



# Wichita West High School

Department of Interscholastic Athletics

## Athletic Department Handbook



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### Introduction

Welcome to the Wichita West High School Athletic Program Manual. This manual serves as a comprehensive guide for student-athletes, parents, and coaches, outlining the expectations, requirements, and policies that govern our athletic endeavors. Our aim is to foster an environment where athletics serve as a catalyst for personal growth, academic achievement, and community engagement that supports the educational experience of each student.

### Handbook Digital Copy





## Mission and Vision Statements

### *Mission Statement:*

Our athletic department develops student-athletes who strive for excellence in all areas of life. Through competition, we instill loyalty, confidence, sportsmanship, respect, perseverance, and integrity. Our athletes learn to be coachable, resilient, and part of something greater than themselves.

### *Vision Statement:*

Athletics is a tool for unlocking opportunities, igniting passions, and pushing individuals to achieve greatness beyond the game. Through dedication and resilience, our athletes grow into confident leaders who embrace challenges and excel in life.

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## Outcomes

The experiences associated with athletic programs at Wichita West High School will serve as an extension of a young person's education. The programs will operate within the framework of Wichita West High School & USD 259, not as a separate entity. The athletic facilities of West High will be another classroom where values are taught, and lessons are learned.

Upon completion of eligibility and graduation, it is our goal as an athletic department that a Pioneer athlete will:

- Possess a tremendous work ethic with a growth mindset
- Know how to prepare, compete, and win
- Possess mental toughness
- Know how to react to adversity in a proper manner
- Be a person of integrity, character, and honor
- Make a positive impact in one's family and community



## Greater Wichita Athletic League

The following schools are, as of this date, members of the Greater Wichita Athletic League:

1. Wichita Bishop Carroll High School
2. Wichita High School East
3. Wichita High School Heights
4. Wichita Kapaun-Mt. Carmel High School
5. Wichita High School North
6. Wichita High School Northwest
7. Wichita High School South
8. Wichita High School Southeast
9. Wichita High School West



**Please visit the following link for the [Greater Wichita Athletic League Handbook](#).**

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## Kansas State High School Activities Association

The Kansas State High School Activities Association (KSHSAA) serves students by providing leadership for the administration of education based interscholastic activities.

### **We believe:**

- Member schools are the Kansas State High School Activities Association (KSHSAA).
- The KSHSAA is a student-centered organization.
- The KSHSAA is the recognized state authority on interscholastic activity programs.
- Our Association is strengthened by equity and diversity.
- Each school choosing membership in the KSHSAA is equally important and has a direct voice in governing the organization.
- KSHSAA is best governed by representatives of the member schools and its affiliated organizations.
- Each KSHSAA sponsored activity is equally important.
- Student participation in interscholastic activity programs and competitions is a privilege.
- Participation in interscholastic programs promotes student academic achievement.
- Interscholastic activity programs promote positive school/community relations.
- Safety, quality, and fairness in interscholastic activity programs are essential.
- Fiscal responsibility by the KSHSAA benefits member schools.
- Participation in interscholastic programs promotes good citizenship, improves life skills, and builds character.
- Honesty, integrity and sportsmanship are the fundamentals upon which all interscholastic programs are built.
- All professionals that are in contact with students should be knowledgeable and properly trained.

