

**PHILLIPSBURG MIDDLE  
SCHOOL**



**ACTIVITY HANDBOOK**

**2024-2025**

# PHILLIPSBURG MIDDLE SCHOOL ACTIVITIES HANDBOOK

**ATHLETICS** - Many individual and team sports are available to 7th & 8th grade students. Our young people have always done an admirable job in both effort and excellence. The respect and conduct demonstrated by the athletes is readily observable and should be maintained at a high standard. 5th and 6th grade students are not eligible for interschool competition but will receive an introduction to many sports through their physical education classes. 7th and 8th grade students can only participate in one sport per season in junior high.

## **ELIGIBILITY –**

- Any athlete who, at weekly progress report time, has an F in any subject for two consecutive weeks is ineligible for that sport until the grade is brought up to a passing grade. The student-athlete is responsible for letting the coach know the grade is passing. This policy goes into effect Monday through Saturday following the weekly progress report. Students with past due make-up slips are also ineligible for competition. Athletes are ineligible for competition only. They may, and are expected to, practice while they are ineligible.
- Athletes must be in attendance at least ½ a day of school to participate in practices or competition unless excused. To be considered a ½ day of school students must be in attendance by 11:30 am.
  - **Only under extreme circumstances can this policy be adjusted (eg. appointments, funerals,...)**

**ATHLETIC AWARDS** - All students, who in the opinion of the head coach, have adequately participated in a sport will receive a Certificate of Participation for that sport. Letters will be awarded to 7th and 8th grade athletes as determined by the head coach, teacher or sponsor of the respective sport or activity with approval of the building principal. These requirements will be outlined at the beginning of that sport and are outlined under each sport description as follows in the handbook.

**DRUGS AND ALCOHOL** - All coaches in all sports and activities at Phillipsburg Middle School endorse the concept of Drug/Alcohol Free Schools. In the event that any of our students violates provisions of abstinence, we will work within the provisions of the Code of Conduct appendix located at the back of this handbook.

**PHYSICALS & CONCUSSION FORM**- Every athlete must have a physical and signed concussion form before they take part in any practice. All physical forms must be turned in to the head coach of each sport or to the Middle School office. All physical forms must be signed by the parent or guardian of the athlete.

**PRACTICES** - Practices for each sport will be daily, unless otherwise announced. If it is inevitable that practices will need to be missed the head coach of each sport should be told with as much advance notice as possible. Try to keep these absences to a minimum. Athletes are expected to be punctual to all practices. Each athlete is responsible for telling the head coach if he/she will miss a practice and will be subject to the coach's policies stated in their handbook.

**BEHAVIOR AT EVENTS** - Every athlete is expected to behave themselves appropriately at all sporting events. Each athlete represents not only themselves, but Phillipsburg Middle School and Phillipsburg as well. Therefore, it is a must that all athletes treat opposing teams, schools, and properties with the utmost respect.

**TRAVELING TO EVENTS** - Athletes are expected to travel with their respective teams both to and from the sporting event. Middle School coaches feel that this is an important time in the development of the team concept. At certain times, permission may be granted for the athletes to ride home with their own parents. This permission is given only after verbal and visual contact is made with the parent at the sporting event. Permission will be granted for athletes to ride home with another parent **ONLY** with written permission from the respective parents given to the Principal and the head coach, **PRIOR** to leaving for the event.

**EQUIPMENT** - At the beginning of each sport, certain equipment is issued to the athlete. The athlete is responsible for the care and maintenance of this equipment throughout the season. That athlete will pay for any school issued equipment that is lost, damaged or destroyed by the athlete.

**SHOWER ROOMS** - The showers are there for your use and you are expected to use them. Cleaning and maintaining a clean locker room is important to the health of everyone. Picking up your clothes, books, shoes, etc. is your responsibility, not your coaches or the managers. Dressing should be done in the locker rooms, not in the bathrooms of the facility you are in. Before and after practicing, athletes are instructed to be either in the locker room or the gymnasium.

**OTHER** - These policies are only minimums agreed upon by the Athletic Committee to clarify school policies guiding all sports programs. Individual coaches can require additional rules depending upon the circumstances of their particular sport with approval of the administration. Any additional rules will be provided to the athletes at the beginning of the sport season as well as published in the Athletic/Activity Handbook.

# Volleyball

Coaching Staff: Lindsay Gannon, Shaunna Ruder, Kyleigh Russell

## Contact Information:

Website: [www.usd325.com](http://www.usd325.com)

Middle School Phone: 785.543.5114

Teach Reach Code: PJHVB24

Coach Gannon's email: [dusin\\_32@hotmail.com](mailto:dusin_32@hotmail.com)

"Success isn't owned, it's leased. And rent is due EVERY DAY." – JJ Watt

### 1. Attendance

Attending practice and meetings is crucial to the team's success. To stay in good standings with the team, a player should attend all practices and competitions. Missing practice puts the entire team at a disadvantage. If a player misses a practice, she might miss the explanations of skills, changes to our offense/defense, new techniques, etc. She will also be missing beneficial conditions and drill work. A player who doesn't know her responsibilities on the court and/or who lack skills will likely not get as many opportunities in game situations.

If a player will miss practice because of an illness, she (or a parent) should notify the coach via Team Reach as soon as possible so that practice plans can be modified if necessary. If it's because of a doctor's appointment, please provide a note when you return to practice. Missing practice because of a legitimate sickness is an excused absence and will not jeopardize a player's good standing on the team.

Unexcused absences will jeopardize a player's good standing on the team. Here are some examples of unexcused absences: missing because of work or having to babysit, hair appointments, shopping trips, disciplinary detentions, or suspensions from school. If you are unsure whether your absence will be considered excused or unexcused, please ask the coaches. Communication is KEY! It will help solve a lot of these problems. There are always situations that arise through the year that are unexpected and require players to miss because of family emergencies and other situations. Those types of situations are often more important than volleyball. If the players, coaches, and parents all stay in communication about these things, we can make sure that these situations don't unfairly punish the player or the team.

- **1<sup>st</sup> unexcused absence** – Reduced playing time from one game.
- **2<sup>nd</sup> unexcused absence** – Suspension from next game and reduced playing time in the second game.
- **3<sup>rd</sup> unexcused absence** – Dismissal from the team.

### 2. Being on time

It is important that all players be on time for practice, games, meetings, and departures. If the player is late due to being tardy, misbehaving, or serving detention time, their penalties will be:

- **1<sup>st</sup> occurrence** – Reduced playing time in the next game and 1 day of extra conditioning after practice.
- **2<sup>nd</sup> occurrence** – Suspended from the next game and 3 days of extra conditioning after practice.
- **3<sup>rd</sup> occurrence** – Dismissal from the team.

Once an athlete or manager exists the community building, Middle School, or High School after practice or games, they are no longer the responsibility of the coaching staff. Please be prompt in picking up your athlete from practice or when we return from games.

3. Disrespect toward coaches, officials, spectators, and other players will NOT be tolerated.

4. The District Code of Conduct policy will be followed.
5. Players and managers must ride to the games in school transportation with the team. The team should ride home together. The district policy will be followed for parents who request to take their child home after a game. However, it is encouraged that team members ride home with the team.
6. Eligibility policies and other rules of KSHSAA and USD 325 apply.
7. Wear uniforms for competition only. Do not wear them at other times. If possible do not wear your court shoes anywhere but on the court or indoors. Likewise, do not wear your street shoes on the volleyball court.
8. The school's dress code applies when we are traveling as a team.
9. Cell phones and music players - Players may not use these in any way during practice or games. Phones/music players should be silenced and left in lockers or bags. When going to competitions, cell phones/music players should be put away before we exit the bus and should not be used again until we board the bus after competition.
10. Responsibility of equipment and personal items – Players are responsible for making sure they have all necessary equipment. Items should not be left at practice, on the floor in the locker room, on the bus, etc. Players should keep items locked in their locker. It is important that as a team we leave each facility or vehicle we use clean and undamaged.

### Team Goals

The goal of the volleyball program is to learn and strengthen our skills for the game of volleyball to prepare for the next level while also being great teammates, competitors, students, and people. Respect and hard work will be required to reach this goal.

### Playing Time

1. A-Team: Games are meant for strong competition and winning. Not all players suiting up for A team are guaranteed playing time.
2. B and C Team: Games are meant to compete and try to get as many players as possible into the match. All players will get playing time on the court during these matches unless:
  - a. The player is injured.
  - b. Disciplinary actions are taken.
  - c. The match ends unexpectedly.

Amount of playing time is still based on the players' contributions to their team.

