

**F O R T T H O M A S**  
**I N D E P E N D E N T S C H O O L S**

# **Coaches' Handbook**

Rich in **Tradition** on the **Future**  
Focused

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FORT THOMAS INDEPENDENT SCHOOLS

# 2022-2023 Coaches' Handbook

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# Introduction

## Handbook Purpose

The purpose of the handbook is to acquaint you with general policies and procedures of the Fort Thomas Independent Schools that govern and affect your responsibilities as a coach.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern.

Some policies refer to specific forms that are available in the Fort Thomas Administrative Procedures Manual. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office, in the Principal's office and on the District's web site. Policies and procedures also are available on line via the District's web site or through this Internet address: <http://policy.ksba.or/f05/>. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

School council policies, which are also available from the Principal, may also apply in some instances. **02.4241**

In this handbook, **bolded policy codes** indicate related Board of Education policies. If an employee has questions, s/he should contact his/her immediate supervisor or any Central Office administrator.

This handbook is intended to be a tool to help implement local policies and procedures and guidelines established by the Kentucky High School Athletic Association (KHSAA) and other sport-specific governing bodies in the administration of student-athletics. For more detailed information about the KHSAA and the bylaws referenced in this handbook, please visit the following website:

[www.khsaa.org](http://www.khsaa.org)

## District Mission

Rich in tradition and focused on the future, the Fort Thomas Independent School District provides engaging and challenging learning experiences which foster creativity, curiosity and innovation, while inspiring all students to pursue lifelong learning and become productive members of the global community.

## **Athletic Program Philosophy**

To promote safety, fairness and good sportsmanship at all levels of the District athletic program, coaches shall implement relevant policies and procedures of the Fort Thomas Board of Education, the SBDM council and the Kentucky High School Athletic Association (KHSAA).

It is the intent of the Board of Education that students participate in as many athletic activities for which they are eligible as they and their parents wish. To this end, coaches shall not attempt to persuade a student to “specialize” in a sport. Rather, it shall be the responsibility of all coaches to follow these guidelines:

- If student-athletes quit when faced with a possible suspension from eligibility or are removed from an activity for disciplinary reasons, they shall be ineligible to compete in another sport for the period of the disciplinary sanction imposed or for the period the sanction would have been imposed had s/he not quit.
- Student-athletes may participate in more than one (1) sport or sport activity during the same season, if both coaches are able to coordinate a student’s schedule.

## **Cutting of Participants**

The coaching staff of each individual sport shall establish the process for deciding whether athletes will be “cut” during a tryout period during which the final composition of a team will be determined. If a coaching staff determines that “cuts” are necessary, they shall discuss with all athletes attending the tryouts the criteria to be used to evaluate the athletes during the tryout period. This procedure shall also describe the notification process that will be used to inform all athletes of their status following the tryout period. The coaching staff must make every effort to ensure that all athletes attending the tryouts clearly understand the criteria to be used to evaluate them.

The notification procedures used by the coaching staff shall include individual conferences with each athlete that does not make the final team. These conferences shall include feedback to the athletes on the areas where they might improve athletically and always ensure the dignity and growth of the individual student.

## **Conduct of Program**

The athletic program shall be an integral part of the District's educational program. As such, it shall be the responsibility of coaches to see that all interscholastic and intramural athletic competition are in compliance with the constitution, bylaws, and competition rules of the Kentucky High School Athletic Association (KHSAA), the regulations and principles of the Southern Association of Colleges and Schools, and Title IX requirements. As a condition to KHSAA membership, each member school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX).

## **(Conduct of Program – continued)**

Coaches shall abide by:

- Policies adopted by the school council relating to evaluation of the athletic program that address program equity for both male and female athletics.
- Program implementation requirements developed by Superintendent/designee to promote compliance with Title IX requirements.
- Rules and limitations established by 702 KAR 7:065 and the local Board for students participating in middle school sports and sport activities. **09.31**

*STUDENTS FIRST, ATHLETES SECOND*

## **KHSAA Imposition of Penalties**

If KHSAA rules and regulations are violated, penalties may be imposed on the school or individual within the defined parameters of Bylaw 27, the KHSAA Due Process Procedures. The Principal shall be responsible for oversight of the school's athletic program to see that it remains compliant with KHSAA rules.