**Please visit the following link for the [KSHSAA Handbook](#).**



**Programs Offered, Staff List, & Contact Information**

<b>ATHLETIC DIRECTOR</b>	<b>Micah Womacks</b>	<b>mwomacks@usd259.net</b> <b>(316) 973 – 3650</b>
<b>FALL SPORTS</b>		
<b>FOOTBALL</b>	<b>Jeremy Moss</b> <i>Keith Butler</i> <i>Todd Devereaux</i> <i>Peter King</i> <i>Austin Kisrow</i> <i>Kaale McCulloch</i> <i>Lonnie Morford</i> <i>Kwenn Murphy</i> <i>Edward Parson</i>	<b>jmoss3@usd259.net</b>
<b>VOLLEYBALL</b>	<b>Charmalina Valdovinos</b> <i>Kayleigh Bishop</i> <i>Shakayla Golston</i>	<b>cvaldovinos@usd259.net</b>
<b>(M) SOCCER</b>	<b>Spencer Arndt</b> <i>Carson Arndt</i>	<b>sarndt@usd259.net</b>
<b>(W) GOLF</b>	<b>Garrett Hammond</b>	<b>ghammond@usd259.net</b>
<b>(W) TENNIS</b>	<b>Madison Surmeier</b>	<b>msurmeier@usd259.net</b>
<b>CROSS COUNTRY</b>	<b>Leon Chau</b>	<b>lchau@usd259.net</b>
<b>CHEER</b>	<b>Destinee Manns</b> <i>Danielle McEwen</i>	<b>dmanns@usd259.net</b>
<b>DANCE</b>	<b>Alexandra Carbajal</b>	<b>acarbajal@usd259.net</b>
<b>WINTER SPORTS</b>		
<b>(M) BASKETBALL</b>	<b>Caylin Loggins</b> <i>Jamarae Finney</i> <i>Mario Barnes</i>	<b>cloggins@usd259.net</b>
<b>(W) BASKETBALL</b>	<b>Allison Stucky</b> <i>Taylor McQueary</i>	<b>astucky@usd259.net</b>
<b>(M) WRESTLING</b>	<b>Jason C. Brown</b> <i>Lonnie Morford</i>	<b>jbrown28@usd259.net</b>
<b>(W) WRESTLING</b>	<b>Jacob Wilkin</b> <i>Nora Rayl</i>	<b>jwilken@usd259.net</b>
<b>BOWLING</b>	<b>Kaale McCulloch</b> <i>Open</i>	<b>kmcculloch@usd259.net</b>
<b>(M) SWIMMING</b>	<b>COOP With South/NW</b>	<b>mwomacks@usd259.net</b>
<b>SPRING SPORTS</b>		
<b>BASEBALL</b>	<b>Creighton Hoover</b> <i>Miguel Ramos</i> <i>Grant Watkins</i> <i>Chris Roman</i> <i>Aaron Berenson</i>	<b>choover1@usd259.net</b>
<b>SOFTBALL</b>	<b>Chase Palmer</b> <i>Open</i>	<b>tpalmer@usd259.net</b>
<b>TRACK:</b>	<b>Jeremy Moss</b> <i>Kaale McCulloch</i> <i>Kiara Jones</i> <i>Leon Chau</i> <i>Open</i> <i>Open</i>	<b>jmoss3@usd259.net</b>
<b>(W) SOCCER</b>	<b>Marissa Murray</b> <i>Oswaldo Alvarez</i>	<b>mmurray@usd259.net</b>
<b>(M) TENNIS</b>	<b>Madison Surmeier</b>	<b>msurmeier@usd259.net</b>
<b>(M) GOLF</b>	<b>Mason McDowell</b>	<b>mmcdowell3@usd259.net</b>
<b>(G) SWIMMING</b>	<b>COOP With South/NW</b>	<b>mwomacks@usd259.net</b>



## Program Expectations

- **Commitment:** Student-athletes are expected to attend all practices, games, and team events, demonstrating dedication to their team and personal development.

*The athletes are expected to personally communicate with the head coach in a reasonable time before missing a practice &/or game. The athlete will not be eligible for participation in a contest if they miss practice one day prior to the game, unless prior approval has been given by coach & athletic department.*

- **Effort:** Student-athletes are expected to always give their best effort, both in sport and the classroom. As representatives of Wichita West High School in both our school and the community, student-athletes must be willing to have an attitude of growth and work hard to be better every day.
- **Academic Excellence:** Maintaining strong academic performance is paramount. Student-athletes must prioritize their studies and seek assistance when needed.

*Any student athlete that has a current F in a course will be required to attend athletic tutoring on Wednesday after school. Coaches have freedom to require anyone else they feel necessary.*

- **Sportsmanship:** Exhibit respect for teammates, opponents, coaches, officials, and spectators at all times. Uphold the principles of fair play and integrity.

