

# PHILLIPSBURG HIGH SCHOOL



## **STUDENT ACTIVITIES HANDBOOK**

**2026-2027**

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# Phillipsburg High School Activities Philosophy

## **Purpose of Athletics and Activities**

Athletics and activities are an integral part of the High School setting. The Department of Athletics offers a focal point for school spirit throughout the academic year, complementing the academic, cultural, and social facets of high school life. Since athletics and scholastic activities are the most highly visible activities, the standards, goals, and ideals must remain in harmony with academic programs.

The mission of the Department of Athletics is to offer students, men and women, the opportunity to participate in a competitive athletics program and in enriching scholastic activities, while ensuring that they are provided with a level of quality education, which leads to recognized academic achievement.

All students who participate in athletics and activities at Phillipsburg High School are required to comply fully with all policies that apply to all students in admissions, curriculum, diploma requirements, class attendance, personal conduct, and other matters.

All athletic practices, contests, and scholastic activities will be conducted in compliance with the principles of fair play and amateur athletics competition, as defined by KSHSAA and the Mid-Continent League. All rules of these organizations will be observed and enforced. This activities handbook will apply to all activities sponsored by KSHSAA offered at Phillipsburg High School.

## **Athletics Program Objectives**

- To have Phillipsburg High School represented by student-athletes whose conduct reflects credit upon the school district and whom are people making normal progress in programs with appropriate academic counseling, advisement, and support.
- To field disciplined and competitive student-athletes and teams, coached and supported by highly motivated individuals who are dedicated to the spirit of all school and KSHSAA rules.
- To strive for improvements in the system of athletics by cooperating with individuals and other school districts to reduce pressures and poor sportsmanship.

## **Sportsmanship**

### **Philosophy:**

Activities are an important aspect of the total education process in American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase students and community involvement. This ultimately translates into improved academic performance.

Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society. Sportsmanship is good citizenship in action!

### **Rule 52:**

An effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist—they must be integrated and support each other in “different” arenas. The concept of “sportsmanship” must be taught, modeled, expected and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support for the policy.

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

## **General Regulations**

**SPORTSMANSHIP** is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification.

- a. Be courteous to all (participants, coaches, officials, staff and fans).
- b. Know the rules, abide by and respect the official decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team and school.
- f. Permit only positive sportsmanship behavior to reflect on your school.

### ***ENFORCEMENT PROCEDURE***

- a. It is encouraged and recommended by KSHSAA that local boards of education adopt these regulations and reinforce them as indicated herein.
- b. The Executive Board of KSHSAA shall be responsible for the interpretation of these regulations, including “desirable and unacceptable behavior” and shall publish them in the Association’s Citizenship/Sportsmanship Manual.

## **Administration's Role**

The administration is charged with the responsibility of enforcing Citizenship/Sportsmanship Rule 52 and its General Regulations. The quality of behavior or sportsmanship displayed reflects the leadership provided by the administration and School Board. The high school administration is responsible for leadership in the various programs under their supervision. The administration is responsible for the behavior and the conduct of all groups involved.

## **Coach's Role**

The coach must demonstrate and apply leadership, integrity, responsibility, self-control, knowledge of rules and regulations of the sport(s) he/she is coaching, honesty, and sportsmanship at all times on and off the playing field/court. It is necessary and important that the coach act in a responsible and professional manner at all times, because he/she represents the school, community, the profession, the faculty/staff, and the student body. The coach must set a good example for all student-athletes he/she coaches. Any attempts to teach or coach unsportsmanlike conduct have no place in the coaching profession. The coach should never place the value of victory above that of instilling the highest possible ideals and character traits in the players. Safety and welfare of the players should be uppermost in a coach's mind and never be sacrificed for personal prestige or glory. Each coach is to conduct him/herself in such a manner as to maintain the dignity and decency of the profession.

## **Parent's Role**

The parent is to show support for all student-athletes involved, not just those representing their school. He/she is to encourage all student-athletes to achieve the highest level they can with positive statements and cheer. He/she is encouraged to know the rules of the game and give support to the coaches and referees involved with the competition. They are to set a good example for others around them and for the young people involved in the activity.

## **Player's Role**

The role of the player is second in importance only to the coach. Players are admired and respected by other students of all grade levels as well as adult spectators. They have significant influence over the actions and behavior of spectators of all ages.

