



# **Santa Fe Trail Junior High**

**Coach's Handbook**

**2023-2024**

## **Table of Contents**

|                                     |          |
|-------------------------------------|----------|
| Organization                        | 2        |
| General Policy Statement            | 2        |
| Coaching Positions                  | 2        |
| Expectations for Coaches            | 3        |
| <b>Coach/Sponsor Evaluations</b>    | <b>3</b> |
| Resignations                        | 4        |
| Release From Class                  | 4        |
| Practice Sessions                   | 4        |
| <b>Team Suspensions/Dismissals</b>  | <b>5</b> |
| Facilities                          | 6        |
| Insurance and Injuries              | 6        |
| Uniforms                            | 7        |
| Budget and Financial Procedures     | 7        |
| Transportation Rules and Procedures | 8        |
| Parental Relations                  | 8        |
| Game Attendance                     | 9        |
| Camps                               | 9        |
| Lettering                           | 9        |
| Appendix                            | 10       |

**Yellow = Additions**

**Red = Removals**

## **Organization**

This Addendum is meant to supplement the Student Athlete's Handbook. Coaches should be knowledgeable of the information in both the handbook and the addendum. District policies and faculty handbook rules and regulations also apply to district coaches.

The term coach applies to coaches, sponsors, assistants, directors, or any other adult leaders of activities.

## **General Policy Statements**

The Superintendent and Principal can affect changes in the rules, policies, and regulations for athletics with the approval of the Board of Education when necessary. Building administrators must be well acquainted with these policies so that programs are administered reasonably within consistent guidelines.

In athletics, as well as other areas, personnel problems must be met in similar ways as all other personnel problems. The principal and the administrative staff must provide supervision, counseling and guidance and finally, evaluation of personnel as ways to deal with personnel problems in athletics.

All coaches must meet KSHSAA requirements and volunteers cannot be used in accordance with KSHSAA rules.

Coaches assigned to interscholastic athletics are expected to be on duty when needed for the maximum benefit to the program. Athletes should be supervised at all times at practice. The coach is responsible for proper supervision of locker and dressing rooms and for leaving the rooms in good condition at the end of practice.

## **Coaching Positions**

The following list of coaching positions is provided for use in staffing decisions. The number of coaches listed for each sport is the maximum number of positions allowable for each team.

In the event the participation on a team grows to a level where the coach and athletic director feel that the supervision is insufficient, they may make a request to the principal for additional coaches.

### **Basketball**

1. One Head 7<sup>th</sup> Grade Coach and One Head 8<sup>th</sup> Grade Coach
2. Number of Assistant Coaches will be based on the participation level

### **Football**

1. One Head 7<sup>th</sup> Grade Coach and One Head 8<sup>th</sup> Grade Coach
2. Number of Assistant Coaches will be based on the participation level

### **Track**

1. One Head 7<sup>th</sup> Grade Coach and One Head 8<sup>th</sup> Grade Coach
2. Number of Assistant Coaches will be based on the participation level

### **Volleyball**

1. One Head 7<sup>th</sup> Grade Coach and One Head 8<sup>th</sup> Grade Coach
2. Number of Assistant Coaches will be based on the participation level

## Wrestling

1. One Head Coach
2. Number of Assistant Coaches will be based on the participation level

## Cross Country

Under the direction of the high school cross country coaches.

### **Expectations for Coaches**

The objectives and standards established by U.S.D. 434 Junior High School for athletic programs require equally high expectations by the coaches who will guide and assist the students in achieving them. The following areas are intended as an outline of the general expectations of coaches.

#### A. Rapport

A coach must be able to develop a good rapport with: team personnel, the student body, the professional staff (faculty, administration, maintenance etc.), the community, spectators, officials, fellow coaches, and parents of his/her players. Good rapport and an image of competency are invaluable for the coach.

#### B. Cooperation

The Junior High School expects a maximum of give and take among all individuals associated with the program. Coaches must work hand in hand with their athletic director, principal, and other members of the staff.

#### C. Leadership

Diligence, enthusiasm, honesty, and dedication to the game are all part of a professional pride that should be exhibited by all coaches. Professional actions should be exemplary. Following practice schedules and building positive attitudes are of the utmost importance.

#### D. Discipline

The coach becomes a model of all that the program represents-observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season at home and away, and the conduct of the crowd. Desire to do well, to win well, to lose well, will be emphasized. Staff, players, and spectators should be motivated toward established goals.

