OTTAWA HIGH ATHLETIC / ACTIVITIES HANDBOOK



2026-2027

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This athletic/activities handbook is designed for students, parents, coaches and administrators. The purpose of the handbook is to build consistency across all of the activities at Ottawa High School. The policies in this handbook cover all extracurricular activities.
Should a situation arise that is not covered in this handbook, the coach/sponsor and administration will work together on rendering a decision that is fair and consistent with the Philosophies and Goals of the Activities Department.

Ottawa High School Mission Statement

The mission of Ottawa High School is to educate all students to become responsible, productive, life-long learners.

Mission of Our Athletic Programs

Our mission is to provide students an environment in which they will be challenged to develop their full potential as Athletes, as Students, and as Contributing Members of our Society.
Remember: Every team can be a champion in many ways besides the “win-loss” column. Every participant is a vital cog in playing the game to the best of his/her ability. It is up to each individual, no matter what small part he or she may play, to give his or her best for the team. The first test of a truly great person is to think more of others than of one’s self. This practice carried on throughout the activity program of the secondary school will lead to what is known as team unity. Attitudes, therefore, become a very important factor in developing the “oneness” which all desire.

Philosophies and Goals of the Athletic Department

1. Athletic achievement requires commitment from all the athletes, parents, coaches, and administrators. For all of us to be successful, effective communication and leadership must occur.
2. The school athletic department believes strongly in the support of our coaching staff.
3. The athletic department is always attempting to improve communication with the students and parents. For our programs to succeed, it is necessary that everyone understand the direction of the program.
4. The athletic department believes that athletes representing the school should be respectful and dignified.
5. The athletic department believes the athletic handbook should serve as the comprehensive overview of policies and regulations as they relate to athletes.
6. The athletic department believes strongly in the chain of command.
7. The athletic department believes in the wise use of school money and funding.

Frontier League

Ottawa High School is a member of the Frontier League and the Kansas State High School Activities Association. The Frontier League consists of the following schools:

Baldwin High School, Bonner Springs High School, Eudora High School, Louisburg High School Ottawa High School, Paola High School, and Tonganoxie High School.

Athletics/Activities

Ottawa High School is a 4A high school and a member of the Frontier League. Visitors and students will see an array of League, Regional, and State Championship awards proudly displayed throughout our Cyclone Room.

OHS offers competition for girls in golf, tennis, volleyball, cross country, basketball, softball, track, bowling, wrestling, and soccer. Boy's sports include football, soccer, cross country, basketball, wrestling, golf, tennis, track, bowling, and baseball. Extracurricular activities include Spirit Squad, Renaissance, Art Guild, Debate, Spring Play, Scholars' Bowl, FCCLA, Science Olympiad, Newspaper/Yearbook, NHS, Science Club, Spanish Club, Educators' Rising, Forensics, FCA, Band, Fall Musical, Choir, Cytones, FFA, Key Club, STUCO, Environmental Club, ACDC, Chess Club, Powerlifting, Game Arena, Knights and Nerds, Robotics, SAFE, Skills USA, Cozy Gamers, Sign Language Club, and Writer's Workshop.

Directions to Games

Directions to away games are on the Ottawa High School website. The website can be found https://www.gobound.com/ks/schools/ottawahs?slug=ottawahs
Once on this page click on the venue of the event in question. If you are unable to find directions, or if a school that we are traveling to is not listed, call for directions at 785-229-8020.

Administrative Guidelines

Ottawa High School students are encouraged to participate in our activities program.
Sponsors/Coaches should be ethical in competing for the services of a student participant.
Any participant who has been dropped from a team prior to the first athletic contest may transfer to another sport without permission of the first sponsor or the Activities Director. However, after the first contest, the original sponsor must give consent along with the approval of the Activities Director.
Ottawa High School does support a cut policy in our high school athletics.
All sponsors should support the total activity program with their attendance and sincere enthusiasm.

1. Coaches are to be with the team to share supervision responsibility.
2. Coaches who have a need to drive to contests must get permission not to ride the bus from the Athletic Director or Principal before doing so.
3. Full-sized buses shall be used when necessary.
4. Students who are academically ineligible to participate shall be allowed to practice with a team or squad until that student is eligible to participate. Care must be taken to ensure fairness to the student who works hard and is eligible.
5. It is the intent of the activity program to be competitive at all times when competing with other schools.

