



LAWRENCE

Public Schools

Athletic Handbook

2024.2025

Lawrence Public Schools Athletic Department Directory

School	Principal	Athletic Director	Mascot	School Colors
Lawrence HS	Quentin Rials	Patrick Graham	Lions	Red & White
Lawrence Free State HS	Amy McAnarney	Jered Shaw	Firebirds	Dark Green & Silver
Billy Mills MS	Andrew Taylor	Sara Murray	Cougars	Black & Gold
Liberty Memorial Central MS	Jennifer Schmitt	Phil Mitchell	Mustangs	Red & White
Southwest MS	Carissa Miles	Jason Kingman	Bulldogs	Navy & Silver
West MS	Kady Carson	Mike Lewis	Warhawks	Columbia Blue & White

The Goals of the Lawrence Public Schools Athletic Department

In the Lawrence School District, we believe that our athletic programs should strive for:

- Fairness
- Discipline
- Emotional Maturity
- Integrity
- Individual Development
- Social Growth
- Sportsmanship

As coaches working towards these goals, we should strive to:

- encourage as many students as possible to participate in athletics.
- be conscious of the physical and mental health of our student-athletes.
- stress the importance of fair play.
- teach students to live by the rules of life.
- instill a desire to win, but to accept defeat or victory with class.
- teach students to respect property.

KSHSAA Code of Ethics for Coaches and Officials

Believing that mine is an important part in the nationwide school athletic program, I pledge to act in accordance with the principles listed below.

1. I will honor contracts, regardless of possible inconvenience or financial loss.
2. I will study the rules of the sport, observe the work of other coaches or officials, and will, at all times, attempt to improve myself and the sport.
3. I will conduct myself in such a way that attention is drawn not to me, but to the young people playing the game.

4. I will maintain my appearance in a manner befitting the dignity and importance of the game.
5. I will cooperate with the news media in the interpretation and clarification of rules and/or areas relating to the school.
6. I will uphold and abide by all rules of the KSHSAA and the NFHS.
7. I will shape my character and conduct so as to be a worthy example to the young people who play under my jurisdiction.
8. I will give my complete cooperation to the school which I serve and the KSHSAA which I represent.
9. I will cooperate and be professional in my association with other coaches or officials and will do nothing to cause them public embarrassment.
10. I will keep in mind that the game is more important than the wishes of any individual.

Responsibilities of the Athletic Director

The building Athletic Director is responsible for the administration of the athletic programs of his/her building. His/her responsibilities include:

- Implementing all policies that govern interscholastic athletics.
- Complying with all rules and regulations pertaining to the KSHSAA and USD#497.
- Serve as a liaison between the KSHSAA and building administration and coaching staff.
- Maintaining a school activity calendar.
- Administering the District-approved budget, and preparing the building athletic budget.
- Furnishing appropriate budget reports, and maintaining an accurate inventory of athletic equipment and supplies.
- Assuring that all athletes turn-in the five district-required forms, including the KSHSAA Physical, KSHSAA Eligibility Checklist, Concussion Protocol, Proof of insurance, and Tryout/Participation form.
- Meets with all coaches as necessary for the operation of an effective athletic program.
- Evaluating all head coaches.
- Scheduling and/or approving all schedules of interscholastic athletics.
- Preparing all game and official's/referee's contracts.
- Game management of all home events, including all things related to extra-duty work assignments.

- Supervising and assigning supervision of athletic events.
- Provides pertinent information and rosters to competing schools.
- May help coordinate transportation requests for athletic events.
- Attend all KSHSAA, district, and Sunflower League meetings.
- Responsible for publicity and promotion of all activities and events.
- Eligibility approval and knowledge of NCAA scholarship requirements.
- May attend Parent Booster Club meetings and serve as a liaison between club and school.

Responsibilities of a Coach

Coaches are responsible for the facilitation of the athletic programs of his/her building. His/her responsibilities include:

- Maintain and submit records of evaluation procedures used in selecting squad members to the Athletic Director at the conclusion of the tryouts.
- Enforce all rules of the KSHSAA.
- Maintain an accurate roster at all times.
- Verify that no student-athlete is issued equipment or allowed to practice until he/she has completed and turned-in the KSHSAA Physical, KSHSAA Eligibility Checklist, Concussion Protocol, Proof of insurance, and Tryout/Participation form.
- Supervise practice sessions and maintain security of the locker room.
- Serve as an advisor to the student-athletes in his/her program.
- Report injuries of student-athletes to proper school officials.
- Support and confirm to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school.
- Organize a system for uniform and equipment checkout and ensure that all student-athletes are accountable at the conclusion of each season.
- Submit practice schedules to the Athletic Director.

Coaching Best Practices

Properly Plan the Activity

Coaches must demonstrate an awareness of the readiness and physical maturity of student-athletes when planning practices.

Provide Proper Instruction

Coaches must plan practices in a logical sequence, taking into account the skills and capabilities of individual student-athletes.

Provide a Safe Physical Environment

Coaches must be able to identify defective equipment or hazardous environments and take steps to prevent injury.

Provide Adequate and Proper Equipment

Coaches must improve unsafe environments, remove or repair defective equipment, or deny student- athlete access.

Supervise Student-Athletes

Coaches must be physically present at all instructional times, control reckless behavior, and ensure that facilities are locked when a staff member cannot be present to supervise.

Evaluate Student-Athletes for Injury or Incapacity

Coaches must condition student-athletes in a way that prepares them for challenging practices and competitive activities. When an injury requiring doctor's care occurs, student-athletes should not be allowed to participate until the doctor has provided clearance.

Warn of Inherent Risks

Coaches must warn student-athletes and parents of the inherent dangers of injury or death specific to their sport.

Provide Appropriate Emergency Assistance

Coaches are expected to administer standard emergency care when needed. Coaches must design plans to deal with an emergency in an expedient manner while at practice or in competition.

Legal Responsibilities of a Coach

In the event of an injury, a coach may be found liable if:

1. a duty was not fulfilled.
2. a duty was breached through commission of a dangerous act, or omission of supervision.
3. a coach was the proximate cause of an injury.
4. a coach caused the loss or damage.

The points below have been decided through litigation.

- Coaches must maintain order and control at an activity site, including the locker rooms, hallways, and outdoor access to the site.

- Professionals are expected to maintain control of the students they are in charge of supervising. Poor judgment on the part of students is not an excuse for injury or loss.
- Mature students, teaching assistants, practice teachers, and custodians are not considered acceptable substitutes for qualified supervisors at practices or competition.
- Coaches must submit, in writing, requests for additional coaches specifying imminent hazards.
- All weight-bearing and gymnastics equipment must be inspected annually with a report submitted by the responsible coach.
- Coaches should request, in writing, repairs to all defective equipment.
- Rules regarding safety should be posted.
- Coaches should not allow student-athletes to use equipment in manners other than the way in which it was designed for use (i.e., do not allow students to hang on basketball rims).
- All student-athletes must have a physical on file prior to the first day of practice.
- Coaches should not prescribe long-term treatment for an injury.
- Coaches must administer appropriate first aid when required.
- A telephone for emergency calls must be available to coaches, teachers, and activity sponsors.
- A plan to prevent the transmission of blood-borne pathogens must be followed by all coaches.
- Student-athletes involved in contact sports must be paired comparable in experience, maturity, and physical size.
- Student-athletes must demonstrate proper fitting and wearing of protective gear in contact sports.
- All forms of hazing or punitive initiations must be prohibited.
- Travel in private cars should be allowed only when parents or coaches drive, and only if insurance coverage is certified.
- Faculty supervision on bus trips is mandatory, and student-athlete conduct should be controlled.
- Only individuals who are able to teach, supervise, and condition student-athletes appropriately for their sport should be employed in coaching positions.

Title IX

In accordance with the provisions of Title IX, all students in the Lawrence Public Schools may enroll or participate in any educational program or activity offered by the District, including extra-curricular activities, without regard to gender, unless otherwise designated by Title IX, i.e., contact sports.

Athletics/Activities Offered

The Kansas State High school Athletic Association (KSHSAA) Athletic Programs of the Lawrence Public Schools shall consist of the following activities:

Fall Season	Winter Season	Spring Season
Boys & Girls Cross Country Football Girls Golf Boys Soccer Girls Tennis Volleyball Gymnastics	Boys & Girls Basketball Boys & Girls Bowling Boys Swim & Dive Boys & Girls Wrestling	Baseball Boys Golf Girls Soccer Softball Girls Swim & Dive Boys Tennis Boys & Girls Track and Field

Only those activities sanctioned by the KSHSAA will be offered by the Lawrence Public Schools. The District does not sanction club sports, though those activities (hockey, lacrosse, etc.) can operate as outside user groups on school district grounds and facilities if all permitting procedures are followed.

