

Summit Trail Sabercats est. 2018

Santa Fe Trail Cyclones est. 1968

Olathe Public Schools

Middle School Athletic/Activities Handbook



Chisholm Trail Wildcats est. 2000 | Prairie Trail Huskies est. 2004 | Mission Trail Timberwolves est. 2010

Oregon Trail Tigers est. 1976

Indian Trail Cougars est. 1981

Pioneer Trail Tigers est. 1986

California Trail Bulldogs est. 1996

Frontier Trail Jaguars est. 1989

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FINANCIAL INFORMATION

Section 1: Gate Receipts and Activity Passes

- a. Admission to middle school athletic contests will be \$2 for adults and \$1 for students.
- b. The Middle School Activity Passes costs \$5 for students and \$10 for adults. The student pass will be accepted only at the student's school. The adult pass will be accepted at all Middle School athletic events district-wide.
- c. The K-8 School Activities Pass costs \$45 and is accepted at all regular season home athletic events for all USD #233 middle and high schools. It is not valid for post-season KSHSAA events such as regional and state playoffs or the school's musicals or plays.
- d. The Activity Pass for Senior Citizens is a free lifetime pass and is valid for all regular season home games for all middle school and high school athletic events. It is not valid for post-season KSHSAA events such as regional and state playoffs. If the holder of this pass desires to attend other events such as drama productions, musicals, etc., they must notify the principal's office and request a ticket (if required) for such events. The ticket will be issued on availability of a seat for the event. All middle schools should make this pass available at the ticket gate for all events in which the pass can be utilized.

Section 2: Supplemental Pay Schedule

- e. See Events Schedule for Supplemental Pay Activities to determine amount of pay for different supplemental duties. As a rule, one event (two hours work) is compensated at \$24.00. Contact the District Director of Athletics and Activities for further questions.

Section 3: Trip Reimbursement

- f. The Director of Athletics and Activities reimburses a portion of the trip costs per district reimbursement guidelines (see below) for Activities Contests when the contest is the highest level of competition, all schools compete in the activity (Science Olympiad, Math Counts), and the team has qualified thru regional or state competition. District and BOE approval is required for overnight and/or out-of-state trips.
- g. Reimbursement guidelines (determined by district administration) are as follows:
 - Lodging: \$30 per student per day and \$50 per sponsor per day.
 - \$7 per meal per person
 - Registration Fees
 - Ground transportation up to \$75 per day
- h. Note: The building must cover the expenses associated with travel from Olathe to the event and back.
- i. Upon return from the trip, schools are to submit to the District Director of Athletics and Activities the National/State Tournament Reimbursement Request form.
- j. Prior to any national trip (outside the state boundaries), the school should submit an Out of District / Overnight field Trip Request Summary. This form should be submitted to District Athletic/Activities Director at least 10 weeks prior to the trip understanding that there may be occasions where the qualifying event is within 10 weeks of the national competition.

Section 4: Fundraising

- k. Student safety is the priority in all fundraising activities. Fundraising activities must comply with district and State regulations.
- l. Participating in fundraising activities may not influence a student's activity participation or playing time or be considered a mandatory requirement for participation in a district-approved program.
- m. There should be sufficient educational benefit to the school and/or students to justify the fundraising activity and funds raised from the activity must be used for the stated purposes.
- n. Fundraising activities must be conducted in a way as to cause minimal disruption of instructional time and regular school activities.
- o. Refer to fundraising form regarding current State laws on conducting a raffle.
- p. All fundraising activities must be approved by application. This form must be completed, sent to the building administration for approval or denial, and district approval will be needed if the target participants (sales and/or purchase) are not limited to the students/staff at the building. Promotion of the fundraiser cannot begin until approved at the building and district level.
- q. Upon completion of the fundraiser, the building administrator will complete the Profit/Loss box on the form and send a copy to the office of the Assistant Superintendent of General Administration.

DISTRIBUTION OF MATERIALS IN SCHOOL

- a. All requests for distribution of materials in schools (camp flyers, clinic information, etc.) must go thru the office of the Assistant Superintendent of General Administration (see Request for Free Distribution of Materials form in the appendix).
- b. The district currently distributes materials via the ePost system. Middle school building administrators may send electronic flyers to a feeder school for electronic distribution for a newsletter or Blackboard.
- c. Coaches and sponsors are not to call school administrators individually and pressure them into printing off a flyer for distribution.
- d. See guidelines for distribution.

ELIGIBILITY FOR PARTICIPATION

Section 1: Academic Guidelines (updated February 2017)

- a. Students must meet KSHSAA eligibility guidelines (passing 5 courses from the previous semester).
- b. Initial grade checks for each individual sport should occur at the following times:
 - I. Volleyball, Cross Country and Football—1st Quarter Midterm progress reports
 - II. Girls Basketball—2nd Quarter Midterm progress report
 - III. Boys Basketball—3rd Quarter Midterm report
 - IV. Track—4th Quarter Midterm report
- c. Schools will designate when students will be withheld from practices or games if they receive a failing grade during their respective season.
- d. Once the grade returns to passing, the student can return to practice and competition. Coaches, teachers, and parents will work together to keep students academically eligible.
- e. Students must meet KSHSAA semester eligibility guidelines and be passing all courses during the season in accordance to the district No Pass, No Play policy to participate in a competition. Once a failing grade has been identified, the student athlete has one week to improve the grade to be eligible for the next contest. Students will not automatically be withheld from competing due to a failing grade once the grade has returned to passing. Coaches, teachers, and parents will work together to keep students academically eligible.

Section 2: Behavioral Guidelines

- a. According to the Student Code of Conduct, “The student code of conduct applies at all times while students are on or about school district property or areas adjacent thereto, which shall include: any district property being used for an official school activity, property not owned by the district being used for an official school activity, property not owned by the district being used for any school-sponsored activities or events and any vehicle, including school busses, while such vehicle is being used to transport students for the district.” b. Given the above, it is imperative that coaches articulate to both the participants and their parents the fact that the student code of conduct applies to all students while representing their school at activities and athletics including practice.
- b. A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing, and is ineligible for a period of time as specified by the principal (KSHSAA Handbook Rule 14, Section 1, Article 2).

Section 3: Attendance Guidelines

- a. Students are required to be in attendance four (4) class periods to participate in any middle school activity, athletics, concerts, etc. Exceptions would include funerals, doctor appointments, school sponsored activities and other practical reasons as determined by the building principal.

Section 4: Substance Abuse Policy

- a. The Substance Abuse Policy can be found in the BOE Policies Section J: Students – Athletic / Activity Substance Abuse – Number JDDAB (See appendix [Athletic/Activities Substance Abuse Form and Policy](#)).
- b. Students participating in athletics and/or KSHSAA activities will not use or possess tobacco, alcohol, illegal drugs, or substances that are dangerous to a student’s health. Because the use of alcohol, illegal drugs, and tobacco is detrimental to the health and welfare of any student and because the use of such products is illegal for adolescents in the state of Kansas; schools will strictly enforce the district’s Substance Abuse Policy.

- c. All parents and participants in athletics, cheerleading and dance team will read and sign the district's substance abuse policy each academic year. These forms will be kept on file for the duration of the academic year.
- d. All coaches/sponsors will clearly explain the district's substance abuse policy and the rationale for the policy at all pre-season parent's meetings. See appendix for the district's Athletic/Activities Substance Abuse Policy.

TRANSPORTATION

Section 1: Transportation Permission Form

- a. Coaches and sponsors will follow building and district policies/procedures in regard to student transportation.

Section 2: Procedures for Requesting Buses for Activity Trips

- b. Route Time, or Prime Time Hours are 6:30 AM – 8:30 AM and 2:30 PM – 4:30 PM. All other hours are non-prime time including weekends.
- c. The First Student Field Trip / Charter Order Form should be submitted as early as possible. A minimum of 10 business days advance notice is required for trip requests. (Exceptions would be tournaments, rain dates, etc.)
 - The trip request form must be completed in full. Each trip date must have a completed form. Multiple trips on one form cannot be accepted.
 - Use the request form only. Trip requests must be filled out completely including number of students and destination addresses. Orders for trips will no longer be taken over the phone, by fax, or inner-school mail.
 - Trip Confirmation will be a reply to the e-mail request. Please verify correct information has been received. Call First Student or Trip Coordinator if not received three days prior to date of trip. If information is incorrect, please send change orders or cancellations as appropriate.
- d. Field trips should be scheduled between the hours of 8:30 AM and back at school by 2:30 PM, exceptions to be coordinated by District Manager of Transportation.
- e. Bus changes or cancelations should be communicated by the building administration to the bus company in a timely fashion.
- f. First Student drivers are required to stay with their group at all times, unless they are needed to drop off the group and return for route, due to a high volume of prime time trips. Again, this will only be done when attempting to accommodate all trip requests and the driver is to return immediately after route. Only local trips will be considered for this and when weather permits.
- g. High Schools and Middle Schools might want to consider 2 per seat at 44 passengers per bus.

6th GRADE ATHLETIC PROGRAM

Section 1: Governance

- a. Students in the 6th grade will have the opportunity to participate in cross country in the fall and track and field in the spring. See “Cross Country” and “Track and Field” for specific guidelines for each sport.
- b. KSHSAA only governs athletics for grades 7-12. 6th Grade Athletics shall fall under KSDE Guideline VII – Participation in Interscholastic Athletics Under S.B.R. 91-31-34. The Kansas statute was updated in 2018. It reads:

**GUIDELINE VI.
PARTICIPATION IN INTERSCHOLASTIC
ATHLETICS UNDER S.B.R. 91-31-34**

1. No school shall allow students **below** the sixth grade to participate in interscholastic athletics.
2. No school shall allow students in **sixth** grade to participate in tackle football, wrestling or boxing, if those interscholastic athletics are offered.
3. Schools allowing sixth grade students to participate in all other interscholastic athletics shall follow the guidelines established for seventh grade students by the Kansas State High School Activities Association (KSHSAA) for each specific sport. Please note that sixth grade students participating in interscholastic athletics are not covered by KSHSAA’s Liability and Catastrophe Insurance plan. The KSHSAA Rules Handbook may be obtained from the KSHSAA office, online at www.kshsaa.org or the Kansas State Department of Education.

