

# VALLEY HEIGHTS JR/SR HIGH SCHOOL

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valleyheights.org

Mascot: Mustangs

School Colors: Purple & White



## COACHES / ORGANIZATION SPONSOR HANDBOOK

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## **INTRODUCTION TO ACTIVITIES/ATHLETICS**

It is the purpose of this handbook to acquaint students, parents, and coaches of USD 498 with the policies and procedures necessary for the successful operation of the activity program. This handbook will inform students, parents, and coaches regarding administrative rules and regulations within which our activity programs can function smoothly and efficiently. This handbook is not meant to cover every set of circumstances, but to serve as a guideline for all to follow.

The purpose of USD 498 activities is to provide students the opportunity to participate in a variety of activities and organizations. It is hoped that every student can find an opportunity to participate in one or more of these programs. Activities should be coached and sponsored by a staff of enthusiastic, knowledgeable and cooperative individuals who support the state and district policies and requirements.

## **PROFESSIONALISM**

Coaches are first and foremost teachers, and they are expected to fulfill all policies and practices relating to the teaching staff and their own individual teaching duties. Extracurricular activities should be kept out of the classroom and regular school day, unless prior administrative approval has been given.

Academics always comes before extracurricular activities. School assignments take priority over a practice or activity. When in conflict, a student must put the school work first and a coach cannot penalize a student in any way if the student misses any part or all of a practice because of scheduled academic priorities.

Coaches should also realize that they act as positive role models for our student athletes. Coaches are expected to display moral integrity and to realize that things such as foul language, alcohol, tobacco, or other drugs have no place in or around our athletic programs or education in general.

## **PARTICIPATION**

The goal of junior varsity teams shall be to promote as much participation as possible with less emphasis on winning or achieving maximum results. At the varsity level (junior and senior high teams), emphasis will be placed on team results. Varsity squads will be based on athletic skill, knowledge of the game and work ethic. The grade a student is in school (7-8 or 9-12) should not be a factor in the decision.

## **RESPONSIBILITIES**

### **OF USD 498 ADMINISTRATION**

- ▶ To provide adequate and safe equipment and facilities.
- ▶ To provide trained personnel to supervise the facilities.
- ▶ To provide contests controlled by qualified officials.

### **OF COACHING STAFF**

- ▶ To support the rules of good sportsmanship
- ▶ To provide training in the fundamentals and skills of the activity, and promote safety for all participants.
- ▶ To ensure the proper care of district owned equipment and uniforms.
- ▶ To schedule practices and activities to minimize interruption of the school day and family time.
- ▶ To support the training and behavior rules set forth by coaches and school.

### **OF PARENTS**

- ▶ To support the rules of good sportsmanship.
- ▶ To support your son and/or daughter.
- ▶ To support the program.

- ▶To support the training and behavior rules set forth by the coaches and school.

## **OF STUDENTS**

- ▶To support the rules of good sportsmanship.
- ▶To abide by the guidelines set forth by the coaches and school.
- ▶To care for the equipment and uniforms entrusted to you and return them in an acceptable condition.
- ▶To understand that participation in an activity program is a privilege and not a right.
- ▶To show proper respect and courtesy for visiting teams, coaches, and officials.

## **BEHAVIOR**

All Valley Heights athletic/academic teams are expected to conduct themselves in an orderly manner when representing our school. When the team is eating after events, they are expected to be polite and behave themselves. We want people from other communities to have a high opinion of Valley Heights programs, and we should all strive towards this goal. Always look like ladies and gentlemen. Ethical behavior isn't something; it is EVERYTHING. Valley Heights students and staff are expected to uphold the highest of ethical standards as a member of our programs. Student athletes are to show the utmost respect for their coaches, teammates, our competitors, and to themselves.

## **LEAGUE AFFILIATION**

Valley Heights is a proud member of the Twin Valley League for high school activities and the Blue Valley League for junior high activities. During the school year, the league sponsors many activities in which we will be engaged. Most of our athletic competition is with other league schools. Twin Valley League members include: Axtell, Blue Valley-Randolph, Centralia, Clifton-Clyde, Doniphan West, Frankfort, Hanover, Linn, Onaga, Valley Heights and Washington County. Blue Valley League members are Blue Valley-Randolph, Clifton-Clyde, Hanover, Linn, Luckey - Manhattan, Valley Heights and Washington County.

## **ACTIVITIES PROVIDED**

### Athletics

Football, Cross Country, Basketball, Track, Golf and Baseball for boys

Volleyball, Cross Country, Basketball, Track, Golf and Softball for girls

**KAYS:** A service group for girls and boys (Kansas Association of Youth) - Promotes positive school and community relations through service.