[KSHSAA Sportsmanship Policy](#)

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## Academic Standards

Academic success is a cornerstone of our athletic program. Athletics & activities are meant to be used as an extension of the educational process. Student-athletes are expected to:

- Attend all classes regularly and punctually.
- Communicate proactively with teachers regarding any absences due to athletic events.
- Utilize available academic resources, such as tutoring, study halls, and Pioneer Time to support their educational goals.

## Eligibility Requirements

To participate in interscholastic athletics, students must adhere to the Kansas State High School Activities Association (KSHSAA) eligibility standards:

- **Academic Load:** Students must be enrolled in and attending a minimum of five new subjects during the present semester. *This would mainly affect seniors that wish to have pass cards.*
- **Previous Semester Performance:** Students must have passed at least five new subjects in the preceding semester. *Summer school is NOT an extension of the spring semester.*
- **During Semester Performance:** If a student is failing 3 or more classes at one time on Monday when lists are pulled, they will be ineligible for participation until at least 1 of those classes are raised to a 60% level or higher.
- **School Attendance:** A student athlete is not eligible for participation in a competition on a day that they do not attend school without prior approval from the athletic department in advance. [Absence Participation Request](#).
- **Age Limit:** Students are eligible if they are not 19 years of age on or before September 1 of the school year in which they compete.
- **Transfer Students:** Those transferring from another school must comply with KSHSAA transfer rules, which may affect eligibility. Please visit the [KSHSAA Handbook](#) for details.



## Code of Conduct

Participation in athletics at Wichita West High School is a privilege, not a right. Student-athletes are expected to uphold the highest standards of conduct both on and off the field.

### General Expectations

- Demonstrate respect for self, teammates, coaches, opponents, officials, and spectators at all times.
- Maintain a positive attitude and act with sportsmanship, win or lose.
- Follow all school policies, team rules, and the Kansas State High School Activities Association (KSHSAA) regulations.

### Hazing & Bullying Policy

- Any form of hazing, bullying, or harassment, whether verbal, physical, or online—will result in disciplinary action, including but not limited to suspension or dismissal from the team.
- Student-athletes are encouraged to report any incident to coaches or school administrators.

### Substance Abuse Policy

The use, possession, or distribution of alcohol, tobacco, vaping devices, or illegal drugs is strictly prohibited. Any violations will result in:

- First offense: Suspension from athletic participation for a minimum of the next contest dependent on severity.
- Second offense: Suspension from athletic participation for a minimum of two weeks.
- Third offense: Removal from the team for the remainder of the season.

### Social Media & Public Image

- Athletes are representatives of the school and must use social media responsibly.
- Any social media post containing inappropriate language, harassment, discrimination, illegal activity, or behavior detrimental to the team will lead to disciplinary action.
- The coaching staff reserves the right to address any concerns regarding social media conduct.

### Academic Integrity & Classroom Behavior

- Student-athletes must exhibit respectful and responsible behavior in the classroom.
- Any reports of cheating, disrespect, or repeated discipline issues may impact eligibility, to the discretion of the athletic department and coaching staff.



## Participation Guidelines

Athletic participation requires commitment, responsibility, and teamwork. The following guidelines ensure that all student-athletes contribute positively to their teams and uphold program standards, while being given a fair opportunity for participation.

### Tryouts & Team Selection

- Some sports require tryouts based on skill level, attitude, work ethic, coachability, academic successes, & overall program fit.
- Each sport that conducts tryouts will have a tryout rubric with finalized data in the selection process. *These will be confidential documents only held by athletic department staff and never shared.*
- Team selection is at the discretion of the coaching staff and is final.

### Practice & Game Attendance

- Attendance at all practices, games, and team events is mandatory unless excused by the head coach of that activity in advance.
- Unexcused absences may result in loss of playing time, suspension from games, or other means of discipline.
- Tardiness to practice or games may also result in reduced playing time or other disciplinary action.