Section 2: 6th Grade Athletics General Guidelines

- c. The KSHSAA physical form shall be submitted by the 6th grade student-athlete and their parents prior to the first practice.
- d. Practice time for 6th grade athletics shall not exceed 1 ½ hours.
- e. 6th grade students shall not participate in more than one (1) inter-school contest per week as per KSDE regulation. The KSDE regulation does allow for “one regularly scheduled game and one make-up game may be scheduled during the same week only once during the season” (Guideline VII S.B.R. 91-31-34).
- f. In track and field, 6th graders shall not participate in more than seven (7) meets.
- g. In track and field, 6th graders shall not participate in more than three (3) events per day, including relays.
- h. In track and field, 6th graders shall not participate in more than two (2) races of 440 yards or 400 meters or more per day.
- i. For track and field, 6th grade students may not compete in any race or more than 1600 meters.
- j. For cross country, 6th grade students shall not be allowed to run more than 3200 meters on any day. There shall be no more than six (6) meets during the season.

ATHLETIC STAFFING and HUMAN RESOURCES

Section 1: Staffing Guidelines

- a. Staffing will be as follows for the following sports and activities:
- Football: 1 Head Coach / 5 Assistant Coaches
 - Volleyball: 1 Head Coach / 1 Assistant Coach
 - Basketball (Boys): 1 Head Coach / 1 Assistant Coach
 - Basketball (Girls): 1 Head Coach / 1 Assistant Coach
 - Track (Boys): 1 Head Coach / 3 Assistant Coaches
 - Track (Girls): 1 Head Coach / 3 Assistant Coaches
 - Cross Country (Boys): 1 Head Coach
 - Cross Country (Girls): 1 Head Coach
 - Cheerleading: 1 Head Coach / 1 Assistant Coach
 - Dance Team: 1 Head Coach
- b. Even though not encouraged, positions may be split between two individuals.

Section 2: Add-On Coaches for Track and Field

- c. The guidelines for adding on coaches for middle school track and field are as follows:

Step One: Hire baseline coaching staff (1 Head Coach / 3 Assistant Coaches) for each boys' track and girls' track.

Step Two: Schools will hold preliminary track and field meetings to gauge interest.

Step Three: Based on the interest, principals or assistants will arrange for additional coaches.

- d. If the number of students exceeds 180, another coach will be added. For each 30 students over 180, the district will authorize another assistant track and field coach after a roster of athletes is submitted.

Number of Athletes	Assistant Coaches
180 or Fewer	6
181-210	7
211-240	8
241-271	9

- e. Based on pre-season interest, the principal can appoint temporary track coaches. Principals should use a "best estimate" approach. If, for example, the pre-season meeting shows 185 students are interested, the 7th assistant coach would likely be a temporary coach. A temporary coach would work with students through the first five (5) practices.
- f. As of the sixth practice, the principal would determine how many total students actually remain out for track and staff accordingly. Coaches who are needed would be retained, and the administration would work with Human Resources to contract those coaches at the rate specified in the professional agreement. If participation drops off to an extent that the temporary coaches are not needed, the principal would process payments for student supervision for the hours invested by the temporary coach at the rate of two (2) hours per practice and one, two-hour pre-season meeting.

Section 3: Rule 10 Coaches – Hiring Non-District Employees to Coach

- g. By definition, the school district considers Rule 10 coaches differently than KSHSAA. KSHSAA considers a Rule 10 coach as any coach who is not a certified teacher (see KSHSAA Handbook). The Olathe Public Schools often refers to Rule 10 coaches as any coach who is not an employee of the district. Whenever a school recommends for hire a coach who is not a certified or classified employee of the Olathe Public Schools, the following procedures must be followed:
1. Have the recommended coach call the Director of Certified Personnel's administrative assistant. They can set up a time to pick up paperwork at the Education Center.
 2. They must bring to the Education Center with them two forms of ID as follows: A Driver's License and either a Birth Certificate, Social Security Card or Passport.
 3. They will receive a packet of forms including the Background Check Form, Employment Eligibility Verification I-9 Form, Form W-4, Form K-4, Health Form, Work Agreement, etc.
 4. All forms must be submitted to Human Resources before a coach or sponsor can begin their duties working with students.

Section 4: Rule 10 Coaches – Hiring Returning Non-District Employees to Coach

- h. When hiring a coach/sponsor who is a non-district employee but has coached in Olathe anytime, they still need to visit with the administrative assistant to the Director of Certified Personnel. She will give them a new Work Agreement and they will have to get a new ID badge made. However, they will not be required to redo all of the other paperwork such as the I-9 Form, Health Form, Background Check, etc. unless they left the district and are returning to the district.

Section 5: Hiring Classified Employees to Serve as a Coach or Sponsor

- i. Classified staff members are paid by the district during the season for which they are coaching/sponsoring. There is not a timesheet to complete.

Section 7: Job Descriptions and Evaluation

- j. Job descriptions are to be distributed to all activity sponsors and coaches on an annual basis prior to the commencement of duties. The job descriptions are found under "Human Resources; Job Expectations – Supplemental Contracts" on the Virtual File Cabinet.
- k. Head and assistant coaches (including cheer and dance) will be evaluated for their job performance at the conclusion of their season.

WEATHER-RELATED GUIDELINES

Section 1: Snow Days and the Impact on Activities/Athletics

- a. All middle school activities (practices, games, and other activities) will be cancelled. On rare occasions a middle or elementary school, working with district administration, may have the option to waive this policy due to a unique or unusual circumstance.
- b. There are occasions where we may be faced with incoming, inclement weather during the school day. On such days, the District Director of Athletics and Activities will communicate all decision 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.

Section 2: Heat-Day Policy

When the outdoor temperatures are in the 90's or greater and coupled with high humidity, the heat index will range from the 90's to the lower triple digits. The following guidelines are established for outdoor activities for athletes, students and staff under these weather conditions. Medical personnel who advise the district continually review these guidelines.

- c. Guidelines for student athletes, cheerleaders, drill teams etc.:

If the air temperature or heat index is from 95 degrees to 105 degrees, use the following guidelines:

- Initially, outdoor practice will be limited to 1½ hours.
- After the 1½-hour practice in the outdoor heat, athletes will have a 30-minute cool down. During this 30-minute period there will not be physical activity.
- After the cool down period, athletes may proceed for another 1 hour of practice without pads (if football).
- Make sure water is available and frequent breaks are given.

If the air temperature or heat index exceeds 105 degrees, then total outdoor practice in the heat shall not go beyond 1½ hours and make sure abundant water is available and frequent breaks are given.

- d. Guidelines for Orange and Red Skycast:

When an Orange or Red Skycast is given, the air quality is such that people who suffer from asthma, allergies and other health related respiratory conditions are at greater risk. These alerts are given daily on weather forecasts or from MARC. MARC's telephone number is 816-470-4240, their web-site is www.marc.org/environment/air-quality. Remember to:

- Identify students (check with Nurse) who have asthmatic conditions.
- Closely watch students for respiratory distress symptoms.
- Limit (as needed) outdoor activities for these students.

- If respiratory symptoms present themselves have available Physician's prescribed medication or obtain medical treatment.

Including the guidelines articulated above, there are other heat-related guidelines that will be disseminated by the District Manager of Safety and Security, the District Director of Athletics and Activities, and the Director of Health Services each August.

Section 3: Lightning Policy

- e. When there is the occurrence of lightning within 0 to 8 miles of the contest, immediately direct everyone from the field and the stands.
- f. For Contests at ODAC and CBAC
 - Patrons have the option of going to their automobiles or to the locker room buildings.
 - Coaches will take their teams to the locker rooms.
- g. For Away Contests (or Contests Not at CBAC/ODAC)
 1. Determine beforehand if shelter space(s) are available for the spectators and athletes.
 2. If storm / lightning potential is evident or forecast, ask the bus driver(s) to remain at the event and with the bus(s) for potential sheltering purposes.
 3. If no shelter is available, patrons should go to their cars and students and competing athletes to their bus(es) if buses were used for transportation.
- h. Olathe Public Schools thunder / lightning response guidelines dictate there will be a mandatory 30-minute waiting period when lightning of any kind has occurred within 8 miles of the event before activities will continue. *(i.e. If thunder / lightning occurs at 6:00 and it is clear until thunder / lightning occurs again at 6:15, teams have to stay in their shelter area until 6:45).*
- i. If your games are at ODAC or CBAC, the workers at the complex are in direct contact with a meteorologist. This allows us to ascertain the approaching weather conditions. Also, the workers have equipment that monitors all electrical activity (lightning) in the area. It would be a good practice to introduce yourself to the grounds personnel at the complex and emphasize that you want them to communicate with you in the event of lightning occurring.
- j. If your games are not at ODAC or CBAC, if you have a Skyscan (or other lightning detection) device, this can be one tool you may use in this decision-making process. However, in many cases you may have to use your best judgment when making postponement / cancellation decisions.

Please understand that the Skyscan device is only one tool available when making decisions regarding weather. None of these types of devices are completely accurate. Phone apps (i.e., Weather Bug) may be used to determine whether or not lightning is in the vicinity of the event.

- k. It is important that you work with the officials, host / competing administrators (if present), and opposing coaches when making the decision to postpone or cancel a contest. District Safety and Security and the District Athletic Director are available to assist with these decisions also. Do not let game officials tell you that you do not have authority to postpone or cancel a contest. If you have reservations, you have every right to, and should pull your team from the field.
- l. When the potential for thunder / lightning exists, it is important that you closely monitor the weather conditions for visible lightning or thunderstorm indicators.

STUDENT-INJURY and HEALTH-RELATED GUIDELINES

Section 1: Injuries

- a. In the event an injury requires a visit to a physician, the student-athlete will not be allowed to return to practice or play until he or she receives clearance from a physician. For more specific rules with regards to concussions, see section 2 below.