**Required Responsibilities** - Players will perform the following responsibilities:

1. Accept and understand the seriousness of your responsibility, and the privilege of representing the school and community.
2. Learn the rules thoroughly and discuss them with parents, fans and fellow students.
3. Cooperate with the coaches and always exercise good sportsmanship by living the rules and role as stated.
4. Only the captain may communicate with the officials on the clarification of rules. It is his/her responsibility to communicate what was said, back to his/her

- teammates and/or coach.
5. Always respect the official's judgment and interpretation of the rules. Never argue or make non-verbal gestures, which indicate disagreement.
  6. Congratulate opponents in a sincere manner following either victory or defeat. This is a true measure of character.
  7. Exercise self-control at all times, accepting all decisions, and unusual occurrences.
  8. Treat opponents with the utmost respect.
  9. Shake hands with opponents prior to the contest and wish them luck with all possible.

The previous information was taken from the Kansas Citizenship/Sportsmanship Manual produced by the Kansas State High School Activities Association. A more complete article can be found in the Athletic Director's office.

### **Duties of the Athletic Director**

The athletic director of USD 325 shall be responsible for the total athletic program at the high school. He/she shall work with the principal and superintendent in the discharge of his/her duties. Those duties are as follows:

- A. Evaluate the coaches yearly.
- B. Schedule all athletic events.
- C. Be responsible for contracts with schools and officials for all athletic events.
- D. Assign officials to games when the league commissioner has not secured them.
- E. Supervise and certify all physical and academic eligibility forms and reports.
- F. Organize and promote all athletic tournaments.
- G. Supervise inventory of all athletic equipment and develop a rotation of uniforms.
- H. Arrange transportation requests for athletic events and coaches' meetings.
- I. See that rules and regulations of KSHSAA are followed as written.
- J. Be responsible for publicity of all activities and events.
- K. Send all pertinent information and rosters to competing schools.
- L. Meet with all coaches deemed necessary for the operation of effective athletic programs.
- M. Arrange for all overnight trips, motels, and secure best rates possible.
- N. Oversee purchases with activity funds and seek superintendent approval.
- O. See the field or course areas are ready for competition and equipment is operating.
- P. Checks clean up and maintenance of facilities.
- Q. Supervises ticket sales, roster, and program information, and assigns contest workers.
- R. Attend all league meetings requested to attend and a variety of area and state

Conferences.

\*\* In addition to these duties, the principal may assign other responsibilities.

### **Duties of the Head Coach**

The head coach shall coordinate the total program in the activity they are assigned to.

He/she shall:

- A. Report directly to the Athletic Director.
- B. Follow the policies of the KSHSAA handbook.
- C. Hold pre-season meeting with student-athletes to discuss philosophy of program and inform them of responsibilities and regulations.
- D. Supervise assistant coaches, assign their respective duties, and conduct staff meetings.
- E. Encourage assistant coaches to be familiar with rules, regulations, safety procedures and first aid prior to the start of the season.
- F. Assist the Athletic Director in the completion of all forms as required by KSHSAA and the school.
- G. Insure a staff member remains until all participants have left facilities and secure facilities.
- H. Plan, organize, and implement the teaching of correct fundamentals, strategy, rules and techniques.
- I. See that facilities and equipment are maintained to insure a clean, healthy, and safe environment for all activities, and report deficiencies and damage immediately to AD.
- J. Assume responsibility for the conduct and well being of all team members, including assistant coaches. Supervise all athletes until they have been picked up or left the premises.
- K. Attend coaches meetings as required by KSHSAA.
- L. Instruct participants in the need for reporting injuries to coaches immediately.
- M. Evaluate the total program and make recommendations to the Athletic Director. This includes assistant coaches and equipment.
- N. Issue equipment and uniforms and keep accurate records. At the end of the season, collect inventory, store equipment and uniforms, and give copy of inventory to Athletic Director no later than three weeks after the last contest.
- O. Submit equipment and uniform needs to Athletic Director at the same time inventory is handed in.
- P. Order equipment and uniforms, only AFTER approval of the Athletic Director. Failure to do so might result in a loss of future funding.
- Q. Be responsible for public relations and the publicity of the program through the AD, and prepare results for all media outlets, regardless of the outcome.



- R. Make an effort to support and/or attend other activities at Phillipsburg High School.
- S. Make sure all fundraisers, including T-shirts for team/club members, are approved by the Athletic Director before starting.
- T. Make sure all money collected from students for fundraisers is deposited in the activity account for the sport/activity through the athletic department.
- U. Keep a record of the amount and who and what the money was received from.
- V. Complete the PHS Activity Department Purchase Order Form for any purchase and make sure it is approved by the Athletic Director before the items are ordered.
- W. Complete a Transportation Release Form for any student-athlete riding home with parents after a school activity.

\*\*Attend to other duties assigned by the Athletic Director and/or Principal.