3. In season when we have more than 30 girls out for volleyball, not every player will suit up to play on a given night, but all players should attend all matches.
4. **Discussions or meetings with coaches about playing time won't be granted on games days. If a player has questions about playing time, she should talk to the coach at least one day after the game. Coaches will not discuss playing time with parents until the player has first spoke with the coach.**

Lettering - There are two ways to letter:

1. Player must be in good standing with the team for the entire season and she must have played in at least two A-team matches in the season.
2. Player must be in good standing with the team and have participated in volleyball in both her 7<sup>th</sup> grade and 8<sup>th</sup> grade year.

**Phillipsburg Junior High Volleyball Player and Parent/Guardian Consent Contract:**

By signing below the student and their parents/guardians accept their student's participation in the junior high volleyball program and commit themselves to the expectations and responsibilities outlined in the handbook. Players will not be allowed to participate in practices or games until all parties have signed and returned this form to a coach.

\_\_\_\_\_  
Player Name (Printed)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## FOOTBALL

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### Coaching Staff:

- Head Coach: Conrad Corman
- Assistant: Jon Weinman
- Assistant: Ben Swenson

### Contact Information:

- Middle School Phone: 785.543.5114
- High School Phone: 785.543.5251
- Website: [www.usd325.com](http://www.usd325.com)
- Coach Corman's email: [ccorman@usd325.com](mailto:ccorman@usd325.com)

**Physicals/Concussion Forms:** Every athlete must have a physical and signed concussion form before they take part in any practice. All physical forms must be turned in to the head coach or to the Middle School office. All physical forms must be signed by the parent or guardian of the athlete.

**Summer Weights:** The high school weight room is open for junior high athletes every Monday through Thursday from 9am to 10am beginning in June. Attendance is not mandatory but is highly encouraged. The weight room will be closed on the week of July 4th holiday due to the KSHSAA Summer Moratorium. All athletes, regardless of their chosen sports, are encouraged to attend consistently.

**Pre-Season Conditioning:** Pre-season conditioning will be held on Monday, August 12th through Thursday, August 15th. The junior high football team will have conditioning from 7am to 8am Monday - Thursday at the middle school practice field. We will hand out equipment after conditioning Monday through Thursday.

**Practices & Games:** The first practice will be held on Monday, August 19th. Subsequent practices will be held every weekday thereafter. All practices will begin promptly at 3:30pm. Most practices will end at 5:15 pm with the following exceptions: Wednesdays prior to games and Fridays following games will end at 5:00pm. There will be practice on Labor Day.

**Picking Up Your Athlete After Practices and Games:** Once an athlete or manager exits the Middle School building after practice or games, they are no longer the responsibility of the coaching staff. Please be prompt in picking your athlete up so the coaching staff can enjoy what is left of their time with their families.

**Travel:** Athletes are expected to travel with the team both to and from games. At certain times, permission may be granted for the athletes to ride home with their own parents. This permission is given only after verbal and visual contact is made with the parent at the sporting event. Permission will be granted for athletes to ride home with another parent ONLY with written permission from the respective parents given to the Principal and the head coach, PRIOR to leaving for the event.

**Equipment:** At the beginning of the season the following equipment will be issued to the athlete: helmet, all pads, practice pants and jersey, game pants and jersey. The athlete is responsible for the care and maintenance of this equipment throughout the season. That athlete will pay for any school issued equipment that is lost, damaged or destroyed by the athlete.

**Eligibility:** If a student isn't passing every class when the eligibility report is ran on Friday, they will be placed on probation for the following Monday through Sunday. If a student is on probation and isn't passing every class when the next eligibility report is ran, that student becomes ineligible to compete the next Monday through Sunday. The student will remain ineligible until they are passing every class on an eligibility report. Athletes with past due make slips are also ineligible.

Athletes must be in attendance at least 1/2 a day of school to participate in practices or competition unless excused. To be considered a 1/2 day of school students must be in attendance by 11:30 am. Only under extreme circumstances can this policy be adjusted (e.g. appointments, funerals,...)

**Athletic Awards:** To be eligible for any and all postseason athletic recognition players and managers must finish the season in good standing by ...

1. Finish the season in good standing.
2. Turning in all checked out equipment in good condition and/or paying all replacement and repair costs.

All athletes in good standing will receive a Certificate of Participation

To letter, an athlete must meet at least one of the following conditions.

1. Start at an offensive or defensive position in 2/3 of all varsity games that season.
2. Be on the field for 10 or more offensive or defensive plays in 2/3 of all varsity games that season.
3. Complete both their 7th and 8th grade seasons in good standing.

**Goals:** These basic goals will drive our overall strategy. The athletes will develop more specific goals that will drive their daily activities. The goals of the program are ...

1. The long-term health of each player.
2. To have fun playing the game of football.
3. To develop the character traits of good husbands, fathers, employees, and community leaders.
4. To develop the skills necessary to play football at the next level.
5. Competitive excellence.

**Mission:** To prepare young men for their adult lives by building character through a pursuit of excellence.

**Vision:** To become a model junior high football program recognized for being students first, preparing athletes for high school sports, and developing men of character.

**Core Values:** These core values will serve as the foundation of the program's culture. All athletes are expected to uphold these values. These terms are non-negotiable.

- *Character*
  - Definition: moral excellence
  - Quote: "Character is the real foundation of all worthwhile success" John Hays Hammond
  - Action: We do the right thing, at all times, because it is the right thing to do. Being a good person is our top priority.
- *Education*
  - Definition: the knowledge, skill and understanding that you get from attending a school
  - Quote: "Education is the key to unlock the golden door of freedom" George Washington Carver
  - Action: We are model students. We set the example for others at all times while at school or during school activities. Education has priority over athletics.
- *Growth*
  - Definition: progressive development

- Quote: "Strength and growth come only through continuous effort and struggle."  
Napoleon Hill
- Action: We make learning and improvement a priority. Our skills can be enhanced by continuous, hard work. We strive to be the best we are capable of.
- *Selfless*
  - Definition: concerned more with the needs and wishes of others than with one's own
  - Quote: "Ask not what your country can do for you, ask what you can do for your country." John F. Kennedy
  - Action: We put the team's goals ahead of our own individual goals. We stand up for those who are less fortunate than us. We live to serve our teammates and our classmates.
- *Toughness*
  - Definition: physically, mentally and emotionally strong
  - Quote: "Strength does not come from winning. Your struggles develop your strengths. When you go through hardships and decide not to surrender, that is strength." Arnold Schwarzenegger
  - Actions: We fight through obstacles and setbacks to achieve our goals. We know the difference between an injury and an owie.

**Unexcused Absences:** If an athlete is at school, he is expected to attend practice. On rare occasions, a player may be excused for family and/or medical events or if the coaching staff is given advance notice. Players will be expected to be at practice on Labor Day.

1. 1st unexcused absence- Suspended from the next game
2. 2nd unexcused absence- Suspended from the next 2 games
3. 3rd unexcused absence- Dismissed from the team

**Classroom Discipline/Tardy to Practice:** All athletes are expected to exhibit model behavior in the classroom. The penalties for detentions and misbehavior during the school day are ...

1. 1st occurrence- Reduced playing time in the next game & 1 day of extra conditioning after practice
2. 2nd occurrence- Suspended from the next game & 3 days of extra conditioning after practice
3. 3rd detention/tardy- A plan of action will be set up with a possibility of being dismissed from the team

**Forgotten/Missing Equipment at Practices:** Athletes are expected to keep track of all their equipment. This includes their practice jersey, pants, belt, helmet, all pads, socks and football cleats.

1. 1st Occurrence- 1 day of extra conditioning after practice
2. 2nd Occurrence- 2 days of extra conditioning after practice
3. 3rd and All Subsequent Occurrences- 3 days of extra conditioning after practice

**Forgotten/Missing Equipment at Games:** Athletes are responsible for having all of their equipment at home and road games. This includes their game jersey, pants, belt, helmet, all pads, socks and football cleats.

1. Every time equipment is forgotten- The athlete will not participate in that game

**Unsportsmanlike Conduct/Excessive Personal Fouls:** Unsportsmanlike conduct and excessive and repeated personal foul penalties have no place in our program.

1. 1st Occurrence- Removed from the current game.
2. 2nd Occurrence- Removed from the current game and suspended for the next game.
3. 3rd Occurrence- Dismissed from the team.

**Phillipsburg Junior High Football Player/Parent Contract-**



By signing below the student and his parents or guardians accept their students participation in the junior high football program and commit themselves to the expectations and responsibilities outlined in the player/parent handbook. Players will not be allowed to participate in practices or games until all parties have signed and returned this form to Coach Corman.