Recruiting of Student-Athletes

KSHSAA Guidelines

Rule 19: Undue Influence

To maintain a proper relationship between the academic purposes of schools and their activity programs, all members of the Kansas State High School Activities Association must refrain from recruitment, inducement or other forms of persuasion and undue influence which would encourage a student to enroll in or transfer to a school primarily for activity programs.

Section 1: General Regulations (Grades 7-12)

Article 1

The enrollment in a school, the transfer from one school to another, or the failure to transfer from one school to another because of undue influence by anyone connected, directly or indirectly (including alumni associations, booster groups and similar organizations) with a member school, shall cause the student to forfeit eligibility for a period not to exceed 365 days. Such conduct shall also jeopardize the school's standing in the Association and shall result in such action as the Executive Board deems appropriate.

Article 2

What constitutes undue influence shall be determined on a case-by-case basis. Undue influence may, if primarily used to encourage or facilitate participation in

activities, include:

Note: Items a, b, c, d and e primarily deal with items pertinent to private schools or other schools where tuition is paid.

- (a) Any inducement to get parent, guardian or students to change residence for activity purposes.
- (b) The contacting of a student(s) in another school by any person connected, directly or indirectly, with a member school (including alumni associations, booster groups or similar organizations), and attempting to persuade or induce that student(s), primarily for activity purposes, to attend the inducer's school.
- (c) The attempt by any person connected, directly or indirectly, with a member school (including alumni associations, booster groups or similar organizations) to persuade or induce a student, primarily for activity purposes, to remain a student in the inducer's school, when a bona fide change of residence has occurred.

Each Lawrence middle and high school shall be a member of the Kansas State High School Activities Association (KSHSAA). Each Lawrence middle and high school shall retain membership in the KSHSAA. "Activities" mean school activities and contests in the fields of athletics, music, forensics, dramatics, and any other inter school extracurricular activities by students enrolled in any of the grades from seven to twelve inclusive. In accordance with State Statute K.S.A. 1993 Supp. 72-130, the KSHSAA was incorporated as a governing body for all Kansas secondary schools' student activities. Each Lawrence member school agrees to adhere to the policies, guidelines and procedures and governance of the KSHSAA.

Application of KSHSAA Guidelines and Board of Education Policies

High school coaches and representatives of a school's athletics program shall never:

1. Contact (directly or indirectly) a prospective student or their parent/guardian who does not reside in the school's attendance area unless a student has been fully accepted and enrolled in the school
2. encourage a student or their parent/guardian who does not reside in their school's attendance area to enroll at their high school
3. hold a meeting to discuss their athletic/activities program at any middle school or elementary school that does not feed students to their school
4. promote summer camps and other activities at those schools that are not in their high school feeder pattern
5. allow students who do not live in the high school's attendance area to attend athletic/activity information meetings held at any middle school or elementary school that feeds multiple high schools

Responding to Parent-Initiated Contact Concerning Transfers

If coaches are ever contacted by parents or advocates for student-athletes to inquire about transferring schools for athletic purposes, they should be politely referred to that building's Athletic Director. Coaches should not engage in conversations with potential

transfer athletes or their parents until the athlete is actually enrolled in that school, or until permission is granted by the Athletic Director. An appropriate response would be, "I appreciate your interest in our program. However, I am not able to visit with you until your student is actually enrolled in our school. Please contact our Athletic Director who will be happy to answer any of your questions."

Answers to FAQs

- May a coach or representative contact a student or their parent(s)/guardian(s) who do not reside in their school's feeder pattern to discuss their program?
 - No, not under any circumstance.
- May a coach or representative contact a student or their parent(s)/guardian(s) who has not been fully approved for transfer into their school to discuss their program?
 - No, not under any circumstance
- May a coach or representative answer questions regarding their athletic program when contacted by a student or their parent/guardian who do not live in their feeder pattern and/or has not been fully accepted and enrolled in their school?
 - Yes, but under the following conditions:
 - These conversations are to be informational only.
 - Coaches should avoid all persuasive statements during such discussions.
 - Coaches should make it clear that they cannot have further discussions unless the student is fully accepted and enrolled in their school.
 - Coaches should make a courtesy call to the head coach at the student's attendance- area High school to inform them they received such an inquiry.
- Can a coach or representative have discussions regarding their athletic program when contacted by a student or their parent/guardian who does not reside in their school's attendance area but already has a sibling playing for the coach?
 - No, not under any circumstance. Each sibling is to be treated as an independent student.
- May I advertise my camps in the local newspaper even though it is delivered to families outside of the school's attendance area?
 - Yes. Our restrictions restrict promoting camps at schools which are not in your attendance feeder pattern. Our guidelines do not restrict other mediums for promoting your summer camp programs.

KSHSAA Requirements for Coaches

On an annual basis and prior to the beginning of Fall sports practices, each KSHSAA member school will provide all Fall coaches of its athletic programs with an educational in-service program on prevention of heat illness and proper hydration of participants. Schools may utilize the “NFHS Heat Illness Prevention” course on www.NFHSLearn.com or another equivalent program for this purpose. Instruction may take place in a group-setting or in an individualized manner.

On an annual basis, each KSHSAA member school shall require all coaching staff, every student participating in an athletic activity, and school administrators responsible for coverage, to complete a concussion education program. Students involved in multiple sports only have to complete this requirement one time during the school year. It is recommended the program be completed prior to the start of practice during preseason team meetings or coach in-services. Schools may utilize the “Concussion in Sports” course on www.NFHSLearn.com or another equivalent program for this purpose. The KSHSAA allows individuals who are not certified to teach by the Kansas State Board of Education to be eligible to coach under Rule 10 of the KSHSAA guidelines. Such coaches must complete a certified course in Fundamentals of Coaching (for supervised Rule 10 coaches) and first aid (for unsupervised Rule 10 coaches). Rule 10 coaches must take the course prior to the season in which they are coaching. In the Fundamentals of Coaching course, special emphasis will be placed on communications with parents and student-athletes. Both Fundamentals of Coaching and first aid can be taken online at www.NFHSLearn.com.

Communication with Parents and Student-Athletes

Communication is a cornerstone to relationships. This is especially true in the coach-athlete relationship. Within this relationship, difficult issues must be dealt with at times, including discipline, player performance, and player dissatisfaction. Proper communication results in the positive resolution of such issues, stronger coach-player relations and other benefits such as the student learning how to solve problems.

Parents also have a relationship with their child's coach and communication is equally important to this relationship. As a student-athlete becomes involved in a program, he/she will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times where things do not go the way a parent or child wishes and parents may feel the need to step in on their child's behalf. Whatever the motive, proper communication will enhance coach-parent and coach-player relations. Please note the appropriate concerns to discuss with coaches include the following: one, the mental and physical treatment of a student-athlete; two, ways to help a student-athlete improve; and three, specific concerns regarding the parent's own student-athlete's behavior.

It is difficult to accept a student-athlete not playing as much as he/she or a parent would like. Coaches are professionals who make judgment decisions based on what they believe to be the best for the entire team, not individual players. The LPS (Lawrence Public Schools) Athletic Department believes in our coaches, whose job responsibilities include evaluating and selecting student-athletes, as well as determining the degree to which each student-athlete will participate – a job they complete thoroughly and with considerable sensitivity. During the selection process, coaches will evaluate skill level, athleticism, physical conditioning, positional play, trainability, punctuality, and various other attributes. The LPS Athletic Department wants our student-athletes to learn the value of being on a team and the contribution each must make. Team members have a responsibility to themselves, their teammates, and their coaches to learn and perform their role on the team. Teamwork requires the development of many interpersonal skills, such as listening, following directions, accepting constructive criticism, being respectful, and supporting teammates and coaches. Student-athletes have an obligation to participate in practice and games with total commitment and enthusiasm. We believe that playing time in a game is earned and is not an entitlement. Regardless of the subjective nature of the process and the potential for disagreement, the coach is only one in a position to make team selections and decisions about playing time. Furthermore, members of a Varsity team are not guaranteed playing time. Student-athletes should fully understand that, by joining a team, they are accepting the benefits of participating as well as the responsibility and commitment to that team, regardless of whether or not they earn playing time in a game. Please note the following concerns/topics are deemed inappropriate and should not be discussed with a coach: one, team strategy; two, play calling; three, playing time; four, team position; and five, other student-athletes.

The following is a guide for coaches, parents and student-athletes. This guide provides a chain of communication that will maintain and build positive relationships.

Step One: Coach-Athlete Session

If a player or his/her parent has any issue or problem with the sport experience, the student-athlete is expected to address the coach. Students are also encouraged to talk with a coach about any issue in their personal or academic life. The District's expectations of coaches include open communication and positive relations.

