1988, Bonner Springs and Turner High Schools announced their termination of affiliation to the EKL, citing growing populations of the other EKL schools and their lack of growth. Bonner and Turner, joined by Sumner Academy and Bishop Ward High School, formed the Huron League starting with the 1989-90 school year.

The actions by Bonner and Turner resulted in three four-team leagues -- KCK, Huron and EKL. After discussing the options available to the EKL made up of Bishop Miege, St. Thomas Aquinas, Blue Valley and Blue Valley North High Schools, the EKL petitioned the Sunflower League in June of 1989 to form a two-division league in the fall of 1991, combining the EKL with the Sunflower League. However, the Sunflower League decided not to expand, so the EKL remained a four-team league.

In the fall of 1993, Blue Valley School District opened up their third high school, Blue Valley Northwest, making the EKL a five-team league. In the fall of 2001, Blue Valley West was added. In the fall of 2010, Blue Valley Southwest and Gardner Edgerton were added, making the EKL an eight-team league. In the fall of 2016, Mill Valley High School and St. James Academy was added making the Eastern Kansas League a ten-team league. In the fall of 2018, Gardner-Edgerton left for the Sunflower League making the EKL a nine-team league.



# Sportsmanship

The Blue Valley School District encourages and promotes good sportsmanship. Administrators, coaches, students, fans and parents are expected to act correctly even when others do not and demonstrate respect in all contests and relationships. We request your cooperation by supporting the following Blue Valley Sportsmanship statement developed by students attending the 2006 Blue Valley Student Sportsmanship Summit.

***ALL ACTIONS ARE TO BE FOR, NOT AGAINST;  
POSITIVE, NOT NEGATIVE OR DISRESPECTFUL!***

**Sportsmanship is good citizenship in action!**

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