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Player Name (Printed)

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Signature

Date: \_\_\_\_\_

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Parent/Guardian Name (Printed)

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Signature

Date: \_\_\_\_\_

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Parent/Guardian Name (Printed)

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Signature

Date: \_\_\_\_\_

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Coach Corman's Signature

Date: \_\_\_\_\_

## **Cross Country**

### **COACHING STAFF**

Head Coach: Dave King

[dking@usd325.com](mailto:dking@usd325.com)

### **MISSION:**

The mission of the Phillipsburg Cross Country Program, a program founded and built on RESPECT, ACCOUNTABILITY, and WORK ETHIC, is to develop young men and women into champions on and off the Cross Country course.

"What you do off the field and in your life is far more important than anything you do on the field."  
-John Wooden

### **TEAM PHILOSOPHY:**

Cross Country is a sport that allows every athlete to succeed through the attainment of personal goals. Every athlete must compete against the clock. The coaching staff is dedicated to helping each athlete compete to the best of their ability. It should also be understood that Cross Country has a TEAM component also. We will only become successful as individuals if we have a complete TEAM with us. All athletes are expected to put the well-being of the team first.

### **ORDER OF IMPORTANCE:**

1ST PRIORITY: ACADEMICS

2ND PRIORITY: PHILLIPSBURG CROSS COUNTRY

Cross Country is a competitive sport that requires a sacrifice of time and energy. Our practices are 5 days per week. We understand that students may have jobs and other interests, but these must not stand in the way of practice or competition.

### **CUTS:**

We believe that anyone can work hard and improve and that Cross Country can be for everyone. It is our policy not to "cut" athletes based on ability level. However, we always reserve the right to dismiss any athlete from the team who does not exhibit behavior representative of the Phillipsburg Cross Country Team. This may include not following team or school rules, acting disrespectful to coaches or teammates, missing practices or meets, not following workouts, etc.

### **PRACTICE INFORMATION:**

#### **Practice Time:**

Practice begins at 3:30 pm, Monday through Friday. We will begin and end at the high school track. Middle School students should walk or ride with their own parent to practice. Practice is scheduled to be completed by 5:15 pm. Some days might be earlier.

#### **Tardiness:**

Athletes are expected to be at the track at 3:30, ready for a short team meeting. It is imperative that practice begin on time. No individual is more important than the team. Three tardies will count as one unexcused absence (see below).

#### **Proper Attire:**

Every athlete is responsible for having the right equipment to compete. The weather in August, September and October is erratic at best. Each athlete should ALWAYS have proper running shoes, shorts, and sweats. Athletes that do not wear the proper clothing in inclement weather often end up uncomfortable and/or injured. A proper pair of running shoes is the best way to combat shin splints and other chronic foot, ankle, leg, knee, and hip injuries.

#### Personal Possessions:

Athletes are not allowed to wear jewelry, except for a watch, to practice/meets. These possessions and all other personal possessions should be locked up during practice/meets. Personal possessions should not be left outside, in the common area of the locker room, or accessible to anyone other than the owner.

#### Injuries:

Most injuries can be prevented through proper shoes and training attire, taking warm-ups and stretching seriously, following the coaches' instructions, and cooling down properly. The Phillipsburg School District in conjunction with New West, has agreed to provide a certified athletic trainer who will be on campus every week. If an athlete thinks they are injured, it is crucial they communicate this with their coach so that the trainer can be seen if needed. Injured athletes are still required to attend all practices, although they may be assigned separate, alternative workouts.

#### Inclement Weather:

In cases of extreme weather conditions, the Cross Country team will practice indoors at the high school. Practice will rarely be cancelled completely. Be prepared to practice outside in most conditions.

#### End of Practice Procedures:

Practice will be dismissed as a team. Athletes will not leave practice on their own or at their own time.

#### **ABSENCES:**

##### Absences from Practice:

Practice is essential to achieving both team and individual goals. Both parent and athlete should understand that missing practice for any reason can disrupt not only the individual's training schedule, but also that of the team. We understand that there will be times when an athlete needs to miss practice for valid reasons but unexcused absences or a pattern of absences will result in the athlete being removed from the team.

##### Unexcused Absences:

Skipping practice will not be tolerated and the athlete may be liable for immediate expulsion from the team. Athletes that cannot attend practice because of prior commitments that have not been approved by the coach shall be liable for suspension for a minimum of one meet. Athletes that miss practice due to disciplinary action of the school may also be liable for suspension. If an athlete accumulates three unexcused absences, they are then released from the team.

##### Excused Absences:

**It is the duty of each athlete to have their parent/guardian inform the head coach ahead of time in writing (letter, text, email) or phone call, if they are unable to attend practice.** Never ask someone else to tell a coach. The following may be considered an excused absence:

1. If a student misses school or checks out early due to an illness.
2. Family emergency.
3. **Prior** permission from the head coach, which may include a doctor's appointment, other school activities, etc...

#### **CROSS COUNTRY MEETS:**

The Cross Country meet is the reward each athlete receives for all of those days of practice. No athlete should ever miss a meet. Middle School athletes will usually run a distance of 2 miles in

meets. Athletes will know several days in advance who will be attending the upcoming meets, and they should relay that information on to parents.

Attending Meets:

In order to avoid confusion and conflicts, parents must understand that we compete as a TEAM. We ask that no athlete leave the meet before the final race.

Transportation to and from Meets:

Athletes can ride home ONLY with their own parent, and that parent must notify the head coach in person before taking their child. Please fill out a form from the office ahead of time if you are planning on taking your child after a meet. For an athlete to ride home with someone who is not their parent, approval must be granted by administration before the day of the meet.

**MEDICAL CONDITIONS:**

It is distressing to a coach to be thrust into a medical emergency unaware of pre-existing conditions. If you have a medical problem, the coaches should be made aware of this. Athletes who use inhalers must give the HEAD COACH (not manager or friend) a back-up inhaler at the beginning of the season. They should also carry a primary inhaler with them each practice. Such athletes must have their name on their inhaler. If an athlete has any allergies that might be of concern while running, the coach should be made aware of this at the beginning of the season.

**SOCIAL MEDIA:**

We will use both Facebook and Twitter to share photos and great things going on with the team. Feel free to share your own great things you see happening related to the Cross Country team.

**Facebook:** [www.facebook.com/PantherXCountry](http://www.facebook.com/PantherXCountry)

**Twitter:** @PhillipsburgXC

**LETTERING CRITERIA:**

An athlete must achieve both of the following criteria to letter:

- I. Finish the season in good standing, showing the work ethic and commitment commensurate of a Panther Cross Country athlete.
- II. Complete a race at 75% or more of our meets we attend.

\*\*Coach's discretion can be used to address any circumstances that are not specifically covered in this handbook.

## **GIRLS BASKETBALL**

### **Coaching Staff:**

- Head Coach: David Hindman
- Assistant: Michael Hensley

### **PHILOSOPHY**

- The fundamentals of basketball will be the main emphasis.
- We will work to keep basketball fun.
- We will put an emphasis on grades and getting the job done in the classroom. The term student-athlete means being a student first before you can be an athlete.
- The proper technique and mechanics for shooting, passing, dribbling, etc. will be taught.
- Athletes will strive to improve their skills every practice and game.
- Our team will be better prepared than any other team we compete against. Not just being in condition, but also knowledge of the game, which will give us a competitive advantage.
- Our goal will be to win every game, but above all the girls will become a better teammate. The girls will understand the meaning of hard work, respect and teamwork.

### **PHYSICALS**

Every athlete must have a physical before they can take part in any practice. All physical forms must be turned in to the head coach or to the Middle School office. The parent or guardian must sign the physical form.

### **PRACTICES**

- The girls need to wear appropriate athletic shorts, t-shirt (not ripped), and tennis shoes.
- Pants need to be worn to practice and after practice to prevent muscle injuries.
- No jewelry, bracelets, armbands, etc will be worn at practice.
- Hair needs to be in a ponytail and out of face.
- Attendance at practice is expected every day.
- Shoot around will be on most Sundays from 5-6pm at the high school and are not mandatory.

### **PRACTICE SCHEDULE AND TIMES**

We will practice Monday-Friday 3:30-5:30 PM. Practices will be held at the following locations; the middle school, high school, or community building. Classes are dismissed at 3:13 pm and each athlete is expected to be at practice by 3:30. We will start practice promptly at 3:30, so it is important to be ready to begin.