### **Duties of the Assistant Coach**

- A. Be responsible to the head coach of the sport in which he/she is working.
- B. Will attend all practice sessions and meetings when requested to do so by the head coach.
- C. Will perform duties as assigned by the head coach.
- D. Should be involved, along with the head coach, in selection of student-athletes who are to receive letters and/or personal awards of outstanding achievement.
- E. Will, along with the head coach, assume responsibility for the conduct, and supervision of all team members.
- F. Will understand rules and regulations of the activity he/she is involved with.
- G. Assist in maintaining a safe environment.
- H. Will NOT undermine/disagree with the head coach outside the coaching circle.

### **Approval of Officials**

The head coach shall, upon request of the Athletic Director, turn in a list of officials they feel are not of the quality necessary for officiating at their level of competition. The Athletic Director will send these names to the league commissioner with a request not to assign these officials to do Phillipsburg USD 325 events. Head coaches will understand that officials may have to be used, when no others can be found.

### **Travel Policies**

1. The head coach is responsible for the team and all others associated with their

- programs.
2. **Players accompanying an athletic team shall be expected to leave and return with the team on out-of-town trips. ONLY under extreme cases will a student be allowed to participate if not arriving by school transportation; provided the Transportation Affidavit Form is turned in to the principal/athletic director 24 hours in advance.**
  3. **An athlete may be permitted to ride home with their parent(s). When riding home with their parent(s), the Transportation Release Form should be given to the Athletic Director/Principal no later than 1 day prior to the event whenever possible.**
  4. Under no circumstances shall a coach allow an athlete to ride home with a student spectator or other parent who has driven to the game or match.
  5. Only personnel duly authorized by the coach and/or administration should travel on the school transportation. Only students participating in the event may miss school to travel.
  6. The coaches are responsible for proper dress and conduct for their teams while on trips and should keep in mind that individuals and teams are representatives of Phillipsburg High School and are subject to all school rules.
  7. The coaches shall make it policy to remain with the team at all times while they are in the locker room at other schools. The coach is responsible to check the condition of the locker room before and after use by his/her team and to report to the host school any damage that might have occurred during use.
  8. Coaches are to request that all injured or non-participating members of their team to sit and observe the game like they are sitting on the bench or sideline.
  9. **Coaches are held responsible** in making sure the suburbans and school buses used for activity trips are clean of general trash at the conclusion of trips. They are to instruct the student participants to pick up in their area before leaving the bus. Coaches are expected to administer punishment on teams that leave these vehicles dirty.

### **Student Insurance and Injuries**

#### **Insurance:**

It is policy of USD #325 that each student participant should maintain their own insurance to cover an injury while participating in the activity programs offered. KSHSAA does provide Catastrophic Insurance at KSHSAA events, but this insurance is designed to cover a portion of expenses above \$25,000 and does not cover the average and usual costs incurred by most students while participating in the activity programs.

### **Injuries:**

If any injury is sustained while participating in interscholastic activities practice or competition, it should be handled in the following manner:

1. Notify emergency medical personnel immediately.
2. If a student needs immediate attention, **NOTIFY PARENTS BY PHONE ASAP.**
3. If you are unable to contact a parent, notify the student's emergency contact.
4. One coach should remain with the student, at all times, until parent/guardian is present.
5. Student accident reports must be filed with the school office as soon as possible, but not longer than 24 hours after following the injury.
6. Follow-up should be made with the student-athlete and parent within a responsible timeframe.
7. Care should be exercised in rehabilitating an injured student-athlete and caution observed in placing that player back into the activity. **ALWAYS** obtain medical clearance or parental permission first. Understand that student-athletes and parents may not have the participants' best interests in mind when deciding. **YOU** are the final authority.

### **Eligibility, Physical Exams, and Parental Permission**

#### **KSHSAA Rules and Regulations**

- A. Phillipsburg High School is a member of the Kansas State High School Activities Association and as such abides by the following set of rules governing eligibility.
  1. They are bona fide high school students **in good standing**, with regular attendance.
  2. Their conduct and standards of sportsmanship are satisfactory and do not bring discredit to themselves or their school.
  3. They are not 19 years of age on or before September 1 of the school year in which they compete in.
  4. They have not completed eight semesters of high school attendance (includes total attendance, beginning with the ninth grade). Their last two semesters of possible eligibility must be consecutive.
  5. They have not had eight semesters of competition for more than four seasons in one sport (grades 9-12).
  6. They have passed five subjects of unit weight or the equivalent during their previous semester of attendance. All credits from alternate attendance/learning centers must be completed by 10 calendar days following the last day of the current semester.
  7. They do not engage in outside competition in the same sport during a season in

which they are representing Phillipsburg High School. Contact the Athletic Director if questions arise about outside competitions or teams.

8. They have passed an adequate medical physical examination, given by a physician and have the written consent of their parents or legal guardian.
9. They have met the requirements of the Transfer Rule if they are transfers to USD #325. Contact the Athletic Director if you have questions.
10. They have not competed under a false name or for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur Rule.

