

Lincoln Junior/Senior High School



Athletics & Activities Coach/Student/Parent/Spectator Handbook

Board of Education

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Lincoln Elementary School

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Lincoln Jr/Sr High School

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Lincoln, KS 67455
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Accreditation

USD 298 Lincoln schools are fully accredited in compliance with the requirements of the Kansas State Department of Education.

Mission Statement

Owning Today, Preparing for Tomorrow

The mission of the Lincoln Schools is to provide excellence in teaching, promote life-long learning, and to foster a creative, caring environment by utilizing training, technology, communication, leadership, and community involvement.

The students at Lincoln USD #298 will be challenged to reach their fullest potential and to be competent and knowledgeable in our today's society.

USD #298 Lincoln Board of Education

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Home of the Leopards

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The following handbook applies to all students who are participating in any extracurricular activity that is a Kansas State High School Athletics Association sponsored event or a Lincoln Jr/Sr High School sponsored event.

The following extracurricular activities are sponsored by the KSHSAA:

- Cross County
- Football
- Volleyball
- Scholars Bowl
- Band
- Vocal
- Forensics
- Basketball
- Track
- Cheer
- KAY
- STUCO
- Golf

The following extracurricular activities are sponsored by Lincoln Jr/Sr High School:

- National Honor Society
- High School Musical/Play Production
- Yearbook
- Journalism
- FFA
- Powerlifting
- Robotics
- eSports

INTRODUCTION

The Lincoln Jr/Sr High School Coaches, Player, Parents, and Spectators Guide is a reference guide for student-participants, parents, coaches, and spectators concerning the policies that govern interscholastic athletics and activities at Lincoln.

Extracurricular activities are a privilege and not a right and participation requires students and patrons to demonstrate good judgment, and adherence to the school's policies and procedures. These activities help students reach their full potential to be productive, creative, and responsible members of society.

Participation in Lincoln athletic and activities programs is voluntary. Thus, competition in junior and senior high school athletics and activities is a privilege and not a right. With this privilege, the student is expected to conform to the high standards and rules. This privilege may be revoked if the student participant fails or refuses to comply with the rules, policies, and procedures of Lincoln activities/athletic programs.

PHILOSOPHY

The extracurricular programs at Lincoln Jr/Sr High School are an integral part of the educational process. The purpose of extracurricular athletic and activity programs is to supplement the education of the young people involved so they have a greater opportunity to become productive citizens in society.

Research has shown that organized activities can be very beneficial to the participants. Students that take advantage of activity programs with an educational focus often perform better academically and experience more success later in life.

The programs provide the opportunity for students to develop character, cooperatively learning skills, contribute to the community, build lifelong friendships, and refine life skills through extracurricular activities.

Lincoln teams place academic achievement as the highest priority. We show respect for teammates, opponents, officials, and coaches. Lincoln students, patrons and employees are expected to exhibit fair play, sportsmanship, and proper conduct on and off the playing field/classroom by adhering to the established rules and standards of the activities.

The Lincoln Jr/Sr High School **Player's Code of Conduct**

To ensure consistency throughout all activity programs, coaches and activity sponsors have developed a set of guidelines that will apply to their respective extracurricular programs during the upcoming year. These guidelines establish minimum standards for conduct and outline the consequences in the event student conduct becomes detrimental to themselves and/or the activities program.

As a condition of eligibility for participation in extracurricular activities, students and their parents/guardians must sign a code of conduct policy as given by each coach for each activity. Copies of these specific rules must be completed and be filed with the Athletic Director and Building Principal prior to the beginning of the activity season. The coach or sponsor will also communicate specific rules to participants at the beginning of their activity season.

The Lincoln Jr/Sr High School participant is an individual who demonstrates high moral character, a positive attitude, appropriate behavior, and strong academic achievement.

Character

The LJSHS participant embodies what is right and good about people. Outstanding character traits expected of an LJSHS participant are: Honesty, Integrity, Loyalty, Citizenship, Dedication, Cooperation, Empathy, Accountability, Responsibility, Tenacity, and Sportsmanship.

Positive Attitude

The LJSHS participant is expected to be a positive influence on everyone with whom they have contact. The participant is admired for who they are and what they do.

Appropriate Behavior

The LJSHS participant is expected to display appropriate behavior at all times (in and out of season). The participant follows the rules and encourages everyone to do the same. The participant never puts themselves in a situation that would bring embarrassment to themselves, to their family, to their school and to the program they represent.

