



**Santa Fe Trail
Junior High**

Athletic Handbook

2023-2024

SFTJH Staff, Please read this over and follow through with all it entails.

Statements

The operation and administration of the Junior High School Interscholastic Athletic Programs will comply with the rules, regulations, and policies of the Kansas State High School Activities Association and the Board of Education.

The rules and regulations adopted in this Athletic Policies Handbook will be enforced by all administrative staff (Principal, Assistant Principal, and the Athletic Director).

Statement of Philosophy

U.S.D. 434 Junior High School staff members believe activities are an important part of the development of the student. The ultimate goals of the athletic program will be:

- 1) To realize the value of participation without overemphasizing the importance of winning
- 2) To develop and improve positive citizenship and peer relationships.

The athletic program is an opportunity to provide experiences to develop habits and attitudes that will prepare students to succeed. Athletics enable young people to learn lessons in leadership, teamwork, self-discipline, competition and the ability to win and lose with honor and dignity. Athletic competition instills school pride. The athletic programs will align and conform to the educational objectives. At no time will the program place total educational curriculum as a secondary emphasis. Athletic programs will strive for the development of a well-rounded individual with the ability to function and thrive in our society. Athletic participation is a privilege that has many responsibilities to the school, activity, student body, community and the student themselves. A student should take seriously the decision to participate in school-sponsored activities by dedicating time and energy to be successful. The athletic programs shall be conducted in accordance with Board of Education policies and regulations. While great pride will be taken in winning, "winning at all cost will not be condoned". Any and all pressures which might tend to neglect good sportsmanship and good mental health will be discouraged. At all times programs must be conducted in such a way so as to justify it as an educational activity. Every effort will be made to support athletics with the best facilities, equipment, and with the most qualified staff available.

Yellow = Additions

Red = Removals

Activity Staff

Activity Director, Assistant Principal--Austin Hershberger
Building Principal--Jodi Testa

Fall Sports

Football..... Jess Lewis
Robby Madden (asst.)
Christian Gulker (asst.)

Volleyball..... Ann Fawl - 8
Cyndee Washington - 7
Ashley Fischer (asst.)

Cross Country..... Denver Ramsey
Emily Roberts (asst.)

Late Winter

Boys Basketball..... Rob Colvin - 8
Christian Gulker - 7
TBD (asst.)
TBD (asst.)

Scholar's Bowl..... Ashley Michaelis-8
Tiffany Burget-7

Early Winter

Wrestling..... Robby Madden
Christian Gulker (asst.)

Girls Basketball..... Cyndee Washington - 8
Elizabeth Olrunfumi - 7
Ann Fawl (asst.)
Dana Workman (asst.)

Spring

Track..... Angie Portlock
Emily Roberts
Elizabeth Olrunfumi (asst.)
Stetsyn Roberts (asst.)
Garrett Staten (asst.)

Year Round

Band..... Lance Quilling
McKenzie Rice (asst.)

FBLA..... Kim Dayhoff
Rob Colvin (asst.)

STUCO..... Tiffany Burget

Cheer..... Kaitlyn Ball
TBD (asst.)

Choir..... Kara Holbert

KAY..... Alicia Amborski

Yearbook..... Ashley Michaelis

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Organization

USD 434: Santa Fe Trail is a participating member in the Kansas State High School Activities Association, abbreviated as KSHSAA. This governing body establishes rules and regulations for our athletics and activities. SFT is also a member of the Pioneer League. This is a partnership between school districts that operates under KSHSAA with additional agreed rules and regulations specific to the needs of the schools. The 2023-2024 Pioneer League schools are: Wellsville, Santa Fe Trail, Anderson County, Burlington, Iola, Osawatomie, and Prairie View.

The Athletic Program of the district consists of the following sports:
Football, Volleyball, Basketball, Wrestling, and Track

The Activity Program of the district consists of the following programs:
Band, Choir, Scholar's Bowl, KAY, and FBLA

In this handbook the term athletes, athletic, or activity refer to all student participants and events regardless of their classification as an Athletic Program or an Activity Program.

All policies set by the district and student handbook remain in effect. The policies in this handbook do not negate the policies of the district or student handbook.

Objectives of Participation

To provide a positive image of school athletics. To strive for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental well being of the student athlete.

To provide opportunities that will serve as a laboratory where students may cope with challenges and handle situations similar to those encountered in life. The laboratory provides adequate and natural opportunities for:

1. Physical, mental, and emotional growth and development.
2. Acquisition and development of special skills in sports of each student's choice.
3. Team play with the development of loyalty, cooperation, and fair play.
4. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
5. A focus of interest on activity programs for the student body, faculty, and community that will generate a feeling of unity.
6. Achievement of goals as set by the school and the student.
7. Worthwhile use of leisure time in later life, either as a participant or spectator.
8. Participation by the most skilled will enable these individuals to expand possibilities for future vocational pursuit.
9. Provide opportunity for a student to experience success.
10. Create a desire to succeed and excel.
11. Develop high ideals of fairness in all human relationships.
12. Practice self-discipline and emotional maturity in learning to make decisions under pressure.
13. Be socially-competent and operate within a set of rules, thus gaining a respect for the rights of others.
14. The value of athletics in a balanced educational process.