Practice is to be taken seriously at ALL times. The way you practice reflects the way you perform. The coaching staff will try to integrate fun and enthusiasm into practice times. Athletes must come prepared with appropriate gear and attitudes to get the most out of practice.

If school is canceled for any reason, we cannot have practice that day.

### **ATTENDANCE**

The coaching staff expects you to be in attendance at all practices and games. Attendance will be taken on a daily basis at ALL practices and games. Times listed for practices are the starting times. Athletes are expected to be in proper apparel, and ready to go at the stated times. If there are any changes to the practice schedule, the coaching staff will inform all athletes in advance. If you arrive late to practice, check in with one of the coaches and let them know why you are late. You are responsible for you – BE ON TIME!

Athletes should notify the coaching staff in advance of any practices or games they would be missing. If it is not possible to contact the coaching staff before the absence, the athlete must provide a written excuse upon returning to practice.

The coaching staff understands that situations may arise that prevent athletes from attending practices or games. In those events, the coaching staff appreciates as much advance notice as possible so that they can make adjustments to team rosters as needed.

Attendance will be kept for ALL practices and games. Each practice missed will result in making up the conditioning that was missed. A missed practice during game weeks will result in a loss of playing time. If practice is missed because of a dr. appt, please bring a note to practice the next day to count as an excused absence. If ill, please try and contact the coach or school to let them know before practice. Unexcused absences will not be tolerated, and will result in being excused from the team.

Injured athletes are expected to attend practice until cleared to participate. They may attend the away games with the team if they have continued to attend each practice. If an athlete is injured during a practice or game they need to report it to the coaches immediately. Athletes must have notified the coach of an injury before seeing the trainer.

### JERSEYS

The school will provide uniforms for the athletes to wear. Each athlete will be responsible for these garments. If they are lost or stolen, the athlete will be expected to pay for replacing them. The athletes will have an away jersey and shorts as well as a home set.

Please help take good care of the jerseys by hanging them up in between game days and washing soon after competition. Wash them with appropriate colors to keep them looking sharp and do not dry. Athletes will need white undergarments for home games and at least a navy/black sports bra for away games.

### ELIGIBILITY

A. Students of Phillipsburg Middle School must abide by the following school eligibility rules in order to participate in any extra-curricular activity, competition, or event:

1. Must be passing all classes in which they are enrolled and not have any incompletes in order to be eligible.
2. If the student is not passing all classes by 3:13 pm Friday, they will be placed on probation for the following Monday through Friday. If the student is still not passing all classes, then that student will become ineligible starting the following Monday through Saturday and the subsequent weeks until they are passing all classes.
3. No student may participate in any practice, event, or competition unless they have been in attendance for at least four hours of the school day.

B. 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.

### TEAM RULES

1. Extra running will be assigned for the following violations:
  - a. Being late for practice
  - b. Unexcused absence from practice
  - c. Not taking care of jerseys
  - d. Forgetting practice clothes
2. Respect your teachers, coaches and teammates. Have faith that these people make decisions in the best interest of you and the team.
3. Have a positive attitude and support your team, win or lose.

4. In practice and at games give your best effort; that is all your coaches, parents and teammates can ask of you.
5. We will not tolerate any horseplay at practice or at games. Consequences will be given to those who cannot follow this rule. There are two coaches and approximately 35 athletes, so we expect you to act like young adults and remember this is a sporting event; not a social event.

### **BEHAVIOR**

Disruptive and disrespectful behavior at practice or games will NOT be tolerated at any time. Any athlete that becomes a negative influence on the team through their behavior will be dealt with in the following manner:

1. Verbal warnings will be given to athletes asking for improvements in their behavior. No explanations are necessary. Discussions about the incident are most appropriately addressed one-on-one with the coaching staff after practice or game.
2. Athletes will be given a separate activity (like extra conditioning) for inappropriate behavior.
3. If behavior problems continue, a conference may be held with the athlete, coaching staff, parents/guardian, and others as needed to evaluate the problem as well as the athlete's future role with the team.
4. Athletes can be suspended from the team for an indefinite period of time for inappropriate behavior. Length of suspension will be the coach's discretion.

### **RULES FOR BASKETBALL GAMES**

1. We will dress as a team on game days, either wearing jeans, team t-shirts, or dressing up. NO flip-flops. After the game, athletes need to wear what they did prior to competition unless a cheerleader. We want to look like a team on and off the court.
2. No jewelry of any kind may be worn during competition. (This is a state rule, you can be disqualified for wearing jewelry during competition)
3. Check with the coaches before wearing anything under your uniform or in your hair.
4. You will be allowed to take your cell phone to basketball games. There are only two reasons to be on your cell phone:
  - a. To call a parent/guardian to let them know how you did in your event.
  - b. To call and tell a parent/guardian when you will arrive home.
5. DO NOT bring energy drinks, high caffeine drinks or pop to drink. Bring a protein snack to have before the game and eat something nutritious after the game to refuel.
6. Do your best, have fun and be a good teammate.
7. The team will wear their team t-shirts over their jerseys for warm-up if they wish, no other shirts.
8. You are encouraged to ride the bus home. We understand that there are certain circumstances when you need to ride home with your parents/guardians. In this case, the parent/guardian must find the head coach and sign the release form to release the athlete 24 hours in advance. The form needs to be turned into Mr. Strasburg. I will have forms for the girls at practice or it is available on the school website. You will also be encouraged to stay for all games and cheer on your teammates.

### **LETTERING**

Letters will be awarded based on the following criteria:

1. Finishing the season in good standing. This includes being academically eligible.
2. Attending all practices and games, excused for illness, medical appointments or conditions, significant family events, etc.
3. Plays in one half of A-team games throughout the season.
4. Participating as a team member for two years. (7<sup>th</sup> & 8<sup>th</sup> Grade)
5. The head coach may award discretionary letters for exemplary effort and making outstanding contributions to the team.

In addition to the rules in this handbook, all athletes are to follow and obey all school athletic rules. The Middle School Activities Handbook can be located at the school's website:

[www.USD325.com](http://www.USD325.com), District, then PATRON Policies & Handbooks, and then MS Activities Handbook.

**Phillipsburg Junior High Girls Basketball Player/Parent Contract-**

By signing below the student and his parents or guardians accept their students participation in the junior high girls basketball program and commit themselves to the expectations and responsibilities outlined in the player/parent handbook. Players will not be allowed to participate in practices or games until all parties have signed and returned this form to a coach.

\_\_\_\_\_  
Player Name (Printed)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_



# BOYS BASKETBALL

## INTRODUCTION

It is the intention of the coaching staff to develop young men that understand the fundamentals of basketball and what it takes to be a team player. The following information will be gone over with the team by the coaching staff.

## ELIGIBILITY

One of the biggest concerns coaches and student-athletes face is eligibility. Here is the new eligibility policy:

- A. Students of Phillipsburg Middle School must abide by the following school eligibility rules in order to participate in any extra-curricular activity, competition, or event:
  1. Must be passing all classes in which they are enrolled and not have any incompletes in order to be eligible.
  2. If the student is not passing all classes by 3:13 pm Friday, they will be placed on PROBATION for the following Monday through Friday. If the student is still not passing all classes, then that student will become ineligible starting the following Monday through Saturday and the subsequent weeks until they are passing all classes.
  3. No student may participate in any practice, event, or competition unless they have been in attendance for at least four hours of the school day. A student may not go home sick and be able to return for practice or competition.
- B. 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.

## PHYSICALS

Every athlete must have a physical & concussion form before they can take part in any practice or game. All physical forms must be turned in to the head coach or the Middle School office. The parent or guardian must sign the physical form.

## PRACTICE

Practice is one of the most important parts of any sport or activity. Playing time is earned in practice. If a student is not at practice, his playing time will be affected. It is the expectation of the coaching staff that student-athletes will be at practice on time and ready to go. An excused absence consists of the player being called in sick, at a school-based event, or told a coach prior to practice he would be gone (dentist, doctor, etc.). An unexcused absence consists of a player not coming to practice after attending school, not informing the coach that he would miss, or unexcused absences from school. If a student has an unexcused absence the following consequences will occur: 1<sup>st</sup> unexcused – 2 quarter suspension; 2<sup>nd</sup> unexcused – 1 game suspension; 3<sup>rd</sup> unexcused – suspension from team. If a student is late for practice the following consequences will occur: **1st late** - warning; **2nd late** - 1 quarter suspension; **3rd late** - 2 quarter suspension (each additional late practice will result in an additional quarter of suspension).

