



Santa Fe Trail Junior High

Athletic Handbook

2025-2026

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Opening Statement

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.

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.

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 2025-2026 Pioneer League schools are: Wellsville, Santa Fe Trail, Anderson County, Burlington, Iola, Osawatomic, and Prairie View.

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

The Activity Program of the district consists of the following programs:
Cheer, Band, Choir, Scholars 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.

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

Football

1. One Head Coach

2. Number of Assistant Coaches will be based on the participation level

Track

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

Volleyball

1. One Head 7th Grade Coach and One Head 8th 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

Golf

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

Cross Country

1. 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.

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 two sports during one season, with approval from the coaches of both sports. Two sport athletes are expected to begin their dual sports on the same day. If they do not, the days missed will be considered to be unexcused. After two unexcused absences from one sport, they will no longer be able to participate in both sports.

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 of 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. Head coaches will make arrangements with the athletic director to have students excused from class because of travel requirements only when absolutely necessary.
- C. All work shall be made up according to school policy.
- D. All coaches shall submit to the athletic director and staff a list of all squad members, managers, etc., to be excused.
- E. Dismissal time for participation in activities:
 - The team should be dismissed from class fifteen minutes prior to departure.
 - 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.
- F. 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. Coaches Responsibilities

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

B. 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. 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.

4. Coaches should be the first to arrive and the last to leave the practice session. At no time are athletes practicing by themselves.
5. 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.
6. 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.
7. 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.

C. 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

D. Restricted Practice Days

1. Weekend and Holiday Practices
 - a. 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 3:45 p.m.
3. Emergency weather conditions:
 - a. Heat Schedule - We will follow KSHSAA guidelines for our heat policy.
<https://www.kshsaa.org/public/PDF/HeatPolicy-New.pdf>
 - 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:
 - i. 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 are encouraged to reach out to players upon returning home from a canceled school day practice. 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. 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.
- B. 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.
- C. 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.
- D. The student will be deemed in good standing upon completion of the disciplinary action.
- E. 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.

Code of Conduct

- A. Detentions:
 - First Offense - team discipline determined by coach.
 - Second Offense - suspended for the next competition.
 - Third Offense - removal from the team for the remainder of the season.

B. Unexcused Absences:

- First Offense - suspended for the next competition.
- Second Offense - removal from the team for the remainder of the season.

C. ISS:

- First Offense - suspended for the next competition.
- Second Offense - removal from the team for the remainder of the season.

D. OSS/Alcohol/Drugs/Tobacco:

- First Offense - A one calendar week suspension or loss of one competition, whichever is longer in duration.
- Second Offense - Removal from the team/activity.
- Third Offense - All remaining activities/athletics for the school year will be prohibited.

E. “3 Strike Policy”:

- All of the above policies will be considered a “strike”.
- After a combination of three “strikes” from the Code of Conduct, the student may be dismissed from the team.

There may be occasions where circumstances may dictate that other considerations be applied. In these cases, administration will work with staff, students, parents and coaches to resolve the situation, on a case by case basis.

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 **one or more subjects** **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 no later than Thursday. Please make sure we have a working email address in PowerSchool.
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. This includes parents of all SFTJH/CAC all students in grades 4-8.

4. Students that are academically ineligible 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. Students must follow our Code of Conduct as well as our behavior expectations. Unserved after school detentions or suspensions will 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 is outlined in the KSHSAA Handbook under House Substitute Senate Bill 113.
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

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

A. Locker Room Responsibilities

1. Security
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
2. Control of Keys
 - a. Coaches are not to give athletes their keys at any time.

- b. If keys to the athletic area are lost, the coach should report this to a building administrator immediately.

B. Locker Room Procedures

1. Athlete Rules

- a. Roughhousing and throwing towels or other objects is not allowed in the locker room. Hazing of other players is not allowed.
- b. No one except coaches and assigned players are allowed in the locker room, without permission from the coaching staff.
- c. 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.
- d. Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sport season.
- e. 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.

