

**SFT**

**ATHLETIC**

**HANDBOOK**

**2016-2017**

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**Santa Fe Trail High School  
Athletics  
"Committed To Making A Difference"**

**I. Statement of Philosophy**

Santa Fe Trail High School believes activities are an important part of the development of the student. The ultimate goals of the activities program will be: 1) To realize the value of participation without overemphasizing the importance of winning 2) to develop and improve positive citizenship.

The activities program is an opportunity to provide experiences to develop habits and attitudes that will prepare students to succeed.

Activities 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 Activities programs will align and conform to the educational objectives. At no time will the program place total educational curriculum as a secondary emphasis. Activity programs will strive for the development of a well-rounded individual with the ability to function and thrive in our society.

Activity 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 Activities 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.

**II. Objectives of Participation**

To provide a positive image of school activities. 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 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.

### **III. General Policy Statements**

The operation and administration of the High School Interscholastic Activity 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 Activity Policies Handbook will be enforced by all administrative staff (Principal, Associate Principal, and Activities Director).

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

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

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

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

There will be no activity practice on Sunday, except in special circumstances at the varsity level and only with the approval of the building activities director and/or the principal. Attendance at Sunday practices shall not be mandatory.

### **IV. Lodging**

If participation in an event continues from day to day, consideration shall be first given to the possibility of returning home and making the trip the following day. The time of the event, traveling time, and additional expenses must all be considered before making the decision to stay overnight. Arrangement for lodging will be made and/or approved by the building principal and activities director.

### **V. Undue Influences for Participation**

- A. It shall be the philosophy of the 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. Athletes cut from one sport may try out for another sport providing they were not cut from the first sport for disciplinary reasons.
- D. No athlete who is dropped from one squad for disciplinary reasons shall be eligible to compete in another sport for that particular season.
- E. 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.
- F. Students may participate in two sports during one season, with approval from the coaches of both sports. In addition, a parent meeting with the coaches and athlete will occur prior to the season beginning. Next, 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.
- G. A student-athlete may not try out for a team if two weeks has expired since the first day of practice and/or cuts have been made unless there have been extenuating circumstances. In either case the circumstances must be evaluated and approved by the Head Coach and Athletic Director. Any such student-athlete must have at least 14 team practices and the time made up for each missed practice prior to any competition.

## **VI. Release From Class**

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

## **VII. Organization**

The Athletic Program of the district consists of the following sports:

**Boys:** Football, Cross Country, Basketball, Track, Golf, Baseball, and Wrestling.

**Girls:** Volleyball, Cross Country, Golf, Basketball, Track and Softball.

### **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: Boys & Girls**

1. One Head Coach
2. One Assistant Coach
3. One Freshman Coach

#### **Baseball: Boys**

1. One Head Coach
2. Two Assistant Coaches

#### **Cross Country: Boys & Girls**

1. One Head Coach
2. One Assistant (provided numbers require additional support)

#### **Football: Boys**

1. Head Coach
2. 4 Assistant Coaches

#### **Golf: Boys & Girls**

1. One Head Coach

#### **Softball: Girls**

1. Head Coach
2. Two Assistant Coaches

#### **Track Boys & Girls**

1. One Head Coach
2. Four Assistant Coaches

#### **Volleyball: Girls**

1. One Head Coach
2. Two Assistant Coaches

#### **Wrestling: Boys**

1. One Head Coach
2. Two Assistant Coaches

## **VIII. Expectations for Coaches**

The objectives and standards established by Santa Fe Trail 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 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.

## **F. Lettering**

It will be the responsibility of each individual coach to outline the requirements needed to letter in his/her sport. These requirements must be included in the coaches' philosophies and policies document and given to each athlete.

## **IX. Resignations**

- A. 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.

- B. 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.