### **Phillipsburg High School Rules and Regulations**

- B. Student-athletes of Phillipsburg High School must abide by the following school eligibility rules in order to participate in any extracurricular activity, competition, or event that is covered by the Kansas State High School Activities Association:
  1. Must be passing at least 6 classes in which they are enrolled in order to be eligible.
  2. If the student is not passing at least 6 classes by 3:00 pm Friday, they will be placed on probation for the following Monday through Friday. If the student is still not passing at least 6 classes, then that student will become ineligible starting the following Monday through Saturday and the subsequent weeks until they are passing at least 6 classes.
  3. No student-athlete may participate in any practice or competition unless they have been in attendance for at least four hours of the school day. A student-athlete, who misses school because they are sick, is not healthy enough to participate.  
**\*\* Only under extreme circumstances can this policy be adjusted (eg. out of town doctor appointments, funerals, ...) These circumstances must be approved by Principal/AD.**
- C. It is important that all students realize that involvement in extracurricular activities is a privilege and not a right. Deliberate misbehavior, destruction of school property, unexcused absences, and such will cause them to lose their good standing in school and, as a result, their eligibility to participate in interscholastic activities.
- D. **Any student-athlete can be suspended from activities, for an indefinite amount of time, for ANY violation of the student-handbook.**

### **Physical Exams**

- E. Every student who participates in athletics, Pacers, and/or cheerleading, must have on record with the school a KSHSAA physical examination form, which is signed by the doctor and at least one parent/guardian. The actual physical

examination must take place on or after May 1<sup>st</sup> prior to the school year for which it is valid.

- F. NO participation of any kind, practice, conditioning, or competition, shall be allowed until the physical form is complete and on file in the school office.

### **Required Forms**

1. KSHSAA Physical Form
2. KSHSAA Concussion Form
3. USD #325 Substance Abuse Policy Form
4. USD #325 Drug Testing Consent Form

### **Lettering Requirements**

1. Any student, who completes four FULL seasons of an activity *in good standing*, shall receive a varsity letter for that activity.
2. Participants must complete the full season of an activity before they may receive a letter and complete the season in good standing. (Exceptions will be made for a participant who by reason of illness or injury fails to complete a full season, with approval by the head coach and athletic director.)
3. A coach has the prerogative to award a letter to an athlete who is deserving of the award in the opinion of the coach, but due to unique circumstances, did not qualify under the guidelines of the handbook. This should be kept to a minimum and not used for mass letterings for athletes, as this would lessen the value of the letter for those who earned it.

### **Lettering Requirements for Specific Activities**

1. **Girls/Boys Tennis:** To earn a letter, an athlete must play in a varsity position for at least 3 tournaments.
2. **Cross Country:** To earn a letter, an athlete must medal at a varsity meet, compete on varsity at 5 meets, or qualify for state.
3. **Football:** To earn a letter, an athlete must play in one more quarter than half of all the varsity quarters for the *season*.
4. **Volleyball:** To earn a letter, an athlete must play in one more than half of all varsity matches and at least two tournaments.
5. **Girls Basketball:** To earn a letter, an athlete must play in one more quarter than half of all the varsity quarters for the *season*.
6. **Boys Basketball:** To earn a letter, an athlete must play in one more

quarter than half of all the varsity quarters for the *season*.

7. **Wrestling:**

**VARSITY LETTER REQUIREMENTS (WRESTLERS)**

1. Any senior who has been in good standing for 4 years and contributes to the team for 4 entire seasons.
2. Any Freshman, Sophomore, Junior or Senior who competes in 15 or more varsity matches (approximately half of the matches available).
3. Any varsity wrestler who scores 30 or more team points during the season in dual meets or tournaments.
4. Any varsity wrestler that qualifies for state.
5. At the coaching staff's discretion, a wrestler who has an injury/hardship which prevents him/her from the above criteria or has made a significant unquantifiable contribution that the coaches believe deserves a varsity letter.

*\*Varsity Letters are only awarded to athletes who finish the season in good standing.*

To earn a letter, an athlete must fit one of the following criteria:

- a. Have a winning varsity percentage
  - b. Represent the varsity team at 90% of all competitions
  - c. Qualify for state
8. **Boys Golf:** To earn letter, an athlete must fit one of the following criteria:
  - a. Be on the regional team that represents Phillipsburg.
  - b. Compete on the varsity team in at least half the tournaments.
9. **Track & Field:** To earn a letter, an athlete must fit one of the following criteria:
  - a. Set a school record
  - b. Qualify for the State track meet
  - c. Score at least a point at the Regional track meet, individual or relay.
  - d. Place in the top 4 at the MCL track meet, individual or relay.
  - e. Score a total of 15 or more varsity points for the year.
10. **Pacers:** To earn a letter, an athlete must finish the season in good standing.
11. **Cheerleading:** To earn a letter, an athlete must finish the season in good standing.