Section 2: Concussions

- b. Per Kansas State Law, the Concussion Pre-Season Release Form must be read, signed by all student athletes and parent/guardians, and returned to the school before the student participates in any athletic or spirit practice or contest each year. All families should receive two copies of this form; one to return to the school and one to retain by the family.
- c. Per NFHS Rules and Kansas State Law, in the event a student-athlete is suspected of sustaining a concussion, they are to be immediately removed from all physical activity. The parent/guardians of the student-athlete are to be given an Acute Concussion Evaluation Care Plan (ACE). This plan articulates the protocols for returning to activities, returning to school, returning to sports, and returning to play.
- d. The last page of the ACE plan, Physician Release Form for Post-Concussion Assessment, is to be given to the student-athlete's physician. Per NFHS and Kansas State Law, an athlete may not return to practice or begin return to play protocols until this form is returned by the physician to the school.
- e. National Federation of State High Schools Activities Associations (NFHS) Concussion Guidelines

"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."

- f. Kansas School Sports Head Injury Prevention Act (Sec. 72-135.)

This section shall be known and may be cited as the school sports head injury prevention act.

As used in this section:

- (1) "School" means any public or accredited private high school, middle school or junior high school.
- (2) "Health care provider" means a person licensed by the state board of healing arts to practice medicine and surgery.

The state board of education, in cooperation with the Kansas state high school activities association, shall compile information on the nature and risk of concussion and head injury including the dangers and risks associated with the continuation of playing or practicing after a person suffers a concussion or head injury. Such information shall be provided to school districts for distribution to coaches, school athletes and the parents or guardians of school athletes.

A school athlete may not participate in any sport competition or practice session unless such athlete and the athlete's parent or guardian have signed, and returned to the school, a concussion and head injury information release form. A release form shall be signed and returned each school year that a student athlete participates in sport competitions or practice sessions.

If a school athlete suffers, or is suspected of having suffered, concussion or head injury during a sport competition or practice session, such school athlete immediately shall be removed from the sport competition or practice session.

Any school athlete who has been removed from a sport competition or practice session shall not return to competition or practice until the athlete is evaluated by a health care provider and the health care provider provides such athlete a written clearance to return to play or practice. If the healthcare provider who provides the clearance to return to play or practice is not an employee of the school district, such health care provider shall not be liable for civil damages resulting from any act or omission in the rendering of such care, other than acts or omissions constituting gross negligence or willful or wanton misconduct.

Section 2: Consent and Medical Authorization

- g. A Consent and Medical Authorization Form must be completed by the parent/guardian of all students prior to out-of town and/or overnight field trips.

Section 3: Calling 911

- h. Contact building principal and district administration after 911 was called to provide details of the incident.

SCHEDULING GUIDELINES

Section 1: Development of Schedules

- a. A proposed draft of dates and opponents will be provided to MS principals by the January principals' meeting. District Athletic/Activity Director facilitates the process.
- b. Coaches may submit scheduling recommendations through the building athletic director.
- c. Principals will review any proposals and make final decisions regarding schedules for the upcoming school year.

BASKETBALL

Section 1: General Guidelines

- a. Girls' Basketball tryouts/practice may begin the Monday following the conclusion of the volleyball season.
- b. Boys' Basketball tryouts may begin any time after the Thanksgiving break and may not last longer than 5 consecutive days.
- c. Boys Basketball practice may begin the first day that teachers report in January after the holiday break.
- d. Home team is responsible for all game-management personnel with the exception of administrators or their designees to supervise the visiting student section. Officials are assigned by the League Commissioner. Schools use Arbiter to pay officials.
- e. A running clock will be utilized when a team is up by 30 or more points in the 4th quarter. The running clock will continue even if the score drops back below a 30-point differential.

Section 2: Scheduling Guidelines

- f. Complying with KSHSAA guidelines, the principals will determine the number of competition dates and bye dates on an annual basis.
- g. The "official" schedule as drafted by the building principals will reflect 8th grade games. The 7th grade games will be played on the same date, against the same opponents, at the opposite sites.
- h. It is recommended that games will be played on Tuesday/Thursdays.
- i. The first date of **Girls' competition** will fall around Standard Calendar Week #17. The final day of competition will fall around Standard Calendar Week #24. The principals will determine the exact competition dates on an annual basis.
- j. The first date of **Boys' competition** will fall around during Standard Calendar Week #29. The final day of competition will fall around Standard Calendar Week #36. The principals will determine the exact competition dates on an annual basis.
- k. Games will begin at 3:30 p.m. with the exception of the one (1) evening game per sports season as determined by the principals. The evening game will begin at 5:30 p.m. Changes in game times will require the agreement of both schools. No running clock for B games, except for the KSHSAA 30-point rule.

Section 3: City Championship Guidelines

- l. Middle Schools are divided into two divisions and will play in and out of their division. The regular season will conclude with a post-season City Championship. (See Appendix for tournament details.)

Section 4: KSHSAA Summary

- m. All coaches are responsible for understanding and adhering to all KSHSAA guidelines including Rule 33 Basketball (Boys and Girls).

CHEERLEADING

Section 1: General Guidelines

- a. Each school will have both an 8th grade squad and a 7th grade squad of 8 to 12 members. However, squad numbers and size may change due to school enrollment and interest.
- b. Cheerleaders typically only cheer at home events.

Section 2: Cheerleading Showcase

- c. The Cheerleading Showcase will take place the first Saturday in February. The host principal will determine where to direct the profits.

Section 3: KSHSAA Summary

- d. All sponsors are responsible for understanding and adhering to all KSHSAA guidelines including Rule 48 SPIRIT and SPIRIT COMPETITION GROUPS (Cheerleaders, Dance/Drill Teams, Pompon Squads, Flag Teams, etc.).

Section 4: Tryout and Participation Guidelines

- e. Communication
Sponsor(s) and the school administration should meet prior to tryouts to ensure that all district guidelines have been reviewed, any questions regarding tryout procedures have been answered, and all guidelines will be followed.
- f. Squad Size
The suggested configuration is two squads (8th grade and 7th grade); however, schools have the flexibility to select fewer squads due to the number of students who tryout and the scoring breakdown. g. Considered criteria:
 - Natural break in scoring
 - Ratio of student body size / size of team.
 - Ratio of 7th and 8th graders.
 - Availability of Assistant Sponsors
- h. Eligibility to Try-Out
Students must meet KSHSAA eligibility guidelines to try-out. Individual schools will designate at what point participation is determined based on academics. i.e. one (1) day prior, same day, etc. Students will not automatically be withheld from competing due to a failing grade once the grade has returned to passing. Coaches, teachers, and parents will work together to keep students academically eligible.

Squad membership is for one academic year and students must participate in competitive tryouts annually in order to earn the privilege of participation in cheerleading the subsequent academic year.

- i. Tryout Procedures
The goal is to utilize judges who have no or limited connections to the school. Sponsors should work with the activity director to minimize any perceptions of impropriety that often arise out of the tryout process.

Examples of safeguards could include, but not be limited, to the following:

- Avoiding the use of anyone who may have personal connections to the students trying out.
- Avoiding the use of any relative or close friend of any student participating in tryouts.
- Minimizing the number of staff members.

Other procedures include:

- Rubric/criteria for judging and scoring published in the tryout packet.
- The GPA will determine no more than 10% of total tryout score.
- Teacher recommendations will determine 10% of the total tryout score.
- Performance will make up 80% of the total tryout score.
- Pre-tryout questionnaires can be utilized. However, the information in the questionnaire may not influence the tryout score.
- The recommended number of judges is 3 to 5.
- Judge's initials or number on tally sheets.
- School's discretion to pay for judges.
- Points are to be tallied by a third party using a spreadsheet.
- If the results are disputed, the appeal must involve the administrator and sponsor who may share with the student and/or parent areas of strength and weaknesses without disclosing the actual points, judge's identities, or ranking with other contestants. It is not required that point sheets or video tape to be shown to the parent or student.

j. Injured Athlete Procedure

In order to return to participation, cheerleaders will need clearance from a physician if a visit to the doctor's office is required to monitor or treat an injury. Special circumstances will be handled by school administration. Student will be given a DVD / video of a routine performed by third person and given the same amount of time to learn it and try out, typically 3 days for clinic and 1 tryout day. Student will try out in front of sponsor and will be videotaped. Video will be sent to original judges and scored. Score will determine placement on team.

k. Requirements to Maintain Eligibility

- KSHSAA Guidelines
- Signed Substance Abuse Form
- Current Physical - a physical exam is not required for try-outs. The KSHSAA physical and USD 233 concussion form is required after the team has been established and shall not be dated prior to May 1.
- School's unique program requirements to maintain eligibility, which must be clearly communicated to participants before tryouts.

l. Total Costs

Estimated costs will vary by school and squad and must be communicated in the tryout packet. Participation on the cheerleading squad does require a financial commitment by the parents/student. However, every effort is made to minimize costs and to offer fundraising opportunities to help offset such costs.

Uniforms: School pays only for the team uniform(s), although fundraising efforts may allow for the purchase of additional uniforms. Shoes, individual costumes, etc. are responsibility of the member.

Competitions: Each building should pay for the all TEAM registration fees at TEAM competitions. (Individual competitions are responsibility of individuals.)

Financial Concerns: Parents are encouraged to communicate with the school any financial concerns. Financial concerns are not a reason to deny a student membership on a team.

m. Attendance

Students are expected to follow district and school attendance policies. Sponsor must provide opportunity to make up class points whether absence is excused or unexcused.

Students are required to be in attendance four (4) class periods to participate in the day's activity. Exceptions would include funerals, braces, school sponsored activities and other practical reasons as determined by the building principal.

Sponsor / administrator may use discretion on participating after longer absences based on knowledge of routine and safety concerns.

n. Benching

Benching procedures are defined in the tryout packet, class rules, contract, and/or constitution.