Step Two: Coach-Parent-Athlete Session If an issue has not been resolved in Step One, the next step in the communication process is a meeting with the parents. The guideline here is to set an appointment at the coach's discretion. If the issue is emotional, the appointment should be scheduled at a later time so parties are calm and problem solving can occur. Also, the parent or player should define the purpose of the session when the appointment is set.

In this step, there may be rare cases when it may be best if the athlete does not participate in the session. If either the parent or coach feels this is the case, this decision should be discussed when setting the appointment and purpose of the meeting.

Step Three: Administrator-Coach-Parent-Athlete Session

If an issue is not resolved in Step Two, the next step may be initiated by any party. Using the same process as above, an appointment is set and all parties define the purpose of the meeting.

Practice Guidelines

Athletic practice sessions shall end in time to have all participants on their way home three hours after the beginning of the practice session. No morning practice session (including dressing time) may begin earlier than two hours prior to the beginning of the school day. No athletic practice will be held on Sundays, except in exceptional and unusual circumstances. If a coach or sponsor feels he/she has such a circumstance, the coach may submit a written request to the Athletic Director for permission to conduct practices on a Sunday.

In all instances where Sunday practices are granted, the team must have the Saturday of that weekend free from practice or games. During Winter and Spring vacation, athletic practice sessions are limited to no more than three hours per session, including dressing time. The KSHSAA Holiday Non- Practice dates can be found at www.KSHSAA.org.

Risk Management of Athletics

Please make note of the following in order to help protect our student-athletes and to minimize the legal exposure.

Planning

Keep detailed practice plans. If you deviate from those plans, make note of the change. Include all water breaks, conditioning drills (do not use “death names”) and areas of instruction.

Supervision

Never leave your student-athletes unattended.

Instruction

Always teach the proper techniques in your sport and constantly emphasize any safety precautions. Additionally, keep detailed records of when you taught the proper techniques that could present legal problems (example, correct tackling technique).

Warnings

Athletic personnel should warn student-athletes/parents of the general nature of the risks involved in an athletic activity and the specific risks involved in using improper and dangerous techniques. Ensure all student-athletes/parents understand the specific risks associated with participation in your sport.

Safe Practice/Competition Environment

Do not put an athlete in a position of unnecessary risk and notify the Athletic Director of any unsafe conditions with regard to your practice/game facilities.

Protective Athletic Equipment

Ensure that all of your student-athletes properly wear all of their protective gear; always carefully inspect (and show your student-athletes how to inspect) the protective equipment.

Matching and Equating Participants

Courts have held that there is a duty to exercise reasonable care in matching athletic participants for gym class activities, practices and other competitive situations.

Medical Assistance

Always have access to each student-athlete's medical information and a well-supplied training kit.

Safe Transportation

Do not rent or use greater than 10-passenger vans. Never let athletes ride unsupervised on a bus. Abide by the District's activity transportation policy and guidelines.

Evaluating Injuries and Lack of Physical Conditioning

Encourage student-athletes to promptly report all injuries. Never give in to players who insist they are ready to return to play despite your personal reservations

CPR/AED Certification and Emergency Response Plans

As a condition of employment, all coaches must be CPR/AED-certified. Furthermore, each coach should have a plan for emergency situations. The plan should be in place for who calls 911, who meets the ambulance, who meets the emergency personnel, who contacts parents, and who works with other students around the situation. Coaches should have access to/carry medical information for each student-athlete during practice and competitions. Coaches are also responsible for having a properly-packed medical kit with them at all times.

Injury Policy

1. Prepared the squad at the beginning of the season for the possibility of injuries during the season. Call attention to the types of injuries most likely to occur.

When an injury occurs:

- a. give appropriate first aid
 - b. call an ambulance (if needed) and alert the hospital/doctor
 - c. notify parents
 - d. keep the administration informed of all injuries
 - e. file an accident/injury report
 - f. follow-up with the doctor and/or parent on progress of student-athlete
2. The doctor must make all decisions as to whether the injured student-athlete may continue to participate. The doctor must also decide and provide written notification when an injured student- athlete may return to practice and competition thereafter.
 3. Injury reports should be maintained for all athletic injuries requiring medical attention. Complete commentary should be recorded, dated, and signed.
 4. No student-athlete may return to activity after an apparent head injury without fully completing the Concussion Protocol.

Anti-Hazing Policy

All coaches will be required to include the following language in their athletic handbooks and/or other materials that they distribute to both the athletes and parents. Additionally, coaches should cover the following Hazing Guidelines in their pre-season athlete/parent meetings.

Hazing is defined as any activity expected of a member of a group that humiliates, degrades, abuses, endangers, or risks physical or emotional harm, regardless of the person's willingness to participate.

Often, a high-status member of a group orders other members to engage in, or suggests that they engage in, activity that in some way humbles a newcomer who lacks the power to resist because he/she wants to gain admission or acceptance into a group.

Examples of hazing include, but are not limited to, embarrassing appearance or acts, wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and/or attention-drawing behaviors, morally degrading or humiliating games or activities and any other activities which are not consistent with the educational environment.

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. Any student or group of students involved in these activities will

be subject to disciplinary action including, but not limited to, suspension or expulsion from school. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No students or student leaders of organizations shall plan, organize or engage in any hazing activities.

Responding to Bias Language and Behavior

Talking Points

- The safety of all is our priority. If students or staff do not feel safe, incidents must be addressed immediately even if it requires stopping activities until a sense of safety is restored.
- Promoting a respectful, inclusive, and positive environment for all students, staff, community members, and those visiting our school facilities is our goal.
- Any incidents of bias in our schools will be investigated and addressed. Student safety is a priority.
- We will continue to expect a school climate that encourages inclusion and promotes respect.
- Suggestions and resources adapted from Teaching Tolerance's Responding to Hate & Bias Guide.

Before a Crisis

- Be Proactive
 - Be diligent about promoting a school climate that encourages inclusion & promotes respect among the entire school community.
 - Adults at school need to model respecting all
- Always remember, safety (physical & emotional) is our priority
 - Be alert - listen in the hallways, bathrooms, classrooms, stadiums, etc. Pay attention and report any direct or indirect threats, slurs, behaviors, etc.
 - Create an easy system for staff/students to report incidents.
- Items to Consider
 - Casual pejoratives – words used in a derogatory manner (e.g. “that’s lame,” “that’s gay,” “that’s so Jew,” “that’s retarded,” etc.).
 - School pride at activities, assemblies, spirit days and other events should be focused on positive aspects of the school. Chants, cheers, t-shirts, announcements, should not demean opponents. Do not tolerate behaviors, actions, or products, (e.g. chants, cheers) that are based on ethnic or other stereotypes (e.g. my culture is not a costume campaign).

- Create a no-slur school – set expectations and support for safe, open, and respectful learning environments.
- Curb taunting & teasing – set expectations for how students should speak to each other, regardless if a teacher or administrator can hear them. Call out and stop teasing or insults related to race, ethnicity, body size, physical abilities, religion, sexual orientation, clothing, appearance, or socioeconomic status.
- Post-reminders – put up signs in offices and around school (e.g. “Safe space from hate,” or “Hate has no home here”). Involve students in making the ground rules/norms for the classroom.
- Be aware and ask – do all the students feel safe, do all the students feel like they belong, do all the students feel included. Consider this perspective on inclusion – “Inclusion is not bringing people into what already exists; it is making a new space, a better space for everyone (Dei, at al. 2000).”
- Stay current on situations/news/media – it’s easier to learn from hate crimes and bias incidents that occur elsewhere. When these incidents occur, take the time to reflect as a leadership team and ask, “Could it happen here? How would we respond?”

When There is a Crisis

1. Safety is top priority. Make sure everyone is safe and accounted for, attend to any injuries, isolate offenders, and restore order as quickly as possible.
2. Denounce the act – denounce the act in clear, unambiguous terms.
Staying silent or a lack of response, allows fear, confusion, misinformation, and distrust to grow and spread quickly.
3. Report that an unacceptable incident has occurred – describe incident to help stop gossip/rumors and that a full investigation is underway.
4. Our school stands for respect and inclusion, a place where all are welcome, appreciated, and respected.
5. Investigate, staying focused on facts, and involve others as needed in the process.
6. Use the Communications Department as a resource.
7. Put extra support systems in place for targeted students.
8. Focus on restoration and promote a healing climate and culture.

Other Reminders

- Things may escalate far more quickly than you expect via social media outlets, mainstream media and, in some cases, on groups’ websites, which may twist the facts and create new issues to address.

- Judgments may be rushed. The wider community may already have taken sides and formed opinions before anyone fully understands the situation. Have structures and plans in place for crisis management, specifically around information management.
- Balance the desire for speed with the need for thoroughness. Focus on what needs to be done and make sure you don't allow someone else's deadline to distract you from the work needed to manage this crisis.
- Work with Communications to use or create tools to spread accurate information.