<p><b>Please refer to KHSAA Bylaw 27.</b></p>
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## **Middle School Applicability**

Per 702 KAR 7:065, the KHSAA has responsibility for the regulation of athletics at the Middle School level. An Advisory Committee will set any statewide regulations, with approval from the Kentucky Board of Education and the Kentucky General Assembly through 702 KAR 7:065. This regulation sets very few statewide rules, but requires the establishment of many rules at the local level. Though there is not "membership" for middle schools in KHSAA at this time, the governance model requires local Boards of Education to ensure enforcement of a variety of restrictions, most of which are related solely to the health and safety of the student-athlete and to maintain the proper perspective for interscholastic athletics within the education model.

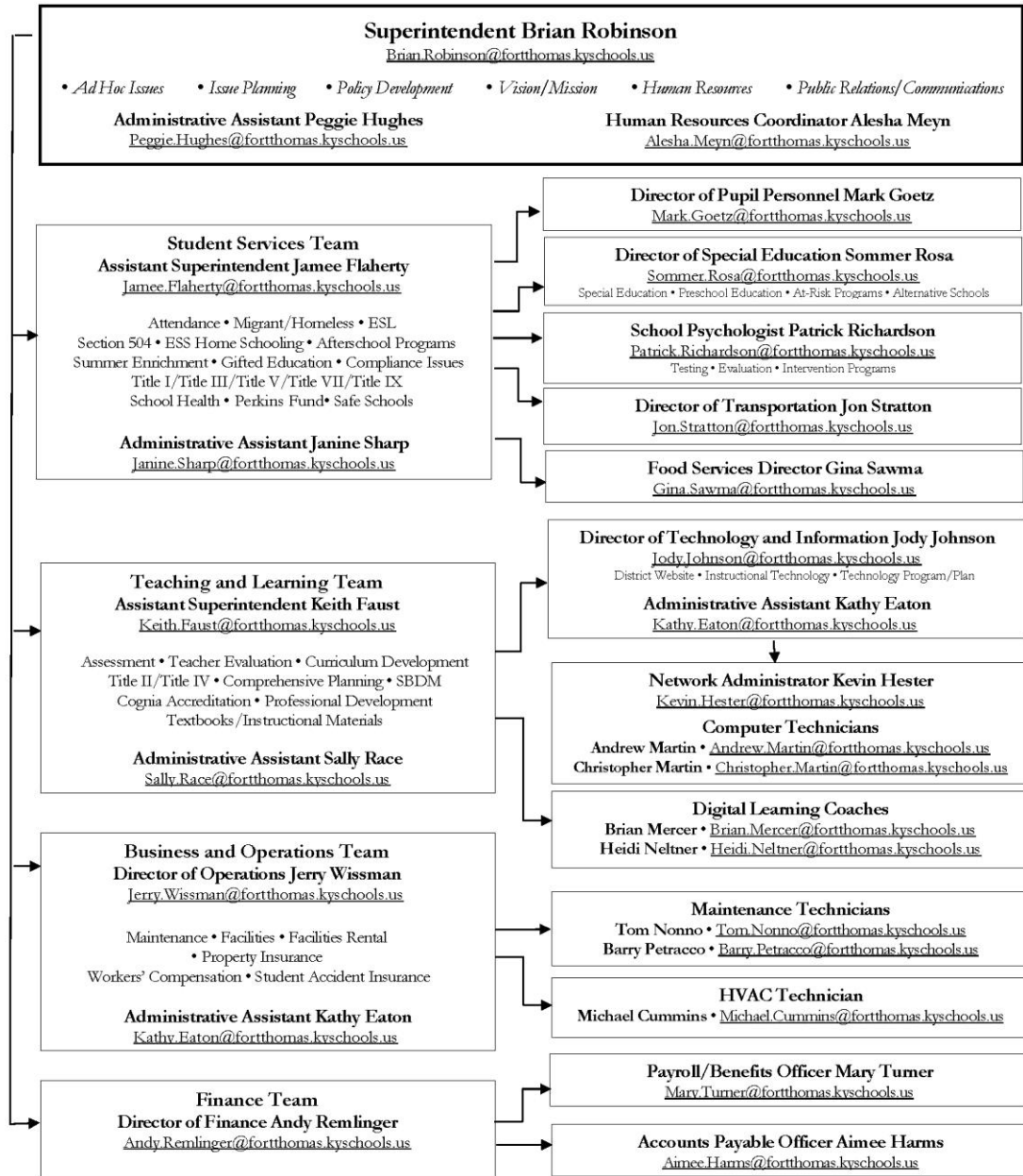
## **Future Changes**

Although every effort will be made to update the handbook on a timely basis, the Fort Thomas Independent Schools reserve the right, and have the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.



# Central Office Organizational Chart

## Central Office Organizational Chart



**Section**

**1**

**Program Guidelines**

**Equal Educational and  
Employment Opportunities**

Employment

As required by Title IX, the District does not discriminate on the basis of sex regarding admission to the District or in the educational programs or activities operated by the District. Inquiries regarding Title IX Sexual Harassment may be referred to the District Title IX Coordinator (TIXC), the Assistant Secretary for Civil Rights, or both.

Fort Thomas Independent Schools is an Equal Opportunity Employer. The District does not discriminate on the basis of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.

Reasonable accommodation for individuals with disabilities or limitations related to pregnancy, childbirth, or related medical conditions will be provided as required by law.

If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law. **03.113/03.212**

Education

No pupil shall be subject to unlawful discrimination because of age, color, disability, race, national origin, religion, sex (including sexual orientation or gender identity), or veteran status.

Parents of students who have a temporary or permanent disability may request that the Principal or other District administrator to provide appropriate accommodations necessary for them to have an equal opportunity to participate in instructional and extracurricular activities, as required by law. Students who are at least eighteen (18) years of age may submit their own requests. **09.13**