### Transportation Policy

Student-athletes and families will be responsible for travel to and from all practices and games in the Wichita metro area (excluding football games). Any “out-of-town” events, transportation will be provided by USD 259.

*Families and athletes must sign/agree to the three transportation waivers in Bound to be eligible to travel on out-of-town trips. Please see the Bound section of the Handbook on [page #10](#).*

There will be an activity bus that runs from West High School beginning at 6:00 each evening. The activity bus routes are listed below.

West High School	6:00
S Topeka & Pawnee (on Topeka)	6:24
Greenwood & Amsden	6:27
E 11 <sup>th</sup> & Ohio	6:37
E 17 <sup>th</sup> & N Madison	6:42
E 24 <sup>th</sup> N & N Kansas	6:47
E 25 <sup>th</sup> N & N Estelle	6:51
E 27 <sup>th</sup> N & E Conquest (east side entrance)	6:52
3540 Enwood (apartment entrance)	7:02

### Uniforms & Equipment

- Athletes are responsible for all issued uniforms and equipment.
- Items must be returned at the end of the season in good condition, or the athlete will be charged for replacements.

### Multi-Sport Athletes

- Students are encouraged to participate in multiple sports.
- In-season sports take precedence over off-season training for another sport.
- If a student-athlete would like to participate in multiple sports occurring in the same season, they must come to an agreement with both head coaches on participation.



## Participation Guidelines, cont.

### Quitting a Team

- If an athlete decides to quit a team, the athlete must personally communicate with the coach directly, and in person. All issued uniforms and equipment must be returned immediately in good condition, or the athlete will be charged for replacements.
- Quitting mid-season may impact eligibility for return to sport or future sports participation. A student who quits a team mid-season may not immediately join another sport during that same season, nor participate in off-season conditioning for a different sport.

### Dismissal From a Team

- The head coach is responsible for choosing the members of his/her team. At times during the season, roster changes might be necessary due to reasons that can be viewed in the code of conduct [on page #6](#).
  - It is important to remember that our coaches care deeply about each student-athlete. However, they are also responsible for the overall program and must make decisions that serve the entire team.
  - If an athlete is dismissed from a team, all issued uniforms and equipment must be returned immediately in good condition, or the athlete will be charged for replacements.
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### Lettering Requirements

Lettering requirements vary by sport, but are consistent across the Greater Wichita Athletic League, no matter the member school.

*Please see the lettering requirements in the [Greater Wichita Athletic League Handbook](#) for details.*

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## Health and Safety Policies

The health and safety of student-athletes are the highest priority. All participants must follow these guidelines to ensure a safe and supportive environment.

### Physical Examination & Medical Clearance

- All student-athletes must have a completed and up-to-date KSHSAA Pre-Participation Physical Evaluation form on file before participating in any tryouts, practices, or games.
- Physicals are valid from May 1 of the previous school year through the entire following school year.

### Concussion Protocol

- Any athlete who exhibits signs of a concussion (dizziness, headache, confusion, nausea, etc.) will be removed from play immediately.
- The athlete must be cleared by a licensed medical professional before returning to play.
- The KSHSAA Concussion & Head Injury Release Form must be completed before rejoining any athletic activities.

### Injury Reporting & Return-to-Play Policy

- All injuries must be reported to the coach and athletic trainer immediately. Please see your athletic trainer for recommendations before seeing your medical professional.
- Athletes must follow all medical recommendations regarding treatment and rehabilitation from the athletic trainer, and/or licensed medical professional if recommended visit from the athletic trainer.
- Clearance from a healthcare provider is required before returning to competition after a significant injury.

### Hydration & Nutrition Guidelines

- Athletes are encouraged to stay hydrated before, during, and after practices/games.
- Proper nutrition plays a key role in athletic performance, and athletes should maintain a balanced diet to fuel their bodies.

### Weather & Heat Safety Guidelines

- Outdoor practices and games will follow the KSHSAA heat index guidelines to ensure safe conditions.
- Coaches and athletic administration will monitor weather conditions and make adjustments to schedules when necessary.
- In extreme heat, additional water breaks and modified practice lengths will be implemented.
- In the case of lightning, all outdoor activities will be suspended until conditions are safe.