Coaches Evaluations

Head coaches will turn in a written evaluation of each of their assistant coaches, signed by the head coach and the assistant coach, and submitted to the building Athletic Director. The head coaches will also complete a self-evaluation, to be submitted to the building Athletic Director.

The building Athletic Director will write an evaluation of all head coaches at the end of the season. The building Athletic Director will have an end-of-the-season conference with the head coach at which time the written evaluation will be shared. These evaluations will be kept on file in the building.

General KSHSAA Guidelines

The guidelines listed below are written in general terms and are a summary of some of the KSHSAA eligibility rules. More detailed explanations of these rules and guidelines can be found in the KSHSAA Handbook. Coaches, and administrators must be familiar with the rules of eligibility. If there are questions about eligibility, inquiries should be directed to the KSHSAA or to the Lawrence Public Schools Director of Athletics/Activities.

Scholarship

The student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or last semester of attendance. The scholarship requirement would be waived for the first semester of the 7th Grade year and the first semester of the 9th Grade year. The student would be immediately eligible as long as all other eligibility requirements are met.

Enrollment

A student must be enrolled in and be attending a minimum of five new subjects of unit weight during the current grading period.

Transfers

A student who makes a bona fide move with his/her parents to a new permanent

residence within the boundary of the school to which the student transfers is immediately eligible as it relates to the transfer rule. A student changing schools without an accompanying move on the part of his/her parents will be ineligible for interscholastic extracurricular activities for 18-weeks beginning with the first day of attendance.

Outside Competition

A student who is a member of a school athletic squad effective Tuesday following Labor Day through Friday preceding Memorial Day may not participate as a member of an outside team or as an independent competitor in the same sport during the same season. Participation with an outside group may make the student ineligible for the remainder of that sport season. Please note this is a complicated rule and it is always wise to double-check with the KSHSAA on the eligibility issue.

Private Instruction

A student cannot participate in group training/practice sessions, clinics or tryouts held by outside agencies in a sport while he/she is a member of a school athletic team in that identical sport. A group is defined as two or more students receiving instruction from an instructor during the same period of instruction. A student may receive private instruction at any time during the year. Private instruction is defined as one student receiving instruction from one person during the period of instruction.

CPR

All coaches are encouraged to have CPR certification. Many opportunities exist throughout the school year to obtain and maintain current CPR certification.

Summer Guidelines

All coaches should be familiar with KSHSAA regulations that govern summer activities. Each year, KSHSAA publishes this information, including dates.

Equipment and Supplies

The head coach will maintain an inventory system of equipment and supplies. At the end of each season, the head coach will submit an accurate inventory of all equipment and supplies to the building Athletic Director. Head coaches are responsible for the equipment and supplies designated for their sport.

All students participating in athletic programs will be expected to use the equipment provided by the Lawrence Public Schools. Students shall pay for equipment and/or uniforms lost or damaged.

Student-Athlete Information

Necessary Forms for Student Participation

The following forms must be signed by all students and parent/guardians before the student participates in any athletic or practice or contest each school year: KSHSAA Physical; KSHSAA Eligibility Checklist; Concussion Protocol; Proof of insurance; Tryout/Participation form and Code of Conduct.

School Attendance

Students in extra-curricular activities are expected to be in attendance for a minimum of four-hours of school on the day of performance/game/contest and/or practice sessions if the sessions are after- school. Exceptions must be approved at the building level by the building Athletic Director and Principal.

Social Media

Student-athletes should use good judgment when using social media. Extracurricular activities are not a right, but a privilege. Inappropriate use of social media may jeopardize a student-athlete's good standing with their team and, therefore, be cause for disciplinary action up to and including removal from the team.

Athletic Awards Policies

Certificate of Participation

A certificate of participation will be awarded to each student-athlete who finishes an athletic sport season and is on the final athletic award roster.

Varsity Letter

A varsity letter will be given when a student-athlete earns the letter and numerals by satisfactory participation at the Varsity level for the first time during a particular year. If a student-athlete letters in more than one sport year, he/she will be awarded a pin to designate the sport, but not an additional letter. If a student- athlete letters in the same sport, they will receive a sport pin (once) and bar (each subsequent year) indicating years of service at the Varsity level in that sport. Varsity letters in all Varsity sports shall be awarded by high school upon the recommendation of the Head Coach who will consider the criteria below.

A student-athlete must:

- attend practice and games on a consistent basis
- display a cooperative spirit with the coach, teammates, and opponents
- display respect for others on and off the playing field
- observe all rules and regulations as outlined in the LPS Athletic Department Handbook
- play 75% of their playing time at the Varsity-level for the current season

- Student managers, who successfully meet all of their responsibilities, are awarded a Varsity letter.

Injury Rule: Any student-athlete who is a Varsity starter or plays in Varsity games on a regular basis and becomes injured may be awarded a Varsity letter if, in the coach's judgment, he/she would have met the above mentioned criteria.

Students in Simultaneous Activities

When a student chooses to participate in more than one activity in a season, there probably are conflicts. While these situations are rare, they create difficulties for the students. It is important that these conflicts be resolved with open communication between the student, the two coaches or sponsors, and the building A.D. The parties should work together to resolve the conflict with the student's best interest as the primary focus. The purpose of these guidelines is to aid the students, sponsors, coaches, and building administrators in resolving these conflicts.

- Sponsors, coaches, and building administrators should communicate to the students their responsibilities regarding practices, performances, and competitions prior to an athletic season or co-curricular activity
- Sponsors, coaches, and building administrators are strongly encouraged to investigate prior to the start of each season any potential conflicts that might occur. Careful attention should be given to the members involved in each activity to determine whether a student is involved in concurrent activities.
- Consideration should be given as to the impact a student has on a particular activity
- A student should not be adversely affected or receive negative repercussions
- If the events in conflict are of the same priority level in these guidelines, the two sponsors/coaches involved in conflict should meet with the building activities director to discuss the conflicting events and reach a decision that is best for the student.

Possible Scenarios
Practice vs. Practice/Rehearsal = Student Choice
Practice vs. Game/Event = Game/Event
Game/Event vs. Game/Event = Student Choice
Game/Event vs. State Event/Game = State Event/Game

Penalties such as lowered grades, loss of letter, or lessened participation will not be tolerated. Should coaches/sponsors be unable to resolve the problem, both should present their case to the Administration for a decision.

Inclement Weather Guidelines

Lightning/Thunderstorm/Tornado

The safety of athletes, spectators, coaches, school personnel and all others at athletic contests or practices must be the foremost concern to the contest officials, coaches, and building administrators.

When an interscholastic contest has been scheduled and dangerous playing conditions exist or severe weather is anticipated, the following rules will be in effect:

- Prior to beginning an athletic contest when severe weather is anticipated, the head contest official and the Principals of each school or their designees' will meet to review the suspension and postponement rule procedures as adopted by the KSHSAA.
- The host school administrator will be responsible for informing the contest officials, the visiting school administrators and, if applicable, the individual responsible for public address announcements.
- If a tornado or severe thunderstorm warning has been issued for the area, the contest will be suspended immediately. Participants, spectators and all personnel involved with the contest will be advised. The procedure to take cover will be announced over the public address system.
- If any other life-threatening condition occurs, play will be suspended immediately and predetermined directions to safe locations will be announced.

When the suspension of a contest occurs, the following rules will be in effect:

- When it appears that weather conditions are no longer a threat to the safety of participants, spectators, or contest officials, administrators from all schools involved will meet with the head contest official to determine if play will continue. If any administrator or contest official casts a negative vote for play to resume, the suspension should continue.
- If play is to be resumed, players will be given a 15-minute warm-up period prior to resuming competition.

Lightning

Because of the seemingly random nature of thunderstorms and lightning, the Lawrence Public Schools cannot guarantee an individual or group absolute protection from lightning strikes. However, being aware of and following lightning safety guidelines can greatly reduce the risk of injury or death.

Each individual is ultimately responsible for his/her personal safety and has the right to take reasonable and appropriate action when threatened by lightning without fear of repercussion. Adults must take responsibility for the safety of children in their care during a thunderstorm activity. The following guidelines should be employed when under any type of threatening weather conditions:

Outdoor activities will not start or continue if one of the following occurs:

- The location of the activity is under a severe thunderstorm warning or tornado warning that has been issued by the National Weather Service.
- A lightning report that lightning is within 08-miles of the playing field is received.

A storm spotter (typically the Administrator-on-Duty) will be designated for all outdoor activities when there is a possibility of threatening weather. If lightning is seen or thunder is heard, the spotter should immediately inform game officials and/or other administrators. It is the responsibility of the game official to suspend or discontinue play. At this point, any outdoor activity must be discontinued. Move everyone to a safe location inside a building or ask them to go to their vehicles immediately.