#### E. Improvement

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops, clinics and membership in professional organizations should be encouraged.

### **Coach/Sponsor Evaluations**

- A. The Athletic Director will submit written evaluations for head coaches. Head coaches will meet at the end of each season to discuss the evaluation and program needs.
- B. Head coaches/sponsors will submit written evaluations for each assistant coach. Head coaches are encouraged to conduct individual meetings with assistant coaches at the end of each season.

### **Resignations**

If a coach wishes to be released from a coaching assignment the following procedures should be

followed:

1. A written request of release from the specific coaching assignment to the athletic director and principal. This request must include the date of submission and date requested for release.
2. No further action is to be taken nor announcement made until approval of the release is made by the Board of Education.

If a coach wishes to resign from his/her teaching and coaching assignment, the proper procedure is to submit a letter of resignation to the superintendent of schools and/or the personnel director with copies sent to all other supervisors concerned.

### **Release From Class**

A. Head coaches will make arrangements with the athletic director to have students excused from class because of travel requirements only when absolutely necessary.

B. All coaches shall submit to the athletic director and staff a list of all squad members, managers, etc., to be excused.

C. Dismissal time for participation in activities:

1. The team should be dismissed from class fifteen minutes prior to departure.
  2. At home events, a maximum of one hour shall be allowed for preparation and warm-up before starting time of the event. If additional time is needed, the athletic director must approve it.

D. The school will continue to develop and, if possible, improve on developing athletic schedules, which will involve the minimum of travel time and yet maintain a level of competition commensurate with the size of the school.

### **Practice Sessions**

A. **Head** Coaches will formulate and provide philosophies and policies to the administration prior to the day of the first practice of the season and/or before the parent meeting takes place. Athletes and parents will also have this information prior to the start of the season.

B. Preseason Parental Meeting

Coaches are expected to hold an informational preseason meeting with parents. The meeting will encompass: coaches' philosophy, policies, and expectations of athletes.

C. Participation policies

1. The morning following the first official practice, each coach shall submit a "squad roster" to the athletic director of all students trying out.
2. In sports necessary to schedule back to back practices due to lack of facilities, the last practice session must conclude by 8:30 pm.
3. Coaches should be the first to arrive and the last to leave the practice session. At no time are athletes practicing by themselves.

D. Restricted Practice Days

1. Weekend and Holiday Practices  
All practices are to be held on school days if at all possible. Saturday and Sunday practices will be permitted

with permission from the principal or A.D. Attendance at Saturday or Sunday practices will not be required. Holiday practices will be permitted in accordance with KSHSAA regulations. Holiday practices are not mandatory. There will be no district transportation provided for weekend and holiday practices.

2. In-service: all events and practices will start at 3:30 p.m.
3. Emergency weather conditions:
  - a. Heat Schedule-All indoor and outdoor sports may begin immediately after school. The athletic director and principal shall be charged with determining the feasibility of practice and practices may be altered if necessary.
  - b. Other Emergency Weather conditions: All events and practices will be considered on a case by case basis.
  - c. Early release for snow: Decisions on practices will be made by the athletic director or the principal.
  - d. School Cancellation, on the first day of cancellation: there will be no practices scheduled. On subsequent days of cancellation the ability to hold practice will be determined by the AD or principal. All practices held on days in which school has been canceled are optional. Coaches will inform players and parents of this at the pre-season meetings.
  - e. The athletic director or principal will approve any variations in other events and practice times.

### **Team Suspensions and Dismissals**

A. When athletes are suspended from games or activities it is the responsibility of the coaching staff to notify the parents of the suspension with an explanation for the suspension.

B. When students are dismissed from a team the coach will notify the parent as to why the student has been dismissed.

1. An unexcused absence from practice/game will result in the student being suspended for the next competition. A second absence will result in removal from the team.
2. While on suspension, a student will not be allowed to participate in games/activities. If placed in ISS, the student will be expected to participate in practice. If placed in OSS, the student cannot participate in any school activities or be on school property. A second suspension from school during the activity season will result in dismissal from the team/activity.
3. A student's use or possession of tobacco, alcoholic beverage, illegal narcotics, drug paraphernalia, e-cigarettes, vaping, any product containing nicotine, or other controlled substance during the school year will result in:
  - a. First Offense—A one calendar week suspension or loss of one activity, whichever is longer in duration.
  - b. Second Offense—There will be immediate removal from the team/activity.
  - c. Third Offense—All remaining activities/athletics for the school year will be prohibited.
  - d. The administration reserves the right to assign consequences to any violation of school policy and may deviate from the consequences listed above as deemed necessary.
4. The student will be deemed in good standing upon completion of the disciplinary action.
5. Rule 14 of the KSHSAA- Bona fide student- A student whose character or conduct brings discredit to the school or to the student, as determined by the administration and coach/sponsor, is not in good standing and will be ineligible for a period of time

determined by administration and coach/sponsor.