## **X. Practice Sessions**

### **A. Coaches Responsibilities**

1. Head coaches will formulate and make available a document that provides philosophies and policies to the administration, athletes and parents prior to the start of the season. In addition, the head coach will provide a monthly practice schedule to the administration, athletes, and parents prior to the start of the season.
2. Participants' requirements prior to first practice.
  - a. Satisfy all eligibility requirements as set by KSHSAA & BOE
  - b. Completed physical examination
  - c. Completed Concussion & Head Injury Information Release Form
  - d. Completed emergency medical consent form
  - e. Completed activities trip permission form
  - f. Completed district activities guidelines form
  - g. All equipment returned from previous sport
3. **Participation policies**
  - a. The morning following the first official practice, each coach shall submit a "squad roster" to the athletic director of all students trying out.
  - b. In sports necessary to schedule back to back practices due to lack of facilities, the last practice session must conclude by 8:30 p.m.
  - c. District transportation will be provided for students to and from practice when practice is at another location away from the school. Students are required to ride the bus.
  - d. Coaches should be the first to arrive and the last to leave the practice session. At no time are athletes to practice by themselves.
  - e. A student absent from school may not participate on that day. In order to participate in an activity, a student must be present at school from 12:10 pm to the end of the school day. This pertains primarily to going home ill. Absences for funerals, doctor appointments, and other appointments are to be communicated with the office. In these such cases, the Athletic Director or Principal may allow students to participate.
  - f. Head coaches will design a make-up policy for missed practices and be consistent and uniform with its use. This policy will be included in their philosophies and policies document.
4. 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.
5. Preseason Parental Meeting
- a. Coaches are expected to hold an informational preseason meeting with parents. The meeting will encompass: coaches philosophy, policies, and expectations of athletes.

## **B. Restricted Practice Days**

1. Weekend and Holiday Practices  
All practices are to be held on school days if at all possible. Sunday practices will be permitted with permission from principal or A.D. Attendance at Sunday practices will not be required. Holiday practices will be permitted in accordance with KSHSAA regulations. Saturday practices are considered regular practice dates.
2. Early Dismissal of School and Emergency Closing
  - a. In-service: all events and practices will start at 3:45 pm

Emergency weather conditions:

  - a. Heat Schedule-All indoor and outdoor sports may begin immediately after school. The athletic director and principal shall be charged with determining the feasibility of practice and practices may be altered if necessary.
  - b. Other Emergency Weather conditions: All events and practices will be considered on a case by case basis.
  - c. Early release for snow: Decisions on practices will be made by the athletic director or the principal.
  - d. School Cancellation: There will be no practices scheduled on days of cancellation without the approval of the Athletic Director or Principal. All practices held on days in which school has been cancelled are optional. Coaches will inform players and parents of this at the pre-season meetings.
  - e. The athletic director or principal will approve any variations in other events and practice times.

## **XI. Squad Selection**

### **A. Philosophy**

In accordance with the district philosophy of athletics and a desire to see as many students as possible participate in the athletic program while at Santa Fe Trail, coaches are encouraged to keep as many students as they can without adversely affecting the integrity of their sport. Obviously, time, space, facilities, equipment, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing procedures in this regard, coaches should strive to maximize the opportunities for the students without diluting the quality of the program.

## **B. Cutting Policies**

1. Responsibility
  - a. Choosing the members and numbers of athletic squads is the sole responsibility of the coaches of those squads.
  - b. Assistant coaches shall take into consideration the policies established by the head coach when selecting final team rosters.
  - c. Prior to try-outs, the coach shall provide the following information to all candidates for the team:
    - Extent of try-out period.
    - Criteria used to select the team
    - Practice commitment if they make the team
    - Game commitments
2. Procedure
  - a. When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall:
    - Have competed in a minimum of five practice sessions.
    - Have performed in at least one intra squad scrimmage.
    - Be personally informed of the cut by the coach and the reason for the action.
  - b. Prior to making any squad reduction the coaching staff will discuss reductions with the Principal and the Athletic Director.
  - c. The coaching staff will personally notify the parents of the player being released from the squad before the player is informed.
  - d. The coaching staff will have a personal conference with the player before he/she is released from the squad.
  - e. Cut lists and/or team lists are not to be posted.
  - f. Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program to those who are cut.
  - g. If a coach foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the athletic director.
3. Transfer Students will be subject to the same criteria as a student starting out the season.

