

# **Paola Middle School**



**Activities Handbook  
2026-2027**

## **Sport/Activity Registration, Physical Packets and Pay to Participate**

Sport registration can be completed via Bound registration. All required documentation will be uploaded digitally. The following must be completed for your child to participate on an athletic team at Paola Middle School, all of which will be completed in Bound Registration. Physical evaluation packets are available on the school website or in the office. Physicals must be dated after April 1, 2026 to be valid for the 26-27 school year.

- KSHSAA Pre-Participation Physical Evaluation completed by a physician
- KSHSAA Eligibility Checklist
- KSHSAA Concussion & Head Injury Form
- Paola Middle School Insurance Form
- Medical Consent Form
- \$50.00 Pay to Participate Fee - payable to: Paola Middle School

Activities such as KAY club, craft club, FCA, art club, STUCO, Kid Wind, and Scholar's Bowl are also offered at PMS. These activities do not have a formal registration process, do not require a physical and are not subjected to the \$50 pay to participate fee. Sign ups for these activities take place during the school year.

## **Tryouts**

Paola Middle School offers opportunities for all students to participate in athletics and activities. Depending on the activity, our teams are divided into two categories: Varsity and Junior Varsity. Some teams, such as: Cheer, Volleyball, and Basketball have a cut policy. Some teams have a no-cut policy, such as: Cross Country, Football, Wrestling, and Track. At Paola Middle School we encourage all of our students to participate in extracurricular activities.

## **Attendance Policy**

- A. School Attendance
  - a. Students must be in attendance at school for at least 4 class periods in order to participate in activities (practices, games, etc) that given day.
  - b. Students participating in Saturday activities, or activities following a day when school is not in session must have been in attendance for the last two instructional hours of the preceding school day.
  - c. Absence approval can be granted to individuals that have scheduled appointments during the school day that would cause them to miss the required 4 hours of the school day. This should be cleared in advance.

- d. Students that accumulate unexcused absences may be deemed ineligible by the coach or administration.

## B. Practice/Game Attendance

### a. Excused Absence

- i. When you are at school but do not attend practice, you must inform the coaches prior to the end of the school day to have the opportunity for the absence to be classified as excused.  
ie...Make-Up work, Appt., etc
- ii. Any absence for illness, appt., etc. that prevents a participant from attending a game or practice that is approved by the coach or administration in advance.

### b. Unexcused Absence

- i. When you are at school all day, but fail to contact a coach prior to the end of the school day.
- ii. Absences for appointments, vacations, or conflicting school events that are not approved by the coach and administration in advance.
- iii. Absences that result due to behavior consequences as assigned by the school administration. ie...detentions, Friday Night School, Out of School Suspension. (In-School Suspension during an athletic season: discipline will be at the coach's discretion)

### c. Tardiness:

- i. Tardiness is defined as: Not being ready to begin practice/competition at the regularly scheduled time that practice or warmup begins.
- ii. Students should have all necessary equipment ready and their uniform/practice attire on and ready to begin at the scheduled start time.
- iii. Late arrival should be cleared in advance with the coach or administration.
- iv. Leaving practice early will be handled in the same manner as a tardy.

### d. Consequences for Attendance/Tardiness:

- i. 1<sup>st</sup> Unexcused Absence: Playing time reduced on the next competition date.
- ii. 2<sup>nd</sup> Unexcused Absence: 1 game/match suspension
- iii. 3<sup>rd</sup> Unexcused Absence: Team Dismissal with administrative reinstatement only.
- iv. 1<sup>st</sup> Tardy and 2<sup>nd</sup> Tardy: Required Make-up Practice Time and/or playing time reduced on the next competition date.

- v. 3<sup>rd</sup> Tardy: Playing time reduced on the next competition date.
- vi. 4<sup>th</sup> Tardy: Additional Games Suspension or Team Dismissal
- vii. 5<sup>th</sup> Tardy: Team Dismissal with administrative reinstatement only.
- viii. \*\*\*Excessive Excused Absences may lead to Reduced Playing Time and/or requirement to makeup missed practice time.

## **Grades/Eligibility**

**At Paola Middle School, we believe in the concept of Student-Athletes. Student academics come first. Coaches will be made aware of their athletes' grades and will monitor their progress.**

We are members of the Kansas State High School Activities Association (KSHSAA), which requires us to maintain a plan whereby students must maintain academic standards in order to be eligible. The Paola Middle School requirements for eligibility are as follows:

1. *Enrollment- The student shall be enrolled in and attending a minimum of five subjects of unit weight (or its equivalent) during the present semester.*
2. *The student must be in good standing. Students who have been suspended out of school may not participate in or attend any extracurricular activities during any part of the day or days they are suspended.*
3. *The student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalent, the previous semester or the last semester of attendance.*

## **KSHSAA Rules**

All KSHSAA rules and regulations are published in the official KSHSAA Handbook which is distributed annually and is available online ([www.kshsaa.org](http://www.kshsaa.org)) and in the schools office. See the school activities director for complete information.