Please see the calendar handed out to the team for location and time of practice each day. Please use this as a reference for picking up your athlete on time and at the correct location. When practice is dismissed and players are asked to leave, coaches give up responsibility for players. We will practice at the high school, community building, and middle school throughout the season. When we practice at the high school or community building, the team will meet in front of the middle school at 3:18 and run to the practice location as a team.

## EQUIPMENT

Each athlete will be issued a practice jersey and will be expected to wear them each day at practice. Two game jerseys and one pair of game shorts will also be issued. Please use care when washing these garments. Instructions should be on the tag. Remember these garments are property of the school and if not returned at the end of the season you will be expected to pay for them. Your son should have a good pair of basketball shoes. It is a good idea during basketball season to only wear these shoes on the court and not to school or outside. This will help ensure they last the entire season and also keep mud, dirt, and rocks off of our basketball courts and prevent them from being scratched up from rocks stuck in the shoes.

## GAME DAY

We would like the boys to dress up on game days. This includes a dress shirt, slacks, and tie. The coaches have received numerous compliments in the past on the appearance of our young men from other coaches, parents, and fans. If there is an issue or concern, please contact a coach.

## LETTERING

To letter an athlete must achieve all of the following:

1. Finishes the season in good standing. This includes being academically eligible.
  2. Has no unexcused absences.
  3. Plays in at least half of all A-team games throughout the season OR participates as a team member for two years. (7th & 8th Grade)
- \*\*\*The head coach may award discretionary letters for exemplary effort, making outstanding contributions to the team, injury, etc....

## TEAM RULES

1. Be at practice on time and ready to learn. The basketball court is a classroom, not a playground.
2. Be sure your hair is trimmed and neat. Take pride in the way you look.
3. No wrist, arm sleeves, or headbands will be worn.
4. Cell phones are not to be used in the locker room. If you need to use it, leave the locker room. Do not play on cell phones. Only use them to communicate with parents while at a basketball event.
5. When we are at a game and you are not playing, you are to sit behind the bench and watch your teammates play. Do not go watch the girls or run around. Misbehavior and/or inappropriate conduct will be dealt with at the next practice.
6. Report all injuries to a coach.
7. You must shower after games. Bring a towel.
8. If you are academically ineligible you will not travel with the team to out of town games. If your grades are down, you need to stay home and get your homework done and try to get your grades up so you can help the team next week. You are still expected to practice with the team.
9. No jewelry may be worn at practice or in games.
10. The district's Drug & Alcohol Policy will be followed and enforced.

\*\*Any misconduct that occurs, and is not specifically addressed in this handbook, will be dealt with at the coach's discretion.

## CLOSURE

Thank you for allowing us to coach your child. We have confidence that we can have a fun and successful year. More than anything at the end of the year, we want your son to understand the game of basketball at a higher level than when they came to practice the first day. It is our goal that these young men will grow into passionate, concerned, and upstanding citizens.

## WRESTLING

Team and Individual Goals:

- 1) Each wrestler will work hard to develop their individual skill level and the skill level of their teammates.
- 2) Each wrestler will be respectful of their teammates, opponents, referees, and coaches: Consequences for failure to have good sportsmanship will be at the discretion of the coaches.
- 3) Attendance is mandatory: All absences need to be discussed with coaches unless a student is home from school sick.
- 4) Wrestlers must complete practices in order to be eligible for competitions, if students are injured they will sit out until cleared.

**WEIGHT LOSS** - No wrestler will go down a weight class until they check with a coach and their parents.

**LETTERING** - Letters will be awarded to athletes who meet the following criteria:

- a. Finish the season in good standing.
- b. Attend all practices and games unless excused for illness, medical appointments or significant family events, etc., by the head coach.
- c. Wrestle varsity in 1 more than 1/2 of the scheduled dual matches OR
- d. Score at least one point at the league tournament
- e. Participate as a team member for two years. (8th Grade)
- f. The head coach may award letters for exemplary effort and contributions to the team at his discretion.

# 2025 PHILLIPSBURG JUNIOR HIGH WRESTLING PARTICIPANT / PARENT CONTRACT



## Coaching Staff:

- High School Head Coach: Andy Kenney
- Junior High Head Coach: Jon Weinman
- Assistant Coach: Joe Buresh
- Assistant Coach: Ross Coomes
- Assistant Coach: Mike Hensley
- Assistant Coach: Michael Dusin
- Assistant Coach: Caleb Breon

## Contact Information:

- Coach Weinman's email: [jmweinman@usd325.com](mailto:jmweinman@usd325.com)
- Coach Weinman's cell phone: 785.620.7744

## Competition Schedule:

1/23 – Phillipsburg (Scramble) at 4:00 PM  
1/28 – Dual vs Norton at Home 5:00 PM  
1/30 – Smith Center (Scramble) at 3:30 PM  
2/6 – Ellis (Scramble) at 4:00 PM  
2/13 – Russell (Scramble) at 4:00 PM  
2/15 – Jr. Panther Classic at 9:00 AM  
2/20 – MCEL Tournament in Trego at 1:00 PM

**Jr. Panther Classic:** The Jr. Panther Classic is an all day event on Saturday, February 15th. Athletes are expected to stay through the entire event and help with clean up at the conclusion. In the past, the event has ended around 5:30 PM but that time is dependent on the number of entries in the tournament.

**High School Panther Classic:** On Friday, February 7th, female wrestlers and coaches will help at the HS Girls' Panther Classic at the high school. Male wrestlers will not practice that day. The next day, Saturday, February 8th, male wrestlers and coaches will help at the HS Boys' Panther Classic. Attendance will be required.

**Equipment:** At the beginning of the season the following equipment will be issued to the athlete: singlet, headgear, bag and warm up attire (sweatshirt & sweatpants). The athlete is responsible for the care and maintenance of this equipment

**Travel:** Athletes are expected to travel with the team to and from events. Advance paperwork is required for any athlete wishing to meet the team at any out of town event. Failure to submit this paperwork will result in the athlete being ineligible for the event. All athletes leaving an event with anyone other than the team must also submit paperwork to the school office in advance.

**Skin Disease/Showering:** Wrestlers are susceptible to skin diseases due to the constant skin-to-skin contact inherent in the sport. As such, coaches and team managers will regularly disinfect and clean the mats before and after practice. Parents should encourage their athletes to shower as soon as possible when arriving home after practice. At out of town competitions, athletes will be required to shower prior to leaving the event. KSHSAA requires a specific form for any athlete being treated for a skin disease

**Eligibility:** If a student isn't passing every class when the eligibility report is run on Friday, they will be placed on probation for the following Monday through Sunday. If a student is on probation and isn't passing every class when the next eligibility report is run, that student becomes ineligible until they are passing every class on an eligibility

<ul style="list-style-type: none"> <li>● High School Phone: 785.543.5251</li> <li>● Junior High Phone: 785.543.5114</li> <li>● TeamReach App: 2024PJHwrestling</li> </ul> <p><b>Physical/Concussion Forms:</b> Every athlete must have a physical and signed concussion form on file at the junior high office before they take part in any practice.</p> <p><b>Practices:</b> The first practice will be held on Monday, January 6th from 3:25 pm - 5:00 pm. Subsequent practices will be held every weekday thereafter.</p>	<p>throughout the season. That athlete will pay for any school issued equipment that is lost, damaged, or destroyed. Replacement Fees: Singlets \$80, Headgear \$40, Bags, Sweatshirts &amp; Sweatpants: \$30</p> <p><b>Practice Attire:</b> T-shirts and sweatshirts are proper tops for practice. No tanks or crop tops. Thick tights, sweatpants, and shorts which reach the mid thigh are proper bottoms. Athletes will not be allowed to practice in street clothes. Zippers, buttons, belt loops, snaps, and rivets will not be allowed.</p>	<p>report. Athletes with past due make-up slips are also ineligible.</p> <p>Athletes must be in attendance at least ½ a day of school to participate in practices or competition unless excused. To be considered a ½ day of school students must be in attendance by 11:30 am. Only under extreme circumstances can this policy be adjusted(eg. Appointments, funerals, ...)</p>
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<p><b>Varsity Selection &amp; Weight Management:</b> For most of the season there will be no distinction between varsity and JV wrestlers. During scramble events, everyone will compete, and be paired against other wrestlers of similar size and ability.</p> <p>However, the Jr. Panther Classic and MCEL Tournament will require athletes to commit to and make weight at specific weight classes. Varsity wrestlers will be selected for these events by head-to-head results, common opponents, and placing at previous events. Everyone will compete at the Jr. Panther Classic, only varsity wrestlers will compete at MCEL.</p> <p>The coaching staff may ask wrestlers to</p>	<p><b>Injured Athletes:</b> Injured athletes should continue to attend as many practices and competitions as possible in order to remain on the team and finish the season in good standing.</p> <p><b>Unexcused Absences:</b> If an athlete is at school, they are expected to attend practice. On rare occasions, an athlete may be excused for family and/or medical events or if the coaching staff is given advance notice. If the absence is unexcused, the wrestler will be suspended from the next competition and will not travel with the team. Repeated unexcused absences may result in more severe consequences.</p> <p><b>Classroom Behavior / Detentions / Tardy</b></p>	<p><b>Phillipsburg Junior High Wrestling Athlete/Parent Contract</b></p> <p>By signing below the student and their parents or guardians accept their students participation in the junior high wrestling program and commit themselves to the expectations and responsibilities outlined in this contract. Athletes will not be allowed to participate in practices or competitions until all parties have signed and returned this form to Coach Weinman.</p> <p>_____</p> <p>Athlete Name (Printed)</p> <p>_____</p> <p>Signature</p>
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move weight classes in order to put our best team together for these tournaments. If the move requires the wrestler to lose weight, the wrestler and his or her parents will decide together whether to make the move. Their decision will be respected by the coaching staff.