15. Hazing in any form will not be tolerated.

"Hazing" means any act committed by a person, whether individually or in connection with others, against a student and related to pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization or activities group which are affiliated with USD 434. Activities that promote humiliating, intimidating or demeaning of a student or endangering the mental or physical health of the student shall be considered hazing and subject to disciplinary action as outlined in the discipline code. As well as subject to dismissal from any activity program.

Undue Influences for Participation

A. It shall be the philosophy of the Junior High school athletic department that athletes shall enjoy as many sports seasons as the student athlete and their parents wish them to participate in without influence from any coach to specialize in one sport. All coaches encourage participation in other sports.

B. Once the season has started no one shall change sports without the consent of each coach involved.

C. No athlete who is dropped from one squad for disciplinary reasons shall be eligible to compete in another sport for that particular season.

D. No athlete may start another sport until the previous one has been completed. This includes all uniforms, equipment and obligations to the previous season checked in and completed. Failure to complete obligations prior to the start of the next season may result in detention, financial penalty, restriction from practice and participation.

E. Students may participate in only one sport during each season.

Sportsmanship

KSHSAA Rule 52:

As a voluntary member of the Kansas State High School Activities Association, our school is obligated to follow all rules of the KSHSAA, including "Rule 52—Citizenship/Sportsmanship." The provisions are as follows:

1. Be courteous to all (participants, coaches, officials, fans, and staff)
2. Know the rules, abide by and respect the officials' decisions.
3. Win with character and lose with dignity.
4. Display appreciation for good performance regardless of the team.
5. Exercise self-control and reflect positively upon yourself, team and school.
6. Permit only positive sportsmanlike behavior to reflect on your school and its activities.

Pioneer League Sportsmanship Guidelines:

A. Spectator Responsibilities

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate, and respond enthusiastically to cheerleaders.
3. Respect the property of the school and the authority of the school officials. (Do not stomp on bleachers).
4. Show respect for an injured player when he/she is removed from the contest.
5. Do not applaud errors by opponents or penalties inflicted upon them.
6. Do not heckle, jeer or distract members of the opposing team.
7. Avoid profane language and obnoxious behavior which are unethical to good sportsmanship.
8. No artificial noise-makers or band playing during "time-in".

B. Cheerleader/Spirit Squad Responsibilities

1. Select positive cheers which praise their own team without antagonizing their opponents.
2. Use discretion in selecting when to cheer. Give the opposing team equal opportunity to execute their cheers.
3. Give encouragement to injured players and recognition to outstanding performances for either team.
4. Always maintain enthusiasm and composure especially in trying circumstances, remembering your responsibilities for leadership.

Release From Class

- A. All interscholastic athletic contests will be scheduled so those students miss a minimum number of classes for travel to away games.
- B. All work shall be made up according to school policy.

Practice Sessions

A. Coaches will formulate and provide philosophies and policies to the athletes prior to the start of the season.

B. Participant requirements prior to first practice.

1. Satisfy all eligibility requirements as set by KSHSAA and BOE
2. Completed physical examination
3. Completed emergency medical consent form
4. Proof of completed concussion video
5. Completed District Activity Policy form
6. Completed District Drug Policy form
7. All equipment returned from previous sport

C. District transportation will be provided for students to and from Santa Fe Trail Junior High when practice is at another location away from the school. Students are required to ride the bus to the practices held off-site.

D. A student absent from school may not participate on that day. In order to participate in an activity a student must be present for four full class periods that day. Exceptions may be made for certain situations such as: funerals, family emergencies, and illness, etc. In cases such as this the Athletic Director or Principal may allow students to participate.

E. Parents and students should make prior arrangements for transportation at the end of all practices upon return to their home community; at the end of all home games at the game site; and upon arrival back to Carbondale following all away games. Students who are not picked up nor have arrangements made may be subject to suspension from the next activity. After the second occurrence, the students will be removed from the team.

F. Students serving in-school suspension (ISS) may attend and participate in KSHSAA activities held after school that same day. Students serving out-of-school suspension cannot attend practice.

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.

Squad Selection

In accordance with the district philosophy of athletics and a desire to see as many students as possible participate in the athletic programs, while at U.S.D 434 Junior High Schools, no cuts will be made unless dictated by the financial circumstances of the district. Obviously, time, space, facilities, equipment, and other factors will place limitations on the most effective squad size for any particular sport.