Possible reasons include:

- Unexcused absences and/or tardies
- Missed practices and/or performances or tardies to either
- Violation of Substance Abuse Policy
- Ability to perform
- Low grades
- ISS or OSS
- Uniform requirements
- General misconduct

- o. As stated in the class rules or squad guidelines, the benched student is typically in uniform sitting on the side lines at events; special cases to be determined at sponsor / administrator discretion.

CROSS COUNTRY

Section 1: General Guidelines

- a. The purpose of cross country is to provide and alternate athletic opportunity for middle school students (6th, 7th and 8th grades), to encourage health and wellness, and to continue student involvement in running started in the elementary schools. Beginning in 2018, the sport moved from intramural to interscholastic competition.
- b. Distances shall be one (1) mile or 1600M for 6th and 7th grades and two (2) miles or 3200M for 8th grades.
- c. At the end of the season meet involving all 10 middle schools, medals will be provided to the Top 10 finishers in each race.
- d. T-Shirts or school track and field uniforms will be utilized.
- e. A signed KSHSAA Physical Exam (PPE) forms will be required for all participants prior to participation in practice.
- f. The school administrators and coaches will facilitate the meet.
- g. Running order: 6G, 6B, 7G, 7B, 8G/B.

Section 2: Scheduling Guidelines

- h. The adopted cross country schedule will identify the first practice date. The beginning date for practice will be determined by the building principals on an annual basis. Practices shall be held on Monday thru Friday and not last past 4:15 p.m. The season lasts six weeks.
- i. The season shall consist of four meets. The first meet is a dual followed by two meets that will be a triangular or quad meet beginning at 3:30 pm. The final meet involves all Olathe middle schools.

Section 3: City Championship Guidelines (established in 2018)

- j. A city meet shall take place to determine city champion in 6G, 6B, 7G, 7B, 8G, 8B.

Section 4: KSHSAA Summary

- k. Cross Country is not a KSHSAA sport for 6th grade in the Olathe Public Schools. For more information on requirements that govern 6th grade athletics, please refer to page 7.

DANCE TEAM

Section 1: General Guidelines

- a. Each school will have one dance team available to both 7th and 8th grade students. The size of the team may vary due to school enrollment and interest.
- b. Participation in outside competitions will be determined by each school.

Section 2: KSHSAA Summary

- c. All sponsors are responsible for understanding and adhering to all KSHSAA guidelines including Rule 48 SPIRIT and SPIRIT COMPETITION GROUPS (Cheerleaders, Dance/Drill Teams, Pompon Squads, Flag Teams, etc.).

Section 3: Tryout and Participation Guidelines

- d. Communication
Sponsor(s) and the school administration should meet prior to tryouts to ensure that all district guidelines have been reviewed, any questions regarding tryout procedures have been answered, and all guidelines will be followed.
- e. Squad Size
The suggested configuration is one team. Size is dependent upon the following:
- f. Considered criteria
 - Natural break in scoring
 - Ratio of student body size / size of team.
 - Ratio of 7th and 8th graders.
 - Availability of Assistant Sponsors

- g. Eligibility to Try-Out
Students must meet KSHSAA eligibility guidelines to try-out. Individual schools will designate at what point participation is determined based on academics. i.e. one (1) day prior, same day, etc. Students will not automatically be withheld from competing due to a failing grade once the grade has returned to passing. Coaches, teachers, and parents will work together to keep students academically eligible.

Team membership is for one academic year and students must participate in competitive tryouts annually in order to earn the privilege of participation on the dance team the subsequent academic year.

- h. Tryout Procedures
The goal is to utilize judges who have no or limited connections to the school. Sponsors should work with the activity director to minimize any perceptions of impropriety that often arise out of the tryout process. Examples of safeguards could include, but not be limited, to the following:
 - Avoiding the use of anyone who may have personal connections to the students trying out.
 - Avoiding the use of any relative or close friend of any student participating in tryouts.
 - Minimizing the number of staff members.

Other procedures include:

- Rubric/criteria for judging and scoring published in the tryout packet.
- The GPA will determine no more than 10% of total tryout score.
- Teacher recommendations will determine 10% of the total tryout score.
- Performance will make up 80% of the total tryout score.
- Pre-tryout questionnaires can be utilized. However, the information in the questionnaire may not influence the tryout score.
- The recommended number of judges is 3 to 5.
- Judge's initials or number on tally sheets.
- School's discretion to pay for judges.
- Points are to be tallied by a third party using a spreadsheet.
- If the results are disputed, the appeal must involve the administrator and sponsor who may share with the student and/or parent areas of strength and weaknesses without disclosing the actual points, judge's identities, or ranking with other contestants. It is not required to point sheets or video tape to be shown to the parent or student.

i. Injured Athlete Procedure

In order to return to participation, team members will need clearance from a physician if a visit to the doctor's office is required to monitor or treat an injury. Special circumstances will be handled by school administration. Student will be given a DVD / video of a routine performed by third person and given the same amount of time to learn it and try out, typically 3 days for clinic and 1 tryout day. Student will try out in front of sponsor and will be videotaped. Video will be sent to original judges and scored. Score will determine placement on team.

j. Requirements to Maintain Eligibility

- KSHSAA Guidelines
- Signed Substance Abuse Form
- Current Physical - a physical exam is not required for try-outs. The KSHSAA physical and USD 233 concussion form is required after the team has been established and shall not be dated prior to May 1.
- School's unique program requirements to maintain eligibility, which must be clearly communicated to participants before tryouts.

k. Total Costs

Estimated costs will vary by school and squad and must be communicated in the tryout packet. Participation on the dance team does require a financial commitment by the parents/student. However, every effort is made to minimize costs and to offer fundraising opportunities to help offset such costs.

Uniforms: School pays only for the team uniform(s), although fundraising efforts may allow for the purchase of additional uniforms. Shoes, individual costumes, etc. are responsibility of the member.

Competitions: Each building should pay for the all TEAM registration fees at TEAM competitions. (Individual competitions are responsibility of individuals.)

Financial Concerns: Parents are encouraged to communicate with the school any financial concerns. Financial concerns are not a reason to deny a student membership on a team.

l. Attendance

Students are expected to follow district and school attendance policies. Sponsor must provide opportunity to make up class points whether absence is excused or unexcused.

Students are required to be in attendance four (4) class periods to participate in the day's activity. Exceptions would include funerals, braces, school sponsored activities and other practical reasons as determined by the building principal.

Sponsor / administrator may use discretion on participating after longer absences based on knowledge of routine and safety concerns.

m. Benching

Benching procedures are defined in the tryout packet, class rules, contract, and/or constitution and should define reasons for benching.

Possible reasons include:

- Unexcused absences and/or tardies
- Missed practices and/or performances or tardies to either
- Violation of Substance Abuse Policy
- Ability to perform
- Low grades
- ISS or OSS
- Uniform requirements
- General misconduct

As stated in the class rules or squad guidelines, the benched student is typically in uniform sitting on the side lines at events.; special cases to be determined at sponsor / administrator discretion.

FOOTBALL

Section 1: General Guidelines

- a. Football practice may begin the Monday of Standard Calendar Week #7.
- b. Home teams are responsible for all game-management personnel with the exception of administrators or their designees to supervise the visiting student section. Officials are assigned by the League Commissioner. Schools use Arbiter to pay officials.
- c. An extra half or quarter will be played if determined by the competing schools based on the number of athletes in the football program .
- d. Both 7th and 8th grade football games will have four, eight-minute quarters. The only exception will be if the administrations of both schools agree on a shorter game due to extreme heat conditions or some other unforeseeable circumstance.
- e. "B" games will be two regular 8 minute quarters (no running clock) for day and night games.
- f. A running clock will be utilized when a team is up by 30 or more points in the 4th quarter. The running clock will continue even if the score drops back below a 30-point differential. Clock is stopped for time-outs, injuries, and change of possession.
- g. Schools may purchase just one football uniform for both home and away games. However, it should be unique and distinguishable from other school home and away uniforms.

Section 2: Scheduling Guidelines

- h. The middle schools will be divided into 2 divisions of five. Schools will play every team in their division once. Schools will play two additional games with opponents from the other division.
- i. The "official" schedule as drafted by the building principals will reflect 8th grade games. The 7th grade games will be played on the same day, against the same opponents, at the opposite sites.
- j. It is recommended that games will be played on Tuesday/Thursdays.
- k. Games will begin at 3:30 p.m. with the exception of the one (1) 8th grade evening game as determined by the principals. The principals will agree on the start time of evening games. Changes in game times will require the agreement of both schools.
- l. In the event of an 8th grade night game, the 7th grade game will be at 3:30 the opposite site during that week.

Section 3: Guidelines for Night Games

- m. All fans enter the west ticket gates will sit in the west bleachers at both ODAC and CBAC.
- n. Only the west parking lot will be utilized at CBAC.
- o. The schools will determine, by August 1, who will oversee concessions and forward that name to the District Director of Athletics.
- p. The Kick-off time will be determined by the competing schools. Once this time is determined, inform the District Director of Athletics/Activities.
- q. Both schools have the option of a half-time performance. If both schools perform, half time will be extended by five (5) minutes.
- r. The fans, as led by the administrators, will help with bleacher cleanup after the game.
- s. Night games will include a “B” half with two regular 8 minute quarters (no running clock).
- t. Any special facilities requests are to be made with the District Director of Athletics/Activities.

Section 4: City Championship Guidelines (updated spring 2021)

- u. The city championship will be determined by the top seeded team from each division playing one another in game 7. Game 7 will also include seed 2 playing seed 2, seed 3 playing seed 3, etc... from each division.

Regular Season Tie Break to determine game 7 opponent

1. Head to head game. If 3 or more teams are tied, use head to head amongst the tied teams.
2. Best record in divisional games.
3. Best record between common opponents.
4. Coin toss conducted by Director of Athletics/Activities.

Section 5: Reconditioning of Football Helmets

- v. Helmet Reconditioning

Most manufacturers recommend that helmets be reconditioned on an annual basis. However, the warranty language of most helmet manufacturers (i.e., Adams, Riddell, Shutt) state that the warranty on helmets requires that reconditioning takes place every two years. The NAERA (National Athletic Equipment Reconditioning Association) members will not recondition/recertify any football helmet 10 years of age or older. After 10 years, helmets should be discarded.