**FACS Club:** (Family and Consumer Science) - Combines aspects of social and natural science and relationships between family and community.

**FFA:** (Future Farmers of America) - FFA is an intracurricular student organization for those interested in agriculture and leadership. The National FFA Organization is committed to the individual student, providing a path to achievement in premier leadership, personal growth and

career success through agricultural education. FFA helps the next generation meet challenges by helping its members to develop their own unique talents and explore their interests in a broad range of agricultural career pathways.

**FBLA:** Focused on business skills and builds opportunities for future careers in business. (Future Business Leaders of America)

**National Honor Society:** For students who display excellence in scholarship, leadership, service and character. Membership is determined by grades and the students are invited to complete the application process and will be chosen by a faculty council.

**Student Council and JH Student Council:** For students who are elected to positions of leadership.

**Drill Team:** Tryouts conducted annually. Performances at halftime of basketball and football games. Work closely with Cheer to promote school spirit.

**Scholars' Bowl:** Academic competition for students based on history, literature, science, current events and much more.

**Cheerleading:** Tryouts conducted annually. Chief supporters of our athletic programs along with family and community members. Travel is involved with this activity.

**Forensics:** Competitions held in spring semester

**Vocal and Instrumental Groups:**

**Art Club:**

**School Play:**

**Journalism/Yearbook:** Students have a hands-on opportunity to help develop a publication of the school year events.

### **KSHSAA ELIGIBILITY RULES**

Students are eligible for participation in athletics under the rules of the Kansas State High School Activities Association and/or USD 498 if:

Students are not 19 years of age on or before September 1st of the school year in which they compete.

Students must pass at least 5 new classes the previous semester in order to be eligible to participate. Additionally, the student must be currently enrolled in five new classes during the current semester of participation.

Students cannot have more than eight semesters of possible eligibility in grades nine through twelve and four semesters of eligibility in grades seven and eight. The semesters are consecutively counted upon the first day of enrollment.

Students must have passed, signed and returned a physical examination by a practicing physician as listed on KSHSAA Physical Form PPE. (Physicals are only required for sports activities. Managers are also exempt from this requirement.)

Students must have a signed concussion form on file.

They are a bona fide undergraduate student in good standing.

The students conduct and standard of sportsmanship are satisfactory and do not bring discredit to themselves or the school.

Transfer: A transfer student is eligible to participate in interscholastic activities after he/she has met K.S.H.S.A.A. guidelines. (Rule 18)

### **VALLEY HEIGHTS ELIGIBILITY RULES**

For participation in activities sponsored by the Kansas State High School Activities Association, including athletics, a student must be academically eligible. Academic eligibility will be computed on a weekly basis. Any student with quarter grades that include three (3) "D's" or one (1) "F" at the beginning of each week will be ineligible, following a one week probationary period. (Hence, if ineligible for two consecutive weeks, the student will not be allowed to participate beginning the second week.) The eligibility week consists of Monday to Sunday.

Along with KSHSAA sponsored events, all other Valley Heights organization activities, classroom activities and field trips (unless required for a grade) and dances are covered by this policy.

Students are allowed to practice but not participate in competitive activities. Ineligible students will not be allowed on the bus to an "away" activity or "dress out" for a home activity.

Parents may call the school on Monday morning or afternoon if they wish information about their child's eligibility. Progress reports will be sent to the parents in the middle of each quarter providing current grades in each class.

Parents can, and are encouraged to, set up a PowerSchool account and check on their child's grades daily.

Students who are ineligible will be notified by the end of the day on Monday.

Eligibility will begin on the third Monday of each quarter.

Along with eligibility requirements, teachers will place zero's in the gradebook for overdue/late assignments. Assignments that are overdue or missing will follow the guidelines outlined in the Student Handbook.

### **SUPERVISION**

Students/Athletes should be under constant supervision at ALL times. This includes practice sessions, bus rides, locker rooms and actual contests. A coach must be in the building until the last athlete departs.

### **ATHLETIC AWARDS**

The standard letter for all athletic awards shall be a 6" chenille "VH" for the high school. Decorations on each letter shall be an insignia proper for each sport. Service stripes and additional emblems are to be added each year thereafter. Any first year letter person may receive his/her letter at the end of the season. All letters are to be awarded upon the recommendation of coaches or principal. Players must finish the season in order to letter. Junior high students will receive certificates.

## **FOOTBALL**

Participation in at least one-half of the total quarters in varsity team competition.