Achievement

The LJSHS participant always strives to raise their level of performance to a higher level both academically and through participation in extracurricular activities. The participant understands

that improvement comes only from consistent hard work. The participant sets their goals high and accepts all challenges that come with both success and failure.

Requirements for Participation

Participation in activities is a privilege and not a right.

To be able to participate in any extracurricular activity at Lincoln Jr/Sr High School the following requirements must be met prior to participation:

1. Physical Form/Assessment completed not prior to May 1st of the previous school year by a physician and submitted to the school office. It must be completed on the required KSHSAA physical form. (athletics)
2. Parent/Participant Acknowledgement/Emergency Medical Form - completed on enrollment form.
3. Student and Parent Concussion Informed Consent Form must be signed by both the parent and student. This form is provided by KSHSAA and this approved form must be submitted. (athletics)
4. Based on KSHSAA and USD 298 eligibility requirements, the student must be in good standing and have completed the academic eligibility requirements.
5. Student Athletic and Activities Handbook Contract must be signed and returned to the office.
6. Students must be free from previous obligations to other activities in which they may have participated and not have any scheduling conflicts with any other current activities. Prior to participating in any activity, students must return all school property, equipment or uniforms that may have been issued to them in that activity.

Responsibilities/Expectations of Participants

- The participant is responsible for all equipment checked out. If it is not returned, the participant will be charged for its replacement.
- School work comes before extracurricular events. If a participant misses a class because of a game/match/meet/concert/etc., the student must complete all assignments before returning to class. **An activity contest is not an excuse for an unfinished homework assignment.**
- In order for a student to participate in extracurricular activities, all attendance, tardy, discipline, and eligibility policies stated in the Student Handbook must be followed. Students are to be in school by the start of the next day after a school function or they cannot attend practice and/or game/activity that day.
- Use of alcohol, tobacco, drugs, and steroids is inappropriate and will not be tolerated. See the Lincoln JH/HS Alcohol, Tobacco/Nicotine, and Other Drug Possession, Use, Abuse, and Penalties Policy.

- A doctor's note is needed for a participant to be excused from practice or competition due to medical reasons. Without it, the student is expected to participate in practice and competition.
- If the student has an injury, they need to inform the coach. If a physician is needed, medical assistance will be pursued. If a participant must sit out from competition or practice, a note from the physician is needed before returning to practice and competition.
- Please note that the high school level is very competitive. Talent and preparation, as well as productivity and attitude, are key requirements to participating in any competitive game.
- Students are expected to start the season at the identified starting date. If a participant cannot start on that date, then arrangements need to be made beforehand to communicate the schedule conflict. Students are not allowed to join a team two weeks after the start date, unless previous arrangements have been made.

Attendance at Activities

Attending events and competing in extracurricular activities is a privilege. When students sign up for activities or events and do not show up, they have let their team and coaches down. Many of these events require pre registration and fees are collected. (Students will be required to refund the school for - fees that were paid for them to attend events and - they are a no show to the activity they signed up for.) Such events could include powerlifting, FFA events, music competitions, etc.

Sportsmanship

Sportsmanship is a way of thinking and behaving. A school cannot produce true champions unless its students, staff, and fans display their enthusiasm and excitement in a positive manner. Good sportsmanship is contagious and is a top priority at Lincoln Jr/Sr High School. The following sportsmanship guidelines are listed as a means of clarification regarding desirable behavior:

1. Be courteous to all participants at all times. This includes all student participants, coaches, officials, staff and fans.
2. Abide by and respect the official's decisions. Keep in mind that your personal interest and perspective might influence your behavior and comments.
3. Make an effort to understand the rules governing the activity.
4. Win with character and lose with dignity.
5. Display appreciation for good performance regardless of the school.
6. Exercise self-control. Reflect positively on yourself, your team, your school and your community.

The Lincoln Jr/Sr High School **Parent Code of Conduct**

Positive parental involvement is vital to any extracurricular program. There are high expectations for parents in their participation in Lincoln's extracurricular activities. The partnership between parents and coaches is a key dynamic to the overall growth and experience of the participant. As a parent, when your child becomes involved in our extracurricular programs, there are expectations placed on your child and the most important one is clear communication between the student, coach and parent.