## **Facilities**

A. No student should occupy or use school facilities without the physical presence of a district employee that is designated to monitor their activities.

### B. Locker Room Responsibilities

1. Each coach is responsible for the action of his/her squad from the time they report to the locker room for practice until they leave the building after practice.
2. It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, meets whether home or away. Following away games coaches are required to stay until all students have gone.
3. The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked and the room left as neat as possible.
4. Since many coaches will be using the locker room office area, each coach must make an effort to keep this area as neat and clean as reasonably possible.

### C. Control of Keys

1. Coaches are not to give athletes their keys at any time.
2. If keys to the athletic area are lost, the coach should report this to a building administrator immediately.

## **Insurance and Injuries**

Limited insurance coverage is provided for students participating in KSHSAA approved activities. For details on coverage and deductible, refer to the KSHSAA Insurance, Summary of Coverage document included at the end of this handbook. It does not apply to physical education or other school activities.

### A. Medical Aspects and Safety

1. A medical consent form for each athlete shall be in the possession of the coach for every practice session and competition.
2. The coach in charge of an activity is to assume the responsibility of administering to all injured athletes. He/she must be prepared to recognize and properly administer first aid or refer injuries to the appropriate medical personnel utilizing universal procedures as outlined in the KSHSAA Blood Borne Pathogens brochure.
3. No member of the coaching staff should overstep his/her bounds and attempt to diagnose or treat an injury. Since athletes are bound to have injuries, the coach must understand first aid and be ready to administer it. In addition to knowing what to do, he/she should know what not to do.
4. It is the responsibility of the coach in charge of a team to have a complete first aid kit, in sanitary condition, at every practice and contest.
5. Parents will be notified of all noticeable injuries, illnesses, infections etc. to their child

### B. Accident/Injury Procedures

1. The coach will complete the **Injury Accident** Report form following all athletic injuries or accidents that involve any student under their control during a practice, contest, or while

- traveling to or from a contest.
2. The report shall be turned into the nurse's office and school office via e-mail the following morning with the coach retaining a copy. Any injury sustained while playing a Santa Fe Trail sanctioned sport or activity must be reported to the Athletic Director or the School Nurse. The coach that witnessed the injury or was the first to have contact with the injured student will complete the Accident Report within 24 hours of the injury. A copy of the Accident Report will be filed in the student's health folder.
  3. Students injured to the extent that a physician's opinion is needed: the coach shall request the student to see a doctor or trainer, contact the parents of the student regarding the injury, and not allow the student to continue to participate until a release has been obtained from the doctor or trainer.

## **Uniforms**

A rotation schedule for the purchase of new uniforms has been established for each school. Uniform purchases are subject to the financial status of the district.

1. Coaches are to provide a rostered inventory of all uniform items checked out to students within the first week of practice.
2. Coaches are to provide a rostered inventory of all uniform items turned in by students within one week after the end of the activity season.
3. Coaches are responsible for the cleaning and storage of all uniform items at the end of each season.

## **Budget and Financial Procedures**

A budget is to serve as a guide to "planned" spending. The line items serve as help in having monies available for each such item. Although line items are only guides and may be omitted or exceeded, if necessary. Purchasing procedures are as follows:

1. Requests from coaches will be submitted to the principal via an e-req on a requisition form.
2. The requisition order will be approved and taken care of through the office.
3. No purchases will be made without an approved requisition. The athletic department will not be responsible for purchases made without an approved requisition.
4. Fundraising may take place only during the activities season with prior approval by the AD and the BOE. All requests for door to door fundraising, must be approved by the Athletic Director, the Building Principal, and finally the BOE.
5. All fundraising money must be turned into the office according to building safe-keeping procedures.
6. Funds earned under the umbrella of "school activity" will not be deposited into outside accounts. This is a legal requirement by the State of Kansas. Sales tax must be paid and written documentation is required.