Safe locations should be identified prior to any outdoor activity. Dangerous areas to avoid should also be identified. When threatening weather is a possibility, the Activity Director will announce evacuation procedures that spectators and participants will need to follow in the event of lightning. Safety guidelines for evacuation of small or large groups should be planned prior to an outdoor event.

Wait 30 minutes after the last known lightning sighting or thunder clap before resuming any outdoor activity. Statistics indicate that just as many lightning strikes occur at the end of a thunderstorm as at the beginning.

The following are recommended first aid tips for lightning victims:

1. Immediately call 911.
2. Be careful that rescuers are not putting themselves in a high-risk situation when assisting the victim; if the victim can be moved, move the victim to minimize rescuers' exposure to lightning.
3. If a victim is not breathing, a certified rescuer should follow District guidelines on resuscitation. If there is not a pulse, a certified rescuer should perform CPR until paramedics arrive.

Ice and Snow

With District approval, high school activities may be allowed to take place (please note middle schools will not have practice/games if school is canceled). The District decision to allow high school activities to take place will be made as soon as possible. Rick Henry will contact the high schools to inform them of the District's decision and, if activities are allowed, any restrictions or modifications that will be enforced.

The decision regarding whether or not to allow school activities will be based on the following variables:

- Weather Forecast
- Ability of Facilities & Operations and Custodians to Clear Parking Lots and Sidewalks

- Ability of Public Works to Clear the Streets
- Ability of First Student to Safely Transport Students
- Ability of High schools to Staff their Extra-Duty Workers
- Ability to Procure Athletic Officials
- Discussions with Other School Districts

If practices are allowed to take place, they will always be subject to the following restrictions:

- Students should not be asked to arrive prior to 1pm and they must be on their way home from practice prior to 4:30pm.
- All practices must be voluntary and students should never be pressured (directly or inferred) to attend.
- On snow days in which voluntary practices are allowed, it is encouraged but not mandated that high schools allow only voluntary Varsity practices. However, the District understands that circumstances may dictate the need for sub-varsity level, voluntary practices on certain days.
- Coaches should inform their players and parents to assume activities will not take place unless they hear otherwise.

Contests

Additionally, if allowed, there may be modifications placed on athletic contests. These may include, but not be limited to, the following:

- Only Varsity-level contests would be played.
- No cheerleaders or bands would be utilized.
- Adjustments in game times.

Travel

Often, we are faced with the decision to send athletic teams out of town on snow days. All travel decisions will be made at the District level. With regards to these trips, please note the following:

- The decision to allow out-of-town travel on a snow day will be made at the district-level.
- In most cases, the Kansas Department of Transportation will be consulted with regards to road conditions, etc.
- In most cases, First Student will be consulted with regards to ability to travel.
- In most cases, the sponsoring organization of the out-of-town activity will be consulted.
- In some cases, we may requisition an additional, empty bus to accompany a team or school group on an out-of-town trip.
- On some occasions, groups may be allowed to travel but asked to leave earlier or later depending on actual and/or anticipated road conditions.

Inclement Weather in the After-School Hours

There are occasions where we may be faced with incoming, inclement weather in the afternoon hours. On such days, the District will make all decisions regarding practices, contests, and other school activities. The decision regarding whether or not to allow school activities will be based on the same variables as articulated above. Every effort to inform schools in a timely manner will be made. Modifications may include, but not be limited to, the following:

- A mandatory end time for activities to allow students to arrive home prior to rush-hour traffic.
- Making practices and other school activities voluntary where no student can be pressured (directly or inferred) to attend.
- Allowing only certain activities to take place depending on level of importance.

Heat Guidelines

Using the KSHSAA's "Competition Heat Index" chart, the following guidelines are to be used in addition to any precautions coaches deem necessary to protect the well-being of the student-athletes. All decisions concerning practices on heat days will be made by the District Office and communicated to building Athletic Directors ASAP.

High Risk Heat

All activity and practice routines will be reduced in length and scope. Practice time will be no longer than 1 ½ hours with mandatory rest/water breaks every 15 minutes, outside practice should not begin prior to 5:30p.m. The building Athletic Director will have coaches exercise extreme caution when holding activities and practices during a High-Risk Heat day. This may include, but not be limited to, more frequent water breaks, limited padding in the case of football, the use of shade tents and water misters and conditioning drills appropriate for the heat conditions.

Extreme Heat Caution

Mandatory rest/water breaks given every 15 minutes.

Heat Caution

Mandatory rest/water breaks given every 20 minutes.

*Practice is defined as time spent on an activity exclusive of water breaks, cool-down time, dressing in or out and pre-practice stretching.

KSHSAA Competition Heat Index Chart

		Environmental temperature (F°)															
		80°	82°	84°	86°	88°	90°	92°	94°	96°	98°	100°	102°	104°	106°	108°	110°
Relative Humidity	Heat Index (Apparent Temperature)																
	The body's sensation of heat based on air temperature and humidity																
5%	77°	79°	80°	81°	83°	84°	86°	87°	89°	91°	93°	94°	96°	98°	100°	101°	
10%	78°	79°	81°	82°	84°	85°	87°	89°	90°	92°	94°	96°	98°	100°	102°	104°	
15%	78°	80°	81°	83°	84°	86°	88°	90°	92°	94°	96°	98°	100°	103°	105°	108°	
20%	79°	80°	81°	83°	85°	86°	88°	90°	93°	95°	97°	100°	103°	106°	109°	112°	
25%	79°	80°	82°	83°	85°	87°	89°	91°	94°	97°	100°	103°	106°	109°	113°	117°	
30%	79°	80°	82°	84°	86°	88°	90°	93°	96°	99°	102°	106°	110°	114°	118°	122°	
35%	80°	81°	83°	85°	87°	89°	92°	95°	98°	102°	106°	110°	114°	119°	123°	129°	
40%	80°	81°	83°	85°	88°	91°	94°	97°	101°	105°	109°	114°	119°	124°	130°	136°	
45%	80°	82°	84°	87°	89°	93°	96°	100°	104°	109°	114°	119°	124°	130°	137°		
50%	81°	83°	85°	88°	91°	95°	99°	103°	108°	113°	118°	124°	131°	137°			
55%	81°	84°	86°	89°	93°	97°	101°	106°	112°	117°	124°	130°	137°				
60%	82°	84°	88°	91°	95°	100°	105°	110°	116°	123°	129°	137°					
65%	82°	85°	89°	93°	98°	103°	108°	114°	121°	128°	136°						
70%	83°	86°	90°	95°	100°	105°	112°	119°	126°	134°							
75%	84°	88°	92°	97°	103°	109°	116°	124°	132°								
80%	84°	89°	94°	100°	106°	113°	121°	129°									
85%	85°	90°	96°	102°	110°	117°	126°	135°									
90%	86°	91°	98°	105°	113°	122°	131°										
95%	86°	93°	100°	108°	117°	127°											
100%	87°	95°	103°	112°	121°	132°											

Chart reproduced from the National Weather Service.

Medical and Healthy Student-Athlete Information

Procedures for Dealing with Injured Student-Athletes

(These Procedures May Not be All-Inclusive)

- The Lawrence Public Schools contracts with Lawrence Memorial Hospital to provide an Athletic Trainer at most events. If an Athletic Trainer is on-site at an event, please use their expertise in dealing with the injured athlete.
- Prior to the first day of practice in any sport, student-athletes should be encouraged to prepare themselves. The head coach's responsibility is to provide guidance for the student-athlete. Pre- season conditioning for all sports should include aerobic or cardiovascular conditioning, strength conditioning with particular emphasis on muscles that are used most in a given sport and flexibility conditioning.
- Student-athletes should be informed of the importance of proper nutrition, specifically the importance of fluids, fresh fruits and juices and an abundance of complete carbohydrates in the diet
- Medical and emergency information must be kept on file for each student-athlete. The information must include parents' telephone numbers at home and place of business. The physician's name and office number must be listed. All special health considerations such as allergies, chronic diseases, contact lens, metal implants and post-surgery requirements should be noted. A record of allergic reactions to certain drugs is extremely important. Please note the Medical Authorization Form may be found in the Appendix section.

- All coaches and athletes will be required to complete a concussion education program on an annual basis. The NFHS free course, Concussion in Sports, is recommended, even though the training can come from other sources (athletic trainers, etc.).
- Spinal injuries are serious and any student-athlete suffering such an injury should only be moved by professional medical personnel. No coach should make assumptions or attempt to diagnose any head or spinal injury. Call 911 and notify the parents immediately.
- Broken bones, sprains and bruises must have first aid. If a coach is unable to locate the Athletic Trainer, immobilize the injured limb and apply ice. If a joint is injured, do not try to determine sprain or break. Advise parents to have an x-ray of the injury.