Eligibility

Academic achievement and responsibility will be emphasized over other activities. Students must meet eligibility requirements to participate in sports, clubs, and other extracurricular activities.

The following specific guidelines apply:

1. Eligibility is determined on a weekly basis. Any student who has less than a 60 percent average, cumulative for the quarter, in two or more subjects will be ineligible for the next week, which will run from 6 a.m. Sunday until 6 a.m. the following Sunday. Eligibility reports will be run weekly by noon on Wednesday with letters of ineligibility sent to parents via email and US Postal Service no later than Thursday.
2. As per KSHSAA rules, students must pass five or more credits of unit weight during a semester in order to be eligible the following semester.
3. Ineligible students are encouraged to notify their parents prior to receiving the written notice. Parents are encouraged to sign up for weekly academic grades via PowerSchool.
4. Ineligible students must attend athletic practice, but may not participate in competitions or any other extra-curricular activity during the week for which they are ineligible. They are discouraged from attending any school activities during the time they are ineligible from participating. After three weeks of ineligibility, the coach/sponsor may suspend the athlete from the team/organization.
5. Discipline problems and unserved detentions or suspensions may result in a student being ineligible **and/or removed from the team**.
6. Home-schooled students may participate in KSHSAA interscholastic activities, provided they meet the KSHSAA criteria. The criteria are: (1) students must be enrolled at the school for five or more credits of unit weight during the current semester, and (2) students must have passed five or more credits of unit weight during the most recent semester of attendance.
7. There shall be a one-week grace period at the beginning of each quarter in which students will not be held out of activities due to failing grades. Notices of deficiency will be sent, but students will be allowed to participate. Failing grades earned during or after the second week will result in students being deemed ineligible for the next week's participation. Administration discretion will be allowed in case of extenuating circumstances.

Transfer Eligibility

Students transferring into Santa Fe Trail District or from Santa Fe Trail District must meet eligibility standards for competition. Eligibility is established by the new school of attendance. KSHSAA standards and attending school standards if they exceed KSHSAA guidelines must be met for competition eligibility. Student transfer requirements are established by the KSHSAA.

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. Roughhousing and throwing towels or other objects is not allowed in the locker room. Hazing of other players is not allowed.
2. No one except coaches and assigned players are allowed in the locker room, without permission from the coaching staff.
3. All spiked or cleated shoes must be put on and taken off outside of the locker room in extreme or muddy weather conditions. No metal or hard plastic spikes or cleats are allowed in the school building.
4. Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sport season.
5. Athletes may use the phone in the locker room offices to call home upon permission of a coach. Normally, all athletes should make prior arrangements for transportation home at the end of their scheduled practice time.

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.

Medical Aspects and Safety

A. Responsibilities

1. A medical consent form for each athlete shall be in the possession of the coach for every practice session and competition.
2. Parents will be notified of all noticeable injuries, illnesses, infections etc. to their child.

B. Accident/Injury Procedures

1. If a student will miss school because of an injury, the student/parent/guardian should contact the Coach with an update on their status. The parent/guardian should notify the office of their absence daily.

C. Injury Evaluation and Treatment

Santa Fe Trail has Cotton O'Neil Orthopedic and Sports Medicine trainers available on site for evaluation upon request from a parent/guardian throughout the school year. A consent form must be completed by a parent/guardian for a student to be seen.

D. Return to participation

1. Athletes that have been out of action because of illness or injury and were under the treatment of a physician must have a written statement from the physician allowing return to competition.

Return to Play

Return to play is an individualized decision as each person will heal at different rates. Depending

upon injury severity, students may be restricted in return to play. Students who were seen by a physician must have appropriate clearance, in writing, from that physician before they will be allowed to return to play. Note: in cases of concussion, the student will follow a gradual return to play as provided by KSHSAA unless otherwise specified by the physician giving the note of clearance.

Once an athlete no longer has symptoms of a concussion and is cleared for return to play, he or she should proceed with activity in a step-wise fashion to allow the brain to re-adjust to exertion. On average, the athlete will complete a new step each day. An example of a typical return-to-play schedule is shown below:

Day 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Day 2: Running in the gym or on the field. No helmet or other equipment.

Day 3: Non-contact training drills in full equipment. Weight-training can begin.

Day 4: Full contact practice or training.

Day 5: Game play. If symptoms occur at any step, the athlete should cease activity and be reevaluated by their health care provider

Uniforms and Equipment

Students are responsible for care and the return of all uniforms and equipment issued during the season. Students will not be allowed to participate in additional sports until uniforms and all equipment, which was issued from another sport, has been returned. The standard charge of \$30 per uniform item will be assessed to student accounts to offset the replacement cost of any lost items.

Transportation Rules and Procedures

A. All rules and regulations as defined in the student handbook and district transportation handbook will apply to students attending athletic events.