When a football season concludes, coaches should have all helmets that have not been reconditioned the previous year submitted for reconditioning. All other helmets that were reconditioned in the past year should be carefully examined by the head coach using the Helmet Inspection Checklist and Log. Any questionable helmet needs to be reconditioned and recertified.

w. Regular Inspections of Football Protective Equipment

During the football season, schools need to adopt and follow a program of helmet inspection. The helmet inspection should include the following:

- **Shell** - Cracks, particularly noting any cracks around holes (where most cracks start) and replace any shells that have cracked.
- **Hardware** - Mounting rivets, screws, hook/loop tape, and snaps for breakage, distortion, and/or looseness.
- **Faceguards** – Exposed bare metal or if guard has spread (flattened out) or sprung (opened up).
- **Internal components** - Jaw Pads, Chin Straps, Front Sizers, Back Sizers, Crown pad and side pads.

Schools are responsible for maintaining a log to help the create a paper trail and demonstrate they met their duty to provide safe equipment for their players.

x. Communication Regarding Football Protective Equipment

Last, at the beginning of the season coaches should take a few moments to provide an orientation for their players on the care and inspection of helmets per manufacturer’s instructions. Included in this is that players should never sit on their helmets which can cause the fit of a helmet to change.

Schools should ensure that only manufacturer’s approved parts are utilized when replacements are needed.

For guidelines regarding the reconditioning of football helmets, see Finance section: Reconditioning of Football Helmets.

Parents may request to provide non-school issued protective equipment (i.e., helmet). Athletic directors and coaches should adhere to the district policy on requests of this nature.

Section 6: KSHSAA Summary

- y. All coaches are responsible for understanding and adhering to all KSHSAA guidelines including Rule 35 Football.

TRACK AND FIELD

Section 1: General Guidelines

- a. Track and Field tryouts/practice varies depending on the week of spring break. Middle School principals will determine the practice start date on an annual basis.
- b. Home team is responsible for providing all game-management personnel.
- c. 6th Grade Track and Field Regular-Season Meet Information
 - Students may compete in up to three (3) events in any individual meet.
 - Running events with unlimited entries include the 100, 200, 800, and 1600.
 - Running events with entries limited to 6 boys and 6 girls include the 400, 4x100 and 4x200.
 - Field events entries are limited to 10 boys and 10 girls for the first meet. These events include the Shot Put, Running Long Jump, High Jump and Discus (beginning in 2013). After the first meet field event entries are limited to five boys and five girls.
 - The starting height for the high jump will be 3'2" for the girls and 3'8" for the boys.
 - The running long jump line should be approximately 36" from the sand pit.
 - The scoring at the triangular meets will be as follows:

<u>Individual Events</u>		<u>Team Events</u>	
1 st Place	5 pts.	1 st Place	5 pts.
2 nd Place	3 pts.	2 nd Place	3 pts.
3 rd Place	2 pts.		
4 th Place	1 pt.		

- d. 7th/8th Grade Track and Field Regular-Season Meet Information
 - Students may compete in up to three (4) events in any individual meet.
 - Running events with unlimited entries include the 100, 800 and 1600.
 - Running events with entries limited to four (4) include the Hurdles, 200 and 400.
 - The High Jump is limited to four (4) entries.
 - Other field events entries are limited to five (5) entries. These events include the Shot Put, Discus, and Long Jump.
 - The starting height for the high jump will be as follows:

7 th Grade Girls	3'6"
7 th Grade Boys	4'2"
8 th Grade Girls	3'8"
8 th Grade Boys	4'4"

- The Girls will throw a 6 lb. shot and the boys' will throw the 4K shot.
- The scoring for the dual meets will be as follows per National Federation Rules:

<u>Individual Events</u>		<u>Team Events</u>	
1 st Place	5 pts.	1 st Place	5 pts.
2 nd Place	3 pts.		
3 rd Place	1 pt.		

Section 2: Scheduling Guidelines

- e. The first date of regular-season 6th grade competition varies depending on the week of spring break. Middle School principals will determine the first date of competition on an annual basis.
- f. The first date of regular-season 7th/8th grade competition varies depending on the week of spring break. Middle School principals will decide the first date of competition on an annual basis. The season will have seven (7) competition dates.
- g. All 6th grade regular season competitions will feature a dual format. All 7th/8th grade regular-season competitions will feature a dual format. Home team may invite non-Olathe schools to their meet.
- h. All regular-season track meets will begin at 3:30 p.m.
- i. Specific information regarding the logistics, events, scoring, etc. for regular-season track meets, should be provided by the host school.

Section 3: City Championship Guidelines

- j. The city champions will be determined based on the results of the annual City Track and Field Meets. A city championship will be awarded for 6th grade girls, 6th grade boys, 7th grade girls, 7th grade boys, 8th grade girls, and 8th grade boys.
- k. For specific information regarding the logistics, events, scoring, etc. of the City Track Meets, please refer to Meet Packet provided by the District Director of Athletics/Activities.
- l. The City Track and Field meet will take place on a Tuesday with a rainout date on Wednesday of the same week. Morning session begins at 9:30. Afternoon session begins at 2:00.

Section 4: KSHSAA Summary

- m. All coaches are responsible for understanding and adhering to all KSHSAA guidelines including Rule 42 Track & Field (Girls and Boys) for 7th and 8th grade track and field.
- n. All coaches are responsible for understanding and adhering to all KSDE guidelines for 6th Grade Track and Field. For more information on 6th Grade Athletics, refer to the handbook section, "6th Grade Athletic Program."

Section 4: Concessions and T-shirt Sales Rotation Schedule

First school listed has a.m. session. Second school listed has p.m. session. If a school doesn't want to take their turn in the concession rotation, the other school can have both the a.m. and p.m. sessions.

Rotation for Concession Stand			Rotation for T-Shirt Sales	
2016	IT	FT	2016	FT
2017	PT	MT	2017	FT
2018	CT	OT	2018	PRT
2019	CST	SFT	2019	ST
2020	PRT	ST	2020	CST
2021	IT	FT	2021	SFT
2022	PT	MT	2022	CT
2023	CT	OT	2023	PT
2024	CST	SFT	2024	OT
2025	PRT	ST	2025	MT
2026	IT	FT	2026	IT

VOLLEYBALL

Section 1: General Guidelines

- a. Volleyball tryouts/practice may begin the Monday of Standard Calendar Week #7.
- b. Home team is responsible for all game-management personnel with the exception of administrators or their designees to supervise the visiting student section. Officials are assigned by the League Commissioner. Schools use Arbiter to pay officials.
- c. Schools are to utilize adult line judges only and two referees at all competitions.
- d. The third and deciding game in a volleyball match will be to 15 points in a dual format and 15 points all other formats (triangular, quadrangular, championship tournament).

Section 2: Scheduling Guidelines

The district volleyball schedule will feature nine (9) round robin competition dates. The KSHSAA has guidelines regarding the number of competition points that can be amassed during the season. The *KSHSAA Handbook* outlines the specifics of the policy in Rule 43, Section 3, Article 1.

- e. The official schedule will reflect 8th grade matches. The 7th grade matches will be played on the same date, against the same opponents, at the opposite sites.
- f. It is recommended that matches will be played on Monday/Wednesdays.
- g. The first date of competition will be on the Wednesday of Standard Calendar Week #8. The season will have nine (9) playing dates. The final day of regular competition will be on Wednesday of Standard Calendar Week #14.
- h. Matches will begin at 3:30 p.m. with the exception of the one (1) evening match as determined by the principals. The evening match will begin at 5:30 p.m. Changes in match times require the agreement of both schools.
- i. Schools have the option of playing non-Olathe schools and participating in tournaments.

Section 3: City Championship Guidelines

- j. The 7th and 8th grade City championship is determined by a post-season tournament that shall be completed prior to girls' basketball try-outs. See Appendix for tournament details.

Section 4: KSHSAA Summary

- k. All coaches are responsible for understanding and adhering to all KSHSAA guidelines including Rule 43 Volleyball.

STUDENT-INITIATED CLUBS

Section 1: Application to Form a Student Initiated Club

- a. Students interested in forming a new student group must submit an *Application to Form a Student Initiated Group* (in appendix) to the principal signed by at least seven students expressing a desire to form a group. The application shall include a written description of the group, including its purpose, and a list of members. The application must be signed by a student representative of the group and a faculty supervisor. All groups require principal approval before formation.

Section 2: General Guidelines that Govern Student Initiated Clubs

- b. Group meetings must be led by students. The group's meetings may not be directed, conducted or controlled by people from outside the school such as pastors, parents, or representatives of other outside groups. Such persons may attend student meetings from time to time, but not on a regular basis. As required of all visitors to the school, visitors to group meetings or activities from out of the school must report to the school office.
- c. Groups must secure at least one voluntary certified/licensed faculty supervisor who is assigned to the school and approved by the building administrator. The certified/licensed faculty supervisor shall attend and monitor group meetings and activities and serve as a faculty resource for the group. Faculty supervisors shall be present at religious meetings only in a non-participatory capacity.
- d. Student initiated groups may meet before or after the instructional day.
- e. Membership and all activities of the group must be open to all students without regard to race, gender, religion, or national origin.
- f. All group members must comply with applicable state and federal laws and Olathe District School Board Policies including the Student Code of Conduct.
- g. Schools may designate a bulletin board where student activities may be posted including meeting times and locations for student initiated groups. All postings require the approval of a building administrator prior to posting.

KEY BOARD OF EDUCATION POLICIES

The following Board of Education Policies impact school activities and/or athletics. It is important to distinguish the fact that the following are BOE policies while the rest of the handbook represents guidelines agreed upon by the middle school principals; unless otherwise noticed.