Extracurricular competition should be fun while being a significant part of a sound educational program. Everyone involved in our programs has a duty to assure that their programs provide opportunities to develop important life skills and promote the development of good character. Parents/guardians can and should play an important role and their good-faith efforts dramatically improve the quality of a child's experience.

The parental code centers around these key areas:

- Live up to high ideals of ethics and sportsmanship and encourage students to pursue victory with honor and defeat with dignity.
- Be loyal to the school and team by helping your student put the interest of the team above your student's personal glory.
 - A detrimental attitude can destroy the overall team spirit/morale. A detrimental attitude can be shown by either the student or their parents.
 - See the section titled "Social Media Policy & Guidelines" as negative social media commentary may be detrimental to the overall team spirit/morale.
- Always treat all people with respect and require your student to do the same.
- Do not engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks, trash talking, taunting, boastful celebrations, or other actions that demean individuals, teams, coaches, or the activity.
- Treat game officials with respect. Do not complain about or argue about calls or decisions during or after an event. The Lincoln Athletic/Activities Department will not tolerate disrespect to game officials or other teams.
- Consistently demonstrate concern for student participants as individuals and encourage them to look out for one another and act as a team.
- Treat coaches with respect and honor their decisions regarding the team. Concerns are to be expressed at the appropriate time, and in an office setting if possible.

- o The Lincoln Athletic/Activities Department encourages the student to first meet with the coach of their sport to address a concern. It is important to understand there may be times when things do not go the way the student would like and to encourage the student to develop personal advocacy skills and problem solving. The student should discuss the concern directly with the coach.
- o If the student has spoken to the coach and the issue continues to need clarification, it may be appropriate for a parent/guardian to intervene.
 - Parents may contact a coach directly via email after the student visits with the coach.
 - Please do not attempt to personally contact a coach in person one hour before practice, three hours before an activity, during an activity or practice, and at least one hour after a practice (see the 24-Hour Rule below for game requirements). A coach's responsibilities, time and focus during the aforementioned times is to prepare for and supervise athletic events.
 - **Please note that the period after an event can be an emotional time for student-participants, parents, and coaches and it is less conducive to solving problems rationally, so please contact the coach the day following the event if you have concerns.**
- o If the problem can not be resolved after the above procedures, then further investigation and a meeting with the principal and then the superintendent could be warranted. A meeting can be held to discuss the situation and reach an appropriate plan of action.
- Failure to adhere to the parent code of conduct expectations may result in disciplinary action up to and including being banned from any USD 298 sponsored activity for the remainder of the school year.

The Lincoln Jr/Sr High School **Spectator's Code of Conduct**

Winning is often perceived as so important that some individuals lose sight of the educational values inherent in athletics/activities. If the full benefit of athletics/activities as an educational tool is to be utilized, schools must concern themselves with spectator sportsmanship.

The playing of a contest should be regarded by the spectators as an art and should be appreciated and enjoyed as such. Respect for our students, coaches/sponsors, and officials, regardless of their own team loyalty, is essential for good sportsmanship.

Good sportsmanship expectations for the spectators include but are not limited to:

- Recognize the official/judge as a person of integrity and qualification; and respect the decisions accordingly.
- Treat game officials with respect. Do not complain about or argue about calls or decisions during or after an event. The Lincoln Jr/Sr Athletic/Activities Department will not tolerate disrespect to game officials.
- Refrain from creating disturbances which would be detrimental to the flow of the contest and/or to the safety of the participants involved.
- Refrain from harassment, profane language, coaching from the stands or other disruptive behavior in respect to students, coaches, officials, and administrators.
- Become familiar with the rules of the games to enjoy it more and to understand the decisions made by the official.
- Exhibit team loyalties and support without negative actions or comments toward the opponents or officials of the contest.
- Failure to adhere to the spectator code of conduct expectations may result in disciplinary action up to and including being banned from any USD 298 sponsored activity for the remainder of the school year.

The Lincoln Jr/Sr High School **Coach's Code of Conduct**

This has been established to provide guidelines and expectations for everyone involved with the extracurricular programs at Lincoln Jr/Sr High School. These guidelines are designed for the entire coaching staff, students, parents, and patrons. The guidelines in this section are meant to enable all to function with increased confidence and effectiveness.

The coach of a program is primarily responsible for the compliance of the team members to the rules, regulations, and policies governing extracurricular participation in the program. Compliance is enhanced when participants are informed of and understand the policies. All coaches are directly responsible for the application of these rules and regulations.