A rotation schedule for the purchase of new uniforms has been established for each school. Uniform purchases are subject to the financial status of the district. Moved to "Uniforms"



## **Transportation Rules and Procedures**

A. Coaches or sponsors are required to be on each vehicle carrying athletes to practices and competitions.

B. Permission is required for riding home after an athletic event other than district provided transportation.

1. The student's parent or guardian must give written consent for athletes to ride home with them **or another adult** after an event. **If the parent wishes for their child to ride home with another adult, a district transportation release form must be** turned into the office prior to departure for the event. Coaches will provide a sign out sheet for parents to sign.

C. Each team is to use the most economical method of travel. The principal and athletic director shall determine the arrangements best suited for the particular event.

D. When school teams travel to the same site, travel will be arranged through the coordinated efforts of the coaches and the office.

### **E. Transportation for cheerleaders:**

1. Transportation will be in conformity with the policies spelled out in the Athletic Handbook.
2. Administration will determine the need and availability of transportation at all times.
3. The school will guarantee transportation when the group is expected to attend away events.

## **Parental Relations**

It is the responsibility of the coaching staff to keep parents informed of:

1. Practice times, locations and dates, including holiday practices.
2. Game times, locations and dates, including tournaments.
3. All policies, procedures, and team rules.

Discussion concerning playing time will be based upon the coach's philosophy, policies, and evaluation process.

District policy *KN Complaints* will be enforced. Parents and coaches are both expected to follow the chain of command structure.

District guidance regarding Social Media will be followed.

## **Game Attendance**

- A. Student athletes are expected to sit together as a team when attending games during the season.
- B. Students are under the supervision of their coaches for the duration of all games.

## **Camps**

Coaches are required to schedule all camps through the school office. Coaches are also required to have insurance for all camps. The school assumes no liability for students during camps. The cost of

summer camps in the district shall be no more than \$10 per person if no t-shirt is provided; up to \$20 per person if a t-shirt is given or outside personnel are involved with the camp. If you want to charge participants more than these amounts, gym rental guidelines will apply. All camp fees should include a \$3 per participant insurance fee.

### Lettering

Students “lettering” in an activity must meet the minimum requirements of no unexcused absences from practice or games, and all uniform materials returned satisfactorily.

Coaches have the discretion to have other lettering requirements. These must be established in writing at the beginning of the season during the coach’s parent meeting. The athletic director must approve these requirements prior to the parent meeting.

A student will receive a chenille letter for the first activity letter they earn. They will earn an activity pin and a bar for the first year of the activity letter. If they letter a second year, they will receive another bar.

Coaches must give the athletic director a rostered inventory of who qualified for letters and what they need (letter, pin, or bar) within one week after the end of the activity season.

# Coach’s Appendix

The forms included on the following pages have been developed to assist the coaches and athletic director in fulfilling certain district procedural requirements. Copies of these forms may be obtained from each building's front office. Any questions relating to the forms should be directed to the building athletic director.

1. KSHSAA Heat Illness Guidelines
2. KSHSAA Lightning Safety Guidelines
3. SFT Social Media Guidelines
4. KSHSAA Emergency Action Plan
5. Head Coach Online Rules Meeting and Examination Dates



## EXERTIONAL HEAT ILLNESS INFORMATION, GUIDELINES & RECOMMENDATIONS

Heat illness, sometimes called exertional heat illness (EHI), in athletes is a common and serious condition, but one that is preventable. High temperatures and humidity can put athletes at risk for heat illness and may have catastrophic consequences if not properly recognized and treated. Heat illness can present in several different ways, from muscle cramps to heat exhaustion and heat stroke. The Kansas State High School Activities Association wishes to provide its member schools recommended guidelines that can be useful in establishing or refining an individualized heat acclimatization plan or policy, as well as guidelines to help prevent, recognize and treat heat illness.

### **Heat Acclimatization and Heat Illness Prevention Position Statement**

National Federation of State High School Associations (NFHS)  
Sports Medicine Advisory Committee (SMAC)

The following is the **Heat Acclimatization and Heat Illness Prevention Position Statement** authored by the National Federation of State High School Associations and its Sports Medicine Advisory Committee. The substance of the position statement provides as follows:

**Exertional Heatstroke (EHS) is the leading cause of preventable death in high school athletics.** Students participating in high-intensity, long-duration or repeated same-day sports practices and training activities during the summer months or other hot-weather days, as well as those with sickle cell trait, are at greatest risk. Football has received the most attention because of the number and severity of exertional heat illnesses. Notably, the National Center for Catastrophic Sports Injury Research reports that **28 high school football players died of EHS between 2008 and 2017**. EHS also results in thousands of emergency room visits and hospitalizations throughout the nation each year.