Weight Classes: 85, 90, 95, 100, 105, 110, 115, 120, 125, 132, 138, 145, 152, 160, 175, 215, 285

**Athletic Awards:** To be eligible for any and all postseason athletic recognition athletes and managers must finish the season in good standing by

1. Finishing the season
2. Turning in all checked out equipment in good condition and/or paying all replacement and repair costs.

To letter, a wrestler must meet at least one of the following conditions.

1. Score a team point at the MCEL tournament
2. Win 10+ matches during the season
3. Complete both their 7th and 8th grade seasons in good standing.

**to Practice:** All athletes are expected to exhibit model behavior in the classroom. If an athlete is late to practice for any reason, including detentions, they will have extra conditioning at the conclusion of practice. Repeated offenses may result in more severe consequences.

**Forgotten/Missing Equipment:** Athletes are responsible for having all of their equipment for practices and competitions. During practice, wrestlers that don't have wrestling shoes and/or proper workout attire will receive extra conditioning. At competitions, wrestlers who don't have their shoes, singlet, and/or headgear may not be allowed to compete.

**Unsportsmanlike Behavior:** Unsportsmanlike conduct at a competition, whether on the mat or off, has no place in our program. This includes, but is not limited to, swearing, throwing equipment, unnecessary roughness, property destruction, and any other behavior determined to be unsportsmanlike by the coaching staff.

\_\_\_\_\_

Parent/Guardian Name (Printed)

\_\_\_\_\_

Relationship

\_\_\_\_\_

Signature

\_\_\_\_\_

Parent/Guardian Name (Printed)

\_\_\_\_\_

Relationship

\_\_\_\_\_

Signature

\_\_\_\_\_

Coach Weinman's Signature

## **BOYS AND GIRLS TRACK**

We would like to start by sharing our philosophy of middle school track and field:

- Every student will be encouraged to participate in middle school track and field.
- An emphasis will be made to keep middle school track and field fun.
- We will put an emphasis on grades and getting the job done in the classroom. The term student-athlete means being a student first before you can be an athlete.
- The fundamentals of each event will be taught.
- The proper technique and mechanics for running will be taught to improve the athlete's speed and endurance. This will help not only in track but also in other sports.
- Athletes will strive to improve their personal record (PR) each week. This means run faster, jump higher and further or throw further than they did at the prior meet.
- Our teams will be better prepared than any other team we compete against. Not just being in condition, but also knowledge of the events, which will give us a competitive advantage.
- Running can be a life-long sport.

### **PHYSICALS**

Every athlete must have a physical before they can take part in any practice. All physical forms must be turned in to the head coach or to the Middle School office. The parent or guardian must sign the physical form.

### **PRACTICES**

Many people, especially young athletes have the misconception that all we do at track practice is run, run, run and then when we get tired, we run some more to get into shape. Yes, we will run at practice, but we will learn how to run correctly and more efficiently. We will not do a lot of stretching. We will do a dynamic response warm-up, which works on proper running mechanics. To run fast, you must train fast and to train fast you must be rested. Our sprinters and mid-distance runner's workouts will concentrate on quality not quantity. We may not put in a lot of distance but when we run, we will run fast and with intensity. When our form starts to break down, we will stop. It does no good to run at less than top speed with poor mechanics. We do very little jogging in practice. Jogging promotes poor mechanics and besides there are no events at track meets where you jog. Training with proper technique will allow our athletes to:

- Improve maximum running velocity (run faster)
- Train with more intensity
- Run longer before our mechanics break down
- Help prevent injuries

Field events are the other half of track meets. We will give our athletes adequate time to practice these events and learn the fundamentals of each field event they are entered in. It is our goal to prepare our athletes for high school track and field and that starts by understanding the fundamentals and rules of the events.

### **PRACTICE SCHEDULE AND TIMES**

We will practice Monday-Friday 3:35-5:00 PM

Classes are dismissed at 3:13 and each athlete is expected to be at the track east of the high school by 3:35. The route to be taken is two blocks east of the middle school and straight south to the track. Athletes are to run on the streets, not on people's property and no hitching rides. Athletes are not to drive to practice; running to the track is part of the athlete's warm up. At 3:35 announcements will be made for that day and we will start our Dynamic Response Workout.

Practice is to be taken seriously at ALL times. The way you practice reflects the way you perform. Athletes must come prepared with appropriate gear and attitudes to get the most out of practice.

If school is canceled for any reason, we cannot have practice that day. During spring break we may or may not have practice; they will not be mandatory. Times will be announced at a later date.

### **ATTENDANCE**

The coaching staff expects you to be in attendance at all practices and meets. Attendance will be taken on a daily basis at ALL practices and meets. Times listed for practices are the starting times. Athletes are expected to be in proper apparel, and ready to go at the stated times. If there are any changes to the practice schedule, the coaching staff will inform all athletes in advance. If you arrive late to practice, check in with one of the coaches and let them know why you are late. You are responsible for you – BE ON TIME!

Athletes should notify the coaching staff in advance of any practices or meets they will be missing. If it is not possible to contact the coaching staff before the absence, the athlete must provide a written excuse upon returning to practice.

The coaching staff understands that situations may arise that prevent athletes from attending practices or meets. In those events, the coaching staff appreciates as much advance notice as possible so that they can make adjustments to team rosters as needed.

“Late” is not being dressed properly, on the track and ready to practice at the stated start time. Unexcused absences and lates will result in extra conditioning. Three lates will count as an unexcused absence. If you are staying after school to get help from a teacher, that teacher must contact one of the coaches. This is excused. Chronic absenteeism, as decided by coaching staff, will result in missing a track meet. Two unexcused absences will result in a dismissal from the team. If a track meet is canceled for any reason; school will be in session and practice will be held. It is of the school and coaching staff’s expectation that student athletes will be in attendance at both school and practice that day.

It is not the intent of the coaching staff to prevent athletes from attending necessary appointments or missing track meets. However, the coaching staff is responsible for knowing the whereabouts of all athletes during practices and meets. Communication is the key in making this possible. Athletes leaving a meet early must have a written note from a parent or guardian.

### **EQUIPMENT**

The school will provide sweats and uniforms for the athletes to wear. Each athlete will be responsible for these garments. If they are lost or stolen, the athlete will be expected to pay for replacing them. The school will provide equipment such as shotputs, discus, poles for pole vault, etc.

Each athlete should have a good quality pair of running shoes if they are going out for track; even if they don’t plan on doing any running events. It would be a good idea for those athletes competing in running events (at least 100-400 meters) and long jumpers, high jumpers, and pole vaulters to have track spikes to compete in. The school will not provide these. Sprinters (100-400 meters) will be encouraged to use starting blocks. Using starting blocks not only gives the sprinter a quicker start, it can also have a psychological effect on their competition. Field event fundamentals will be taught so our athletes understand how to do the events. An athlete will not be entered in an event that he or she doesn’t know how to do.

### **EVENTS**

The following table shows the events available for each division. Middle school athletes are limited to four events per day (track and/or field). Any number of these may be relays. Seventh and eighth grade athletes are limited to no more than two races of 800 meters or more in one day.