Physical Examinations

Students are not eligible to represent their school in interscholastic athletics until the KSHSAA Pre- Participation Physical (PPE) form (with all required signatures) is on file with the building Athletic Director. This form will certify that the student has passed an adequate physical examination and is physically fit to participate in interscholastic athletics, spirit or performing groups. This form shall also be signed by the parent or legal guardian, stating the student has permission to participate.

The physical examination may not be taken earlier than May 1 preceding the school year for which it is applicable. The completed form must be filed with the building Athletic Director prior to the first practice session in which the student participates.

Concussion Protocols and Guidelines

Lawrence Public Schools Guideline: The KSHSAA's Concussion & Head Injury Information Release Form will be used by the Lawrence Public Schools in order to comply with the requirements of the School Sports Head Injury Prevention Act. Students may not participate in athletics until this properly-signed form is returned to the coach or sponsor.

KSHSAA Guideline: On an annual basis, each KSHSAA member school shall require all coaching staff, every student participating in an athletic activity, and school administrators responsible for coverage, to complete a concussion education program. Students involved in multiple sports only have to complete this requirement one time during the school year. It is recommended the program be completed prior to the start of practice during preseason team meetings or coach in-services. Schools may utilize the "Concussion in Sports" course on www.NFHSLearn.com or another equivalent program for this purpose.

NFHS Guideline: Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.

Please note the Pre-Participation Physical Form and the Concussion & Head Injury Information Release Form may be found in the Appendix section.

Heat Illness Prevention

Level	Heat Index	Recommended Modification(s)	Practice Time	Water on Demand Required Breaks
1	80-89°	None	3 hours	Every 30 minutes
2	90-96°	<ul style="list-style-type: none"> Ice towels for cooling 	3 Hours	Three 4-minute breaks per hour Turf - Four breaks
3	97-103°	<ul style="list-style-type: none"> Ice towels for cooling Reduce practice intensity, uniforms, protective equipment 	2 hours	Four 5-minute breaks per hour Turf - Five breaks
4	≥104°	Depending on a variety of factors, indoor practices may be require. If practice takes place, please note: <ul style="list-style-type: none"> Ice immersion tub available Heat-acclimatization period (14 days) - no turf Cross Country must practice on campus Football - helmets only Above modifications 	1.5 hours	Four 6-minute breaks per hour

Proper hydration and acclimatization practices stand out as the two primary prevention methods for decreasing the risk of heat illness. The following are some basic principles to follow:

Hydration Recommendations & Considerations

Appropriate hydration before, during and after exercise is important for maintaining peak athletic performance. Fluid losses of as little as 2% of body weight (less than 4 pounds in a 200-pound athlete) can impair performance by increasing fatigue. This is important because it's common for some athletes to lose between 5-8 pounds of sweat during a game or intense practice. So it's easy for athletes to become dehydrated if they don't drink enough to replace what is lost in sweat.

- Recognize and respond to early warning signs of dehydration.
- DRINK EARLY and DRINK OFTEN during activity. Do not let athletes rely on thirst. Schedule frequent fluid breaks for re-hydrating. If athletes wait until they are thirsty it may be too late.
- Student-athletes should be weighed before and after warm weather practices. They need to drink appropriate amounts of fluid for the amount of weight lost. Also, use a urine color to determine hydration levels before activity.

- Encourage GOOD hydration choices: water, sport drinks with low sodium and carbohydrates and avoid soda, fruit juices, carbonated beverages, and caffeine.
- Encourage drinking fluids, not pouring them. Dumping fluid over the head won't help restore body fluids or lower body temperature.
- Provide easily accessible fluids.

Acclimatization Recommendations & Considerations

- The goal of the acclimatization period is to enhance the body's ability to exercise safely and effectively in warm to hot conditions.
- The heat acclimatization period is defined as the initial 14 consecutive days of preseason practice.
- Slowly increase practice intensity and duration over this time. Schedule practice in the morning or evening when the weather is coolest.
- Each individual practice should last no more than 3 hours. Any time spent warming-up, stretching, conditioning, weight lifting, and performing cool down activities are all considered part of the 3 hours.
- A walk-through does not need to be included as part of the 3 hours, provided no conditioning or weight lifting takes place. A walk-through should not last longer than 1 hour. A 3-hour recovery period should exist between a practice and a walk-through.
- Double practices in a single day should not begin until the 6th day of the acclimatization period.

Heat Illness Signs/Symptoms & Management

Heat illness is a general term used to describe many different conditions that can result from physical activity in an environment of extreme heat and/or humidity. These conditions are a result of the body becoming dehydrated and/or losing the ability to cool itself. The signs and symptoms of heat illness do NOT necessarily run on a continuum. This means that a person could suffer from heat stroke without showing less severe heat illness conditions such as heat cramps. Please keep this in mind when evaluating the signs and symptoms of your athletes.

Off-Campus Running Routes

The Lawrence Public Schools' Board of Education and Administration has directed both high and middle schools to designate approved routes for student-athletes to use when they are training and/or conditioning off-campus and under a coach's supervision.

Please note the following guidelines for off- campus runs:

- Stay on the sidewalks. Remind student-athletes they are not to run in the street.
- When crossing major streets (i.e. 23rd Street, Louisiana, 6th Street and Kasold), cross at the stoplights.
- If possible, have student-athletes run against traffic.

- Unless you are running with your student-athletes, it is a good idea for a coach to station himself/herself at the “turn around” point. If you need to use a school van to get yourself to that point, contact your Athletic Director.
- If you need to transport your student-athletes to a location to begin their run, see your Athletic Director about scheduling a van or bus.
- Let someone know in advance where you will be running.

Blood-Borne Pathogens

Teachers, coaches, trainers and student-athletes must observe the following precautions any time there is blood present and treat it with respect regarding its ability to transmit infectious disease.

- Before competing, a student-athlete must cover any open body wound. This will reduce the risk of transmission of a blood-borne pathogen from the open wound to an open wound or mucous membrane of another person or vice versa.
- A student-athlete should render personal first aid and cover open wounds themselves whenever possible. This reduces the risk of transmission of a blood-borne pathogen from one person to another. Students should not be asked to assist in controlling a bleeding injury of another athlete, clean blood contaminated environmental surfaces, or handle contaminated laundry.
- When rendering first aid to others, an individual will wear protective gloves (i.e. disposable examination gloves) any time blood, open wounds, or mucous membranes are involved. The individual will wear clean gloves for each student-athlete treated or when treating the same student-athlete more than one time and will wash his/her hands with soap and water after removing and disposing of protective gloves.
- Skin contaminated with blood should be washed with soap and water. Although liquid chemical disinfectants effective against specific blood borne pathogens and other microorganisms are widely available, such disinfectants are not intended for direct contact with the skin. Direct physical contact with such agents may result in skin irritation or other toxic reactions.
- During a game or practice, if uniforms or other clothing become contaminated with blood, or other body fluids containing visible blood, to the extent the blood could be transferred from one person to another by touch, this clothing should be wiped off with soap and water or an antiseptic.
- If a student-athlete begins to bleed during practice or competition, play must be stopped, the student-athlete who is injured must be removed and any potentially contaminated surfaces should be cleaned using a disinfectant solution of household bleach and water. The surfaces will then be rinsed with clean water to avoid participants getting the disinfectant in their eyes. The individual doing the cleanup must wear protective gloves and wash his/her hands with soap and water after removing and disposing of protective gloves.

- A student-athlete who is removed from an athletic practice or contest due to bleeding must have the bleeding stopped, and any wound covered, before the individual is allowed to return to competition. If the bleeding resumes, the practice or contest must be stopped again and any potentially contaminated surfaces cleaned. The official in charge of the competition (i.e., referee in football and basketball, home plate umpire in baseball) determines how many times the competition should be stopped due to a student-athlete's bleeding before the student-athlete is disqualified from further participation in that contest.
- Since there is potential for students to experience exposure to blood (i.e. another person's blood on a student-athlete's open sore), the school should have a written policy regarding the reporting of a student's exposure to blood. The policy may include, but not be limited to, reporting and notification of the parent with a request that the parent notify the family physician of the exposure so that adequate medical follow-up can occur.
- Disposable towels should be used in all clean-up. Towels, protective gloves and other materials used in cleanup, as well as cotton used to stem bleeding, will be placed in a sealed container lined with a plastic bag. Disposal must be in compliance with OSHA Standards.
- All soiled linen such as uniforms and towels will be washed in hot, soapy water. Any detergent that contains bleach is appropriate. Laundry personnel should use appropriate physical barriers, such as protective gloves, to prevent contact with soiled laundry.
- The procedure outlined for student-athletes will also apply to officials and coaches.
- Towels, cups and water bottles should not be shared.