Section I – Instructional Program; Co-Curricular Student Travel; Number IFCC

Student travel which enriches the co-curricular relationship between academics and student activities provides meaningful opportunities to extend student learning beyond the classroom or lab, and provides application and demonstration for student learning through performance. All co-curricular trips will be examined for their connection to the approved curriculum, benefit to students from a learning and assessment perspective, and the degree of balance between these components when compared to cost, duration and destination of the trip, and impact upon student performance in other subjects. The Board of Education, working with the district administration, shall reserve the right to approve or deny all co-curricular travel on an individual case basis.

1. For the purpose of this policy, co-curricular travel is defined as travel to and from, including experiences during, events attended by school sponsored groups which have a dual connection to the educational program as both an activity and also a curricular component. Examples include instrumental and vocal music performing groups, drill team, speech / debate / forensics teams, international language groups, and other curricular-and-activity groups.
2. All approval for co-curricular travel shall be requested in advance by the teacher/sponsor first at the building level, and if approved, then presented to the district administration for action. District action may include Board of Education presentation and approval, due to the nature, duration, or magnitude of the travel being proposed. Approval shall be determined based upon the policy components as listed above.
3. Elementary and middle school groups will not typically be approved for long-distance or over-night trips. The attached chart outlines the guidelines for trip approval:

MAJOR TRIPS	Appropriate Level	Building Action Required	Building Administrative Approval Required	District
<ul style="list-style-type: none"> • Overnight • 200 or more miles from Olathe • Cost of \$300 or more per student (ceiling of \$1500/student) Trips above \$1500 will be reviewed carefully 	<u>High School*</u>	X	X	X
MINOR TRIPS				
Local (within 200 miles of Olathe) NO OVERNIGHT	Elementary; Middle School	X	X	
Local (within 200 miles of Olathe) WITH OVERNIGHT	High School*	X	X	Non- recurring
Non-local (over 200 miles from Olathe) NO OVERNIGHT	High School*	X	X	
*Elementary and middle school requests will rarely be considered.				

4. The district administration shall reserve the right to approve travel for co-curricular groups on a rotation basis, in an effort to provide experiences for all students across the district while also spreading the burden for support of large-scale trips throughout the community.
5. Fund raising for co-curricular travel shall be the responsibility of the teacher/sponsor, and shall be conducted in accordance with established building and district policies for such activity.
6. No student member of a co-curricular group shall be denied access to a group travel experience solely on the basis of available family financial support.
7. Schools shall not require payment by the individual student, parent or guardian to participate in field trips which require the attendance of the student for a graded class activity or to maintain membership in a co-curricular group.
8. Student safety during travel to and from field trip locations, as well as during the trip, is of highest importance. Teachers and sponsor shall be responsible for pre-trip orientation, which shall include bus safety instruction and precautions to be taken during the trip itself.
9. It is suggested on field trips with large groups involving a long-time stay, or a long distance from home or school, that an administrator or teacher take a private car in addition to the student buses in case of an accidental injury, illness or other emergency situation which might require transporting a small group separately from the larger group. It is not expected that a parent be placed in this type of role.
10. If a member of the group becomes separated and not located at the time of departure, the same procedures provided for field trips in general apply to co-curricular travel.
11. All travel involving students shall be via approved carriers as per Board Education policy for student transportation.
12. Adult supervision of all students is required by the teachers/sponsors at all times, including direct supervision while on the bus to and from the travel event. Bus drivers are not to be used to supervise students for disciplinary reasons, nor to supervise busloads of students while the teacher/sponsor travels separately in a private vehicle.
13. The district administration shall maintain the authority and responsibility to develop additional guidelines as needed for co-curricular travel proposals not addressed in this policy, nor covered by these procedures.

Last Modified by Opal O Hibbs on October 27, 2011

Section I – Instructional Program; Athletic and Activity Travel; Number IFCD

Student travel which enriches the athletic and activity experience for students as part of their total educational program allows students to observe and participate in settings which provide additional challenges and opportunities beyond those within the scope of typical programs. Travel and participation for students and groups must be in accordance with KSHSAA rules and regulations. In the case of non-KSHSAA event travel requests, each request will be examined for a connection to the approved curriculum, benefit to students from a learning and assessment perspective, and the degree of balance between these components when compared to cost, duration and destination of the trip, and impact upon student performance in other aspects of their educational program. The Board of Education, working with the district administration, shall reserve the right to approve or deny all athletic and activity related travel on an individual case basis.

1. For the purpose of this policy, athletic and activity travel is defined as travel to and from, including experiences during, events attended by middle and high school sponsored groups and teams which have a connection to the educational program as an activity, or are part of the school's athletic program in accordance with league or KSHSAA sponsored regular season and post-season tournament events.
2. Elementary and middle school groups will not typically be approved for long distance or overnight trips.

3. Student safety during travel to and from athletic and activity trip locations, as well as during the trip, is of highest importance. Coaches and sponsors shall be responsible for pre-trip orientation, which shall include bus safety instruction and precautions to be taken during the trip itself.
4. It is suggested on field trips with large groups involving a long-time stay, or a long distance from home or school, that an administrator, coach or sponsor take a private car in addition to the student buses in case of an accidental injury, illness or other emergency situation which might require transporting a small group separately from the larger group. It is not expected that a parent be placed in this type of role.
5. If a member of the group becomes separated and not located at the time of departure, the same procedure provided for field trips in general apply to athletic and activity group travel.
6. All travel involving students shall be via approved carriers as per Board of Education policy for student transportation.
7. Adult supervision of all students is required by the coaches/sponsors at all times, including direct supervision while on the bus to and from the travel event. Bus drivers are not to be used to supervise students for disciplinary reasons, nor to supervise busloads of students while the coaches/sponsor travels separately in a private vehicle.
8. The district administration shall maintain the authority and responsibility to develop additional guidelines as needed for athletic travel proposals not addressed in this policy, nor covered by these procedures.

Section J – Students; School Admissions; Number JBC

(Note: This only represents part of the Board Policy JBC)

Activity Expectations

Middle and high school students who have been approved for voluntary transfer of enrollment and entering senior high school for the first time shall be permitted to participate in interscholastic activities in accordance with the regulations of the Kansas State High School Activities Association.* In general, a student is ineligible for 18 weeks from the first day of attendance at the new school, if a change in school is made without an accompanying move on the part of the student's parents. For exceptions and additional information refer to the Kansas High School Activities Association (KSHSAA) regulars for eligibility.

***NOTE:** In addition to the transfer rule, the student must meet all other rules and regulations such as age, scholarship, bonafide student in good standing, etc. to be eligible for KSHSAA activities.

Part-Time Enrollment

In Grades 1-12 all students are to be enrolled full-time in regularly scheduled classes or alternatives with approval granted by the building principal as provided for in Board of Education Policy. Parents requesting less than full-time enrollment for a child must be approved by the Superintendent and reported to the Board of Education. All variations from full-time enrollment must be submitted and approved prior to September 20 of each year and reported to the Board of Education at the October Board meeting. All requests are subject to the following procedures.

ADMINISTRATIVE PROCEDURE:

1. The parent(s) must make a written request to the school district indicating the reasons for less than full-time enrollment.
2. A written request must be for attendance in the area where the parent resides.
3. The school principal and/or other appropriate staff must review the request and verify that enrollment can be accepted based on available space, availability of program, and other criteria related to the requirements for part-time enrollment.

4. Available space must exist at the school and requested program to accommodate the student without additional staffing.
5. The parent must assume responsibility for the transportation of the student to and from school.
6. The Student Code of Conduct applies to the student, including the expectation for attendance.
7. The request for less than full-time enrollment must be made and reviewed on an annual basis with enrollment prior to the annual September 20 official count.
8. Participation in non-class activities such as field trips, recess or other extra-curricular activities are not approved unless a part of the enrolled class.

Section J – Students; Athletic/Activity Substance Abuse; Number JDDAB

Students participating in athletics and/or KSHSAA/Olathe School District activities will not use or possess tobacco, alcohol/illegal drugs, or substances that are harmful or dangerous to a student's health. Because the use of alcohol, illegal drugs, and tobacco is detrimental to the health and welfare of any student and because the use of alcohol and illegal drugs and the purchase of tobacco are illegal for adolescents in the state of Kansas, Olathe School District administrators, coaches and activity sponsors believe that the use or possession of the above substances is unacceptable.

Students participating in KSHSAA and Olathe District Athletic activities are subject to Olathe School District Student Code of Conduct as it relates, but is not limited, to the use, distribution or possession of tobacco, illegal drugs and alcohol on school property or at school-sponsored events.

Verified violations which occur other than at school sponsored activities will adversely affect the student's level of participation in a KSHSAA and/or an Olathe School District athletic/activity.

Violation of these regulations may be verified by a school district administrator, a staff member, the police, or upon verification by the parents of the accused student and/or the admission of the student athlete or co-curricular student.

The following administrative options represent minimum consequences. Each administrator may determine whether the violation warrants more stringent consequences.

First Offense:

After confirmation by school officials of the first violation, the student will be placed on initial probation from his/her athletic team, co-curricular or extra-curricular activity.

For athletics: the period of initial probation shall be for not less than 14 calendar days. The student will not be allowed to compete within the 14-day probation period and will be required to miss a minimum of one competition. The student will also be required to attend a substance abuse program. However, if the student shows proof of enrollment and attendance in an approved substance abuse program, the student may be allowed to attend practice sessions with approval by the coach and school administration.

For non-athletic co-curricular or extra-curricular activities: The period of initial probation and severity shall be determined by the activity sponsor and school administration. The length of probation will be based upon the duration of the activity in which the student is participating and the nature and frequency of scheduled upcoming performances or activities. An attempt will be made to assign disciplinary consequences in a timely manner. The student will also be required to attend a substance abuse program. However if the student shows proof of enrollment and attendance in an approved substance abuse program, the student may be allowed to attend practice sessions or meetings with approval by the sponsor and school administration. In regard to in-class participation for

those students in co-curricular activity classes (i.e. band, vocal music, cheerleading, etc.) this policy is not intended to have an effect on a student's grade for the course.

Second Offense:

After confirmation by school officials of the second violation, the student will be placed on a final probation from his/her athletic team, co-curricular or extra-curricular activity.