B. Players are required to go to sporting events on authorized transportation provided by the school. A building administrator must approve exceptions to this. Students are expected to ride back on district transportation after competition. Parents wishing to provide transportation for their student athlete may sign them out with the coaching staff or sponsor after the competition. All other exceptions to district transportation must be in writing on a district transportation release form (found in the appendix) and filed with building administration 24 hours in advance of the event. District transportation will be provided for students to and from practices. Students are required to ride the bus to and from practices.

C. The athletic department does not permit the use of student's personal cars for travel to home or away out-of town events.

D. 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.

Admission and Passes

A. Admission: The prices for admission to sports events will be in accordance with Pioneer League & KSHSAA guidelines.

B. Pass Plans: A district pass may be purchased annually at all attendance centers. A USD 434 District Pass will allow you to enter both high school and junior high home events with the exception of post-season play. The cost of passes will be determined on a yearly basis.

C. Adults from Santa Fe Trail communities age 65 or over will be admitted to all events free of charge. A Golden Ager Pass may be issued from the school office or the gate of an event.

D. Middle School Pioneer League passes are issued to the Athletic Directors of the league schools. The league determines the number of passes issued.

1. League passes shall be given to building administrators, student sponsors, and supervisors and other school personnel as determined by the building administrator.
2. The Junior High will provide the superintendent with league passes to be issued to the Board of Education members and district office administrators.
3. Volunteers will be given passes as appreciation for their time and effort in supporting events and activities during the year. This is left to the discretion of the building administrator and athletic director.

Procedures for Severe Weather

Depending on when the severe weather occurs, the suggested procedures and a format to follow will either be announced at the event and/or posted to the CAC/SFTJH Facebook page and sent out via School Messenger if the event has been suspended or postponed.

Parental Relations

When a question concerning an athlete or policy arises, questions should first be addressed to the coach, then the Athletic Director, the Principal, the Superintendent, and finally the BOE. Please refer to district policy *KN Complaints* for detailed procedure.

Please DO NOT attempt to confront a coach before/after a practice or contest. These can be extremely emotional times for both the parent and the coach. Meetings of this nature simply do not promote a positive resolution. In addition, our coaches have supervision responsibilities for their student-athletes during these times that require their full attention.

A. Appropriate Concerns to Discuss with Coaches

1. The treatment of your child, both mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's progress, behavior, health and grades.
4. Your child's role on the team.

B. Inappropriate Issues to Discuss with Coaches

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student-athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences become necessary, the following procedure should be followed to help promote a resolution of the issue of concern.

PROCEDURE FOR DISCUSSING A CONCERN WITH A COACH

*We ask that you wait 24 hrs after an event to contact a coach about a concern, unless it is an injury.

MEETINGS WITH PARENTS: Chain of Command

1st meeting is between athlete/participant and coach/sponsor.

2nd meeting is between parents and a coach.

3rd meeting is between parents/coach and athletic director

4th meeting is between parents/coach/athletic director and principal

5th meeting is between parents/coach/athletic director/principal and superintendent.

Please DO NOT attempt to confront a coach before/after a practice or contest. These can be extremely emotional times for both the parent and the coach. Meetings of this nature simply do not promote a positive resolution. In addition, our coaches have supervision responsibilities for their student-athletes during these times that require their full attention.

Moved to "Sportsmanship" Santa Fe Trail District students, participants, coaches and parents are expected to teach and model good sportsmanship. In conjunction with KSHSAA Rule 52, Santa Fe Trail School district expects the following:

- Be courteous to all: participants, coaches, staff and fans.
- Know the rules, abide by and respect the official's decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team.
- Exercise self-control and reflect positively upon yourself, the team and the school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.

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.

Lettering

Student athletes have the opportunity to earn a school letter and activity pin for their positive contributions to their activity.

- A. Students "lettering" in an activity must meet the minimum requirements of no unexcused absences from practice or games, and all uniform materials returned satisfactorily.
- B. 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.
- C. 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.

Cheer

Students may be on the Cheer Team and also participate in other sports. The cheer coach should be notified of intention to play a sport at least two weeks prior to the start of that season.

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 Pre-Participation Physical Form
2. NFHS Online Concussion Course Procedures
3. District Activity Policy
4. KSHSAA Recommended Concussion & Head Injury Information Release Form
5. Emergency Medical Treatment Consent Form
6. Permission for Self-Administration of Medication (Asthma Inhalers or Epi-Pens Only)
7. District Transportation Parental Release Form
8. SFT Substance Abuse Policy
9. KN Complaint District Policy
10. KSHSAA Insurance, Summary of Coverage

KSHSAA Pre-Participation Physical Form

A completed Pre-Participation Physical must be on file with SFT before the first practice of the season. The physical must have all required signatures including those of a physician and be dated on **May 1, 2023** or after.