## **XII. Eligibility**

Student eligibility will be determined on a semester-to-semester basis. It is the responsibility of the coach to check the ineligible list. In accordance with the Santa Fe Trail High School eligibility policy, students must pass five solid weight courses each semester.

## **XII. Transfer Eligibility**

Students transferring into Santa Fe Trail High School or from Santa Fe Trail High School 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.

## **XIII. Facilities**

### **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.
  - f. Cell phone use shall be limited to phone and text use.
  - g. Coaches will supervise the locker rooms. Any student who commits property damage to SFT or any other school we are visiting, will be immediately removed from the team and/or be subject to criminal charges and restitution.

## **C. Guidelines for Whirlpool Use**

Coaches shall instruct athletes in proper use of the whirlpool before using. Athletes should not be permitted in the whirlpool without supervision. Special caution should be exercised when athletes are using the whirlpool or any heat and electrical appliances.

## **XIV. Insurance And Injuries**

Limited insurance coverage is provided for students participating in KSHSAA approved activities. It is a catastrophic coverage policy with a \$25,000 deductible. 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.

## **B. Accident/Injury Procedures**

### 1. Reporting procedures

- a. The coach will complete the Injury Report form following all athletic injuries or accidents that involve any student under their control during a practice, contest, or while traveling to or from a contest.
- b. The report shall be turned into the nurse's office and high school office via e-mail the following morning with the coach retaining a copy.
- 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.

### 2. Return to participation

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 allowing return to competition.

## **XV. 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. Line items are only guides and may be omitted or exceeded, if necessary. Purchasing procedures are as follows:

- A. Request 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 fundraising, must be approved by the athletic director, the building principal, and finally the BOE.
- E. All fund raising money must be turned into the office.
- 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.

## **XVI. 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.

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.

## **XVII. Transportation Rules and Procedures**

- A. All rules and regulations, as defined in the student handbook, will apply to students attending athletic events.
- B. Players are required to go to sporting events on authorized transportation provided by the school. 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 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 personal cars for travel to out-of-town events.
- D. Coaches or sponsors are required to be on each vehicle carrying athletes to competitions.
- E. Permission is required for riding home after an athletic event other than on district provided transportation.
  - 1. The student's parent or guardian must give written consent for athletes to ride home with them. Coaches will provide a sign out sheet for parents to sign. All other arrangements for travel must have prior administrative approval
- 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, drill team and/or dance team:
  - 1. Transportation will be in conformity with the policies spelled out in the athletic handbook.
  - 2. The school sponsor and administration will determine the need and availability of transportation at all times.
  - 3. The school will guarantee transportation when each group is expected to attend out-of-town events.

**XVIII. Admission & Passes**

- A. Admission: The prices for admission to sports events will be in accordance with the Pioneer League & KSHSAA guidelines.
- B. Pass Plans: May be purchased annually at all attendance centers. USD 434 district passes will allow you to enter both high school and junior high home events except post-season play. The cost of passes will be determined on a yearly basis.
- C. Senior Citizens age 65 or over will be admitted to all home events, except post-season play, free of charge when in possession of a Golden Ager Pass issued by USD 434.
- D. Pioneer League passes are issued to the principals of the league schools. The league determines the number of such 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 high school will provide the superintendent with league passes to be issued to the Board of Education members, district office administrators, and their respective spouses.
  - 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.

**XIX. Procedures for Severe Weather**

A copy of the suggested procedures and a format to follow for events that are suspended or postponed due to severe weather is included in the forms section of this handbook.

**XX. 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 or Principal, the Superintendent, and finally the BOE.

Santa Fe Trail 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:

1. Be courteous to all: participants, coaches, staff and fans.
2. Know the rules, abide by and respect the official's 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 or its activities.