**\*\*Any student-athlete who is ineligible more than two weeks, starting with the first competition, will NOT be able to letter in their activity.**

### **Pre-Season/Season**

#### **PRE-SEASON CHECKLIST**

- A. All equipment should be carefully inspected to make certain nothing has happened since the past season. If any extra equipment or supplies are needed to be ordered prior to or during the season, the coach should notify the Athletic Director and work with him/her to see that the need is taken care of. **Approval by the Athletic Director is required before ordering of ANY supplies or equipment. Failure will result in a withholding of future funding.**
- B. A record should be kept of all equipment and uniforms checked out to each student-athlete. All items shall be numbered to assist in the tracking process.
- C. Each head coach should carefully check every student-athlete wishing to participate to make certain they have a physical on file and are eligible to compete.
- D. Each head coach should turn in a list, to the Athletic Director, leave times to events and the number of students going, at least one week prior to the first competition.
- E. Each head coach should turn in roster/program information of his or her team by the end of the first week of practice. This should include the jersey number, grade level, and name as a minimum. This should also include the names of all assistant coaches and managers. Adjustments can be made later.
- F. The head coach is strongly encouraged to hold a pre-season meeting with parents and students. The coach should go over items, such as schedule, practice times and dates, care of equipment, traveling policies, etc. Schedules should be made available.

#### **SEASON CHECKLIST**

- A. Any changes to the roster should be brought to the Athletic Director ASAP so that information can be updated for home and away events.
- B. Any equipment needs must be ordered through the Athletic Director.
- C. SUPERVISION – This is extremely important, not only during practice, but before and after as well. Participants should know what routine they are supposed to follow as they prepare for practice. Scheduling should be made to minimize time between the end of school and the beginning of practice. Coaches are responsible for making certain that the locker room is as safe, orderly and supervised as the playing field. This not only applies to practice, but also to game days when preparing for an event and after the event.

It is the responsibility of the coaching staff to make certain that each athlete in his/her program has left the locker room after practice or a contest and that the doors in the school are secure; especially, if the contest has been away from the school and the coaching staff are the last to leave the building. Make certain all the doors are locked.

- D. Each coach should be extremely careful in allowing athletes or managers the use of their keys. Prepare so that you don't forget something needed at practice.
- E. ALL school rules apply when traveling to and from an athletic event. Transportation policies apply for all events. If an athlete misses the school's transportation to an away activity, that athlete is NOT allowed to compete in that activity, unless the superintendent gives special permission.

### **Post-Game Procedures**

It is the head coach's responsibility to make sure that all equipment is accounted for after every competition. The head coach should notify the Athletic Director of any missing or broken equipment that needs to be replaced.

The head coach should check on injuries that might have occurred during competition as quickly as possible. This includes any injury that might have required the student-athlete to leave with medical personnel or parents/guardians. Make sure that parents/guardians are aware of any injury that might have occurred that did not require medical attention.

Reporting results is important to the public and our school image. Cooperation and consistency are especially necessary in this area.

#### **TIPS:**

Promptness – Report results as soon as possible after the event.

Vital Information – There are certain things that you should include when sending information out to the public.

You should include when at all possible:

- Final score
- The records of both teams
- First and last names of players
- Important facts (leading scorer, etc.)
- Score by quarters

**\*\*Each sport may have unique media to report to. Below is a list of local media that should be reported to, at a minimum.**



## **NEWSPAPERS**

### Name

The Advocate - [theadvocate@ruraltel.net](mailto:theadvocate@ruraltel.net)

Phillips Co Review - [pcreview@mainstreetmedia.us](mailto:pcreview@mainstreetmedia.us)

My Phillips Co. Online - [kpakkebie@usd325.com](mailto:kpakkebie@usd325.com)

Panther Pause - [rsides@usd325.com](mailto:rsides@usd325.com)

## **RADIO**

KQMA - [bobyates@kkankqma.com](mailto:bobyates@kkankqma.com)

## **Post Season**

### **Post Season Checklist – Meeting with Athletic Director**

- A. Lettermen Winner Recipient List – Certificates will be printed by the secretary and held by the Athletic Director.
- B. Updated Inventory – Inventories will be put on a computer and a copy will be given to the Athletic Director.
- C. List of Missing Equipment/Uniforms – Athletes will not be allowed to check out equipment/uniforms for another sport unless all equipment has been returned/paid for.
- D. Final Season Statistics – Season statistics will be kept on file with the Athletic Director. A copy should be prepared for any media.
- E. Equipment needs – A list of equipment needs should be turned in to the Athletic Director, in a timely manner. Request will be sent at the appropriate times.
- F. Scorebook – If applicable, scorebooks should be kept on file with the head coach.
- G. Assistant Coach's Evaluations – These evaluations should be completed and a copy turned into the Athletic Director at the evaluation meeting.
- H. Plans for Athletic Recognition – The sports banquet will be held at the end of the year. A sport specific event is not necessary but is good for public image.