Responsibilities and expectations of all coaches:

- The KSHSAA has set requirements for all coaches of all member schools.
 - These requirements must be met to be a coach at Lincoln Jr/Sr High School. The following requirements must be complete before the first practice date:
 - CPR/AED certified
 - NFHS concussion certification completion (athletics)
 - NFHS heat analysis certification (fall athletic coaches only)
 - The following requirements must be completed each season at the required deadlines set by the KSHSAA:

- Rules exam/test
- Rules meeting
- Officials recognition
- Any other requirements for each particular activity set by the KSHSAA.
- The coach should submit their teams' rules/policies before the start of the season to the Athletic Director or Principal for approval.
- Coaches will receive the student eligibility list each week from the school administration. It is the responsibility of the coach to follow this list and school guidelines on eligibility.
- Coaches should direct all issues with the KSHSAA to the Athletic Director to address to the KSHSAA. No phone calls should be made to the KSHSAA without consent from the Athletic Director.
- Administration will support the USD 298 chain of command guidelines. The same expectations are asked of the coaching staff to follow as well.
- Coaches should be following all guidelines for specific activity equipment and safety protocol. It is the coach's responsibility to ensure the safety of our students with activity equipment and playing facilities.
- Official rosters, with participants' names and numbers should be submitted to the Athletic Director one week prior to the first competition date.
 - The Athletic Director should be notified if any student quits throughout the season to help with roster accuracy and office absences.

Communication

It is important to keep lines of communication open between coaches, students, administration, and parents/guardians. Be sure to start your season off with a parent meeting to inform parents of your expectations of their children and inform them of how to contact you if they need to. Equally important is to inform your students what you expect of them in terms of communication. Also important is the communication between administration and your team. It is critical to respond and provide the information asked of your team to provide in return the information you need for the success of your team.

Communication with Students

To maintain professional boundaries and ensure student safety, all communication between staff and students must be appropriate, transparent, and school-related.

Prohibited Communication Methods:

Staff members are not permitted to communicate with students via:

- Personal text messaging
- Social media platforms (e.g., Instagram, Facebook, Snapchat, TikTok)
- Messaging apps or services not approved by the school

Permitted Communication:

- School-approved platforms (e.g., school email, learning management systems) may be used for academic or school-related communication.
- All communication must be professional, content-appropriate, and accessible to school administrators if needed.
- The only way to communicate with students is through the Remind App.

Expectations:

- Staff must maintain clear and appropriate boundaries with students at all times.
- Personal or private communication outside of school channels is strictly prohibited.
- Any appearance of favoritism, secrecy, or overly familiar tone in student communication is considered a violation of this policy.

Accountability

As a coach, you are responsible not only for yourself but also for your students and their actions. Coaches report directly to the Athletic Director and to the Principal. If you have a problem or need help with something, contact the Athletic Director or Principal.

Practice

While there are a few activities with exceptions, all activities should be practicing regularly. If you wish to practice on a Saturday, please let the administration know. You may only have a non-mandatory shoot around on Sunday, if you have a game the following Monday. The shoot-around cannot be scheduled before 1:00 p.m.

Fundraising

All classes or organizations desiring to participate in a fundraising project must comply with the following procedures and guidelines:

1. The principal must approve all projects.
2. Only one fundraiser in the district can be occurring at once. The fundraiser form must be completed to be considered for approval.
3. A definite and immediate need must exist for a project to be considered for approval.
4. Staff must put the fundraiser dates on the fundraiser digital calendar.
5. All property that is acquired because of a fundraiser will automatically become property of USD 298.
 - a This includes but not limited to all property donated to teachers through grants, donations, and the Teacher Giving Tree.

Professionalism

When working with teenagers, sometimes it is hard to draw the line between coach and friend. It is always important to maintain a professional relationship with student-participants. While we encourage coaches to get to know participants on an individual level, there is a line between coach and friend that should not be crossed. Be mindful of complaints of favoritism by parents and students that may be asserted when a coach spends too much time with any one student. Treat all students fairly and impartially.

Professionalism is also critical in the way that a coach presents themselves in language and dress. It is our job as coaches to dress in a professional manner that represents not only ourselves, but also our team and our school.

Respect

Treat all people with respect all the time and require the same of all students.

Class-Be a good sport, teach and model class, be gracious in victory and accept defeat with dignity, encourage participants to give fallen opponents a hand, compliment extraordinary performance, and show sincere respect in pre-and post-game rituals.