## **Home School/Virtual Policy**

In the spring of 2023, members of the Kansas House of Representatives and Kansas Senate passed legislation providing the opportunity for Non-Public School Students to participate in KSHSAA sponsored activities at their respective local public schools. **Non-public school students are only eligible in the district (USD) where they reside.**

Those students in grades 7-12 who are primarily enrolled in non-public schools may be deemed eligible for participation at their local public school upon the completion, submission and approval of the Eligibility Application per House Substitute for Senate Bill 113

Non-public school students seeking eligibility must complete all KSHSAA and local public school requirements including, but not limited to:

- Complete Pre-Participation Physical exam prior to the first practice with such exam completed annually after April 1 (KSHSAA Handbook Rule 7-1-(1-7))
- Concussion Education
- Heat Acclimatization (fall activities only)
- Parent/Guardian participation in parent/guardian team meetings.
- Submission of immunization records consistent with KSA 72-6262
- Participation fees (if charged for all students by the public school.
- Other requirements as determined by the local public school Board of Education (if required for all students - i.e., required enrollment in a class to participate)

The online application process must be completed by the parent/guardian of the student requesting eligibility. Access to the Eligibility Application per House Substitute for Senate Bill 113 will be through the KSHSAA website. Information on this form will include the following information:

- Name
- Birthdate
- Grade Level
- Differentiation of non-public school attendance or home school attendance.
- Information re non-public school (private school) attending; or,
- Information regarding home school registration with KSDE.
- Home address (place of residence, where the family resides/sleeps.)
- Public school designated to serve the home address.
- Immunization records consistent with local school expectations and KSA 72-6262.
- First date of enrollment in 7th grade.
- Date of promotion from 7th grade.
- Date of promotion from 8th grade.
- Activities in which the student will participate (seasonally).
- Student attendance in any school setting over the previous 12 months.

Following review of the Eligibility Application per House Substitute for Senate Bill 113, **the student is not eligible for competition until written confirmation is provided by the KSHSAA to the member public school and that member public school athletic**

**administrator enters the student into their respective KSHSAA eligibility database (Rule 12-1-1)** Emails will be utilized to confirm eligibility and sent to the administrator address on file with the KSHSAA directory.

### **Away Game Transportation**

All students are to ride to and from away games on the bus or district provided transportation. District transportation will pick up students from the school and will drop off students at the school. If parents go to away games, they may take their own child home, as long as they inform the coach prior to leaving. In the event that a parent is not present, a handwritten note, email, or phone call from the parent must be made prior to the event to confirm alternate transportation arrangements.

### **Participation on Athletic Teams Outside of School**

The Kansas State High School Activities Association states that a student who is a member of a school athletic squad may not participate as a member of an outside team or as an independent competitor during the same season of the same sport. For example, a student playing boys basketball for PMS may not participate in a basketball rec league at the same time.

### **Sportsmanship**

If a player, coach, spectator, student, or parent is observed acting inappropriately, the school administration expects it to be stopped. That individual may be asked to leave by an official, school personnel, administrator, or police officer. If the person resists leaving, the police may be called and he/she will be escorted out of the event. The individual may forfeit his/her privilege of attending future contests - home or away. If removed from a game, the individual will be required to meet with school administration to discuss the issue. If the individual shows up at a future contest without resolving the issue, he/she may be charged with trespassing.

Athletes disqualified from a sports competition will be subjected to the KSHSAA policy on disqualifications. Further actions by school administration may be taken.

## **Reasons for Suspension/Dismissal from Activities**

Students that participate in KSHSAA sponsored activities or other extra-curricular activities and events sponsored by USD 368 may be suspended or dismissed from participation.

It is the goal of USD 368 to use activities as an extension of the classroom to help students learn valuable life skills. Dismissal from an activity should be a last resort after repeated efforts to work with students and parents have failed, or in cases where the offense was serious enough to warrant immediate dismissal.

- A. Actions leading to suspension or dismissal may include, but are not limited to, the following”
  - a. Poor academic performance
  - b. Poor attendance/tardiness: Chronic or excessive absences/tardies related to; practice time, competition dates or the school day.
  - c. Conduct that harms image of self/school/team
  - d. Drug/Alcohol/Tobacco offenses: Including usage, possession, distribution or solicitation that occurs either at school, school related activities or outside the school day. The school day is defined as 8:00am - 3:00pm when school is in session.
  - e. Ejection from a practice/competition.
  - f. Failure to follow directive of staff or game official
  - g. Fighting or aggressive Physical Contact (Battery)
  - h. Flagrant disrespect of others
  - i. Harassment (includes bullying)
  - j. Illegal acts - May involve criminal arrest or prosecution by law enforcement.
  - k. Poor Attitude or Sportsmanship
  - l. Violation of Any published team rule
  