A student will not be allowed to participate in any activities without a physical. This includes practices.

The form is available at any physician office or online at:

<https://kshsaa.org/public/pdf/form-ppe.pdf>

NFHS Online Concussion Course

Each student and coach must complete the NFHS online concussion course prior to the first practice. A student will not be allowed to participate in any activities without evidence of completion on file with SFT. This includes practices.

The course is available online at:

<https://nfhslearn.com/courses/concussion-for-students>

You may print a copy of the completion certificate and give it to Austin Hershberger or send a screenshot of the certificate to ahershberger@usd434.us

USD 434 District Activity Policy 2023-2024

Attendance

1. All games and practices must be attended during the activity season.
2. Excused and unexcused absences will be determined by the head coach/sponsor. (Any absence other than illness, family emergency, or school sponsored activity must be approved by the coach/sponsor in advance.)

Suspension/Dismissal

4. 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.
5. 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.
6. 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:
 - e. First Offense—A one calendar week suspension or loss of one activity, whichever is longer in duration.
 - f. Second Offense—There will be immediate removal from the team/activity.
 - g. Third Offense—All remaining activities/athletics for the school year will be prohibited.
 - h. 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.

Behavior/Conduct

1. All school rules are in effect during practices and events, home or away.
2. Buses and locker rooms will be kept clean.
3. Destruction of school property whether at SFT or at another school will result in immediate dismissal from the team/squad with restitution and criminal charges possible.

Equipment/Uniforms

Students are responsible for the care and upkeep of equipment checked out to them. Equipment not returned to coach/sponsor will be charged to the student. Replacement cost will be the current expense of the equipment.

Parent Signature: _____

Print Student Name: _____

Student Signature: _____

IF YOU DO NOT UNDERSTAND THE ABOVE ACTIVITY POLICIES OR HAVE QUESTIONS CONCERNING THEM, PLEASE CONTACT THE COACH/SPONSOR OR THE ACTIVITIES DIRECTOR.

**KSHSAA RECOMMENDED CONCUSSION & HEAD INJURY INFORMATION RELEASE
FORM
2023-2024**

This form must be signed by all student athletes and parent/guardians before the student participates in any athletic or spirit practice or contest each school year.

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:	
<ul style="list-style-type: none"> • Headaches • “Pressure in head” • Nausea or vomiting • Neck pain • Balance problems or dizziness • Blurred, double, or fuzzy vision • Sensitivity to light or noise • Feeling sluggish or slowed down • Feeling foggy or groggy • Drowsiness • Change in sleep patterns 	<ul style="list-style-type: none"> • Amnesia • “Don’t feel right” • Fatigue or low energy • Sadness • Nervousness or anxiety • Irritability • More emotional • Confusion • Concentration or memory problems (forgetting game plays) • Repeating the same question/comment

Signs observed by teammates, parents, and coaches include:	
<ul style="list-style-type: none"> • Appears dazed • Vacant facial expression • Confused about assignment • Forgets plays • Is unsure of game, score, or opponent • Moves clumsily or displays incoordination • Answers questions slowly • Slurred speech 	<ul style="list-style-type: none"> • Shows behavior or personality changes • Can’t recall events prior to hit • Can’t recall events after hit • Seizures or convulsions • Any change in typical behavior or personality • Loses consciousness

Adapted from the CDC and the 3rd International Conference in Sport

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one (second impact syndrome). This can lead to prolonged recovery, or even to severe brain swelling with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete’s safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately and an urgent referral to a health care provider should be arranged (if not already onsite). No athlete may return to activity after sustaining a concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance from a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO). Close observation of the athlete should continue for several hours. You should also inform your child's coach if you think that your child may have a concussion Remember it is better to miss one game than miss the whole season. **When in doubt, the athlete sits out!**

Cognitive Rest & Return to Learn

The first step to concussion recovery is cognitive rest. This is essential for the brain to heal. Activities that require concentration and attention such as trying to meet academic requirements, the use of electronic devices (computers, tablets, video games, texting, etc.), and exposure to loud noises may worsen symptoms and delay recovery. Students may need their academic workload modified while they are initially recovering from a concussion. Decreasing stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time. This may involve staying home from school for a few days, followed by a lightened school schedule, gradually increasing to normal. Any academic modifications should be coordinated jointly between the student's medical providers and school personnel. After the initial 24-48 hours from the injury, under direction from their health care provider, patients can be encouraged to become gradually and progressively more active while staying below their cognitive and physical symptom-exacerbation thresholds (i.e., the physical activity should never bring on or worsen their symptoms). No consideration should be given to returning to full sport activity until the student is fully integrated back into the classroom setting and is symptom free. Occasionally, a student will be diagnosed with post-concussive syndrome and have symptoms that last weeks to months. In these cases, a student may be recommended to start a non-contact physical activity regimen, but this will only be done under the direct supervision of a healthcare provider.