<b>EVENTS</b>	<b>7<sup>th</sup> Girls</b>	<b>8<sup>th</sup> Girls</b>	<b>7<sup>th</sup> Boys</b>	<b>8<sup>th</sup> Boys</b>
100 M Hurdles	X	X	X	X
200 M Hurdles	X	X	X	X
100 M Dash	X	X	X	X
200 M Dash	X	X	X	X
400 M Dash	X	X	X	X
800 M Run	X	X	X	X
1600 M Run	X	X	X	X
3200 M Run	X	X	X	X
4x100 M Relay	X	X	X	X
4x200 M Relay	X	X	X	X
4x400 M Relay	X	X	X	X
Long Jump	X	X	X	X
High Jump	X	X	X	X
Pole Vault	X	X	X	X
Discus	X	X	X	X
Shot Put	X	X	X	X
Javelin	X	X	X	X
Triple Jump	X	X	X	X

At most track meets we will be allowed three athletes per event. To be competitive, we will be entering our athletes in the events that we think they can place in. This may affect the number of events some of our athletes get to compete in. Because of the large number of athletes in our track program, some athletes may only compete in one or two events. The coaching staff will make these decisions based on: 1) Athletic ability and event skills, 2) Attendance and performance at practice and meets, 3) Attitude and sportsmanship, and 4) Grades and academic eligibility. The coaching staff will have the final authority over the events each athlete participates in. Also, the sport of track and field is unique in that an athlete for a certain position or event doesn't have to be determined by who the coach thinks is the best; the best can be determined by a simple challenge at practice. If you as an athlete or a parent have any questions regarding the number of events you are competing in, feel free to talk to a member of the coaching staff.

## **ELIGIBILITY**

### **ELIGIBILITY FOR ALL EXTRA-CURRICULAR ACTIVITIES AT PHILLIPSBURG MIDDLE SCHOOL**

A. Students of Phillipsburg Middle School must abide by the following school eligibility rules in order to participate in any extracurricular activity, competition, or event:

1. Must be passing all classes in which they are enrolled and not have any incompletes in order to be eligible.
2. If the student is not passing all classes by 3:13 pm Friday, they will be placed on probation for the following Monday through Friday. If the student is still not passing all classes, then that student will become ineligible starting the following Monday through Saturday and the subsequent weeks until they are passing all classes.
3. No student may participate in any practice, event, or competition unless they have been in attendance for at least four hours of the school day.

B. 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.

## TEAM RULES

1. Wear school issued sweats to every practice and track meet. The coaches will let you know if it is warm enough to take them off.
2. Team shirts, uniforms, and team sweats are to be worn at meets.
3. Extra conditioning will be assigned for the following violations:
  - a. Being late for practice.
  - b. Unexcused absence from practice.
  - c. Not taking care of school equipment.
  - d. Not being dressed properly (school issued sweats and team shirts).
  - e. Not competing in an event entered in at a track meet.
  - f. Disrespectful Behavior.
4. Respect your teachers, coaches and teammates. Have faith that these people make decisions in the best interest of you and the team.
5. If you want to be on a relay, you need to be at practice. It makes it very difficult to practice handoffs if one member of the relay is not at practice.
6. Have a positive attitude and support your team, win or lose.
7. In practice and at meets give your best effort; that is all your coaches, parents and teammates can ask of you.
8. We will not tolerate any horseplay at practice or at track meets. Consequences will be given to those who cannot follow this rule.
9. If the athlete is not participating in the track meet for any reason, they will not attend the track meet. It is expected that they will attend a regular school day.

## BEHAVIOR

Disruptive and disrespectful behavior at practice or meets will NOT be tolerated at any time. Any athlete that becomes a negative influence on the team through their behavior will be dealt with in the following manner:

1. Verbal warnings will be given to athletes asking for improvements in their behavior. No explanations are necessary. Discussions about the incident are most appropriately addressed one-on-one with the coaching staff after practice or the meet.
2. Athletes will be given a separate activity (like extra conditioning) for inappropriate behavior.
3. If behavior problems continue, a conference may be held with the athlete, coaching staff, parents/guardian, and others as needed to evaluate the problem as well as the athlete's future role with the team.
4. Athletes can be suspended from the team for an indefinite period of time for inappropriate behavior. Length of suspension will be the coach's discretion.

## RULES FOR TRACK MEETS

1. Only a coach can scratch you from an event. Failure to participate in an event that you are entered in will result in suspension from the next track meet.
3. Anything worn under uniform needs to be navy, white, or gray.
4. You will be allowed to take your cell phone to track meets. When going to competitions, cell phones/music players should be put away before we exit the bus and should not be used again until we board the bus after competition. Calling/Texting parents on how you did will be allowed.  
If you are caught on your phone for any other reason, it will be taken away and given back when you step off the bus at home. If cell phones become too big of a problem, they will not be allowed at track meets at all.
5. Respect the host school's property and equipment.
6. You are expected to warm-up and stretch before your competition.
7. DO NOT bring energy drinks, high caffeine drinks or pop to track meets to drink. If they are found in your possession, they will be confiscated and returned when you get off of the bus at home.
8. Do your best; try to break your PR (personal record) every time you compete.
9. Track meets run on what is called a rolling schedule. EXAMPLE: If the meet starts at 11 am and the 100 M Dash is the seventh event, there is no real way to determine "what

- time” the 100 M Dash will be run. Most meets run their events in the same order. It is your responsibility to get to your event on time.
10. You are encouraged to ride the bus home. We understand that there are certain circumstances when you need to ride home with your parents/guardians. In this case, the parent/guardian must sign a release form before you leave the event. You will also be encouraged to stay for the entire track meet and cheer on your teammates.

## **LETTERING**

Letters will be awarded based on the following criteria (four areas have to apply):

1. Finishing the season in good standing. This includes being academically eligible.
2. Attending all practices and meets unless excused for illness, medical appointments or conditions, significant family events, etc. No Unexcused.
3. Competing in all events entered in at track meets.
4. Scoring at least one point in an individual event in at least two track meets. If the athlete is on a relay, the relay must place 4<sup>th</sup> or higher for each member to earn one point. (Points that relays earn are divided by four to determine individual points)
5. Participating as a team member for two years. (7<sup>th</sup> & 8<sup>th</sup> Grade)
6. The head coach may award discretionary letters for exemplary effort and making outstanding contributions to the team.

In addition to the rules in this handbook, all athletes are to follow and obey all school athletic rules. The Middle School Activities Handbook can be located at the school's website: [www.USD325.com](http://www.USD325.com), District, then PATRON Policies & Handbooks, and then MS Activities Handbook.

**Phillipsburg Junior High Track and Field Player/Parent Contract-**

By signing below the student and his parents or guardians accept their students participation in the junior high track and field program and commit themselves to the expectations and responsibilities outlined in the player/parent handbook. Players will not be allowed to participate in practices or meets until all parties have signed and returned this form to Coach Hilburn at the date requested.

\_\_\_\_\_  
Player Name (Printed)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## PEP CLUB

The Phillipsburg Middle School Pep Club is an organization to help support the athletic program at the Middle School. It is open to any seventh or eighth grade student in the school. The Pep Club will be organized directly after school begins. Students must sign up to participate in pep club. For cheerleaders, physicals are required as is academic eligibility.

### PEP CLUB POINT SCHEDULE:

A. GAME ATTENDANCE/APPROPRIATE PARTICIPATION	
FOOTBALL	20 points
VOLLEYBALL	20 points
BASKETBALL	20 points
WRESTLING	20 points
B. ATTENDING PEP CLUB MEETINGS	20 points
C. ATTEND ANY PEP CLUB SPONSORED EVENTS	10 points

**Total Points = 100**

1. Pep Club Meetings will be held when announced throughout the school year.
2. Cheerleaders must earn their points in order to letter the same as other Pep Club members.
3. No Pep Club member is allowed in the building before 8:00 a.m. or after school without permission from the sponsors the previous day.
4. A student must have earned 100 points in order to letter in Pep Club.
5. All students wishing to ride the Pep Club bus to games out of town:
  - must be eligible-any Pep Club member who, at weekly progress report time has a F is ineligible to ride the Pep Club bus for that game/match until the grade is brought up to a passing grade.
  - must have a signed note turned into the Pep Club sponsors from their parents no later than 12:00 a.m. the day before the game/match, or deadline time stated by sponsors. No signed notes will be accepted after deadline time.
6. Pep Club members in good standing will not have to pay admission to the games out of town or at home.
7. Points may be deducted by the sponsors or the principal for behavior at games or on the bus.
8. Pep club members who are participating in sports should show support for the team when not actively participating on the field, court, or mats.