For athletics: The period of final probation shall be for not less than 28 calendar days. The student will not be allowed to compete within the 28-day probation period and will be required to miss a minimum of 3 competitions. The student will also be required to enroll in an intervention program for substance abuse which is approved by the school administration. The student will be required to show proof of participation in the substance abuse program.

For non-athletic co-curricular or extra-curricular activities: The period of final probation and severity shall be determined by the activity sponsor and school administration. The length of probation will be based upon the duration of the activity in which the student is participating and the nature and frequency of scheduled upcoming performances or activities. In all cases, the consequences assigned shall be greater than the consequences for the first offense. An attempt will be made to assign disciplinary consequences in a timely manner. The student will also be required to enroll in an intervention program for substance abuse which is approved by the school administration. The student will be required to show proof of participation in the substance abuse program. In regard to in-class participation for those students in co-curricular activity classes (i.e. band, vocal music, cheerleading, etc.) this policy is not intended to have an effect on a student's grade for the course.

Third Offense:

After confirmation of a third violation by school officials, the student will be suspended from all of his/her athletic or co-curricular activity for the remainder of the school year. Prior to participation in any co-curricular activities the subsequent year, the student must have enrolled in a substance abuse program administered by a licensed drug/alcohol agency. The agency must verify adherence by the student to the recommended care program.

Revised: July 13, 2000

Area of responsibility: Teaching and Learning

Section J – Students; Student Insurance Program; Number JGA

The Board will maintain secondary accident insurance on all students annually as long as economically feasible.

Any medical expense not covered by the parent's or guardian's primary insurance on the students, the Kansas State High School Activities Association (KSHSAA) catastrophic insurance or secondary accident insurance is the responsibility of the parents or guardian. The school principal's office (nurse) maintains forms, and can help expedite with the parent or guardian procedures for filing and resolving insurance claims. (KSA 72-8416)

ADMINISTRATIVE PROCEDURE:

1. Accident claim forms are available from the building principal/school nurse.
2. Claims are to be completed and filed with the insurance carrier by the parent.
3. Additional insurance forms and information can be obtained by contacting the district business affairs office.

Administrative Responsibility: Financial Officer

Section J – Students; Student Activities; Number JH

The building principal is responsible for the organization of all student activities and approval of student initiated groups. Sororities, fraternities, and other secret organizations are prohibited. (KSA 72-5311; KSA 72-5389 to 72-5391, KSA 72-130 to 72-134)

All meetings of student initiated groups shall comply with the provisions of the Equal Access Act (20 U.S.C. Sect. 4071).

Administrative Responsibility: Student Services
Latest Revision Date: August 2007; November 2007

Section J – Students; Competitive Athletics – Secondary Schools; Number JHA

Each Olathe District middle and high school shall be a member of the Kansas State High School Activities Association (KSHSAA).

1. Each Olathe middle and high school shall retain membership in the Kansas State High School Activities Association.
2. In accordance to State Statute K.S.A. 1993 Supp. 72-130, the KSHSAA was incorporated as a governing body for all Kansas secondary schools' student activities.
3. "Activities" mean school activities and contests in the fields of athletics, music, forensics, dramatics, and any other interschool extracurricular activities by students enrolled in any of the grades from seven (7) to twelve (12) inclusive.
4. Each Olathe member school agrees to adhere to the policies, guidelines and procedures and governance of the KSHSAA, which are in alignment with Olathe Board of Education policies.

Administrative responsibility: Teaching and Learning
Adopted: 6/3/99
Configuration change - secondary to middle and high school - June 2010

Section J – Students; Sports Practice During the Regular School Day; Number JHB

Competitive sports practice may not be held during the regular school day.

1. The KSHSAA policies regarding sports practice during the school day shall be adhered to:
 - a. The physical education program shall not enroll a group of athletes for the purpose of getting them ready for any given interschool sports season. The physical education program may include instruction on a given sport as part of its yearly program, but the different periods in daily schedule will offer like or similar programs in its curriculum.
 - b. Athletic practices or competition between organized groups or interscholastic leagues shall not be counted for credit purposes.

Last Modified by Opal O Hibbs on October 14, 2011

Section J – Students; Contests for Students; Number JM

Contests which directly relate to the district’s academic program may be approved for student participation on a case-by-case basis. Student participation in academic or activity contests is subject to all Kansas State High School Activities Association (KSHSAA) rules for amateur standing and maintaining eligibility. Students entering contests as school representatives must secure approval of the school principal and district administration in advance.

Contestant entrance fees, other than those required for district approved usage or KSHSAA events, shall be the responsibility of the student or school entering the contest.

ADMINISTRATIVE PROCEDURE:

1. Travel and accommodations for student academic contests may be requested from the building principal and district administration. However, nothing in this policy shall be construed as to guarantee that any or all such requests are to be automatically funded.
2. Approval shall be based upon such factors as the academic benefit to the student(s) from the experience, funds available, amount of school time to be missed, and match between the contest activities and district student learning outcomes.

Administrative Responsibility: Student Services

Latest Revision Date: June 1996

Section K – General Public Relations; Crowd Control at School Sponsored Activities; Number KGD

Disorder and disruption of school activities will not be tolerated, and persons attempting such action shall be held accountable.

The Board of Education will not allow persons with disruptive intent to endanger the safety of students, school personnel or other adults; to damage school property; to interfere with school activities or the educational process; or to attempt to close the schools. The board will, to the full extent of its legal powers, ensure that every student and adult has an opportunity to attend school activities without fear or harm of injury to person or property.

Criminal Possession of a Firearm:

It shall be illegal for any person, other than a law enforcement officer, to possess a weapon in or on any school property, school grounds, or any district building or structure used for student instruction or attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event. This prohibition includes concealed weapons even if the person has a legal permit. Appropriate signs shall be posted as directed by the board.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

Section K – General Public Relations; Gifts to Schools; Number KH

The Olathe School District recognizes that revenue and other resources generated by private sources for public education can enhance the district’s ability to achieve its educational mission. Organizations and individuals may give gifts/donations/memorials/scholarships (hereinafter collectively referred to as “gifts”) to an individual school, department or the district as a whole. Gifts may be made in the name of or dedicated to an individual school, teacher or employee.

This policy does not apply to gifts or grants that have been applied for and awarded through a selective process. Gifts may be in-kind, financial, instructional materials, supplies, miscellaneous equipment or property. All donated in-kind gifts, monies, materials, supplies, equipment or property upon acceptance is regarded as school district property and will meet guidelines as established by existing board policy. All gifts from district support organizations, including but not limited to: Olathe Public Schools Foundation, school booster clubs, and parent teacher groups are under the governance of this policy.

See board policies and regulations related to other topics regarding the receipt of revenue and other resources as follows:

ADMINISTRATIVE PROCEDURE:

Approval Process

Building Approval

All gifts meeting the following criteria must be submitted to the building administrator for approval:

1. All gifts must align with the building philosophy as outlined in their Mission/Vision/Belief statements.
2. Any single gift or aggregate resource (numerous individual dollar amounts for one event or activity that total in aggregate to a designated amount) of value less than or equal to \$5,000.
3. Any gift that only impacts a single school building.

In addition, gifts meeting the above criteria may be submitted to the superintendent at the discretion of the Building administrator.

District Approval

All gifts meeting the following criteria must be submitted to the superintendent or designee for approval:

1. All gifts must align with the district philosophy as outlined in the Mission/Vision/Belief statements.
2. Any single gift or aggregate resource (numerous individual dollar amounts for one event or activity that total in aggregate to a designated amount) of value greater than \$5,000.
3. Any gift that impacts more than one school building.

In addition, gifts meeting the above criteria may be submitted to the Board of Education at the discretion of the Superintendent or designee.

Board of Education Approval

All gifts meeting the following criteria must be submitted to the Board of Education for approval:

1. All gifts must align with the district philosophy as outlined in the Mission/Vision/Belief statements.
2. Any single gift or aggregate resource (numerous individual dollar amounts for one event or activity that total in aggregate to a designated amount) of value greater than the amount set in K.S.A. 72-6760 related to bids and purchases.
3. Any gift which exclusively promotes a product, person, service, company or entity.

Guidelines for Receipt of Gifts:

The Olathe District Schools prefers the use of an acknowledgment as the preferred recognition granted for a gift, donation, or sponsorship rather than a commercial or advertisement. At all times the school or District reserves the right to determine the content, location, and permanence of the acknowledgement.

1. Persons or organizations desiring to donate gifts to schools must contact the superintendent or designee.
2. Items considered for donations, whether the request be from individuals, groups or companies, shall be subject to the district's established standards for acceptance. All gifts shall be used and be appropriate for the intended instructional purpose and considered to be beneficial to students, staff or district facilities.
3. Equipment intended for purchase with donated funds shall receive input and be reviewed by the proper school department before purchase, installation and use.
4. Descriptive information about the intended donation will be forwarded to the superintendent or designee for evaluation.
5. The evaluation process will include but not be limited to: evaluating age and condition of donation; cost of installation, maintenance or upgrading of donation; review of safety, liability, insurance and regulatory compliance issues; and suitability for the intended use.
6. Items containing promotion of a commercial, political or non-profit organization that detract from the educational value of the donation shall not be accepted.
7. Gifts bearing the name(s) of the donor that do not detract from the value or usefulness of the gift shall be allowed.
8. The superintendent or designee will notify the donor and appropriate district personnel of the decision concerning the status of the donation request.
9. Gifts that do not continue to meet district standards shall be removed from school use per Board Policy DO regarding the Disposition of Property.
10. This policy is not intended to regulate fund raising activities by school groups and auxiliary support organizations since other procedures provide guidance for these activities.

(Revised: January 8, 1998; June 3, 2004)

Section K – General Public Relations; Free Materials Distribution in Schools; Number KI

The superintendent reserves the right to refuse distribution of any material by outside individuals or groups to the students of the district in accordance with the rules adopted by the board.

Political Campaign Materials

In order to further citizenship training, the board encourages responsible use of political materials.