## Bound Information

All student-athletes and managers are required to have the following information shared or agreements signed before being allowed to participate in tryouts, practice, or competition at Wichita West High School:



7350d Page 1 – Athletic Trips Consent	Agreement – <i>select “I Agree”</i>
7350d Page 2 – Athletic Trips Consent	Agreement – <i>select “I Agree”</i>
Assumption of Risk, Minimize the Risk, and Heat Illness	Agreement – <i>select “I Agree”</i>
Concussion	Agreement – <i>select “I Agree”</i>
Emergency Consent	Agreement – <i>select “I Agree”</i>
Insurance Information	Agreement – <i>select “I Agree”</i>
KSHSAA Physical Consent	Agreement – <i>select “I Agree”</i>
KSHSAA Physical Form (PPE)	<b>Request – take photos and upload</b>
Pay to Play	Agreement – <i>select “I Agree”</i>
Athletic Department Handbook Sign-off	Agreement – <i>select “I Agree”</i>

### Detailed Steps

*Note – This must be completed by a parent/guardian, and not the student-athlete themselves.*

- To do this, please visit [gobound.com/ks/districts/usd259](http://gobound.com/ks/districts/usd259).
- Select *Wichita West High School*
- Select the *Registration* tab
- Select *Activities*
- Select *Create Your Account Now*
- Select *Continue to Bound*
- Complete user information, certify and select *Create Your Family Account*
- Add a child, and select *New To Bound*
- Complete child information and select *Create Child*
- Select *Register* and then *School*.
- Select *Register* next to West High School
- Select registrations for all sports or activities your child is interested in, and register for those sports or activities.
- Fill out child information and select *Next Step*
- Please ensure your child’s student ID matches the one shown in Synergy
- Once you arrive at the Documents page, please ensure that all 9 documents are either signed or uploaded.
- Select *Complete Registration*

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### Student-Athlete Insurance

#### USD 259 Insurance

- USD 259 insurance is secondary. Parent insurance covers first.
- USD 259 deductible is \$3,500. Ex: If a family insurance has a \$2,500 deductible, USD 259 would not be involved.
- Parents pay and then will be reimbursed by USD 259 insurance.

#### KSHSAA Catastrophic Insurance

- The KSHSAA yearly renews a catastrophic insurance policy for all Kansas High School athletes that covers any medical expenses that exceed \$25,000. The KSHSAA must be notified immediately. Contact your school athletic director for more information.



## Concerns & Communication Procedure

At Wichita West High School, we believe that trust and open communication are essential to the success and well-being of our students and student-athletes. Coaches and staff are committed to making decisions that prioritize each student's physical and emotional safety, while helping them grow as individuals in preparation for life beyond high school that result in team success.

If a concern arises related to a team or coach, we ask that student-athletes and families follow the steps below to ensure a respectful, productive resolution process:

### Process for Addressing Concerns

#### 1. Student-to-Coach Communication

The student-athlete should first speak directly with the coach, in person. Many concerns can be resolved through honest, respectful dialogue.

*→ If the student feels the issue remains unresolved...*

#### 2. Parent/Guardian-to-Coach Communication

The parent or guardian may contact the coach by phone/email or request an in-person meeting. The coach may invite the Athletic Director (AD) to attend, but this is not required at this stage.

*→ If the issue is still unresolved...*

#### 3. Meeting with Coach and Athletic Director

The parent/guardian and student may request a joint meeting with the AD and coach (as decided by AD), either in person or over the phone.

### Important Guidelines

#### • The 24-Hour Rule

We ask that families and athletes wait at least 24 hours (or the next day) after an incident or concern arises before reaching out to a coach or staff member. This time allows for perspective and productive conversation.

#### • Contacting a Coach

- Contact information for all head coaches is listed on [page #4](#) of this handbook.
- Please email the head coach with a brief explanation of your concern and a request to schedule a phone call or meeting.
- If you do not receive a response within a reasonable timeframe, you may contact the Athletic Director (also listed on [page #4](#)).