Athletic/Activity Admission

Ticket prices for athletic/activity events are as follows:

Varsity / Sub-Varsity $7 adults / $5 students
Tournaments $7 adults/ $5 students (No Passes accepted at tournaments)

Passes are available at the main office of the high school. Cost of the activity passes are as follows: Family Pass $120, Adult $50, and Student $30. Golden Pass (Age 65 and over) Free

OHS utilizes GoFan as its official digital ticketing platform for home athletic and activity events. Tickets may be purchased at: https://gofan.co/app/school/KS18124

A convenience fee is charged by GoFan and applied at checkout. Fees are $1 for tickets $10 or less, and $1 plus 5% for tickets over $10.

Eligibility/Participation Requirements

Each participant shall have passed in at least five (5) units of credit at the end of the previous semester or the last semester of his attendance and be enrolled in 5 new courses in the current semester (Taken from the KSHSAA Handbook). In order to be eligible for inter school activities a student must be enrolled as a full time student at Ottawa High School or be a homeschool student that lives within the boundaries of USD 290. Homeschool eligibility is designated only for KSHSAA activities. Any student, who reaches 19 on or before September 1, shall be ineligible for interscholastic activities. Any student who reaches 19 after September 1 shall be eligible for the remainder of that school year. (Taken from the KSHSAA Handbook) A student may practice while waiting for extracurricular eligibility.

Student In Good Standing/Eligibility Guidelines

Rule 14 BONA FIDE STUDENT Section I: General Regulations (apply to grades 7-12) Art. 1: In order to be eligible for participation, the student must be a bona fide undergraduate member of that school and in good standing. (See Rule 22-1-3, Outside Competition and Rule 30-2-2, Seasons of Activities.) In order to participate in practice, the student must be a bona fide undergraduate of that school and one who is eligible or has the possibility of eligibility. Art. 2: A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal. A student not in good standing due to discipline imposed by their school or district does not become eligible by transferring to a new school. Good standing status resumes when the disciplinary requirements of the imposing school have been fulfilled and written notice is provided.

Eligibility will be determined by the principal in accordance with KSHSAA guidelines. A student's eligibility will be checked every two weeks, on Monday by 8:00am, and a report will be made to the administrative staff if the student is failing multiple classes. If a student is on the ineligible list, he/she may not participate in activities or leave school for any activity-related reason. Any question or dispute of eligibility may be appealed to an administrator. If a student has two or more Fs, they are ineligible.

Students' options if they are ineligible:

1. Do nothing and remain on the ineligible list

2. If the student completes the work and is no longer failing the teacher will report the grade change to OHS administration.

3. If the failing grade is a mistake the teacher will report the grade change to OHS administration.

4. If the student has been absent and hasn't had enough time to complete the work the teacher notifies OHS administration.

5. A plan can be put in place between the student and the teacher involving a timeline of when the work will be completed. (Only if the teacher trusts the student to follow the plan)

As soon as the student is failing no more than 1 class, that student can return the grade report form to the OHS administrative office and be removed from the eligibility list.

Consequences of being on the eligibility list:

1. Student is not allowed to participate in any home or away school activity while on the list except for the following exceptions:
2. If the activity is part of a student's grade, however, the student may attend this activity but only for the part involving the grade.
3. If the student is out for a sport or other activity that involves after school practices, they must:

   a. Students will be allowed to practice after attending FLEX for one week while on the ineligible list but will not be allowed to participate in any games. In the event the ineligibility extends to a second week the student will be required to attend after school remediation instead of practice until they are off the ineligible list.
4. If a student is on the ineligible list, they may not attend school dances (including Prom). If a student is on the ineligible list, upon receiving an out of district dance request form we will report to that school that the student is currently not a "student in good standing".

School activities include but are not limited to:

Sporting Events, Musicals, Plays, Dances, Club Activities, All Day field trips, other After School Activities.

Policy On Eligibility For Students Attending KSDE Accredited Virtual Schools

The Executive Board voted unanimously to adopt the following policy specifying the terms by which students attending virtual schools accredited by the Kansas State Department of Education may establish eligibility at a KSHSAA member public school. The policy was developed with input from staff, members of the Kansas State Department of Education and Kansas virtual school administrators. Executive Board members noted there has been very little feedback on the proposed policy as published in the March KSHSAA Executive Board Meeting Minutes. Since this is an Executive Board policy, it will not appear in the KSHSAA Handbook. The KSHSAA will post this information on its website and distribute it through appropriate means to all member schools.

