

USD 434 Junior High School Athletics



Providing Opportunities

2018-2019

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I. Statement of Philosophy

U.S.D. 434 Junior High Schools 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.

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.

II. 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 student body, faculty, and community that will generate a feeling of unity.
6. Achievement of goals as set by the school and the student.
7. Worthwhile use of leisure time in later life, either as a participant or spectator.

8. Participation by the most skilled will enable these individuals to expand possibilities for future vocational pursuit.
9. Provide opportunity for a student to experience success.
10. Create a desire to succeed and excel.
11. Develop high ideals of fairness in all human relationships.
12. Practice self-discipline and emotional maturity in learning to make decisions under pressure.
13. Be socially-competent and operate within a set of rules, thus gaining a respect for the rights of others.
14. The value of athletics in a balanced educational process.
15. Hazing in any form will not be tolerated.

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

III. General Policy Statements

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

The rules and regulations adopted in this Athletic Policies Handbook will be enforced by all administrative staff (Principal, Associate Principal, and the Athletic 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 athletics, as well as other areas, personnel problems must be met in similar ways as all other personnel problems. The principal and the administrative staff must provide supervision, counseling and guidance and finally, evaluation of personnel as ways to deal with personnel problems in athletics.

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

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

IV. 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 previous season checked in and completed. Failure to complete obligations prior to the start of the next season may result in detention, financial penalty, restriction from practice and participation.

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

V. 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:

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.

VI. Organization

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

Boys: Football, Basketball, Track, Cross Country and Wrestling.

Girls: Volleyball, Basketball, Track, and Cross Country.

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

Football: Boys

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

Track Boys & Girls

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: Girls

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: Boys

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

Cross Country: Boys & Girls

Under the direction of the high school cross country coaches.

VII. 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.

VIII. 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.

IX. Practice Sessions

A. Coaches Responsibilities

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

2. Participant requirements prior to first practice.

- a. Satisfy all eligibility requirements as set by KSHSAA and BOE
- b. Completed physical examination
- c. Completed emergency medical consent form
- d. Completed activities trip permission form
- e. Completed District Policy form
- f. 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 pm.
- 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 to the practices held off-site. Following practices students will be transported back to their home communities. If the practice session is held at the home community of students, those students will be dismissed to go home following practices. Transportation arrangements for all students must be arranged for after practices once students are at their home community site.
- 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 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.
- f. 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.

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. Saturday and Sunday practices will be permitted with permission from 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 to be mandatory. There will be no district transportation provided for weekend and holiday practices.

2. Early Dismissal of School and Emergency Closing

- a. In-service: all events and practices will start at 3:30 p.m.

Emergency weather conditions:

- a. Heat Schedule-All indoor and outdoor sports may begin immediately after school. The athletic director and principal shall be charged with determining the feasibility of practice and practices may be altered if necessary.
- b. Other Emergency Weather conditions: All events and practices will be considered on a case by case basis.
- c. Early release for snow: Decisions on practices will be made by the athletic director or the principal.
- d. School Cancellation, on the first day of cancellation: there will be no practices scheduled. On subsequent days of cancellation the ability to hold practice will be determined by the AD or principal. All practices held on days in which school has been 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.

X. 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 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.

XI. Eligibility

Academic achievement and responsibility will be emphasized over other activities. Students must meet eligibility requirements to participate in sports, clubs, and other extra-curricular 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 a subject will be ineligible for the next week, which will run from 6 a.m. Sunday until 6 a.m. the following Sunday. Teachers will notify the office of names of ineligible students by noon on Thursdays, with letters of ineligibility sent to parents no later than Fridays.
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 responsible for notifying their parents prior to receiving the written notice.
4. Ineligible students must attend athletic practice, but may not participate in competitions or any other extra-curricular activity during the week for which they are ineligible. They are discouraged from attending any school activities during the time they are ineligible from participating. After three weeks of ineligibility, the coach/sponsor may suspend the athlete from the team/organization.
5. Failing grades and/or failure to turn in late assignments may result in a student being placed in the Directed Academic Program until passing grades are earned and assignments are completed.
6. Discipline problems and un-served detentions or suspensions may result in a student being ineligible.
7. Home-schooled students may participate in KSHSAA interscholastic activities, provided they meet the KSHSAA criteria. The criteria are: (1) students must be enrolled at the school for five or more credits of unit weight during the current semester, and (2) students must have passed five or more credits of unit weight during the most recent semester of attendance.
8. 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.

XI a. 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.

XII. 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. Parents and students are responsible to have made prior arrangements for transportation following: the student's return to their home community following practice; immediately following home games at either site; and upon the team's return to Carbondale following away activities.
- d. 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.
- e. 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.

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.

XIII. 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.

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 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.

XIV. 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. 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. Fund raising may take place only during the activities season.

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.

XV. 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.

XVI. 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. 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 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 student's personal cars for travel to out-of-town 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.

- 1.** The student's parent or guardian must give written consent for athletes to ride home with them or another adult after an 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.

XVII. Admission & Passes

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

B. Pass Plans: A district pass may be purchased annually at all attendance centers. 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.

XVIII. 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.

XIX. 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.

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

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

XX. Camps

Coaches are required to schedule all camps through the school office. Coaches are also required to have insurance for all camps. The school assumes no liability for students during camps. The cost of summer camps in the district shall be no more than \$10 per person if no t-shirt is provided; up to \$20 per person if a t-shirt is given or outside personnel are involved with the camp. If you want to charge participants more than these amounts, gym rental guidelines will apply. All camp fees should include a \$3 per participant insurance fee.