Facility Usage

Facility Use Philosophy

All fields/facilities in the Lawrence Public Schools are to be viewed as District fields/facilities. In the event that a team cannot use the field/facility assigned to them for a game or practice, the Athletic Director of that school may arrange with another building Athletic Director for the use of a field/facility at a different venue, providing the field/facility is available. If a school needs a field/facility for a contest/game, this would have priority over another school's use of the field/facility for a practice session; especially when other fields/facilities are available for training.

Facility Usage Guidelines

To schedule use of Lawrence Public Schools facilities for athletic events, the procedures listed below should be followed.

Functions Held at Individual Schools

School functions are curricular programs and school sponsored programs including but not limited to: open gym, sporting events/practices, Debate tournaments,

Orchestra/Band concerts, plays, etc. Lawrence students must participate and benefit from the activity.

Rentals Other than School Functions – No Registration Fees Assessed to Participants

Coaches/sponsors will not be charged for use of school facilities and custodial labor for programs that meet the following conditions:

- The coach does not benefit financially from the event.
- The activity is scheduled so as not to incur any additional labor hours. If scheduled outside of normal custodial hours, labor charges may apply.
- Obtain, fill-out, and submit a Facility Usage Request Form.
- Please note that Proof of Liability Insurance may be required.
- The Athletic Director and the Facilities Manager must approve the event prior the event being finalized.

Rentals Other than School Functions – Registration Fees Assessed to Participants

Fees will be assessed, but preferential scheduling will be given when possible to coaches/sponsors who use High school facilities for programs and events which meet the following conditions:

- The coach is benefiting financially from the event.
- A Facility Usage Request Form must be submitted to the Lawrence Public Schools.
- The Athletic Director and the Facilities Manager must approve the event prior the event being finalized.
- Please note that Proof of Liability Insurance is required.

School Fundraisers

School fundraisers held on weekends will not be assessed facility fees; however, labor rates will be charged for any labor hours associated with the event. The events must meet the following conditions:

- Must have an approved Fundraising Request Form on file.
- Obtain, fill-out, and submit a Facility Usage Request Form.
- The Athletic Director and the Facilities Manager must approve the event prior to the event being finalized.

Playing Fields

Only certified personnel and those designated by the school administration to act as officials, or who have specific assignments at athletic practices or contests, are to have access to dressing rooms, training rooms, equipment rooms and other athletic rooms or playing areas. The coach and/or Athletic Director in charge of the practice or contests are responsible for excluding unauthorized persons from the area designated. At scheduled games, adult personnel on the school's team bench shall be limited to coaching personnel, those persons who are officially assigned to the High school sports squad in that school and the team doctors.

Transportation Guidelines

Extra-curricular activities requiring transportation shall include all athletic teams. The District shall provide authorized vehicles to transport all participants to and from all extra-curricular activities and co-curricular events and practices that are located off campus. For all trips, please complete the following:

- Fill-out a transportation request at least 10-days prior to needing a bus/van.
- Call First Student (785.841.3594) a day before the event to confirm a scheduled bus.
- Call _____ a day before the event to confirm district van(s).
- If you have an issue over the weekend, please call First Student at 785.423.1374.
- NEVER let a student-athlete leave a sporting event with anyone other than his/her parent. When allowing a student-athlete to leave with his/her parent, ALWAYS get a written and signed note from the parent confirming that their child will be leaving the event with them and meet face-to-face with the parent at the event before allowing the student-athlete to leave.
- Do NOT allow student-athletes to drive each other to out-of-town practice sites or competition.

Driver Responsibilities

- Drivers shall review, be aware of and enforce behavioral expectations of students.
- Drivers shall operate vehicles in a safe manner, obeying all traffic laws, during transportation of students.
- Drivers shall ensure that students are seated and seat belted in a safe manner.
- Drivers who have ongoing responsibilities for student behavior (coaches, teachers, sponsors, etc.) may discipline students for inappropriate behavior. If student behaviors, in the opinion of the driver, warrant, drivers shall refer the behavior to district administration for discipline.
- Drivers who do not have ongoing responsibilities for student behavior (e.g., parent sponsors, district employees without ongoing ties to the students) shall deal with behavior issues during the trip and shall refer those behavior issues to the building administration.
- Drivers shall have the authority to deal with mechanical problems of vehicles as they arise. Drivers should attempt to contact building officials prior to authorizing repair or maintenance.
- If someone is serving as sponsor but not driver, that person shall cooperate with the driver in assuring safe operation of the vehicle and appropriate student behavior. This shall include sponsors who are supervising on a vehicle (such as a school bus) operated by a private contract employee.
- Drivers and sponsors have the responsibility and authority to alter, postpone, or cancel transportation arrangements if those arrangements are deemed to be potentially unsafe. Prior to cancellation, the driver or sponsor should attempt to

contact the building or district administration.

- Drivers and sponsors shall not accept passengers if the acceptance of the passenger would exceed the safe capacity of the vehicle.

Student Responsibilities

- Students shall follow the instruction and guidance of drivers.
- Students shall abide by the student behavior guidelines.
- Students shall report unsafe driving to the driver or building administrators.
- Students shall report unsafe conditions to the driver.

Use of School-Owned Vehicles During the Summer

Per KSHSAA Executive Board policy, coaches and sponsors may use District-owned vehicles during the summer months to transport students to summer events including athletic camps, 7-on-7 football, summer league games, etc., as long as the following conditions are met:

- Each school will develop and communicate to their coaches/sponsors procedures for the use of school-owned vehicles during the Summer months.
- All school activities will take precedence over independent events tied to a school activity. For example, transporting students to a Debate tournament will take precedence over the transportation of students to a summer athletic camp.
- Athletic personnel should communicate to parents that the KSHSAA Catastrophic Insurance policy does not cover students traveling to, or participating in, summer activities unless they are sponsored by KSHSAA.

Athletic Travel Per Diem

On trips where it will be necessary to feed an athletic group, \$5.00 for breakfast per person, \$7.00 for lunch per person, and \$10.00 for dinner per person is the amount that can be allocated out of the activity fund money per individual.

Athletic Budgets

It is the responsibility of a coach to follow all Kansas state activity fund regulations and the Lawrence Public Schools activity fund policies and procedures. In brief, the following summary is applicable to all uses of student activity accounts.

In dealing with an athletic budget account, coaches should:

- have money available and an approved Purchase Request Form before ordering goods or services.
- keep a file with copies of all the purchase orders and receipts.
- reconcile monthly Visa reports.

In dealing with purchases, coaches should:

- complete a Purchase Request Form, get the proper approval, and turn it in to the Bookkeeper. The Bookkeeper will print a purchase order.
- order the goods or services upon receiving the approved purchase order from the Bookkeeper.
- turn the invoice, cash register receipt or statement in to the Bookkeeper for vendor payment. The bookkeeper will not issue payment without this documentation.

In dealing with cash collections, the coach should:

- complete the Fundraiser Form prior to the start of the event and have the Athletic Director approve it.
- collect money and complete a deposit form, put the money in a sealed envelope, and turn the money and the form in to the Bookkeeper.
- file a copy of the receipt and deposit form.

In dealing with audits, the coach should:

- maintain a file that contains copies of receipts, purchase requisitions and purchase orders for every transaction made through the athletic program.

Fundraising

Per Board of Education Policy, students who use school district equipment for fundraising or work-for-hire situations must contribute all of the money gained from the work or service to a school's club account.

Per the administrative guidelines for Board of Education Policy, a high school may sponsor fundraising activities by students to benefit student groups, the school, or outside charitable organizations, with the prior approval of an Administrator. Please note the Lawrence Public Schools Fundraising Application Form may be found in the Appendix section.

Fundraising activities should promote (rather than discourage) team unity. Additionally, door-to-door sales at all levels of schooling should be discouraged.

Outside Sponsorships

The Lawrence Public Schools believes in the benefits partnerships between District activities and outside vendors can provide. To this end, District Administration will provide direction as to how to proceed when the opportunity arises for a public/private sponsorship event. This includes all on- campus selling of merchandise by entities not affiliated with the Lawrence Public Schools.

Admission Prices

The Lawrence Public Schools Administration, in agreement with the Sunflower League, has approved the following chart of admission prices for high school events. There is no charge for admission at LPS Middle School athletic events.