This NFHS Sports Medicine Advisory Committee (SMAC) position statement is the companion piece to the NFHS's online course *A Guide to Heat Acclimatization and Heat Illness Prevention*. **This position statement provides an outline of "Fundamentals" and should be used as a guiding document.** Further and more detailed information can be found within the NFHS online course, the NFHS Sports Medicine Handbook, the NFHS SMAC "Position Statement and Recommendations for Hydration to Minimize the Risk for Dehydration and Heat Illness" and the resources listed.

**Following the recommended guidelines in this position statement and *A Guide to Heat Acclimatization and Heat Illness Prevention* can reduce the risk and incidence of EHS and the resulting deaths and injuries in high school athletics.** The NFHS recognizes that various states and regions of the country have unique climates and variable resources, and that there is no "one-size-fits-all" optimal acclimatization plan. However, it is recommended that all of the "Fundamentals" be incorporated into any heat acclimatization plan to improve athlete safety. In addition, *Heat Illness Prevention* at [www.NFHSLearn.com](http://www.NFHSLearn.com) **should be required viewing for all coaches.**

#### **Heat Acclimatization and Safety Priorities:**

- Recognize that EHS is the leading preventable cause of death among high school athletes.
- Know the importance of a formal preseason heat acclimatization plan.
- Know the importance of having and implementing a specific hydration plan, keeping your athletes well-hydrated, and encouraging and providing ample opportunity for regular fluid replacement.
- Know the importance of appropriately modifying activities in relation to the environmental heat and stress and contributing individual risk factors (e.g., sickle cell trait, illness, obesity) to keep your athletes safe and performing well.
- Know the importance for all members of the coaching staff to closely monitor all athletes during practice and training in the heat, and recognize the signs and symptoms of developing heat illnesses.
- Know the importance of, and resources for, establishing an emergency action plan and promptly implementing it in case of suspected EHS or other medical emergency.



## KSHSAA GUIDELINES FOR LIGHTNING SAFETY

1. **WHEN THUNDER IS HEARD OR CLOUD-TO-GROUND LIGHTNING IS SEEN, THE LEADING EDGE OF THE THUNDERSTORM IS CLOSE ENOUGH TO POSE A LIGHTNING RISK. SUSPEND PLAY AND TAKE SHELTER IMMEDIATELY.**
2. ONCE PLAY HAS BEEN SUSPENDED, WAIT AT LEAST 30 MINUTES FROM THE LAST SOUND OF THUNDER OR LIGHTNING STRIKE WITNESSED BEFORE RESUMING THE ACTIVITY.
3. ANY SUBSEQUENT THUNDER OR LIGHTNING STRIKE DURING THE 30 MINUTE WAITING PERIOD RESETS THE CLOCK, AND A NEW 30 MINUTE WAITING PERIOD BEGINS.
4. WHEN INDEPENDENTLY VALIDATED LIGHTNING DETECTION DEVICES OR MOBILE PHONE APPS ARE AVAILABLE, THIS TECHNOLOGY COULD BE USED TO ASSIST IN MAKING A DECISION TO SUSPEND PLAY IF A LIGHTNING STRIKE IS NOTED TO BE WITHIN 10 MILES OF THE EVENT LOCATION. HOWEVER, YOU SHOULD NEVER DEPEND ON THE RELIABILITY OF THESE DEVICES AND, THUS, HEARING THUNDER OR SEEING LIGHTING SHOULD ALWAYS TAKE PRECEDENCE OVER INFORMATION FROM A MOBILE APP OR LIGHTNING DETECTION DEVICE.

### ***ANYTIME LIGHTNING CAN BE SEEN OR THUNDER HEARD, RISK IS PRESENT!***

At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.