### GAME RULES:

1. ALL Pep Club members are to be in their designated area 1 minute before the athletic event starts.
2. You are to stay in that designated area at ALL TIMES during games and matches unless permission is granted from the sponsors or the principal.
3. Restroom breaks and trips to concession stands will be taken only during intermission or half time.
4. Your responsibility as a pep club member is to support your team. Do so by participating in cheers and paying attention to the games/matches.

### BUS RULES:

1. Remain in your seat while the bus is in motion.
2. No screaming, shouting or inappropriate behavior.
3. All trash will be picked up before the group is dismissed from the bus.
4. No sunflower seeds.
5. Be courteous and attentive to your bus driver and sponsors.
6. SPORTSMANSHIP, PRIDE and RESPECT are the key to a successful Pep Club.
7. Cell phone/technology use will be at the discretion of the sponsors.
8. Inappropriate behavior can result in dismissal from the pep club.

## Phillipsburg Middle School Cheerleading Constitution

As a member of the Phillipsburg Middle School cheerleading squad, you will be expected to fulfill certain obligations and responsibilities. You will find these listed below. A cheerleader's job is to improve student morale and boost team spirit. You are expected to direct the student body in the support of your school's team and to develop loyalty to the school and team, regardless of the outcome of the game. This role makes you a strong influence in guiding student conduct at games and pep rallies, and you should maintain the proper dignity in this leadership.

**PRACTICES:** All cheerleaders will be expected to attend ALL organized practices. If practice is scheduled for 7:45 a.m. you should be warmed up and ready to practice at that time and not just arriving. If late to practice on Pep Rally Day, the cheerleader may not be allowed to cheer at the Pep Rally.

**ABSENCES:** Cheerleaders will be expected to cheer at ALL MCEL events. Two unexcused games or practices missed will result in dismissal from the squad; three tardies equal one unexcused practice. Parents MUST contact the cheer coach before the missed event to explain the absence or the absence will be unexcused. Should a cheerleader miss one

practice or game without the required contact with the cheer coach, they will not be permitted to cheer or wear their uniform to school for the next scheduled game. However, they must still attend all practices.

**STUNTS AND LIFTS:** ALL STUNTS MUST HAVE A SPOTTER. Spotters will be looking at the person being spotted. Cheerleaders will be trained as bases, back spots, and flyers and remain in those positions throughout the cheerleading year. Only the lightest members will be at the top of the pyramid. No bases will be allowed on top of the pyramids. In case of illness or eligibility, certain adjustments may have to be made. No building is allowed without a cheer coach present.

**COST:** The estimated cost is approximately \$300.00. This cost covers cheer uniforms, shoes, warm-ups, bags and bloomers. This will be the cheerleaders/parents responsibility to pay. Any fundraising money the cheerleaders earn will go towards the whole squad and not just the individual cheerleader. Replacement costs for damage to your uniform will be based on the cost to replace the damaged item.

**Pep Club:** All cheerleaders automatically become members of the Phillipsburg Junior High Pep Club. Their leadership role in the club is expected.

### **CONDUCT AND RESPONSIBILITIES:**

Your appearance and conduct at home games and away games will reflect on your school and your community. Those who chose you for the position did so because they think you will make a favorable impression upon others. It is up to you to live up to your school and community's expectations.

- o A cheerleader shall cooperate with the coaches, sponsors, the game officials and other squad members.
- o A cheerleader shall be peppy, well groomed, and in command of the situation at all times.
- o A cheerleader shall not eat, drink, or chew gum while on the field or court.
- o A cheerleader shall keep their concentration focused on the game in progress. Visiting with one another, friends, or fans must be kept to a minimum. See your friends at halftime or after the game. Inappropriate behavior by a cheerleader while representing the school at an event will result in the cheerleader sitting with the cheer coach for the remainder of the event in the bleachers. A conference will be held the next school day with the cheerleader, principal and cheer coach to discuss the inappropriate behavior. It is an honor to represent your school as a PJH cheerleader, please act accordingly.
- o A cheerleader shall not sit in the stands or leave the squad until the end of the game without permission from the cheer coach.
- o A cheerleader shall promote good sportsmanlike conduct and school spirit through cooperation with other students, teachers, administrators, and opponents.
- o Cheerleaders shall plan pep rallies, contribute spirit ideas, and help control the attitude of the crowd.
- o Cheerleaders will follow the Phillipsburg Middle School eligibility policy.
- o Social Media: The cheerleader may NOT post negative comments against another cheerleader, sponsor, team, or coach on the internet that includes Facebook, twitter, snapchat, Instagram, or any other electronic media. This will result in the removal from the cheerleading squad.
- o NO CELL PHONES ALLOWED WHILE CHEERING! Cheerleaders cell phones must remain with the sponsor or in their cheer bags while they are cheering. Phones may be used between events but only while following the Social Media guidelines above.
- o It is the responsibility of the cheerleader (not the parent of the cheerleader) to discuss any concerns or questions they might have with the cheer coach during the season. This communication will help build a strong relationship between the cheerleader and the sponsor while allowing the cheerleader to practice communicating with an adult without the assistance of their parents. After the coach and the cheerleader discuss the concern or question, if necessary, the cheerleader, coach and parent of the cheerleader will meet.

### **WHEN TO CHEER:**

1. As your team comes on the floor or field.
2. When your team or player makes an exceptional play.
3. When a substitution is made on your team.
4. As encouragement and in tribute to an injured player.
5. When an opponent, who has played spectacularly, leaves the game.  
Such a cheer would be recognition of a fine exhibition and a concrete example of good sportsmanship.
6. As encouragement to your team in its drive for a score.
7. As encouragement to your team in its defense of its goal.

### **WHEN NOT TO CHEER:**

1. As team signals are being called during the huddle of either team.
2. When an opposing player makes a mistake or the opposing team is being penalized-this is poor sportsmanship.
3. When an opposing player is injured.
4. If the opposing pep club section has already started a cheer or their school band is playing.
5. As important announcements are being made over the public address system, such as the giving of lineups, etc.

## SUBSTANCE ABUSE POLICY

### Statement of Purpose

USD #325 recognizes that the use of mood-altering chemicals (alcohol, tobacco, nicotine delivery systems, 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 days/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 proof of 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 7-12 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.

Student must also attend music programs which are for a grade.

\*\*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.

### **MUSIC AWARDS**

The Middle School awards students participation and effort through a music awards program. The instructors have established the following list of requirements which must be met to receive such awards.

#### **VOCAL MUSIC**

1. Maintain a "A" average in vocal music for the school year.
2. Perform in all scheduled vocal music concerts during the school year.
3. Participate in the MCEL Music Festival by taking part in one of the following:
  - a. Take a vocal solo.
  - b. Take part in a vocal ensemble.
4. The student must have a cooperative, positive attitude toward vocal music.

#### **INSTRUMENTAL MUSIC**

1. Maintain an "A" average in band for the school year.
2. Perform in all scheduled band concerts during the school year.
3. Participate in the MCEL Music Festival by taking part in one of the following:
  - a. Take an instrumental solo
  - b. Take part in an instrumental ensemble.
4. The student must have a cooperative, positive attitude toward instrumental music.



## LIST OF SUPPLEMENTAL ASSIGNMENTS

Lindsay Gannon	Head Girls Volleyball
Shaunna Ruder	Assistant Volleyball
Kyleigh Russell	Assistant Volleyball
Conrad Corman	Head Football, Head Boys Basketball
David Hindman	Head Girls Basketball
Michael Hensley	Assistant Girls Basketball, Assistant Wrestling
Ben Swenson	Assistant Football, Assistant Boys Basketball
Jon Weinman	Assistant Football, Head Wrestling
David King	Head Boys/Girls Cross Country
Jessica Billings	Assistant Track
Kara Hilburn	Head Track
Dani Suchsland	Assistant Track
Rachel Miller	Assistant Track
Melanie Molzahn	Tech, Publications
Kelsi Blew	Co-Scholar's Bowl, Co-Pep Club/Cheerleading
Vesta Jo Still	Instrumental Music
Megan Krom	Vocal Music
Laura Umbarger	Co-Pep Club/Cheerleading
Nicole Glynn	Student Council, Co-Scholar's Bowl

## 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, 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 and/or alcohol. 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 and/or alcohol.
- 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 and alcohol.
- 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 drug use and abuse. 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 drug/alcohol use; 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, alcohol, or the metabolites thereof 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 and vaping devices.

**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 or alcohol will be required to undergo one or more additional drug tests to confirm that the student is no longer using illegal, performance-enhancing drugs or alcohol. 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 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.