KSHSAA Executive Board Policy Regarding Scholastic Eligibility of Virtual Students

With respect to KSHSAA **Scholarship Requirements Rule 13 and Enrollment Rule 15**, students may count virtual courses for the purpose of establishing eligibility for all KSHSAA sponsored activities, provided local USD policy permits dual enrollment agreements with virtual schools.

The following stipulations will apply:

1. Virtual classes must be taken through the virtual school, fully accredited by the Kansas State Department of Education.
2. Students will be eligible at the public school in whose district and attendance area they reside.
3. Virtual students enrolling and establishing eligibility by September 20th must be included in the school's annual KSHSAA classification count.
4. The student must be currently enrolled and attending a minimum of one (1) class at the KSHSAA member public school where they desire eligibility. If the student desires participation in music, debate or speech activities, they must be enrolled and attending in that academic course at the school, if such course is offered and the school requires enrollment for participation.
5. Eligibility for virtual students will be established on a semester basis consistent with traditionally enrolled students. Virtual and traditionally enrolled students are required to pass five units of credit each semester to establish scholastic eligibility. The school is responsible to verify the academic progress of the student with the virtual school administrator prior to submitting the student's name on KSHSAA eligibility forms and rosters.
6. Virtual students must be enrolled in five units of credit (courses) each semester. At the conclusion of the academic semester, they must have completed coursework sufficient to equal a passing grade in each course, consistent with traditionally enrolled students.
7. All students, virtual or traditional, must pass five units of credit in the previous semester to retain eligibility.
8. Like traditionally enrolled students, virtual students must be currently enrolled in five or more courses not previously passed, to establish and retain eligibility each semester.
9. Local school districts retain the authority to approve dual enrollment agreements with virtual schools.

RATIONALE:

It is in the best interest of a virtual student to have daily contact with other students from the school with whom they will be interacting and competing on school teams. The student and the school share an interest in the student being a part of the daily climate and culture of the school.

Physical Examination - Parental Consent Rule

No student is eligible to represent Ottawa High School in interschool athletics or cheerleading until there is on file with the Activities Director a signed statement by a practicing physician certifying that

the student has passed an adequate physical examination and is physically fit to participate in inter school athletics or cheerleading. This exam form must also be signed by the student and by the parent or legal guardian, stating that the student has his/her consent to participate. The examination may not be taken earlier than May 1 of each school year. The student must also have on file with the Activities Director a signed KSHSAA concussion form. Students may pick up physical and concussion forms from the high school office or online at the OHS page of www.usd290.org. The physical form is also available at www.kshsaa.org.

Attendance

Students must be in school ½ day to participate in practice. If arriving late to school on the day of practice, students must be in attendance no later than the start of Cyclone Hour to participate in practice that day. In order for a student to participate in games or performance events, the student must be present for the full day. Any absences must be verified by a doctor's note or prior permission to miss from building administration. Attendance is important in building a team that works well together. Each player is expected to attend every practice and every game. Excused absences from school are also excused absences from athletics.

Detention/Suspensions

Students who receive detentions will be expected to serve the detention as scheduled. The coach may require students to do extra work to make up for missing practice.
If a student is required to serve an In School Suspension or Out of School Suspension for more than one class period of the academic day, the student is not eligible to participate in practice or activities the day of the suspension. The student will not be allowed to travel with the team to the scheduled event.

Starting Date for Participation

The athletic director and head coach of each sport shall set a starting date that student-athletes must attend in order to participate in that activity. Students that are injured/ill are still required to attend practice unless excused by the coaching staff. Student-athletes that transfer from another school are excluded from this rule. After making the team, students may not quit one sport and start participating in another sport unless it is agreed upon by both head coaches that the change is in the best interest of the student and programs involved.

The athletic director and head coach will notify student participants of starting dates during regular school announcements, posting in school bulletin boards, and through parent/coach meetings.

Practice

Practices may not start until 3:30 each school day. The first practice date for each squad will be determined by the KSHSAA.

Because practice is vital for a team's success, the coaching staff has the discretion to play or not play a student-athlete if they miss practice. There may be times when multiple activities may be scheduled on the same day. It is the responsibility of the student to choose which activity they will participate in.