The coach may give a letter if they feel the athlete was a major contributor at the varsity level regardless of meeting the quarters requirement.

Being a member of a state football team that qualified for the championship game may entitle a player to a letter regardless of meeting the quarters requirement.

## **BASKETBALL**

Participation in at least one-fourth of the total quarters in varsity team competition.

The coach may give a letter if they feel the athlete was a major contributor at the varsity level regardless of meeting the quarters requirement.

Participation in state basketball tournaments may entitle a player to a letter regardless of meeting the quarters requirement.

## **TRACK & FIELD**

One must earn 16 points at varsity meets during the season.

The coach may give a letter if they feel as if the athlete was a major contributor at the varsity level regardless of meeting the points requirement.

Points earned in a relay team will not be divided. Each relay member may count all the points as if they were individual events.

Participation in the state track meet may entitle a player to a letter regardless of meeting the points requirement.

## **GOLF**

Participate in at least  $\frac{1}{2}$  of the varsity meets.

The coach may give a letter if they feel as if the athlete was a major contributor at the varsity level regardless of meeting the meet requirement.

Participation in the state golf meet may entitle a player to a letter regardless of meeting the meet requirement.

## **VOLLEYBALL**

Participation in at least one-half of the total games played in varsity team competition.

The coach may give a letter if they feel as if the athlete was a major contributor at the varsity level regardless of meeting the games played requirement.

Being a member of a state volleyball tournament team may entitle a player to letter regardless of meeting the games played requirement.

## **CROSS COUNTRY**

To qualify for a varsity letter, a student must successfully complete the season as determined by the coach. (This may be different for different individuals.) In addition to completing the season, a participant must do one of the following:

Compete in 5 or more of the scheduled varsity meets.

Qualify for state.

### **BASEBALL/SOFTBALL**

Play in 50% of varsity innings.

The coach may give a letter if they feel as if the athlete was a major contributor at the varsity level regardless of meeting the games played requirement.

Being a member of a state baseball/softball tournament team may entitle a player to letter regardless of meeting the games played requirement.

### **MANAGER**

Athletic team managers may qualify for letters which carry the proper insignia to indicate a manager. The same scholarship requirements must be met as for players. The coach's recommendations will be the sole basis for awarding or not awarding.

**The coach/sponsor reserves the right to waive any of the above requirements for any unusual circumstances which may occur for any sport/activity listed above.**

### **PROVISIONAL LETTERS**

A letter may be provided for the above activities at the discretion of the coach. An athlete must participate in, and letter in that sport, the next year to keep the letter.

### **CHEERLEADING**

Participants must be in good standing.

### **DRILL TEAM**

Participants must be in good standing.

### **SCHOLARS' BOWL**

Participants must be in good standing and competed in varsity level events.

### **INSTRUMENTAL AND VOCAL AWARD**

Students must be in good standing with the school and instructor.

Students must attend the TVL and Regional contest.

Students should maintain an A average in music class.

Participation at the State contest may entitle a student to a letter.

### **DRAMA AND FORENSICS AWARD**

Students must qualify for State Champs or Festival.

Students must attend seven (7) meets if they are enrolled in class or six (6) meets if not enrolled in class.

Students must perform two (2) pieces if they are enrolled in class or one (1) piece if not enrolled in class.

Students must work at the VHHS tournament should we host an event.

Students must get 4 judges for the VHHS tournament if enrolled in class or 2 judges if not enrolled in class.

Students must work and participate in Forensics Night.

Students must communicate with coaches and pick up tournament travel plans, respond to morning announcements and let the coach know one week in advance of your participation in the following week's tournament.

## **ALL SCHOOL PLAY**

### **Effort and Participation**

Mandatory 25 contribution hours (prior to performance) to include rehearsals, set construction, publicity, line work, costume construction, props, setting lights and set strike, etc.

Actors must attend 75% of required rehearsals.

Technical must attend 95% of required rehearsals.

Learn lines by deadline.

Be prompt and stay for the duration of rehearsal time.

Mandatory attendance on Saturday of Tech. Weekend.

EVERYONE will contribute 2 hours of set construction.

Help during the entire strike of the set.

### **Attitude**

Must be a student in good standing.

Exhibit a positive and respectful attitude towards director and peers.

Exhibit a team attitude by: veteran actors/techs mentoring new students, helping others learn lines, lead by example, etc.

Accept direction and critiquing as a means to improve and not as a personal criticism, by arguing or refusing to comply with the director's direction.

Be respectful of property - building, sets, costumes and props.