### **SCHOOL CONSIDERATIONS:**

1. A documented plan for handling severe weather situations such as lightning should be in place.
2. The persons responsible for monitoring weather activity and determining when to suspend practice or competition should be identified. Ideally this person will **NOT** be a coach or an official involved in the game or practice, as they may be too involved with their other duties to monitor the weather.
3. Each school will need to determine their most effective means of monitoring the weather. **No matter how weather is monitored, hearing thunder or seeing lightning should always take precedence in decision making over information obtained from other sources.**
4. All personnel, athletes, and spectators should be clearly informed in advance of available safe structures or shelters in the event of severe weather.
5. The most ideal safe structure is a fully enclosed building with plumbing, electrical wiring, and telephone service which all aid in grounding the structure.
6. Fully enclosed automobiles with metal roofs, including school buses, provide adequate shelter as well.
7. Avoid using bathrooms or showers as shelter areas as the plumbing pipelines provide a path for the lightning to enter the structure. Also avoid using corded telephones or headsets during a thunderstorm, and avoid standing near utilities.
8. If communication is necessary during the storm, cellular and cordless phones are considered reasonably safe.

National Federation of State High School Associations. NFHS Guidelines on Handling Practices and Contests During Lightning and Thunder Disturbances.  
[www.nfhs.org/resources/sports-medicine](http://www.nfhs.org/resources/sports-medicine).



## **Santa Fe Trail USD 434 Social Media Guidelines**

Santa Fe Trail School District recognizes that many of our staff, students, parents and community members are active social media users. As a school district, we are also incorporating social media as part of our communications strategy.

The purpose of these guidelines is to help you to participate online in a respectful, relevant way that protects your reputation, the reputation of Santa Fe Trail School District, and respects the relationship between teachers and students.

For the purposes of this document, social media includes, but is not necessarily limited to, social networking and media sharing sites such as Facebook, Twitter, LinkedIn, Google+, Flickr, Tumblr, and YouTube. It also includes blogs, comments on web sites, discussion forums, and any other activity online where you are connecting or communicating with other users.

These guidelines complement, but do not replace, any existing policies regarding the use of technology, computers, e-mail and the Internet in place at Santa Fe Trail School District.

### **Your Personal Responsibility:**

We encourage responsible participation in social networking sites, subject to existing policies concerning the use of social media during work hours. We ask that you carefully consider the very public forum you are participating in and act in a way that properly represents both your professional reputation and the Santa Fe Trail School District. Express your ideas and opinions in a respectful manner. Seek to build trust and responsibility in your relationships. Avoid insulting others, including students, staff, parents, our extended school community, or other school districts. Do not use racial slurs, innuendos, obscenity or other inappropriate content. Avoid engaging in or commenting on rumors or unsupported information. Represent the District and the students and parents you serve in the best light. Your posts and comments should help build and support the school community. You are responsible for what you post and communications that would be deemed inappropriate or actionable if they occurred inside or outside of the classroom do not become acceptable merely because they are made online. Always bear in mind that once posted, you cannot take it back. Some specific guidelines we ask you to consider:

- Use common sense when posting online. While these guidelines are in no way intended to limit or infringe upon your rights under the National Labor Relations Act (“NLRA”) to comment upon the workplace, it remains good practice to never post anything that would embarrass you or Santa Fe Trail School District, or would call your professional reputation into question.

- You are personally responsible for the content you publish online. “Content” includes personal comments, links, photographs, audio or video, and content created by other users that you choose to share or re-post.
- Be mindful that any content you publish will be public for a long time. Not only can your content show up in Google and other search engines, but the FTC allows private corporations to store publicly accessible Facebook posts for a period of some seven years to be used in employee background checks made by current or potential employers. Moreover, even posts that are “private” may be subject to discovery in legal actions.
- You should also be mindful that once posted, a comment can’t be taken back. In most instances deleting content will not make it disappear. Deleted content can still show up in online searches. Or, with the click of a button, other users can take a screen shot, re-post, or share your content with others. Even if you share your content with a very limited number of people, nothing prohibits your contacts from sharing the information you post.
- Before you post or share content, ask yourself if you would you want to see that content in the newspaper or on the evening news? Would you feel comfortable if your content was read by colleagues, your students, parents, or the School Board? If the answer is “no” then the content is best not shared.
- Special care should be taken when posting personal photographs. Remember, your social networking site is an extension of your personality and professional reputation. All photographs should be posted with the assumption that they could end up in the public realm.
- As an employee of this district, content you post may not include provocative photographs, sexually explicit messages, content showing or promoting the excessive or irresponsible consumption of alcohol or use of drugs, or any activity students are legally prohibited from doing. Remember, even with privacy settings in place, your content could be seen by students or parents or find its way into the public realm.
- The lines between public and private, personal and professional are blurred in the online world. When you are online, you may be connected to colleagues, students, parents and the school community. Sometimes those connections may be direct and obvious. Other time the connections may be indirect or via mutual connections. You should ensure that content associated with you is consistent with your work at Santa Fe Trail School District.
- Your online behavior should reflect the same standards of honesty, respect, and consideration you apply offline.
- Protect your privacy. You are responsible for understanding and controlling privacy settings on each social network you use. Always assume default settings will make your profile and any content you share publicly accessible. You should also understand that



even with maximum privacy settings in place, content can still find its way in to the public domain.