Parent and Coach Communication Guidelines

Parenting and coaching are both very difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what specific expectations are placed on your child. The process begins with clear communication from the coach of your child's program.

If you have a concern to discuss with a coach, this is the proper procedure to follow:

1. Call the school office to set an appointment with the coach. If the coach cannot be reached at that time, please leave a message for the coach to return your call.
2. If the coach does not return your call or you cannot reach an agreement on a time to meet, call the school office and ask for the athletic director who will take the responsibility for scheduling a meeting.
3. Please do not attempt to confront a coach before or after a practice or contest. These can be emotional times for both parents and the coach. Meetings of this nature do not promote resolution.

If you feel the meeting with the coach did not provide enough information or a satisfactory solution, this is the proper procedure to follow:

1. Call the school office and ask to set up an appointment with the athletic director to discuss the situation.
2. At this meeting, if a resolution has not been reached, the appropriate next step can be discussed.

Communication you should expect from your child's coach:

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the team,
3. Locations and times of all practices and contests.
4. Team requirements such as transportation policies, attendance policies, special equipment needs, off-season conditioning expectations, etc.
5. Procedures to follow should your child be injured during participation.
6. Team or school discipline that results in denial of your child's participation

Communication coaches expect from parents:

1. Concerns to be expressed directly to the coach.
2. Notification of any schedule conflict well in advance of the date of the event.

Involvement in athletic/activity programs at school can be one of the most rewarding experiences of your child's life. It is important to remember to be supportive of your child and the program they are involved in.

Appropriate concerns to discuss with a coach:

1. The physical, emotional, and/or the mental treatment of your child.
2. Ways to help your child improve.

3. Concerns about your child's behavior.

It can be very difficult to accept your child's role and playing time on the team. Coaches are professionals. Coaches make judgments and decisions based on what they believe are in the best interest of the team as a whole. The Ottawa School District administration believes those specific issues must be left to the discretion of the coach.

We believe your child will have a positive experience and gain valuable tools to help them become successful and productive adults through participation in athletics and activities.

Electronic Communication with Staffulty

In accordance with Kansas state law, all electronic communication between students and coaches or between coaches and parent(s)/guardian(s) should occur only via district-provided email, SkywardQ messaging, Google Classroom, or Apptegy Rooms. This includes all communication with coaches and activity sponsors.

Athletic Injury

Do not request the removal of any injured athlete if you are in doubt as to his or her condition. If you suspect a back, head, or neck injury call for the paramedics.

Injured Athlete and Participation

The welfare of the athlete is of the utmost importance. The coach, athletic trainer, medical professional, and parent should communicate to arrive at a sound decision concerning the playing status of the injured athlete. The athletic trainer and coach should communicate regularly with regards to injured athletes.

1. File an accident report with the Activities Director and School Nurse.

2. When injuries require Dr.'s treatment, the student must obtain a release before he/she may participate, and must be on file with the Athletic Trainer School Nurse / Activities Director.

Training Room

Practices

A. The training room will be open by arrangement with Physical Education instructors/Coaches/Trainer if necessary.

Contests

A. All home varsity games will be covered when possible pending trainer availability.

B. Any changes in contest schedules should be forwarded to the training services provider.

Training Room Facilities and Equipment

A. Athletes are not allowed in the training room without a coach or trainer present.

B. If a Coach opens the training room for the athletes he or she must directly supervise the athletes:

1. The Coach and Athletic Trainer is directly responsible for the neatness and cleanliness of the training room.

2. NEVER leave the training room unattended if you opened the training room.

3. ONLY THE CERTIFIED ATHLETIC TRAINER IS ALLOWED TO INITIATE TREATMENTS.

Participant Equipment/Uniforms

Equipment that is issued to a student-athlete at the start of the season is the responsibility of the student. Issued items must be returned to the coach in the same shape in which it was issued. If equipment that is issued to a student is not returned at the end of the season, that student-athlete will not be issued equipment for the following activity. Coaches are required to have students sign for their equipment when it is issued. Coaches will turn in obligations to the athletic director at the conclusion of the season. Students that do not turn in their equipment are responsible for paying for the missing items.

Lockers/Locker Room

Students are asked to treat their lockers and those of others with care and respect. Students will pay for any damage that they do to lockers. School officials reserve the right to examine lockers at any time. Lockers will not contain advertisements of paraphernalia related to alcohol or drug use or any other material unsuitable for display at school. Lockers will not contain anything that could be conceived as a weapon.