## **TRANSPORTATION**

USD 498 will provide transportation to all away activities. Our student/athletes will ride to and from the activity on the transportation provided. A parent may sign out their child after the activity. The following provisions apply:

Parents should wait until the coaching staff has left the locker room or completed their post game conference with team members.

If the parent chooses to have a designee sign the student out that person must be pre-approved by the Principal 24 hours in advance of the conference. We will not allow anyone under the age of 18 to sign out a student/athlete.

There will be no verbal sign outs! Coaches will provide a sign-out sheet for each activity.

It is the responsibility of coaches and sponsors to arrange for transportation via the USD 498 Director of Transportation via the PDP Toolbox. Transportation for athletic contests will be set for the season but departure times must be provided to the Office of Transportation.

Students will be dismissed no more than 15 minutes prior to the departure of the vehicles or buses.

### **ABSENCES**

A student must be in attendance no later than 12:00 pm in order to practice or participate in an event scheduled for the day they are absent.

A student cannot attend a game or activity (home or away) on a day when they are not in attendance by 12:00 pm on that day or leave at any time during the day for an illness.

Special permission to attend and participate may be given to students who are absent for medical appointments, funerals, school activities, etc. This will be determined by administration.

### **COACH/SPONSOR RESPONSIBILITIES**

Work closely with A.D. and Admin. in regards to Form PPE's, Concussion Form and other student forms.

Take and pass the KSHSAA Rules Exam at the beginning of the season.

Take and pass CPR certification course provided by USD 498.

Understand where our AEDs are located and how to use them if needed. AEDs are located in the Commons and on the east end of the north hallway. We also have two portable AEDs that are for use during football practice and games and home baseball and softball games. Portable AEDs must be returned to their designated storage area after each game and practice session.

Keep and maintain detailed records of your daily practice sessions. Pay close attention to water breaks during each session.

Be aware of and follow closely the Valley Heights academic eligibility requirements. (Students can practice but not suit up for contests. They can attend home games but not away games.)

Conduct a preseason Parent's Meeting (athletic teams only). (See attached document outlining some ideas for discussion.)

After practice and games -

Locker rooms should be neat and orderly at ALL times.

Secure all doors. (Do not let students prop the doors open.)

Turn off all lights.

Turn off the sound system.

Do not assume there are others still in the building. You are the coach. You should be the last one out the door!

All sponsors - make sure you visit all areas where students may have been during your session to ensure that all areas have been cleaned. i.e. - Paper storage room, library, office, stage, etc.

### **PRACTICE SESSIONS**

Coaches may not have any practice sessions on days where there is NO school due to inclement weather or on days of early dismissal for inclement weather.

Coaches will not schedule practice sessions on Sunday. Special permission may be granted when a team has a Friday night game and a scheduled KSHSAA regional or substrate game on Monday. Open gyms on Sunday must be voluntary and open to all Valley Heights students.

Please be respectful of Wednesday nights!

### **PERSONAL APPEARANCE**

Because of the relationship between proper appearance and performance in athletic contests athletes must meet reasonable appearance guidelines established by the head coach of each sport. Strict guidelines for appearance or considered necessary for the health and safety of each student/athlete.

Coaching staff will also follow professionalism in how they dress for practice sessions and games. Pride is an essential element of any successful program.

### **UNIFORMS / EQUIPMENT**

Student athletes are expected to maintain proper care of school issued uniforms and equipment. This includes frequent and proper washing of uniforms.

If you are washing uniforms please coordinate with maintenance and other programs so we are tying up the washer and dryer throughout the day.

School issued uniforms are not to be worn as "every-day" clothing to school or on weekends or any other functions where school is not in session. Wearing jerseys on a game day to promote team spirit is not only allowed but encouraged.

Uniforms and equipment must be turned in before athletes can participate in the next sport season.

### **SUMMER CONDITIONING**

Although summer workouts cannot be mandatory they are strongly encouraged. Constant and loyal participation by both athletes and coaches is an overwhelming factor in the success of Valley Heights athletics. Information will be distributed each spring to all students in grades 6-11 as to the times the weight room will be open for team workouts.

### **OVERNIGHT TRIPS**

All bags will be checked prior to departure.

Coaches/sponsors will assign students to each room. Coaches/sponsors will designate a time for all students to be in their room and lights out. Coaches/sponsors will be responsible for room checks.

No visitors of the opposite sex will be allowed in the rooms.

Students will be held responsible to pay for any damages or stolen property while in the hotel room.