Sport	Adult	Student (K-12)
Baseball	\$7.00	\$5.00
Basketball	\$7.00	\$5.00
Sunflower League Bowling	\$7.00	\$5.00
Football	\$7.00	\$5.00
Soccer	\$7.00	\$5.00
Softball	\$7.00	\$5.00
Sunflower League Swimming	\$7.00	\$5.00
Track & Field	\$7.00	\$5.00
Volleyball	\$7.00	\$5.00
Wrestling	\$7.00	\$5.00

K-12 Student Activity Pass* \$25/Year High school Student Activity Pass

Please note students without proper identification must pay adult admission price. Senior citizens (65 years and older) may pick-up a Senior Citizens Pass at any Lawrence school.

*The Student Activity Pass will allow a student free admittance to any athletic event at their respective school. If a student is interested in obtaining an activity pass, he/she will need to purchase a student activity pass from their respective school. The use of passes for invitational tournaments is at the discretion of the tournament host. Please note that passes are not accepted for KSHSAA Regional and State events.

Coach Involvement in Booster Clubs

Many of our student organizations and athletic teams benefit from the support of parent booster clubs. It is important to remember that booster clubs are independent organizations established by patrons and may support curricular, co-curricular, and extracurricular activities as well as school-wide events and activities for the schools.

These organizations are not under the Lawrence Public Schools umbrella of financial authority; therefore, record keeping and financial activities conducted by these groups is independent of the District. Consequently, it is very important that coaches and activity sponsors understand the Lawrence Public Schools expectation with regards to their role in the booster club or parent organization created to support the specific activity for which they have responsibility.

To that end, coaches and activity sponsors shall not serve in a financial capacity in any Lawrence parent group or booster club designed to support the activity they directly oversee. In addition, the coach or sponsor should not have control of the funds, purchasing authority or have signatory rights on the organization's bank account.

Of course, once a booster club donates funds to a school and the funds are deposited in the organization's club account or activity fund, the coach, working with their Athletic Director, then can use the funds to purchase items or services per district protocols.

Athletic personnel should only serve in an advisory capacity in their booster organizations.

Coaches may serve in a financial capacity in other booster organizations not related to their specific activity. For instance, a Tennis coach has a child involved in Band; the Tennis coach, as a parent, may actively participate in all Band Booster activities.

Human Resources

District Standards for Teams and Coaches

These guidelines are for the purpose of establishing a system whereby adequate and reasonable coaching service may be furnished for the students who participate in athletics. The intent is to promote equity throughout the District and to provide the flexibility required to meet the varying conditions of student interests and facilities.

Per District policy, the Athletic Director, in collaboration with the coaching staff, will have the latitude to organize teams as they see fit. The following is a description of athletic programs offered in the Lawrence Public Schools.

Varsity Athletics

Varsity athletic programs afford opportunities to those student-athletes who exhibit the greatest skills in their chosen sport. These student-athletes will compete against equally talented student-athletes from opposing schools. The skills of Varsity student-athletes will be refined to provide student-athletes with the best possible win-loss record.

Junior Varsity

Junior Varsity (JV) athletic programs afford those student-athletes who do not yet possess the skills required of Varsity student-athletes an opportunity to participate in a competitive setting. JV student-athletes are in the process of gaining the valuable knowledge, skill, and experience required for Varsity competition. JV student-athletes may, on occasion, participate in Varsity games. Decisions of this nature are based on the evaluations of the student-athletes' abilities by the coaching staff and are not absolute.

C-Team/D-Team

C-Team and D-Team athletic programs are designed to provide sophomore and freshmen students with the opportunity to participate in an instructional yet competitive setting. These programs will teach skills of the sport and afford student-athletes with an opportunity to gain valuable knowledge and experience, as well as the skills necessary for JV competition.

Please note that underclassmen, on occasion, participate in JV and Varsity games, respectively. Decisions of this nature are based on the evaluations of the student-athletes' abilities by the coaching staff. These decisions should not be misinterpreted as a permanent move to the next level of competition. Decisions about playing time are made by the coaching staff and are not absolute, nor are they discussed with parents.

The following provides the District standard for the number of teams allowed for each sport. Any request for an additional team above the District standard must be made in writing by the Athletic Director to the Director of Certified Personnel. If requirements are met, an additional team above the District standard may be approved. If the District standard for the number of teams is not met and a coaching contract has been signed (i.e., a school has extended coaching contracts for four girls' basketball teams, but only has enough participants for three), a coach may be reassigned to another building for coaching duties.

Baseball: 01 Head Coach, 03 Asst Coaches, 04 Teams (Varsity, JV, C-Team, D-Team)

- Student-Athlete to Coach Ratio – 15:1 | Add-on Coach after 60 Student-Athletes

Boys Basketball: 01 Head Coach, 04 Asst Coaches, 04 Teams (Varsity, JV, Soph, Frosh)

- Student-Athlete to Coach Ratio – 15:1 | Add-on Coach after 60 Student-Athletes

Girls Basketball: 01 Head Coach, 04 Assistant Coaches, 03 Teams (Varsity, JV, C-Team)

- Student-Athlete to Coach Ratio – 15:1 | Add-on Coach after 60 Student-Athletes

Boys & Girls Bowling: 01 Head Coach, 01 Assistant Coach, 02 Teams (Varsity, JV)

- Student-Athlete to Coach Ratio – 15:1 | Add-on Coach after 30 Student-Athletes

Boys & Girls Cross-Country: 01 Head Coach, 03 Asst Coaches, 03 Teams (Var, JV, C-Team)

- Student-Athlete to Coach Ratio – 30:1 | Add-on Coach after 90 Student-Athletes

Football : 01 Head Coach, 09 Asst Coaches, 04 Teams (Varsity, JV, C-Team, Freshmen)

- Student-Athlete to Coach Ratio – 15:1 | Add-on Coach after 195 Players Boys & Girls

Golf: 01 Head Coach, 01 Assistant Coach, 02 Teams (Varsity, JV)

- Student-Athlete to Coach Ratio – 15:1 | Add-on Coach after 30 Student-Athletes

Boys & Girls Soccer: 01 Head Coach, 03 Assistant Coaches, 03 Teams (Varsity, JV, C-Team)

- Student-Athlete to Coach Ratio – 15:1 | Add-on Coach after 60 Student-Athletes

Softball: 01 Head Coach, 03 Assistant Coaches, 03 Teams (Varsity, JV, C-Team)

- Student-Athlete to Coach Ratio – 15:1 | Add-on Coach after 60 Student-Athletes

Boys & Girls Swimming: 01 Head Coach, 01 Diving Coach, 01 Asst Coach, 02 Teams (Var, JV)

- Student-Athlete to Coach Ratio – 15:1

Boys & Girls Tennis: 01 Head Coach, 01 Assistant Coach, 02 Teams (Varsity, JV)

- Student-Athlete to Coach Ratio – 15:1 | Add-on Coach after 30 Student-Athletes

Boys & Girls Track & Field: 01 Head Coach, 06 Assistant Coaches, 02 Teams (Varsity, JV)

- Add-on Coach after 180 Student-Athletes

Volleyball: 01 Head Coach, 04 Assistant Coaches, 04 Teams (Var, JV, C-Team, Freshmen)

- Student-Athlete to Coach Ratio – 18:1 | Add-on Coach after 72 Student-Athletes

Wrestling: 01 Head Coach, 02 Assistant Coaches, 02 Teams (Varsity, JV)

- Student-Athlete to Coach Ratio – 15:1 | Add-on Coach after 60 & 75 Student-Athletes

Rule 10 Coaches

The KSHSAA allows individuals who are not certified to teach by the Kansas State Board of Education to be eligible to coach under Rule 10 of the KSHSAA guidelines. Such coaches must complete a certified course in Coaching Principles (for supervised Rule 10 coaches) and First Aid (for unsupervised Rule 10 coaches). Questions regarding this requirement should be directed to the Athletic Director.

Supplemental Contract Procedures

Please remember that names sent to Human Resources are a recommendation for hire. The hire is not finalized until all paperwork is in to HR, and, in the case of new hires, approval is received from HR.

HR Contact Person: _____

Procedures for adding existing employees:

- Names must be sent to HR in advance of the employee beginning work.
- You may assume the hire is approved unless otherwise notified by HR.
- HR will respond as soon as possible if the hire is not approved.

If an employee is resigning/retiring from a certified/classified position but continuing as a Rule 10 employee:

- The former employee must reapply with HR as a new Rule 10 employee.
- The Athletic Director will notify HR about the recommendation and change in employment status, at which time Laura will meet with the employee and complete the necessary paperwork.
- HR will notify the Athletic Director if the hire is approved.
- Please do not allow the employee to work before receiving HR approval.

If you are hiring a new Rule 10 Employee:

- The Athletic Director will notify HR regarding the recommendation, at which time HR will meet with the employee and complete the necessary paperwork with the new hire.
- HR will notify the Athletic Director if the hire is approved.
- Please do not allow new Rule 10 employees to work before receiving HR approval.