- At no times, except with prior consent, should you claim to be speaking or issuing opinions on behalf of Santa Fe Trail School District. In instances where there could be confusion, you must add a disclaimer stating that views and content are exclusively your own and not representative of Santa Fe Trail School District.
- While the Santa Fe Trail School District respects the rights of its employees to exercise their rights under the NLRA, employees should not make any derogatory statements about colleagues or students or other comments that would reflect badly on your professional reputation or the reputation of Santa Fe Trail School District. Notwithstanding the foregoing, you may make comments in the exercise of your rights under the NLRA. You are ultimately responsible for your comments and Santa Fe Trail School District recommends that you thoughtfully consider your rights and responsibilities prior to posting.
- Do not post photos or videos that contain identifying information concerning any students without prior parental consent.
- Respect the privacy and rights of both colleagues and students. Confidential student or personnel information should not be posted online. Be sure not to violate any provision of the Family Educational Rights and Privacy Act.
- Do not use any school logo or image without permission.
- Do not create any social media account, blog or website intended to represent Santa Fe Trail School District without express prior consent from the district. It is important for us to protect the district's brand, ensure certain brand standards and content guidelines are maintained, and ensure any new accounts fit overall communications and education standards established by the district.

### **Employee-Student Relations**

The district recognizes the role that communication and collaboration between employees and students plays in the educational process and experience. The district further recognizes that the advancement of electronic communication and social media technologies creates greater opportunity for interactions between employees and students, and provides these additional guidelines for your own and our students' protection.

- Employees are never under any obligation to accept friend or follower requests from any student, or to use personal social media accounts to engage with students or participate in district projects. You should bear in mind that unless your account has privacy settings correctly configured, everything you post may be publicly accessible to your students whether you are connected to them or not.



- Employees must exercise great care in connecting with students on any social media channels. Do not send permission-based friend or follower requests to students, for example Facebook friend requests. Use discretion and carefully consider the guidelines provided by the district before accepting any permission-based friend or follower requests received from students. It is Santa Fe Trail School District's recommendation that if an employee decides to accept friend or follower requests received from students that they should accept all such requests, and not selectively limit their interactions to what could be perceived as a few preferred individuals.
- Any employee-student communications or relationships via social media should be of an appropriate professional nature, have content that is appropriate for both the communications medium and the audience addressed, and must not violate any provisions of the Family Educational Rights and Privacy Act. With each communication, ask yourself if it's something you would feel comfortable being printed in the newspaper, read by parents, colleagues, or the School Board. As with content, always assume any communication can easily end up in the public realm.
- Employees who are connected to or communicate with students via social media must understand they may be granting those students access to all content in their personal social media profiles and should consider the guidelines the district has provided to ensure students are protected from exposure to inappropriate content or content that might compromise the employee's professional reputation.
- Employees are also responsible for ensuring any relationship and all dialogue with the student is kept professional in its nature and for immediately reporting to the district any inappropriate communication received from a student. This is as much for your protection as the students. Any content or communication generated either by you, or by a student, which would be inappropriate in the classroom should also be considered inappropriate when shared via social media
- The district recognizes there may be certain limited exceptions to these guidelines, such as a student being a family member or relative, or in those instances where an employee's interaction with a student is as a result of certain extra-curricular activities such as Boy Scouts, Girl Scouts, religious organizations or other similar relationships.