Transportation & Travel Policies

The opportunity to travel as a team, group or organization is a privilege. Team unity is built on and off the field of play. Therefore, USD #290 believes that students participating in extra-curricular activities should ride school transportation at all times.

The expectation of our sponsors and students, as representatives of Ottawa High School and USD 290, is to model mature and responsible behavior. While away from Ottawa High School all school rules apply to all participants.

General travel expectations of all party members are as follows:

1. Be on your best behavior as you represent Ottawa High School and the community of Ottawa.
2. Be courteous and mature to those you interact with.
3. Be considerate of others in your daily interactions. Maintain a positive attitude during your activity trip.
4. The head coach or sponsor is responsible for the team and all others traveling with the squad.
5. Participants accompanying the team or squad are expected to leave and return with the team

or squad on all out-of-town trips.

6. Only the administrator may excuse a participant from returning with the team. If an administrator is not present at the activity, the Head Coach may act in their absence. A participant may be given permission to return home with their parents.

7. Under no circumstances shall a coach or sponsor allow a participant to ride home with another student or person who is not their parent/guardian. The building principal must approve any special circumstances in advance.

8. Only personnel duly authorized by USD 290 will be allowed to travel via district transportation.

9. The coaches or sponsors will supervise the team or squad at all times while away from home. The head coach or sponsor shall check the facilities before and after use by his/her squad or team and report to the host school any damage that may have been incurred during our visit. A report of any damages caused by Ottawa High School participants while on a trip shall be made to OHS administration at the coach's or sponsor's first opportunity to do so. The host's facilities should be left in the same or better condition as it was before use by Ottawa High School.

10. Coaches and sponsors are responsible to make sure the vans and buses used for activity trips are clean of general trash at the conclusion of the trip. Any damage to the van or bus caused by participants shall be reported to the OHS administration at the first opportunity to do so.

Overnight Stay Policies

In some cases it is necessary to stay overnight while competing/participating in Ottawa High School activities. The following guidelines are in place to help ensure a positive and rewarding experience for all involved in the trip.

1. The coach/sponsor will set an itinerary for the trip.

2. The itinerary will include student room assignments. Room assignments will consist of no more than four students of the same gender per room.

3. A time will be scheduled with the activities director or principal to discuss the expectations of all students as representatives of Ottawa High School. Ottawa High School is not responsible for lost personal items during the activity trip.

4. Upon check in and again at checkout rooms assigned to Ottawa High School will be inspected for cleanliness and/or damage.

5. Sponsors/coaches will check assigned room(s) to make sure students are in their rooms at the time of curfew nightly. No guys in girls' rooms. No girls in guys' rooms. Curfew and lights out times are to be strictly observed.

6. Coaches and sponsors are responsible to make sure hotel or motel rooms are free of damage when their students leave the facility. Damage should be reported to the OHS administration at the first opportunity to do so.

Volunteer Coaches

Ottawa High School follows KSHSAA Rule 10, Article 2 regarding volunteer coaches which states volunteers shall not coach, except for individuals who are certified staff employed by USD 290.

To serve as a volunteer coach in a USD 290 athletic or activity program, an individual must meet one of the following criteria:

- Be a certified teacher employed by USD 290; or
- Be an active USD 290 substitute teacher who works in one or more district buildings at least three (3) days per week.

Individuals who do not meet these requirements may assist with non-coaching duties at the discretion of the head coach and administration but may not provide coaching instruction to students. All volunteer coaches who meet the above criteria are given consideration at the request of a head coach to the Ottawa High School AD.

Pep Bus

There must be 45 people/students and/or adults for each bus. We may have a pep bus for any varsity regional, sub-state, or state contest with a travel distance of greater than a 1 hour and 30 minute travel time. The Activities Director will make the announcement through the daily announcements concerning the time to sign up. The deadline will be noon the day before the contest. All students in grades 9-12 may ride the pep bus. THERE IS A $5.00 CHARGE FOR THE BUS RIDE. The activities director will determine if there will be a pep bus or not and arrange for the appropriate announcements.