Special Interest Materials

The principal of each building shall establish rules and regulations governing the distribution of special interest materials in the building.

Advertising in the Schools

No advertising for commercial purposes shall be permitted in the school building or on the grounds of the district without prior approval of the board. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Ads concerning drug paraphernalia and any controlled substance are prohibited in any school-sponsored publication.

ADMINISTRATIVE PROCEDURE:

No student shall be forced to participate in the distribution of any non-school materials in the schools.

Political Campaign Materials

Political materials shall not be permitted for distribution in school buildings or on district grounds.

With prior approval of the building principal, political materials may be distributed in conjunction with educational instruction where the primary purpose is to educate students on issues of a political nature such as pending legislation or other materials which do not promote a specific individual, party or political ideology.

The use of political materials distributed for instructional purposes shall comply with policy and procedures of Board of Education policy IF - Instructional Resources: Building/Classroom Materials.

Special Interest Materials

No mailing lists of students or employees of the district shall be given to individuals, organizations or vendors for the purpose of distributing materials without a written request and approval of the appropriate records custodian.

Advertising in the Schools

Advertising in the student publications may promote products by brand name except that commercial ads promoting the sale of any controlled substance or drug paraphernalia are prohibited.

POST SEASON BASKETBALL TOURNAMENT FORMAT

Tournament Format for Basketball

Teams will be separated into two different brackets based on final standings.

Gold Bracket will consist of teams ranked No. 1 through No. 6

Silver Bracket will consist of teams ranked No. 7 through No. 10

Gold Bracket

Team No. 1 will host the semi-finals and placement games on the final Saturday of the season

Host school will attempt to fill necessary supervision (clock, scoreboard, crowd control)

If unable, email will be sent to other schools in bracket to help fill roles

Team No. 3 will host team No. 6 and team No. 4 will host team No. 5 for play-in games on the Thursday before the tournament

Team No. 1 and No. 2 will receive first round "byes"

Host school will determine if semi-finals and placement games can be played simultaneously

Silver Bracket

Team No. 7 will host the semi-finals and placement games on the final Saturday of the season

Host school will attempt to fill necessary supervision (clock, scoreboard, crowd control)

If unable, email will be sent to other schools in bracket to help fill roles

Host school will determine if semi-finals and placement games can be played simultaneously.

*In the event a school is deemed the host at 7th and 8th grades, the next highest ranked team will be the host school.

*A placement game is defined as the play-in game (4 vs. 5 and 3 vs. 6).

Tie Break Procedures for Basketball

Teams will be seeded No. 1 through No. 10 in the post season basketball brackets based upon the final regular season standings. Basketball teams that finished No. 1 and No. 2 in the final regular season standings shall receive a "bye" on the first round in the 6-team tournament.

Two-Team Tie

The following procedure will be used in the following order until the tie is broken:

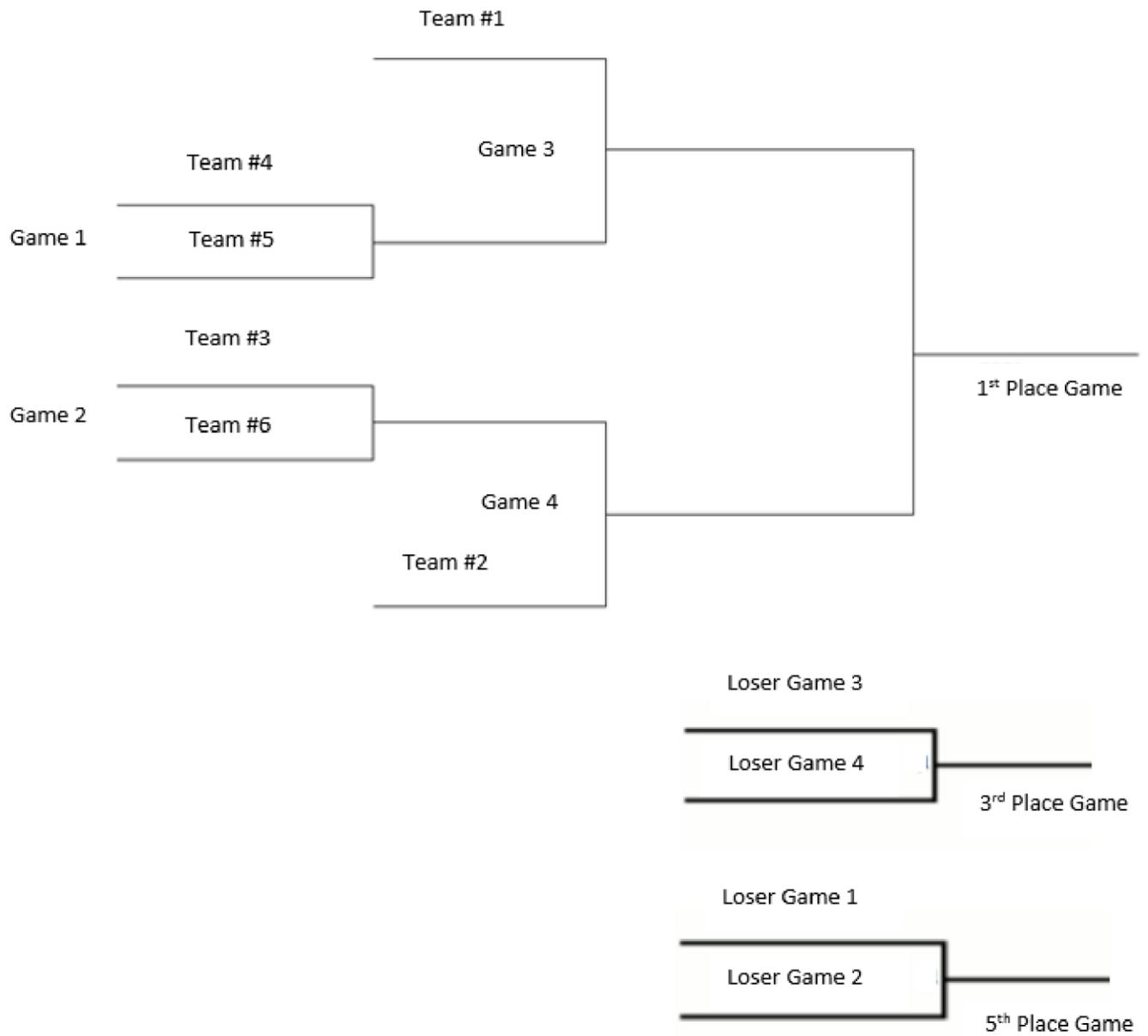
1. Won-lost results of head-to-head competition between the two teams.
2. Won-lost record of the two teams versus the No. 1 seed (and proceeding through the No. 10 seed, if necessary).
3. Coin flip by the District Director of Athletics/Activities.

Three-Team Tie (or more)

When three or more teams are tied, the following procedure will be used in the following order until the tie is broken. If two teams remain tied after a tiebreaker provision, the two-team tiebreaker formula will be used.

1. Best winning percentage of games played among the tied teams (Example: Team A is 3-1, Team B is 2-2 and Team C is 1-3 - Team A would be seeded highest, Team B second-highest and Team C lowest of the three).
2. Best winning percentage of the tied teams versus the No. 1 seed (and proceeding through the No. 10 seed, if necessary).
3. If two teams remain, coin flip by the District Director of Athletics/Activities.
4. If three or more teams remain, draw by the District Director of Athletics/Activities.

Bracket for Gold Tournament



Bracket for Silver Tournament



POST SEASON VOLLEYBALL TOURNAMENT FORMAT

Tournament Format for Volleyball

The tournament will consist of pool play and will determine the City championship. Pool 1 includes seeds 1, 3, 5, 7, and 9. Pool 2 includes seeds 2, 4, 6, 8, and 10. Each pool will play in a round robin (4 matches total). The top 2 teams in each pool advance to a 4-team bracket to determine 1st and 3rd place. Remaining teams will match-up with a like opponent from the other pool (i.e., 3 plays 3; 4 plays 4; 5 plays 5). Scoring is the same as the regular season. Best 2 of 3 sets wins. Scoring is to 25 points. If a 3rd game is needed, the scores goes to 15 points not 25.

Tie Break Procedures for Volleyball

Teams will be seeded No. 1 through No. 10 in the post season volleyball brackets based upon the final regular season standings.

The same procedures will be used to determine a tie break during tournament play

Two-Team Tie

The following procedure will be used in the following order until the tie is broken:

1. Won-lost results of head-to-head competition between the two teams.
2. Won-lost record of the two teams versus the No. 1 seed (and proceeding through the No. 10 seed, if necessary).
3. Coin flip by the District Director of Athletics/Activities.

Three-Team Tie (or more)

When three or more teams are tied, the following procedure will be used in the following order until the tie is broken. If two teams remain tied after a tiebreaker provision, the two-team tiebreaker formula will be used.

1. Best winning percentage of games played among the tied teams (Example: Team A is 3-1, Team B is 2-2 and Team C is 1-3 - Team A would be seeded highest, Team B second-highest and Team C lowest of the three).
2. Best winning percentage of the tied teams versus the No. 1 seed (and proceeding through the No. 10 seed, if necessary).
3. If two teams remain, coin flip by the District Director of Athletics/Activities.
If three or more teams remain, draw by the District Director of Athletics/Activities.

Pool Play Schedule

	<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>	<u>Round 4</u>	<u>Round 5</u>
Pool 1 – Court A	1 vs 7	5 vs 1	5 vs 9	3 vs 9	7 vs 3
	3 vs 5	7 vs 9	1 vs 3	5 vs 7	9 vs 1
	9 – bye	3 – bye	7 – bye	1 – bye	5 – bye
Pool 2 – Court B	2 vs 8	6 vs 2	10 vs 6	4 vs 10	8 vs 4
	4 vs 6	8 vs 10	2 vs 4	6 vs 8	10 vs 2
	10 – bye	4 – bye	8 – bye	2 – bye	6 – bye

This same game schedule can be used even if 3 courts are available.