- B. Consequences for Unacceptable Behavior
  - a. 1st offense: Warning, Make-up Practice, or playing time reduced. Notice will be given by the coach to both the parent/guardian and the student.
  - b. 2nd offense: Additional participation suspension, Make-Up Practice time or possible dismissal from activity. Notice will be given by the coach to both the parent/guardian and the student.
  - c. 3rd Offense: Dismissal from Activity. Notice will be given by the coach to both the parent/guardian and the student.
  - d. *\*Egregious offenses may warrant immediate dismissal from the activity.*

## **Uniforms**

Uniforms and equipment will be checked out to athletes prior to the first games for each activity. USD 368 approved uniforms will be worn by the athletes representing Paola Middle School, *no exceptions*. Athletes will be required to pay for any lost or damaged uniforms. If there are individual purchases used as part of the uniform (i.e. spandex in volleyball or other personally purchased accessories) those are the property of the student.

## **Team Handbooks**

Head coaches will have a team handbook. The handbook will contain all needed information regarding the sport and season and will supplement the activity handbook.

Additional, Team specific information can include but is not limited to:

- Team Philosophy
- Introductory letter from coach
- Practice/Game Schedules
- Game Day Expectations
- Athletic Agreements
- Sport background information
- Responsibilities of parents and code of conduct for participants
- Costs (in addition to Pay to Participate) that associate with participation.
- Camp Information
- Transportation guidelines and approval form
- School equipment vs personal equipment policies
- Replacement cost for damaged/lost uniforms

## **Parent/Coach Communication**

Be supportive of the coaching staff in front of your child. Encourage your child to discuss issues with his/ her coach first. *All students are valued; however, individual playing time at the middle school level is not guaranteed equal and will not be discussed.* If you would like to visit with your child's coach, please, contact him/her to arrange an appointment. To reach a coach, call the main school number, 913-294-8030, and leave a voice message with your name, number, and reason for your call. Additionally, you may contact the coach by email. Coaches can be emailed by their email or using the contact me section of the staff directory on the school website. Coaches will also communicate through the Arbiter Sports system.

If you would like to speak to the Activities Director, Ben Melick. His phone number is 913-294-8030 and his email address is [ben\\_melick@usd368.org](mailto:ben_melick@usd368.org).

## **Injuries**

If an athlete is injured at practice or during a game, the coach may require a note or verbal confirmation from the parent indicating that it is okay for the athlete to resume physical activities. If an athlete is injured and removed from a practice or game due to concussion related symptoms, the athlete will not be allowed to resume practice or game participation until the coach is given a note from the doctor indicating the athlete can resume physical activities. Student Athletes will then go through a 5 step process with our district Athletic Trainer before returning to practice.

## **ImPact Concussion Testing**

The Paola School District takes student injury very seriously. We offer, free to our student athletes, the ImPact concussion screening test. Parents may opt into this test for their student. If a student is suspected to have a concussion, parents will be directed to an ImPact certified doctor in our area to follow up with.

## **Concussion Screening Protocol**

What to do when a student athlete needs to be screened for a possible concussion during practice or a game:

- Immediately remove players showing concussion symptoms from the practice or game field.
- SCAT2 test should be administered. Students that show ANY signs of a possible concussion are not allowed to return to practice or play for the remainder of the day. Football players should have their helmet taken away as a precaution so that they are not accidentally returned to play.

## **Post-Concussion Protocol**

When a participant is removed from practice or a game due to displaying symptoms of a concussion:

- Parents should be notified by one of the following: coaching staff, training staff, or school administration, as soon as possible.
- Players must be picked up by a parent/ guardian or their designee.
- Parents should be encouraged to take their child to a physician the same day as the injury occurred. A concussion can digress rapidly in some instances.

- Parents should be notified about the ImPact Testing program offered by Paola as a resource. This is an optional program that they may or may not want to participate in. If they choose to have their child take a post-concussion test that can be compared to their original baseline exam, this should be arranged with the school administration the next day.
  - Players **MUST** visit an MD or DO before they can begin the *5 Step Program* that allows them to return to play. **Step #5 requires a controlled environment and cannot be completed by participating in a game.**
  - The *5 Step Program* will be administered under the direction of our school trainer.
  - The player can only return to play after the following conditions have been met:
    - Clearance has been granted by an MD or OD
- ~AND~**
- The school trainer has cleared the individual for play after successful completion of the *5 Step Program*.
  - Questions regarding concussion return to play can be directed to the district athletic trainer, Sarah Curless at [sarah\\_gauger@usd368.org](mailto:sarah_gauger@usd368.org).

### **Frontier League Schools**

Baldwin Jr. High School  
Clark Middle School  
Eudora Middle School  
Forest Spring Middle School  
Louisburg Middle School  
Ottawa Middle School  
Paola Middle School  
Spring Hill Middle School  
Tonganoxie Middle School  
Woodland Spring Middle School

**Directions to the Frontier League Schools can be found on our  
website...[www.usd368.org](http://www.usd368.org)**