Pep Bus Rules

1. No Wireless speakers.
2. No loud talking, screaming, whistling, or singing.
3. Remain seated.
4. Keep hands, feet, and head inside the bus.
5. Use trash cans that are provided.
6. Total silence when stopping at a railroad crossing.
7. If a student rides on the bus to an event and plans to ride home with a parent, the student will only be released after a face to face meeting between the coach/sponsor and the parent/guardian.
8. Do not run around! You came to watch the activity.
9. Profanity and rude gestures are prohibited.
10. The sponsor riding the bus IS IN CHARGE of all that ride the bus, what the sponsor says, GOES!
11. Harassing the other team's players or the officials is prohibited.
12. Stay in the building or on the premises of the activity.

13. Anyone not abiding by the set guidelines and school rules will not be allowed to ride the bus for a period of time designated by the activities director and principal.

Cancellations

The Coach, Activities Director, and Principal will normally make a decision before 1:30 in the afternoon about canceling contests because of adverse weather.

Open Gym

In order to have an open gym in USD #290, these conditions must be met:

1. The person supervising the gym must not be a Coach from that sport. Example, anyone who is coaching basketball 9-12 must not be in the area if a basketball is used.
2. The person supervising will not attempt to coach or help with drills of any sport.
3. The gym must be open to any student currently enrolled in Ottawa High School.
4. The time and location must be approved by the Principal and the Activities Director. The Principal must announce it.
5. The open gym must not conflict with another sport.
6. An open gym cannot be run during or after preseason conditioning workouts.
7. The supervisor of the open gym should be an employee of USD #290. If the gym supervisor is not a USD 290 employee that person must have a current USD 290 background check on file with the USD 290 district office.
8. The gym is not to be open to the adults in the community at this time.
9. All regulations of KSHSAA are part of these conditions. The Principal and the Activities Director must approve any variations from these conditions.

Scheduling Activities

Each year the Activities Director will develop the best possible schedule of activities for the students of Ottawa High School. The various coaches and sponsors will be consulted when developing the schedules. Schedules will be subject to the approval of the building administrator. Every effort will be made to balance the home/away schedule. The KSHSAA handbook will be used to set the number of contests for each squad.

Lettering Policies

The head coach of each sport will provide to the Activities Director the criteria necessary for an athlete to earn a letter.

Drug, Alcohol and Tobacco Student Activities Policy

Ottawa High School believes that school activities are a positive influence for all 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 Ottawa High School in various activities are held to a high standard of conduct. The following guidelines reinforce the expectation of good conduct and positive

representation of Ottawa High School by students who participate or attend Ottawa High School and Kansas State High School Activities Association (KSHSAA) sponsored activities programs.

Participation in extra-curricular activities as defined by KSHSAA is a privilege. This privilege is afforded to all students that meet the requirements of academic eligibility, transfer and are determined to be “in good standing”. This privilege is available to a student for as long as the student complies with district policies, KSHSAA policies and coach/sponsor rules. In the event it is confirmed that a student fails to comply with the guidelines established, the student is determined to be not “in good standing”. A student deemed not “in good standing” due to involvement with controlled substances will forfeit their opportunity to participate in or attend Ottawa High School and KSHSAA sponsored activities.

The term “offense” indicates use, possession, disbursement, or reasonable suspicion of being under the influence or in possession of alcohol, tobacco, inhalants, Electronic Nicotine Delivery System (*ENDS) drug/tobacco paraphernalia or any illegal drugs, in or out of school at any time the offender is enrolled as a student at Ottawa High School. *Note: ENDS is defined to be any device that delivers a vaporized solution (including nicotine, THC or any other substance) by means of cartridges or other chemical delivery systems. This includes, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe or personal vaporizer. This policy will be in effect from the time of enrollment through graduation. As an extension of USD #290 and Ottawa High School disciplinary policies, any “offense” at school or any school activity will also result in appropriate district/school disciplinary action (invoked through due process channels). An offense must be verifiable via student admission, police reports, documents from a court of law, direct observation by school personnel, or other evidence which is found to be reliable. Activities suspensions will carry over from one season to the next and/or from one school year to the next.
Any student suspected of an offense shall be notified of the suspected offense. The parent/guardian will also be notified. This policy will comply with students' right to due process.

First Offense

1. A 20% suspension of one full season of participation in activity competition/performance (in addition to school discipline invoked).

2. Conference with student, administrator, coach, and parents before reinstatement.

Second Offense

1. A 50% suspension of one full season participation in activity competition/performance (in addition to school discipline invoked).