**These items should be taken care of within two weeks of the end of the season.**

## **SUBSTANCE ABUSE POLICY**

### **Statement of Purpose**

USD #325 recognizes that the use of mood-altering chemicals (alcohol, tobacco, and other non-prescribed controlled drugs including vaping devices) can lead to a significant health problem. Their usage can have negative effects on a person's behavior, learning, development, and relations with other individuals. It is the aim of this policy to eliminate the negative effects of mood-altering chemicals by doing the following:

1. Educate the students on the dangers of using mood-altering chemicals.
2. Identify students that may be having problems as a result of using mood-altering chemicals and refer them to professional help.
3. Discourage the students from using mood-altering chemicals.
4. Keep the students participating in the activities of the school.
5. Make sure students understand that these chemicals are illegal for them to use.

In order to accomplish these goals, the following rule has been established.

### **RULE**

During the school year and activity season, the student shall not consume or have in their possession, a product containing alcohol. No student shall use or possess any form of tobacco product or vaping device. Students shall not have in possession, use, buy, sell or give away any other controlled substance defined by law as a drug.

***Possession and/or use of illegal substances on school property will also be referred to the student handbook for additional consequences.***

### **REPORT OF VIOLATIONS:**

Violations may be reported in the following ways:

1. **Self-admission by the student to administration/coach.** The student will receive the appropriate penalty.
2. **Violation witnessed by a member of the school faculty or administration, or by any law enforcement officer.** The student will receive the appropriate penalty.
3. **Violation reported by a concerned individual.** The report will be investigated by the school administration and, if confirmed, the student will receive the appropriate penalty.

### **PENALTIES:**

**First Violation: Self-Admission (trumps/precedes drug testing)**

1. The student will have a conference with the parents/guardian and an administrator.
2. The student will be ineligible for participation in school activities for 10 school/activity days, starting immediately after the violation has been confirmed by the administration.

#### **First Violation: Other than Self-Admission**

1. The student will have a conference with the parents/guardian and an administrator.
2. The student will be ineligible for participation in school activities for 30 school/activity days (15 with proof of counseling), starting immediately after the violation has been confirmed by the administration.

#### **Second Violation**

1. The student will have a conference with the parents/guardian and an administrator.
2. The student will be ineligible for participation in school activities for 90 school/activity days (50 with counseling), starting immediately after the violation has been confirmed by the administration.

### **NOTES**

Violations under this drug and alcohol policy are cumulative throughout 2 years, grades 9-12 and start over every two (2) school years.

For the purpose of this policy, a school day consists of a Student Day as approved by the Board of Education on the yearly calendar. An activity day is a day in which there is a school activity scheduled on the activities calendar.

Periods of ineligibility will begin immediately after the violation has been confirmed by the administration.

The student must participate in all practices for any activities. The student must also attend music programs which are for a grade (this does not include pep band).

**\*\*Violations will accumulate throughout the school year and will carry over into a new school year.**

## **ALL ATHLETICS AND ACTIVITIES ARE INCLUDED IN THIS POLICY**

In understanding that participation in or attending extracurricular activities is a privilege and not a right, we expect our student-athletes to abide by higher standards. This is largely due to their visibility to our school and our community. Student-Athletes represent Phillipsburg High School outside the realm of our school. In addition, athletic participation requires athletes to be physically and emotionally fit. The only way to accomplish this is to remain drug free. Please understand that failure to abide by the said policies will result in the appropriate and outlined penalties covered within this policy. Also understand that individual coaches may present additional guidelines for participating in their programs.

I have read and understand the USD #325 Phillipsburg Substance Abuse Policy and agree to abide by it while I am involved in Phillipsburg High School athletics and activities or attending any Phillipsburg events. I understand that failure to abide by the said policies will result in the appropriate and outlined penalties covered within this policy. I also understand that individual coaches may present additional guidelines for participating in their programs.

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED

NAME \_\_\_\_\_

I have read and understand the USD #325 Phillipsburg Substance Abuse Policy. I also understand that while participating in athletics, injuries may occur. Injuries can range from a minor sprain to head and spinal injuries that may cause death. I understand that I am responsible for any medical bills that may occur. I do understand that the Phillipsburg High School and the Kansas State High School Activities Association has secondary insurance coverage available. My signature allows my student to participate in athletics/activities at Phillipsburg High School for the current school year.