### A Few Important Reminders

1. Our coaches care deeply about each student-athlete. However, they are also responsible for the overall program and must make decisions that serve the entire team.
2. Coaches will not discuss other student-athletes with anyone who is not their parent or legal guardian.

### Policy or Ethical Violations

If you believe a coach or staff member has engaged in behavior that is illegal, unethical, or in violation of school policy, please do not contact the coach or staff member, but contact the Athletic Director immediately.

*We are committed to creating a safe, respectful, and developmentally focused athletic environment for all Pioneer athletes. By following these steps, we ensure consistency, fairness, and a shared sense of purpose among students, families, and staff.*



## Prospective College Athletes

As can be seen in the [Outcomes page](#), our overall goal is to give students at West High School the chance to have a life outcome consistent with their capabilities. For many students, a post-secondary education allows opportunities they would not receive otherwise, and athletics may give them ways to attain that education.

### Collegiate Eligibility Requirements

NCAA (D1, D2, D3)	NJCAA	NAIA
<ul style="list-style-type: none"> <li>• Complete a minimum of 16 core courses for Division I or II.</li> <li>• Earn a minimum required grade-point average in core courses.</li> <li>• Earn a qualifying test score on either the ACT or SAT.</li> <li>• Request final amateurism certification from the NCAA Eligibility Center.</li> </ul> <p><i>For Division I student-athletes, the following must be completed in addition to the above standards:</i></p> <ul style="list-style-type: none"> <li>• Meet an increased sliding-scale standard (for example, an SAT score of 820 requires a 2.5 high school core course GPA)</li> <li>• Successfully complete 10 of the 16 total required core courses before the start of their seventh semester in high school. Seven of the 10 courses must be successfully completed in English, math and science.</li> <li>• Learning Center courses no longer count towards NCAA eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>• A student-athlete must be a graduate of a high school with an academic diploma, general education diploma or a state department of education approved high school equivalency test.</li> <li>• Must be an amateur</li> </ul>	<ul style="list-style-type: none"> <li>• The NAIA is made up of mostly private schools that have the ability to have different eligibility requirements than other schools within the same conference and or division.</li> <li>• A general eligibility requirement would be: Student-athlete must meet at least 2 of these 3: <ul style="list-style-type: none"> <li>• Score of 18+ on ACT</li> <li>• Minimum GPA of 2.0+</li> <li>• Graduate top half of class</li> </ul> </li> <li>• For more information or questions, visit <a href="http://play.mynaia.org/">play.mynaia.org/</a> or speak with the College &amp; Career Coordinator at West High School.</li> </ul>

In order for a student-athlete to participate in the all-school signing day during the spring semester, they must meet the following requirements:

1. Has been given an official offer via National Letter of Intent (NLI).
2. Has met with their head coach to discuss terms of the offer and varied options for post-secondary educational opportunities.
3. Has met with the College & Career Coordinator (E3J) and discussed terms of the offer and varied options for post-secondary educational opportunities.
4. Has completed the [Prospective College Athletes Checklist.pdf](#) by meeting with the athletic director, head coach, and college & career coordinator.



## Helpful Links

- [Absence Participation Request](#)
  - [Greater Wichita Athletic League Handbook](#)
  - [Greater Wichita Athletics League Website \(until fully Bound\)](#)
  - [Kansas State High School Activities Association](#)
  - [KSHSAA Handbook](#)
  - [Pioneer Athletics BSN Sideline Store](#)
  - [Prospective College Athletes Checklist.pdf](#)
  - Pioneer Athletics Social Media
    - [Facebook](#)
    - [Instagram](#)
    - [X \(Formerly Twitter\)](#)
  - [USD 259 Website](#)
  - [USD 259 Athletics Website](#)
  - [Wichita West School Website](#)
  - [Wichita West Bound](#)
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This manual serves as a living document and may be updated to reflect changes in school policy or state regulations. For the most current information, please consult the athletic director or visit the school's official website.