Return to Practice and Competition

The Kansas School Sports Head Injury Prevention Act provides that if an athlete suffers, or is suspected of having suffered, a concussion or head injury during a competition or practice, the athlete must be immediately removed from the competition or practice and cannot return to practice or competition until a Health Care Professional has evaluated the athlete and provided a written authorization to return to practice and competition. The KSHSAA recommends that an athlete not return to practice or competition the same day the athlete suffers or is suspected of suffering a concussion. The KSHSAA also recommends that an athlete's return to practice and competition should follow a graduated protocol under the supervision of the health care provider (MD or DO).

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/concussion/HeadsUp/index.html>

<http://www.kansasconcussion.org/>

For concussion information and educational resources collected by the KSHSAA, go to:

<http://www.kshsaa.org/Public/General/ConcussionGuidelines.cfm>

Student-athlete Name Printed

Student-athlete Signature

Date

Parent or Legal Guardian Printed

Parent or Legal Guardian Signature

Date

The parties to this document agree that an electronic signature is intended to make this writing effective and binding and to have the same force and effect as the use of a manual signature.

Santa Fe Trail USD #434

Medical Consent for Emergency Treatment



STUDENT NAME:
(one student per form)

Date of Birth:

Grade:

Parent/Legal Guardian Name:

Address:

Phone Number:

Second Emergency Contact & Phone Number:

Health Insurance Policy Holder:

Health Insurance Company Name:

Health Insurance Policy Number

Primary Care Physician:

Primary Care Physician Phone Number:

Preferred Hospital:

Current Prescribed and/or over the counter medications:

Chronic or existing disease and/or medical problems:

Date of Last Tetanus Shot:

Special Dietary needs:

Known Drug Allergies:

Parental Consent Form/Responsibility Clause/Medical Permit

I, the parent and/or legal guardian of above listed child, authorize and consent to urgent and/or emergency medical treatment for my child when deemed necessary by qualified medical personnel. This authorization is given in advance of any specific treatment being required and I wave my right of prior informed consent to such treatment. **This authorization shall remain effective unless revoked in writing by me or by June 30th of the current school year.**

Student Signature:

Date:

Parent/Guardian Signature:

Date:

This form must be notarized ONLY if the student is participating in a sport or activities that require an overnight stay. (If notary needed please contact High School or District office)

Notary Stamp:

Notary Signature:

Date:

Updated 1/2023

**Santa Fe Trail
USD 434**

**Permission for Self-Administration of Medication
(Asthma Inhalers or Epi-Pens Only)**

Name of Student _____ School _____
_____ Grade _____ Teacher _____
_____ Physician _____ Medication _____
_____ Dosage _____
Diagnosis _____ Date Started _____ Conditions under
which the medication is to be given:

Any additional circumstances under which the medication is to be given:

Length of time medication is to be administered:

I hereby give my permission for _____ to administer the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

**My child has been instructed on self-administration of the
medication and is authorized to do so in school.**

Signature of Parent or Guardian

[NOTE: Parental permission must be renewed annually]

_____ Date _____

Signature of Health Care Provider

_____ Date _____

Approved: 8/05



CHARGER ACTIVITIES

USD 434

TRANSPORTATION PARENTAL RELEASE FORM

This is to certify that _____ has my permission to ride
(student name)
 (to – from – both) the _____ activity contest on _____
(activity) (date)
 20__, at _____.
(location)

I certify that I am personally transporting the above named student, or have arranged for transportation with an adult (non-student) of my choosing for this student.

Rationale for student release: (must be sufficiently urgent to family needs to justify release).

I understand that Santa Fe Trail School District Activity Rules require students to ride the busses to and from all activity contests and departure from this requirement will release Santa Fe Trail USD 434 from all liability for any adverse results that may occur.

I agree to release Santa Fe Trail USD 434 and its employees, sponsors and administration from all liability with reference to the above stated transportation.

This form must be on file with building Administration 24 hours prior to the day of the contest.

 (Parent/Guardian Signature)

 (Administrator Signature)

Approved / Not Approved Date _____

SFT SUBSTANCE ABUSE POLICY - BOE Approved 3/13/14

Controlled Substances, Alcoholic Liquor, & Cereal Malt Beverages Policy

Santa Fe Trail High School and Santa Fe Trail Junior High are committed to the education of every student in drug and alcohol awareness and have pledged to work cooperatively with parents to create a substance free educational environment. Santa Fe Trail High School and Santa Fe Trail Junior High have established policies that are consistent with our mission of supporting a safe and drug free educational facility. This policy recognizes that students of high school and junior high age are physically and emotionally vulnerable to social pressure that may lead to the illegal use of controlled substances and potential addiction. The policy is intended to provide students and their parents with assistance in identifying and addressing the use of these substances. The Santa Fe Trail Substance Abuse Policy is defined in accordance with Kansas's statutes concerning alcoholic liquor, cereal malt beverages and controlled substances. Nicotine and other tobacco products are also prohibited on school property and carry consequences for use consistent with the disciplinary policy/point system. The Santa Fe Trail policy for alcohol and drugs (controlled substances) prohibits:

- The possession, use, consumption or sale of drugs/alcohol on school property or at school activities.
- Any student who comes onto school property or attends school activities under the influence of controlled substances as defined above.
- Any student who has substances, residue or paraphernalia in their vehicle, on their person or in their belongings while at school.