Taunting-Do not engage in or allow trash-talking, taunting, boastful celebrations, negative comments, or other actions that demean individuals, the team or the activity.

Respect Officials-Treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an event.

Respect Parents-Treat the parents of participants with respect; be clear about your expectations, goals and policies and maintain open lines of communication.

Profanity-Do not engage in or permit profanity or obscene gestures during practices, events, on team buses, or any other situation where the behavior could reflect badly on the school or the program.

Positive Coaching-Use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the activity. Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to students or others.

Effort and Teamwork-Encourage participants to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline.

Discourage selfishness and put less emphasis on the final outcome of the contest and prioritize, improvement, teamwork, and winning with character.

Professional Relationships-Maintain appropriate, professional relationships with students and respect proper teacher-student boundaries.

Keys and Security

Keys for buildings, field house, gates, ball fields, etc. will be checked out two weeks prior to the start of your season. Please contact the High School Principal to receive your keys. All keys must be returned at the end of your season. Important: keys should not be given to students. **BE SURE TO RE-SECURE/LOCK THE FACILITIES AFTER USE.**

Social Media

If you would like a social media page for your team, please contact the Technology Director, before creating a page. All of our social media pages are linked to the USD 298 social media pages. This allows easier transition of ownership when needed. Some students' names or pictures are not allowed to be posted on social media. Please contact the office to check if any of your students are on the no post list. Coaches must abide by the **Social Media Guidelines and Policy**. Please refer to the guidelines listed in this handbook.

Coach Evaluation

The focus of the evaluation is to help coaches improve their skills and performance. All coaches will be evaluated at the end of the season. Inventories should be completed and submitted prior to the evaluation. Keys will also be returned at this time as well.

Employment and Athletic Coaching Certification (Rule 10)

Employment as a Rule 10 Coach for Lincoln Jr/Sr High School is classified as a short-term temporary employee position. Each year these employees will have to reapply for the coaching position. USD 298 is sanctioned by the Kansas State High School Activities Association, therefore in addition to USD 298's board policies and handbooks, the following KSHSAA rules and regulations for qualifying coaches must be adhered to:

Kansas State High School Activities Association Qualifications of Coaches from the KSHSAA handbook (page 26)

Section 1: General Regulations (apply to grades 7-12)

Coach

Article 1. Anyone who is certified in compliance with standards established by the Kansas State Board of Education is eligible to coach in any activity under the jurisdiction of the Kansas State High School Activities Association.

Article 2. A local board of education/governing board of a member school must employ all coaches or coaches' aides by written supplemental contracts. Volunteers shall not coach, with an exception provided for individuals who are certified staff employed by the member school's district. All compensation to coaches and sponsors/directors, shall be provided by the employing school/district.

Aide

Article 3. Member schools may apply to the KSHSAA Executive Board for permission to use individuals who are not certified as an aide in any activity sponsored by the KSHSAA. Application (Form A) shall not be made prior to May 1 preceding the school year for which the aide is to be employed. The application must meet all of the following conditions:

- a. Evidence of need is verified by the school.
- b. Evidence must be presented to affirm that the position was required to maintain the existence of the program and/or necessary to maintain an adequate safety level.
- c. The district must ensure an in-service program will be satisfactorily completed by the coaches/director's aides. The program could include the following facets:
 1. Orientation to the local community.
 2. Rules of the activity.
 3. Techniques of coaching/directing a particular activity (could be waived in lieu of college credit hours).
 4. For athletic activities – CPR, emergency treatment and first aid.

Article 4. Approval of an aide is for the season of the activity as approved for that school year.

- a. A supervised aide may not supervise students during interscholastic competition without the presence of a certified staff member or an unsupervised aide.
- b. An unsupervised aide may supervise /coach students in practice or competition without the presence of a certified staff member.

Article 5. During the school year, but outside the season of a sport, coaches/coaches' aides may not coach in practice or competition those students they will be coaching the following year in that sport.

Article 6. Beginning with the Saturday before Memorial Day, through Sunday of SCW #3, football, volleyball, and basketball coaches/coaches' aides are permitted to coach athletes from their school squad.