PARENT(S)/GUARDIAN(S) SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## APPENDIX A

**USD 325 STUDENT DRUG TESTING POLICY**

The Phillipsburg USD 325 Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse or injuries resulting from the use of drugs, alcohol, tobacco, vaping devices, and to set an example for all other students of USD 325, has adopted the “Student Drug Testing Policy” for drug testing of students participating in or attending school sponsored activities. The USD 325 Board of Education recognizes that all students have certain personal rights of privacy guaranteed by our federal and state constitutions. This policy will not infringe on those rights.

**STATEMENT OF PURPOSE AND INTENT**

- A. It is the desire of the USD 325 Board of Education, administration, and staff that every student in the USD 325 School District refrain from using, possessing, or distributing illegal drugs, alcohol, tobacco, and vaping devices. The actions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in or attend school sponsored activities. This policy is intended to supplement and complement all other policies, rules, and regulations of USD 325 regarding possession and/or use of illegal drugs, alcohol, tobacco, and vaping devices.
- B. Participation in or attendance at school sponsored activities is a privilege. Accordingly, students participating in or attending school sponsored activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs, alcohol, tobacco, and vaping devices.
- C. The purpose of this policy is to prevent illegal drug use and to strive within USD 325 to create an environment free of illegal drugs, alcohol, tobacco, and vaping devices. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in or attend school sponsored activities. No academic sanction for violation of this policy will occur, except to the extent that a violation of this policy would also constitute a violation of the school’s discipline policy. If the school’s discipline policy regarding drug/alcohol use is violated, the student will be subject to the penalties of the discipline policy.
- D. The purpose of this policy is to prevent the usage of illegal drugs, alcohol, tobacco, and vaping devices; educate students as to the serious physical, mental, and emotional harm caused by drug use; alert students with possible drug problems to the potential harms of use; prevent injury, illness and harm as a result of drug use; and to maintain in the school district an environment free of drug use and abuse. USD 325 has adopted this policy for use by all students participating in or attending school sponsored activities in grades 7 -12.

## DEFINITIONS

**SCHOOL SPONSORED ACTIVITIES** – those activities that take place outside the regular course of study in school and those students involved in those activities including all USD 325 sponsored athletics and activities and interscholastic athletics and activities. Examples would include, but not be limited to, competitive athletics, cheerleading, clubs, organizations, school-sponsored dances, music programs, and graduation.

**DRUG USE TEST** – A scientifically substantiated method to test for the presence of illegal drugs, performance-enhancing drugs, nicotine (including through its metabolite, cotinine), alcohol, or other metabolites in a person’s urine, saliva, hair, or breath.

**ILLEGAL DRUGS** – any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or Kansas law. Examples would include, but not be limited to, all scheduled drugs as defined by Kansas law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose, as well as alcohol, vaping devices, and tobacco products.

**PERFORMANCE-ENHANCING DRUGS** – includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. Dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions are not included in the term “performance-enhancing drugs.”

**POSITIVE RESULT** – a toxicological test result that is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. “Positive” when referring to an alcohol test administered under this policy means a breathalyzer test result that is considered to demonstrate the presence of alcohol.

**REASONABLE SUSPICION** – means a school employee’s suspicion based on specific personal observations concerning the appearance, speech, or behavior of a participating student, and reasonable inferences drawn from those observations in light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion could also include unusual increases in size, strength, weight, or other athletic abilities. All observations, sources, and personal information will be weighed by school employees on a case-by-case basis.

**RANDOM SELECTION** – each participant who has returned a signed consent form will be assigned a random number for testing purposes. The participant’s drug test number will be used by the laboratory, which conducts the drug tests, to select the participants to be tested.

**SCHOOL DAYS** – Days that school is actually in session in USD 325.

**ACTIVITY DAYS** - Days that USD 325 actually has a school sponsored activity (including weekends).

## EDUCATION

The school shall provide a drug policy education session for students. The session will include an

explanation of the “USD 325 Student Drug Testing Policy.” In addition, it is recommended that each coach/sponsor conduct a player and parent meeting that will include expectations with respect to the use of illegal drugs/alcohol by participants. Parental attendance is strongly encouraged at each session. Each student will be provided a copy of the policy and consent form.