### **SOCIAL MEDIA**

**The use of social media is a huge concern and should not be taken lightly!**

Coaches should remind their students/athletes that they should stay off social media in regards to all team or group activities. This would include taking inappropriate pictures in the locker room, on the bus, during practice or at any activity and posting them on social media.

Coaches should NOT use social media such as Snapchat or other platforms to inform their students about group activities. (Group Me offers a much more secure way to communicate with students/athletes.)

Be very careful of what you as a coach or sponsor is posting on social media and hold your students/athletes accountable as well!

### **DUAL SPORTS**

Valley Heights allows students to participate in Dual Sports in both the Fall and Spring seasons of activities. Fall sports include Football and Cross Country and Volleyball and Cross Country. Spring sports include Boys and Girls Track & Field, Boys and Girls Golf, Baseball and Softball. Athletes must fill out the Dual Sports Participation Form prior to the start of practice for the fall and spring sports. (See Dual Sports Participation Form - Page 16)

### **PARENT MEETING INFORMATION**

This is just a few of the things that you might want to consider adding to your Parent Meeting agenda.

Team Goals

Expectations - Practice, attitude, work ethic, be coachable, etc.

Season Schedule w/ Start Times (Be Accurate)

Practice start date

Practice times

Team Rules

Offensive and Defensive Strategies

School Transportation Policy & Sign-Out procedures

School Absence Policy in regards to practice and games.

When is a good time to visit with Coach after a game? (I suggest a 24 hour cool-down period!)

Parent Appreciation Night is NOT Senior Night!

Length of practice sessions

Required documents! prior to participation in practice or games!

    Properly signed PPE (Physical Form)

    Concussion / Head Injury Release Form

Fall Athletes - # of practice session they must attend prior to participation in game

Care of Equipment

Game Day Dress

Use of Social Media

### **USD 498 Dual Sports Participation Policy**

Dual sports participation will be allowed in the fall (Football/Cross Country) and (Volleyball/Cross Country) and in the spring (Track & Field, Golf, Baseball) and (Track & Field, Golf, Softball).

It should be noted that participating in two sports at the same time will require additional practice time and focus on the part of the student/athlete. Attendance, staying current with all assignments, and making academic progress will be closely monitored by administration and

the coaching staff.

The following guidelines will apply.

1. The student will be allowed to participate in only two (2) sports.
2. The student must fill out an application in order to participate in two (2) sports prior to the start of the season.
3. The student must choose a primary sport and a secondary sport as part of the application.
4. The application will require the signature of the student, parent or legal guardian, administration and both of the head coaches for the selected sports.
5. Once the application is filled out and approved the student cannot drop a sport in order to select another option.
6. The student must meet the academic guidelines for eligibility during the sports season. If a student is academically ineligible (USD 498 policy) for athletics or activities it will apply to both sports until such time when the grades improve and eligibility is restored.
7. The Drug & Alcohol policy guidelines will apply to both sports during the season.
8. In the event that a student is disciplined for any infraction in a specific sport then the consequence will be applied to both sports.
9. When a conflict arises where two competitions are scheduled for the same day and time the coaches will work with the athlete and parents to make a decision in regards to which sport the student will participate.
10. If a student can attend both competitions on the same day then it will be the parent's or legal guardians who must provide transportation to the second activity. Students will not be allowed to drive themselves to the activity.
11. The student will attend all scheduled practices for both sports unless excused by the head coach.
12. The student must communicate with both coaches in regards to practice schedules and meet and game schedules. This is the responsibility of the student/athlete.

## **VALLEY HEIGHTS HIGH SCHOOL DUAL SPORT APPLICATION**

This form must be signed by all parties listed below and turned into the Athletic Director before the first day of practice.

It is our goal to have continuous communication between the student/athlete, coaching staff, and athletic department to avoid putting the athlete in a difficult situation. Dual sports may not be the best situation for all students. For this reason, all parties involved must be fully invested to make this a successful experience for everyone.

We, the undersigned, acknowledge that we have read and understand the rules/guidelines for dual-sport same-season participation and agree to full compliance for the season specified below.

**YEAR: 2024 -2025 Date Turned In:** \_\_\_\_\_

**Athlete Name:** \_\_\_\_\_

**Primary Sport:** \_\_\_\_\_ **Secondary Sport:** \_\_\_\_\_

**All signatures must be obtained before turning the form into the Athletic Director.**

**Primary Coach:** \_\_\_\_\_ **Secondary Coach:** \_\_\_\_\_

**Student/Athlete:** \_\_\_\_\_ **Parent:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

**Athletic Director:** \_\_\_\_\_

**Approved: Yes** \_\_\_\_ **No:** \_\_\_\_