## **XXI. Camps**

Coaches are required to schedule all camps through the high school office. Coaches are also required to have insurance for all camps held at the high 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 \$20 per person if a t-shirt is given or outside personnel are involved with the camp. If you want to charge participants more than these amounts, gym rental guidelines will apply. All camp fees should include a \$3 per participant insurance fee.**

## **XXII. Forms**

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 central office. Any questions relating to the forms should be directed to the building athletic director.

- A. Emergency Medical Consent Form
- B. Permission of Self-Administration of Medication
- C. Activity Transportation release form
- D. District Activities Policy
- E. **2016/2017** KSHSAA Insurance, Summary of Coverage

## **XXIII. SFT Substance Abuse Policy**

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. Psychemedics Testing Facility will randomly select students for testing throughout the school year.
2. The Principal or his or her designee will clip a sample of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm his/her identification number and verify accuracy by initialing the envelope. Parents/Guardians who have requested notification of testing of their student will be given not less than twenty-four hours (24) notice that a sample will be collected from the student. Parents/Guardians who wish to observe the collection of the sample may do so by informing the Principal or his or her designee of their intent to observe sample collection not less than four hours before the designated collection time. Parents/Guardians who attend the testing shall not be permitted to participate in the sample collection and may only observe collection.
3. The collected samples will be sent to a drug testing facility for analysis.
4. Parents/Guardians will be contacted by the Principal and given the results of each test within two to three weeks of the taking of the hair sample. Contact by phone and/or mail will be made for negative test results. Contact by phone will be made for positive test results.
5. Students whose test has a positive result will meet with their parents/guardians and the Principal.
6. A FIRST positive test result, will result in the following consequences:
  - A one calendar week suspension from school activities. Student is 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 a drug education and/or treatment program options.
7. 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.
8. 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, student 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.
9. 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.
  10. 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.
  11. If parents/guardians question the validity of the test results they may request a second test be conducted on the same specimen at their own expense. It is important to note that any Psychemedics positive result has had two completely separate tests performed - an immunoassay screen and a mass spectrometry confirmation test. Additionally, environmental contamination is a non-issue because Psychemedics utilizes the most extensive wash procedure in the industry. Numerous studies demonstrate the effectiveness of the Psychemedics wash procedure.
  12. The Psychemedics Lab uses a liquefying method to process hair samples. Hair samples taken from areas of the body other than the scalp (which retain drug traces for longer periods of time) may be used. To help ensure valid test results, students taking prescription medications and/or any supplements will write the names of any and all medications or supplements they are taking on the envelope that will be sent to the lab.
  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.

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 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, 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 High School  
15701 S. California St.  
Carbondale, KS 66414  
(785) 665-7161 or 836-7656  
Facsimile (785) 665-7193  
kjohanson@usd434.us



Patrick Graham  
Principal  
Keith Johnson, AD  
Melissa Strother  
Counselor

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Medical Consent

Date: \_\_\_\_\_

I, \_\_\_\_\_ the parent or legal guardian of my child,

\_\_\_\_\_, \_\_\_\_\_ authorize and  
(student name) (date of birth)

Consent to routine and 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 waive my right of prior informed consent to such treatment. **This authorization shall remain effective unless revoked in writing by me or by June 30 of the current school year.**

\_\_\_\_\_  
(Signature of Parent/ Legal Guardian)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Witnessed)

\_\_\_\_\_  
(Date)

Additional Information:

Family Physician: \_\_\_\_\_  
Medical Insurance: \_\_\_\_\_  
Member Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_

Phone: \_\_\_\_\_  
ID #: \_\_\_\_\_  
Benefit Code: \_\_\_\_\_

Medical History:

Allergies, if any, including medication: \_\_\_\_\_

Chronic or existing disease or medical problems: \_\_\_\_\_

Medicines currently being taken: \_\_\_\_\_

Emergency Contact Information: \_\_\_\_\_

**This form must be notarized if the student is participating in sports or activities that require an overnight stay.**

**Notary:**

**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

665-7168

## 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).

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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**  
**2016-2017**

**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**

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, 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.**