A. Medical Aspects and Safety

1. Responsibilities

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

B. Accident/Injury Procedures

1. Concussion Education and Testing

- a. Santa Fe Trail Junior High Student-Athletes in the following sports/events but not limited to will be required to complete the recommended concussion and head injury information release: Football, Volleyball, Cross Country, Cheer, Basketball, Wrestling, Track and Golf.
- b. All Santa Fe Trail coaches are required to complete the annual training in recognizing and understanding concussion.
- c. Athletes are required to view the free Concussion course so that they may better understand concussion basics and how to prevent and properly care for a concussion. Parents are encouraged to watch the video as well.
 - Concussion in Sports (<https://nfhslearn.com/courses/concussion-in-sports-2>)
 - Concussion for Students (<https://nfhslearn.com/courses/concussion-for-students>)
- d. All athletes must watch the video and complete the required test to participate in practice and to compete. The certificate needs to go to the Athletic Director upon completion.

2. Athletic Injury

- a. 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.
- b. 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. 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.

3. Injury Evaluation and Treatment

- a. 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.

4. Return to Play

- a. 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.
- b. 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:
 1. *Day 1*: Light exercise, including walking or riding an exercise bike. No weight-lifting.
 2. *Day 2*: Running in the gym or on the field. No helmet or other equipment.
 3. *Day 3*: Non-contact training drills in full equipment. Weight-training can begin.
 4. *Day 4*: Full contact practice or training.
 5. *Day 5*: Game play. If symptoms occur at any step, the athlete should cease activity and be reevaluated by their health care provider

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:

- A. Requests from coaches will be submitted to the principal on a requisition form.
- B. The requisition order will be approved and taken care of through the office.
- C. No purchases will be made without an approved requisition. The athletic department will not be responsible for purchases made without an approved requisition.
- D. All requests for door to door fundraising, must be approved by the Athletic Director, the Building Principal, and finally the BOE.
- E. All fundraising money must be turned into the office according to building safe-keeping procedures.
- F. 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.

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.

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.

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 in advance of the event. District transportation will be provided for students to and from practices. Students are required to ride the bus to practices.
- C. The athletic department does not permit the use of student's personal cars for travel to home or away events.
- D. Coaches or sponsors are required to be on each vehicle carrying athletes to practices and competitions.
- E. Permission is required for riding home after an athletic event other than district provided transportation.
 - a. The student's parent or guardian must give written consent for athletes to ride home with them 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.
- F. 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.

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

H. 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. 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.
 - a. League passes shall be given to building administrators, student sponsors, and supervisors and other school personnel as determined by the building administrator.
 - b. The Junior High will provide the superintendent with league passes to be issued to the Board of Education members and district office administrators.
 - c. 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

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.

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

1. First meeting is between athlete/participant and coach/sponsor.
2. Second meeting is between parents and the Head coach.
3. Third meeting is between parents/coach and athletic director
4. Fourth meeting is between parents/coach/athletic director and principal
5. Fifth meeting is between parents/coach/athletic director/principal and superintendent.

Camps

Coaches are required to schedule all camps through the school office. Coaches are also required to have insurance for all camps held at the school. **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 \$40 per person (This would include 2 things ie- t-shirt and shorts or t-shirt and outside personnel 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.

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. SFT Substance Abuse Policy
4. Medical Consent For Emergency Treatment
5. Permission for Self-Administration of Medication (Asthma Inhalers or Epi-Pens Only)
6. District Transportation Parental Release Form
7. District Activity Policy

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, 2025 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

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

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 child when deemed necessary by qualified medical personnel. This authorization is given in advance of any specific treatment being required and I waive 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 notarized 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]

Signature of Health Care Provider

Date

Approved: 8/05



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 _____

USD 434 District Activity Policy 2025-2026

Attendance

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

Suspension/Dismissal

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.

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.