- a. Supervise use of indoor/outdoor facilities by athletes in their sport.
- b. Beginning Monday of SCW #3 and ending Sunday of SCW #5, football, volleyball and basketball coaches/coaches' aides may, work with individual students or a single group (no more than 3 students in basketball, 4 students in volleyball, 6 students in 11-Player football, 5 students in 8-Player football) provided instruction is on a voluntary basis, and requested by the student(s). Such instruction must occur at a time separate from supervised sessions defined in (a).

Article 7. Coaches/coaches' aides other than football, volleyball, and basketball are not subject to the restrictions outlined in Article (6).

Article 8. Beginning Sunday of SCW #5 through and including Sunday of SCW #7, only voluntary weight training and conditioning is permitted for all school athletic teams. No school team practices shall be permitted until Monday of SCW #7.

Article 9. Any person serving in the role of a head or assistant sport coach/aide or a head or assistant activity sponsor/aide in a KSHSAA member school shall be certified or trained in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) administration.

Rationale:

Activities are an extension of the classroom. Insofar as possible, by written agreement, local boards of education should use personnel certified by the Kansas State Board of Education to direct and coach activities.

Academic Eligibility

In order to be considered eligible to participate in extracurricular activities / athletics, the student must meet all requirements established by the Kansas State High School Activities Association and the local Board of Education and be a student in good standing at Lincoln Jr/Sr High School. The administration reserves the right to declare a student ineligible if academic performance or personal conduct is deemed unacceptable. **Students under penalty of suspension are not in good standing and are not eligible to participate in extracurricular activities or attend school-sponsored events.**

To meet KSHSAA requirements for academic eligibility, the student must have passed a minimum of five subjects of unit weight the previous semester and be enrolled in five new subjects of unit weight during the current semester. Teachers will update grades on a weekly basis for eligibility purposes.

Weekly Eligibility Policy

Unified School District 298 and Lincoln Jr/Sr High School have established a weekly eligibility policy that shall pertain to all students and effects participation in all extracurricular activities and school sponsored events:

- Teachers are required to update grades each week for eligibility purposes.
- Grades will be checked weekly starting on the 2nd week of the semester (high school) or after the 2nd full week of each quarter (junior high). Grade checks will be performed using PowerSchool at 9:00 AM each Friday morning or the prior day if school is not in session. Note: Instructors must update grades by 8:15 AM each Wednesday morning.
- Students not passing any class after a weekly grade check will be ineligible to participate in any extra-curricular activities for a period of one week.
- Eligibility or ineligibility shall begin on the Monday following the weekly grade check Friday and run through the following Sunday.
- Students who are deemed ineligible under this policy will be allowed to continue to practice, but will not be allowed to miss school to travel with the team or activity.
- Any student that does not meet eligibility requirements will be personally notified by his/her respective advisory teacher.

Participation in KSHSAA Activities

Any student meeting the following requirements shall be permitted to participate in any district activities that are regulated, supervised, promoted, and developed by the Kansas State High School Activities Association (“KSHSAA”). The requirements include:

- being a resident of the school district;
- being enrolled and attending a nonpublic elementary or secondary school;
- complying with the health certification and inoculation requirements of K.S.A. 72-6262, as amended, prior to participation in any such activity;
- meeting applicable age and eligibility requirements required by KSHSAA; and
- paying any fees required by the district for participation in such activity, if such fees are generally imposed upon all other students who participate in the activity; seeking participation at the appropriate school of the district that corresponds to where the student resides within the school district’s respective school attendance boundaries established by the board.

Any student attending a home school, who is a resident of the district and seeks to participate in a KSHSAA activity sponsored by the district, shall be deemed to meet any academic eligibility requirements established by KSHSAA for participation in such activity if:

- The student is maintaining satisfactory progress towards achievement or promotion to the next grade level; and

- The parent, teacher, or organization that provides instruction to the student submits an affidavit or transcript to KSHSAA indicating the student meets these academic eligibility requirements.

Upon submission of an affidavit, the student attending a home school shall be deemed to meet any academic eligibility requirements established by KSHSAA and shall retain such academic eligibility during the activity season for which the affidavit was submitted.

The board may require a student who participates in an activity pursuant to this policy to enroll in or complete a particular course as a condition of participation, if such requirement is imposed upon all other students who participate in a particular KSHSAA activity.

Except as provided in this policy regarding modified academic eligibility requirements for home school students, and any student who seeks to participate in an activity pursuant to this policy shall be subject to any tryout or other participation requirements that are otherwise applicable to all other students for participation in the activity.