2. Conference with student, administrator, coach, and parents before reinstatement.

Third Offense

1. The student is no longer eligible to participate in any Ottawa High School activity for a minimum of 365 consecutive days (in addition to school discipline invoked).

2. Conference with student, administrator, coach, and parents before reinstatement.

Fundraising

All athletic and activity fundraising projects and use of USD290 logos must receive approval prior to being conducted. Coaches and activity sponsors must submit fundraising requests to the Ottawa High School Activities Director in July or December. Requests will be presented to the USD 290 Board of Education for final approval.

All funds raised by athletic teams, activities, clubs, or organizations must be deposited into the appropriate USD 290 activity account and managed in accordance with district policies and procedures.

The only exception is fundraising conducted through the Ottawa High School Athletic Booster Club. Funds raised directly by and through the Booster Club will be managed by the Booster Club in accordance with its bylaws and procedures.

District-issued credit cards may only be used and handled by authorized USD 290 employees. Volunteers, booster club members, parents, students, and other non-employees are prohibited from possessing or using district credit cards for any purpose.

Additional Information

Holiday Break, Spring Break, KSHSAA Buffer Week or KSHSAA Holiday Non-Practice Days will NOT count toward days of suspension. The length of all suspensions will be rounded up. If the violation occurs during the student's off season, the consequences will be imposed at the beginning of the student's next season of participation. In the event the violation occurs near the end of a student's participation season, consequences will carry over to the student's next season of competition.

Ottawa School District
USD #290
Medical Consent for Emergency Treatment/Substance Policy

I, _____ the parent or legal guardian of _____
(Student name) (Date of birth)
authorize and consent to routine and emergency medical treatment for my child when deemed necessary by qualified medical personnel. This authorization is given in advance of any specific treatment being required and I waive my right of prior informed consent to such treatment. **This authorization shall remain effective unless revoked in writing by me or by June 30 of the current school year.**

_____ _____
(Signature of Student) (Date Signed)

_____ _____
(Signature of Parent/ Legal Guardian) (Date Signed)

_____ _____
(Witnessed) (Date Signed)

Additional Information:
Family Physician: _____ Phone:_____
Medical Insurance: _____ ID #: _____
Member Name: _____ Benefit Code: _____
Account Number: _____
Medical History:
Allergies, if any, including medication: _____
Chronic or existing disease or medical problems: _____
Medicines currently being taken: _____
Emergency Contact Information: _____
This form must be notarized if the student is participating in sports or involved in activities that require an overnight stay.
Notary:

OTTAWA USD 290

Ottawa Public Schools
1404 South Ash
Ottawa, Kansas 66067-3400

Ottawa High School Phone: (785) 229-8020 FAX: (785) 229-8189
Ottawa Middle School Phone: (785) 229-8030 FAX: (785) 229-8039

GUIDELINES FOR PURCHASE OF FOOTBALL EQUIPMENT BY PARENTS/GUARDIANS

The district purchases various models of equipment, which all meet or exceed all required safety standards, are approved for use by the National Operating Committee on Standards for Athletic Equipment (NOCSAE) and are regularly used by high schools across the United States. The District maintains and reconditions its equipment in accordance with the manufacturer's recommendations. The district also purchases new equipment on a regular cycle. With that said, a parent/guardian may purchase alternate equipment under the following guidelines.

1) The equipment must be NOCSAE approved for use at the high school level.

2) The parents/guardian will make a donation to the school for the full price of the equipment.

3) The equipment will be purchased by the school and will become part of the school's inventory for the duration of a player's career at the school.

4) During the duration of the player's career, the school will assume the responsibility of reconditioning, inspection, etc. as they would for any other school-purchased football helmet. In the event, during reconditioning, a piece of equipment is rejected or found to be defective that equipment is not returned to USD 290.

5) The school will check the equipment out to the player for any use at summer contact camps as they would for any other protective equipment provided by the school. Once again, the equipment is part of the school's inventory.

6) Athletes currently using personal equipment must provide proof of date of manufacture or recertification prior to the start of the 2019-20 football season. The helmet will then be considered part of the school's inventory and will be reconditioned on the USD 290 schedule. The equipment will be re-issued to the owner in subsequent seasons of participation.

7) At the conclusion of the player's high school career, the parents/guardian would have the option of keeping the equipment or donating it to the school.

My signature indicates that I have read and understand the policy and will adhere to its guidelines.

Parent/Guardian _____ Date_____