### **PROCEDURE**

- A. Each student in school sponsored activities shall receive copies of the “Student Drug Testing Consent Form” which shall be read, signed, and dated by the student and parent and/or guardian. All students wanting to participate in or attend school sponsored activities must sign the consent form. This form must be returned to the office within the first three (3) days of school or their first three (3) days enrolled. Failure to turn in the properly signed consent form within the time limits set forth in this policy will keep a student from participating in or attending school sponsored activities. Transfer students will be placed in a testing pool within one week of their enrollment date in USD 325 schools so long as this form is completed and turned in.**
- B. Students will be required to provide test samples as follows. Initial test will be hair or oral swab and the follow-up test will be urine. A USD #325 employee will be present at all times. In the case of a hair sample, the parent will be notified and can be present, or the parent can designate a representative to be present.**
  - **On a random selection basis, a list from all students in the testing pool will be drawn to provide a sample.**
  - **The designee will clip the required amount of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm his/her identification number and verify accuracy by initialing the envelope. The clippers or scissors must be wiped with an alcohol wipe before and after each collection.**
  - **At any time requested by the administration, based upon reasonable suspicion.**
- C. Any drug use test required by USD 325 under the terms of this policy will be administered by, or at the discretion of a professional laboratory chosen by USD 325, using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.**
- D. Students attending school sponsored activities may be required to submit to an alcohol breathalyzer test prior to entry to determine the presence of alcohol or at anytime requested by administration.**
- E. All aspects of the drug-testing program, including the taking of specimens, will be conducted in a manner to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure.**
- F. If the initial drug test is positive, the initial test result will then be subject to confirmation by a second test. The second test shall not be reported positive unless the second test is positive for the presence of an illegal drug or metabolite thereof.**
- G. If the second test confirms a positive result the laboratory will report the results to the Designated Employee Representative. The lab will then be responsible for contacting the parents of the student with the results and will solicit information**

regarding any medications the student may be taking. If needed, the school will contact a certifying scientist, at the laboratory, regarding any drug interactions. If requested, a Medical Review officer is available to confirm the results and report the findings to the designated Employee Representative.

- H. The school district will rely on the professional opinion of the laboratory that performs the confirmation test in determining whether the positive test result was produced by something other than the consumption of an illegal drug, performance-enhancing drug, or alcohol. The principal and superintendent will make the decision within three (3) working days.
- I. The decision may be appealed in writing to the USD 325 superintendent within three (3) working days. The superintendent will make a written decision within three (3) working days. During the time of this appeal, the student will not be eligible to attend, participate in, or compete in school sponsored activities.
- J. The decision of the superintendent may be appealed in writing to the USD 325 Board of Education within three (3) working days. During the time of this appeal, the student will not be eligible to attend, participate in, or compete in school sponsored activities.
- K. A student who has tested positive for illegal, performance-enhancing drugs, alcohol, tobacco, or vaping devices will be required to undergo one or more additional drug tests to confirm that the student is no longer using illegal, performance-enhancing drugs, alcohol, tobacco, or vaping devices. A student may participate in activities after his/her initial suspension is served. However, the student will need to pass a second test within two months of the suspension to maintain participation privileges. The cost of the retest will be the obligation of the student or the parent/guardian.

## **VIOLATIONS**

Any student who tests positive in a drug/alcohol/nicotine use test under this policy shall be subject to the consequences listed below. Violations under this drug testing policy are cumulative throughout 2 years, grades 7-12 and start over every two (2) school years.

- **1<sup>ST</sup> OFFENSE** – The student shall be suspended from participation in or attending all school sponsored activities including all performances and competitions for a period of thirty (30) school/activity days. During this time it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school approved substance abuse program, the suspension will be reduced to fifteen (15) school/activity days.
- **2<sup>nd</sup> OFFENSE** - The student shall be suspended from participation in or attending all school sponsored activities, including all performances and competitions, for a period of ninety (90) school/activity days. During this time it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school-approved substance abuse program, the suspension will be reduced to fifty (50)



**school/activity days.**

- **SUBSEQUENT OFFENSES** – The student shall be suspended from participation in or attending all school sponsored activities, including all performances and competitions, for one hundred and eighty (180) school/activity days.

### **REFUSAL TO SUBMIT TO A DRUG TEST**

Any student in the pool who refuses to submit to a drug/alcohol test authorized under this policy shall be considered “POSITIVE” for drugs and be subject to the appropriate suspension as stated previously in the USD 325 Student Drug Testing Policy.

### **TRANSFER STUDENTS**

Any student transferring to USD 325 who wishes to participate in or attending school sponsored activities must have a signed “Student Drug Testing Consent Form” on file with the principal’s office within three (3) school days of his/her initial enrollment.

### **DISCLAIMER**

The Phillipsburg USD #325 Student Drug Testing Policy does not supersede the student handbooks of Phillipsburg High School with regard to students found to be in possession of, using, providing, or under the influence of illegal substances or alcohol while on school property or at a school activity (home or away). Therefore, a student who violates the policy as set forth in the student handbooks should expect further consequences as deemed appropriate by the building principal.