Varsity Lettering (High School)

All letter awards will be made upon the recommendation of the head coach or sponsor. Usually considered by coaches and sponsors are participation, attitude, standing with school officials, and overall contributions to the good of the sport or activity. Each coach or sponsor will inform participants of lettering requirements at the start of the season and a copy of these will be on file in the high school office.

Attendance at School

On the day of an activity, students must be in school at a minimum of three (3) hours before dismissal of activity. Pre-arranged advanced absences are allowed on the day of activity as long as a parent/guardian has provided written documentation prior to the absence.

On the day of practice, students must be in school at a minimum of three (3) hours before practice. Pre-arranged advanced absences are allowed on the day of practice as long as a parent/guardian has provided written documentation prior to the absence.

League Affiliation

Lincoln High School is a member of the Northern Plains League. The purpose of this league is to provide greater opportunities for student participation in extracurricular activities and to coordinate those activities so as to benefit all member schools. The Northern Plains League membership includes Beloit-St. John, , Lakeside-Downs, Lincoln, Mankato-Rock Hills, Natoma, Osborne, Pike Valley, Stockton, Sylvan-Lucas Unified, Tescott, Thunder Ridge, and Tipton.

Lincoln Junior High School is a member of the Pike Trail League. The purpose of this league is to provide greater opportunities for student participation in extracurricular activities and to coordinate those activities so as to benefit all member schools. The Pike Trail League membership includes Lakeside-Downs, Lincoln, Mankato-Rock Hills, Natoma, Osborne, Pike Valley, Southern Cloud, Thunder Ridge, St. John's Beloit, Stockton, Sylvan-Lucas, Tescott and Tipton.

Care of Uniforms, Equipment, and Locker Rooms

Any equipment issued is the property of the school. Proper use and care of this equipment is the participant's responsibility, and students will be required to pay for misused, damaged, lost or stolen articles.

It is the coach's responsibility to see that equipment that has been issued for the team and individual activities is to be used only for practice and/or games. It is not for personal use during physical education classes, going to and from home, or outside of school. Uniform jerseys can be worn in school on game days or sports recognition days. At the conclusion of the season, equipment and uniforms must be returned to the coach. The coach will then produce an inventory list with the names of participants who have failed to return uniform or equipment items, and missing team equipment. Unreturned items will be charged to the student for payment.

Lockers should be kept locked at all times to protect your personal and activity equipment. The locker room should be kept clean by disposing of trash in the proper receptacles.

Follow all care instructions for any school-issued uniform or warm-up gear. General care instructions consistent with those issued include the following:

- Do not dry clean uniforms
- Do not iron uniforms
- Launder uniforms as soon after they are worn as possible
- Do not allow uniform to lay on itself when wet
- Wash in cold water
- Wash white uniforms and clothing separate from colored uniforms and clothing
- If applicable, remove belts and pads before laundering
- Be sure uniforms are completely dry before storing

Reporting Injuries

All injuries should be reported to the coach immediately. The coach should record all injuries reported no matter how minor. If a student sustains a significant injury, the parent/guardian will be contacted immediately.

All injuries must be reported to the high school office, by completing the **Illness/Accident/Injury** form to be recorded on file or with the KSHSAA if necessary, for reporting purposes.

Any visit to a doctor for treatment of a sport-related injury must be reported to the athletic trainer/coach. A note clearing the athlete for activity must be provided upon return to the team. Without a doctor's note the athlete will not be allowed to participate.

Activity and Athletic Transportation **(High School)**

Students are expected to ride to and from school activities in transportation provided by the school district. If parents/guardians choose to transport their student home from the school activity, the parent/guardian must personally sign the coach's release/sign off sheet for the return bus ride home. Under certain circumstances parents may request their student ride home with another set of parents/guardians, if they make arrangements through the coach or high school office in advance. Students will not be allowed to drive themselves to or from events.

Dual Athletic Participation Policy

Students may participate in more than one sport per season if permission is granted by majority decision of the educational team. Consideration will be based on various factors including, but not limited to, academic performance, both present and past, attendance, behavior record and time requirements. Application must be completed prior to the first contest and approved prior to the first contest. Students must declare a primary sport. An application will consist of a written request from the student, signed by the parent/guardian, presented to the coaches with a copy of the student's current grade card/academic record.

The educational team will consist of a parent/guardian, Athletic Director, Counselor, coaches of respective activity and Principal.