In order to provide a drug free environment and to assist in the education and treatment of students who have engaged in drug use, Santa Fe Trail students in grades 7-12 who participate in extracurricular activities, school organizations, are issued a school parking permit and/or use the school parking lot will be subject to random drug testing. The mandatory random drug screening process is outlined below:

Drug Testing Process:

1. Kansas Drug Testing will randomly select students for testing throughout the school year.
2. The parent/guardian and the student are required to sign a written consent for drug testing prior to participating in activities in USD 434 grades 7-12. Any time the student in activities refuses testing, it will be considered a failed test.
3. Students must register to be in the random drug testing pool at the beginning of the school year and/or at the beginning of fall activity practices/meetings. If students do not participate in fall activities, but will participate later in the year, they must have the form granting permission to participate in random drug testing submitted to the athletic director's office no later than the first Tuesday after Labor Day. Failure to register within the designated time disqualifies students from participation in athletics, activities, dances, etc.
4. Students new to the school who enroll after Labor Day will be given the random drug testing consent form in the enrollment packet. The student must return this form within a week of the first day of attendance in USD 434.
5. Students who do not register for random drug testing are not eligible to participate in activities in USD 434. If a student fails to register and later wants to participate in activities he/she may participate but must take the drug test at parent/guardian/student expense.
6. Parents/Guardians will not be notified prior to testing. They will only be notified on failed drug screens.
7. A FIRST positive test result, will result in the following consequences:
 - A one calendar week suspension from school activities. Students are expected to continue to practice with the team/organization, but will not attend competitions/activities outside of practice during this time period.
 - Santa Fe Trail will cooperate with the student and parents/guardians by providing information regarding drug education and/or treatment program options.
8. TWO positive test results will result in the following consequences:

- No practice or competition as a participant or spectator at any district event for thirty (30) calendar days.
 - Information in drug education and/or treatment program options will again be provided to the student and parents/guardians and attendance will be strongly encouraged.
9. The THIRD positive test result, will result in the following consequences:
 - A 365-day ban, including participation in and as a spectator, from all district activities. Participation in graduation exercises will be at the discretion of the school administration. To be reinstated after serving the 365-day ban, students must successfully pass a drug test administered by the school.
 - Information in drug education and/or treatment program options will again be provided to the student and parents/guardians and attendance will be strongly encouraged.
 10. Test results will be available only to the student, the parents/guardians, and to Santa Fe Trail Administration with a legitimate educational interest in the student.
 11. Once a student has been tested and the results have been returned, his/her number is placed in the general pool for further random testing. Therefore, it is possible that a student may be tested more than once during the school year and several times during their six years at Santa Fe Trail Junior High or Senior High.
 12. If parents/guardians question the validity of the test results they may request a second test be conducted at their own expense.
 13. Any student who refuses to submit to a drug test after being randomly selected and is currently participating, been participating in, or plans to participate in any of the school activities listed, will be deemed a positive result and will result in the discipline actions outlined above.
 14. Use, consumption of, and/or possession of any drug and/or alcohol on school property is prohibited and are subject to the disciplinary actions outlined in the student handbook.

Santa Fe Trail High School and Santa Fe Trail Junior High Activities

- The Santa Fe Trail High School and Santa Fe Trail Junior High School reserve the right to randomly use a Breathalyzer for students participating in/attending school activities, including, but not limited to, school dances.

Participating in the following activities at SFT will subject you to the substance abuse policy:

All KSHSAA sponsored athletics and/ or activities:

- Football, Volleyball, Cross Country, Girls and Boys Golf, Wrestling, Boys and Girls Basketball, Baseball, Softball, and Track
- FBLA, KAY, SADD, NHS, Band, Mixed Choir, Choraliers, Debate, Forensics, StuCo, Multimedia (Newspaper), Digital D & P (Yearbook), HS Musical, HS Play, Cheerleading, Dance Team, Scholar's Bowl, Odyssey of the Mind, and Renaissance
- Students driving to school

KN Complaints

(See BCBI, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)

General Complaints

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. If the investigation and determination procedures of a complaint are not regulated in another board policy or the negotiated agreement, as applicable, it will be designated a general complaint subject to processing under this policy. Whenever a general complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Informal Procedures

The building principal shall attempt to resolve general complaints in an informal manner at the building level. Any school employee who receives a general complaint shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

- A formal complaint shall be filed in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures of this policy, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy will be forwarded to the complainant and the respondent within 30 days after the filing of the complaint. If the investigator

anticipates a determination will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. In no event shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.

- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.

• Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator. • The complainant or respondent may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or superintendent, or by the board itself. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity on appeal and a description of its resolution within 30 days after the appeal is filed.

• Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

If it is determined at any level that a violation of board policy or school rules occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Complaints About Discrimination on the Basis of Sex

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC, for staff, and JGEC, for students, and shall be directed to the Title IX Coordinator at the school district office.

Complaints About Discrimination or Discriminatory Harassment Not on the Basis of Sex

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. The superintendent of schools has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (with the exception of discrimination on the basis

of sex), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended. For more information regarding what qualifies as discrimination or harassment on the basis of race or disability, see board policies GAACA applying to staff members and JGECA applying to students.

For information regarding the investigation or resolution process for complaints of discrimination or discriminatory harassment not involving sex-based conduct or district child nutrition programs, see board policies GAAB for staff members and JCE for students.

Complaints Concerning Child Nutrition Programs

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA. Complaints

About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting. See board policy IF for complaints dealing with textbooks and instructional materials.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent promptly after receiving the complaint. See board policy IF. Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

Complaints About School Rules

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

BOE Approval January 11, 2023



2022-2023
KSHSAA Insurance
Summary of Coverage



As a member of KSHSAA, your students participating in activities and interscholastic athletics under the jurisdiction of the Association have been provided with coverage beginning 8/1/2022 as follows:

- Excess Athletic Participant Legal Liability coverage; \$500,000 per occurrence.
- Excess Catastrophic Accident coverage up to a \$5,000,000 maximum. *(\$25,000 deductible)
- Catastrophic Accident claims must be reported within 180 days of the injury.

ATHLETIC PARTICIPANT LEGAL LIABILITY PROTECTION:

This policy provides up to \$500,000 (in addition to legal defense costs) of liability coverages for incidents arising out of student participation in sports events/activities under the jurisdiction of KSHSAA. Member schools are covered for bodily injury claims for which they are liable, not including vehicle accidents. Coverage is provided for KSHSAA Group Purchasing, Inc. and is excess to any other liability coverages available to the school and is **not applicable to intentional self-insurance programs and is subject to other restrictions.**

LIFETIME CATASTROPHIC ACCIDENT COVERAGE:

This policy provides coverage for students/athletes (grades 7-12) injured while participating in, practicing for, or **traveling (as defined in the policy) to/from** activities/interscholastic athletics under the jurisdiction of KSHSAA. Mutual of Omaha Insurance Company provides this coverage to KSHSAA. **It does not cover activities/interscholastic athletics outside the jurisdiction of KSHSAA. For example, a band trip to a bowl game would not be covered.** Transportation of participant students is covered **only if** it is directly to or from the covered event, authorized by the school district and is paid for or subject to reimbursement by the school.

CATASTROPHIC ACCIDENT BENEFIT SUMMARY:

- Lifetime excess medical, dental, and rehabilitative expense benefit pays reasonable and customary covered expense, up to \$5,000,000 (scheduled benefits for certain services/treatment) with a lifetime benefit period. **There is a \$25,000 deductible within 2 years from date of injury.**
- \$10,000 accidental death and dismemberment benefit.
- \$10,000 heart or circulatory malfunction loss of life benefit.
- \$500,000 catastrophic cash benefit, for traumatic brain deficit or paralysis resulting from a covered accident. This benefit is payable as a \$100,000 lump sum then as installment payments of \$40,000 per year thereafter while the condition exists not to exceed 10 years.

REPORTING POTENTIAL CLAIMS:

Should a student suffer an accidental injury that indicates medical expenses will exceed **\$25,000** within two (2) years from the date of the injury, please call or email the Executive Director of KSHSAA: Bill Faflick, 785-273-5329, bfaflick@kshsaa.org or:

Kansas Agent for KSHSAA: Willis Towers Watson Midwest, Inc.
Jan Mason, Zach Barnes, or Kent Miller
5700 W 112th Street, Suite 100
Overland Park, KS 66211
Jan.Mason@WillisTowersWatson.com, 785-235-7293
Zach.Barnes@WillisTowersWatson.com, 913-498-4446
KentMiller@WillisTowersWatson.com, 913-498-4409

NOTE: This is only a summary of coverages and does not replace the policies. Refer to the policies for specific coveragewording, exclusions, and conditions. Policies are on file and available at the office of KSHSAA. Claims must be reported to the company within 180 days of the date of injury. Mutual of Omaha Phone: 1-800-524-2324.