**BOE Approval February 8, 2012**

# EMERGENCY ACTION PLAN

**SPORT & VENUE:**

**PRIMARY PHONE:**

**VENUE ADDRESS:**

**AMBULANCE ACCESS TO VENUE:**

**AED ONSITE & AVAILABLE FOR IMMEDIATE ACCESS**

**AED LOCATION:**

**STORM SHELTER LOCATION FOR ATHLETES & COACHES:**

## EMERGENCY RESPONSE PERSONNEL/CONTACTS

Identify personnel who will be involved in an emergency medical response. **The person present with the highest level of medical training should be designated to lead and coordinate the emergency response until emergency medical personnel arrive on the scene.**

|                   | <u>NAME</u> | <u>PHONE</u>  |
|-------------------|-------------|---------------|
| <b>EMS</b>        |             | <b>911 or</b> |
| Athletic Trainer  | _____       | _____         |
| Team Physician    | _____       | _____         |
| Coach             | _____       | _____         |
| Coach             | _____       | _____         |
| Principal         | _____       | _____         |
| Athletic Director | _____       | _____         |
| Other             | _____       | _____         |
| Hospital          | _____       | _____         |

**1. Person(s) responsible to activate EMS (call 911):**

\_\_\_\_\_

**PERSON CALLING SHOULD:**

- Explain the type of emergency
- Provide condition of patient and type of care being administered
- Provide exact location of emergency
- Provide caller name and contact information
- Provide exact location of where ambulance can access the facility
- DO NOT HANG UP until instructed by dispatcher

**2. Person(s) responsible to retrieve any emergency medical equipment:**

Location of emergency/first aid equipment: \_\_\_\_\_

Location of the nearest AED: \_\_\_\_\_

Person(s) responsible to prepare cold tub: \_\_\_\_\_

**3. Person(s) responsible to meet/escort EMS to the scene:**

\_\_\_\_\_

**PERSON MEETING AMBULANCE SHOULD:**

- Meet the emergency personnel as they arrive at the site
- Have keys to any potentially locked doors, gates etc.

**Emergency Action Plan updated on:**

**EMERGENCY ACTION PLANS SHOULD BE REVIEWED & REHEARSED ANNUALLY**



## 2023-2024 KSHSAA HEAD COACHES & SPONSORS ONLINE RULES MEETINGS AND EXAMINATION DATES

The KSHSAA rules testing process for head high school coaches, head middle/junior high school coaches and officials will continue to be administered online only. **Coaches/Sponsors are required to complete the exam within the date range for their respective activities.**

**HEAD COACHES & SPONSORS:** In activities in which a rules meeting is required, **you may fulfill your rules meeting attendance requirement online OR at an onsite officials rules meeting** in activities where they are offered (see Officials Rules Meeting Schedule online at [www.kshsaa.org](http://www.kshsaa.org)).

|                        | Online Rules Meeting      | Online Exam              |
|------------------------|---------------------------|--------------------------|
| Volleyball             | July 27 – August 24       | July 27 – August 24      |
| Tennis (Girls)         | NA                        | July 27 – August 17      |
| Golf (Girls)           | NA                        | July 27 – August 17      |
| Football               | July 27 – August 30       | July 27 – August 30      |
| Cross Country          | NA                        | July 27 – August 30      |
| Gymnastics             | NA                        | July 27 – August 30      |
| Boys Soccer            | July 27 – August 24       | July 27 – August 24      |
| Spirit                 | August 14 – October 1     | August 14 – October 1    |
| Debate, Speech & Drama | August 14 – October 1     | NA                       |
| Music                  | August 28 – October 29    | NA                       |
| Unified Bowling        | NA                        | August 28 – September 22 |
| Scholars Bowl          | September 12 – October 16 | NA                       |
| Wrestling              | October 4 – November 19   | October 4 – November 19  |
| Basketball             | October 4 – November 19   | October 4 – November 19  |
| Swim/Dive (B&G)        | NA                        | October 11 – November 22 |
| Bowling                | NA                        | November 1 – November 29 |
| Girls Soccer           | November 29 – March 13    | November 29 – March 13   |
| Tennis (Boys)          | NA                        | February 1 – February 26 |
| Golf (Boys)            | NA                        | February 1 – March 13    |
| Baseball               | February 1 – March 13     | February 1 – March 13    |
| Softball               | February 1 – March 13     | February 1 – March 13    |
| Track & Field          | February 1 – March 13     | February 1 – March 13    |

**Coaches have their own personal unique password with the KSHSAA.**

To take an online exam or attend an online rules meeting you will need your school's **USER ID** and **YOUR UNIQUE PASSWORD**. If you've lost or forgotten your password, check with your principal or athletic director. You may also use the ***Forgot Your Password*** link and your current password will be emailed to you.

**After logging in, you can change this password at any time.**