See Form 1

Alcohol, Tobacco/Nicotine, and Other Drug Possession, Use, Abuse, and Penalties Policy

Consequences for Violation of the Drug and Narcotics Policy

JDDA Drug-Free Schools (See GAOB, JGFGB, JGFGBA, and LDD)

JDDA

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to:

Consequences for Violation of the Drug and Narcotics Policy
USD 298 Lincoln Drug and Alcohol Policy

The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any school activity is prohibited. Failure to cooperate with school officials will be considered an admission of guilt.

First Offense: A first time violator shall be subject to the following sanctions:

- a. Three (3) days in or out-of-school suspension.
- b. Student will be held from competing in the next contest or performance and/or suspension of all student activities for a period of up to 30 school days.

Second Offense: A second time violator shall be subject to the following sanctions:

- a. Five (5) days in or out-of-school suspension.
- b. Suspension for all student activities for a period of not less than 90 school days.

- c. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. Names of programs are on file with the Board Clerk. If any student fails to make satisfactory progress in the program, the suspension shall be reinstated.

Third Offense: A student, who violates the terms of this policy for a third time, and any subsequent violations, shall be subject to the following sanctions:

- a. Ten (10) days suspension out-of-school and parent conference to consider expulsion.
- b. Suspension from participation in, and attendance to, all school activities for 180 school days.
- c. A student who is suspended/expelled from school under the terms of this policy may be readmitted during the term of the suspension/expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable institute.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas Statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. - If a student agrees to enter and complete a drug or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy -will be provided to all students and the parents of all- students. Parents of all students will be notified that compliance with this policy is mandatory.

Drug and Narcotics Policy

JCDAA Tobacco-Free School Grounds for Students

JCDAA (See GAOC and KMA)

The use, possession, or promotion of any tobacco product by any student is prohibited at all time in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements.

“Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

Social Media Policy and Guidelines

Students who participate in extracurricular activities at Lincoln Jr/Sr High School are held in the highest regard and are role models in the community. As leaders, they have the responsibility to portray their team, family, school, and themselves in a positive manner at all times. Sometimes this means doing things that are an inconvenience, but benefit the whole team. Instagram, Facebook, Twitter, Vine, Snapchat, Instagram, Tik Tok and other social media sites have increased in popularity globally and are used by the majority of students in one form or another. Students should be aware that third parties, including the media, faculty, future employers, and universities and coaches could easily access their profiles and view all personal information so what a student places on social media becomes their “resume” to the world. This includes all

pictures, videos, comments, and posters. Inappropriate material found by third parties affects the perception of the participants, our athletic/activities programs, and Lincoln Jr/Sr High School. This can also be detrimental to a participant's future college and employment options.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments, or posters showing the personal use of alcohol, drugs, and tobacco e.g., no holding of cups, cans, etc.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material including sending or resending any nude photos.
- Pictures, videos, comments, or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning, racially or sexually harassing, or threatening toward any other individual or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach, or team at another school and derogatory comments against race and/or gender).
- No posts should depict or encourage unacceptable, violent, or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).
- Content online that would constitute a violation of Lincoln Jr/Sr High School rules.
- Information that is sensitive or personal in nature or is proprietary to the programs of Lincoln Jr/Sr High School which is not public information (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).
- Posts that are detrimental to the overall team spirit/morale.

Code of Conduct Summary

The rules contained in this handbook address the expectations for students who participate in extracurricular activities. The coach of each activity will provide each participant with a set of written rules for his/her particular activity in addition to this handbook. Participants must adhere to the expectations and specific rules outlined. Failure to do so will result in disciplinary consequences. The effectiveness of these rules lies with the integrity of each student and coach.

AGREEMENT SIGNATURE SHEET

Thank you for taking the time to read the Lincoln Student/Coach/Parent/Spectator Handbook. Your support and contribution to Lincoln athletics/activities is important and appreciated.

If multiple students reside in the same household, please submit one signature sheet per family. This agreement extends to all family members living in the household.

My signature below indicates that I have reviewed, understand, and agree to all the expectations and rules of the Lincoln Student/Coach/Parent/Spectator Handbook which will govern my behavior and participation in extracurricular activities.

Printed Parents' Name: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Printed Participants'(s) Name (s), followed by grade (s):

Participant Signature: _____ Date: _____

Participant Signature: _____ Date: _____

Participant Signature: _____ Date: _____

Participant Signature: _____ Date: _____