XXI. 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. District Activity Policy
- B. SFT Substance Abuse Policy
- C. Procedures for Severe Weather
- D. Emergency Medical Treatment Consent Form
- E. District Transportation Parental Release Form
- F. **2018/2019** KSHSAA Insurance, Summary of Coverage

**USD 434
District Activity Policy
2018-2019**

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, vape pens, 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.

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. The principal or his/her designee may determine the need for a saliva sample instead of a hair sample. The student will witness the reading of the results. 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. 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.

PROCEDURES FOR SEVERE WEATHER/ATHLETIC CONTEST

(Severe weather includes, but is not limited to, lightning in the area, tornado watch)

1. KSHSAA Guidelines: These guidelines will be followed.
2. Postponement/Cancellation of Home Contest:
 - A. Before visiting team leaves their home school:

Home contest will be postponed/cancelled by the home athletic director or principal, if the athletic director is not present. When possible, this will be accomplished prior to the time the visiting school departs.
 - B. After the visiting team has arrived on site prior to start:
 1. Football: The decision to postpone/cancel will be made by the home athletic director with the principal and/or superintendent and an administrator or his/her representative from the visiting school.
 2. If the administrator or coach of the home or visiting team or game official, feels the game should be postponed/cancelled because of weather, the game will be postponed/cancelled.
3. Suspension/Postponement of Football:
 - A. If severe weather is imminent, the athletic director will notify both coaches and the referee that there is a possibility the game may be suspended.
 - B. Location of key personnel when severe weather is possible.
 1. Home and visiting athletic director will be in the press box with access to police and radio weather information.
 2. Home contest manager will be on sideline to inform coaches and officials of any delay.
 - C. Any of the following may determine that a contest be suspended.
 1. Administration – either school
 2. Official
 3. Coach
4. Following a Game Suspension:
 - A. Administrators of both schools and officials will meet in the official's dressing room.
 - B. Location of key personnel following a suspension
 1. Home and visiting athletic director will move to the official's dressing room and eventually to the sideline.
 2. A reserve policeman with a two-way radio will be with the athletic director.
 - C. Decision to resume will be made by a conference with administrators of both schools and the referee. All must agree to resume. One descending vote will result in the game not resuming.
 - D. A suspension in excess of 45 minutes may result in the game being postponed and rescheduled. The contest will resume from the spot and time it was suspended.
 - E. With any suspension of a football game, the band will be released and no

half-time activities will be held.

5. Non-Football Contest:

- A. Contest may be suspended or cancelled according to the criteria above.
- B. JV baseball, track, and track participants will move to the high school in case of contest suspension. Varsity baseball and softball will move to their cars. Golf will move into the clubhouse.
- C. In case of a tornado/watch/warning, make contact with the police and ask that they keep you informed as to the progress of the weather. If the Reserve Police are on duty, go through them to maintain contact with the regular police.

Messages to be used by the PA person in the event of severe weather.

1. Weather Warning or Watch:

“The US Weather Bureau has issued a (severe weather, tornado, or thunderstorm watch, severe weather or thunderstorm warning) that is in effect for Topeka until ____ PM/AM”.

“The US Weather Bureau has issued a tornado warning that is in effect for Topeka until ____ PM/AM. Due to this warning, this football game is suspended. All contestants please move to your locker rooms. All spectators will move out of the stands. We would suggest you go to your vehicles and leave the area if possible”.

2. Game suspended by lightning or severe weather:

“Due to severe weather, this game is being suspended. All contestants please move to your locker rooms. All others will move out of the stands. We would suggest you go to your vehicles if possible, and if you do not have a vehicle, you may go to the school gym. Half-time performances will not be held tonight”.

**Santa Fe Trail
UNIFIED SCHOOL DISTRICT #434
Carbondale–Overbrook–Scranton**

PUPIL EMERGENCY MEDICAL TREATMENT CONSENT FORM

STUDENT NAME _____ SCHOOL YEAR: **2018-2019**

ADDRESS _____

ALLERGIES OR CHRONIC ILLNESSES: _____

DAILY MEDICATIONS: _____

PARENT NAME _____ PHONE Home _____

Business _____

PARENT NAME _____ PHONE Home _____

Business _____

If parent or guardian cannot be contacted, we, the undersigned parents/guardian of the student identified above, hereby authorize officials of the above School District to contact directly the following physician(s) of our selection, and we hereby certify that we are the parents/guardian of the said minor child, and do authorize the physicians named below to render such treatment as said physicians, or either of them, may deem reasonably necessary, in an emergency, for the health of said child, without further authorization than here expressed. In the event neither of the physicians here named can be contacted, or either of us is unavailable to give our express consent at such time with reference to any other physician, we hereby consent and authorize the officials of the School District to contact any licensed physician, and we hereby authorize said physician to render such treatment as he/she may deem reasonably necessary, in what he/she may consider to be an emergency, for the health of the aforesaid minor child.

PHYSICIAN (1st Choice) _____ PHONE _____

PHYSICIAN (2nd Choice) _____ PHONE _____

HOSPITAL PREFERENCE _____

Expenses incurred as a result of emergency ambulance use, treatment by physician, or treatment in a hospital or clinic will not be borne by the school or school personnel.

NOTE: When a student becomes ill or is injured on an activity trip, it is virtually certain that the school will be unable to provide medical care through the primary physician(s) selected. In most cases when the student is away from the Santa Fe Trail School District, no emergency care can be provided without this approval form.

SIGNATURE OF PARENT OR GUARDIAN

DATE SIGNED

INSURANCE COMPANY _____



CHARGER ACTIVITIES

USD 434

836-7188

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 _____