If you have questions concerning District compliance with state and federal equal educational and employment opportunity laws, contact Jamee Flaherty at the Central Office.

## Harassment/Discrimination/Title IX Sexual Harassment

Fort Thomas Independent Schools intend that employees and students have a safe and orderly work and learning environment. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or District, or any act prohibited by Board policy that disrupts the work place or the educational process and/or interferes with an employee's job responsibilities or student learning.

Employees or students who believe that they, or any other employee or student or a visitor to the school or District is being or has been subjected to harassment or discrimination shall bring the matter to the attention of the Principal/immediate supervisor or Jon Stratton, the District's Title IX Coordinator. The District will investigate any such concerns promptly and confidentially.

No employee or student will be subject to any form of reprisal or retaliation for having made a good-faith complaint under Board policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. **03.162/03.262/09.42811**

The following has been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973 and Title IX Sexual Harassment/Discrimination:

Title IX Coordinator (TIXC):	Jamee Flaherty
Office Address:	28 N. Fort Thomas Avenue, Fort Thomas, KY 41075
Office Email:	<a href="mailto:Jamee.flaherty@fortthomas.kyschools.us">Jamee.flaherty@fortthomas.kyschools.us</a>
Office Phone:	859.815.2011
504 Coordinator:	Jamee Flaherty
Office Address:	28 N. Fort Thomas Avenue, Fort Thomas, KY 41075
Office Email:	<a href="mailto:Jamee.flaherty@fortthomas.kyschools.us">Jamee.flaherty@fortthomas.kyschools.us</a>
Office Phone:	859.815.2011

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the TIXC, or by any other means that results in the TIXC receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the TIXC. **09.428111**

Title IX Sexual Harassment Grievance Procedures are located on the District Website.

Employees wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, [program.intake@usda.gov](mailto:program.intake@usda.gov).

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

## Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual.

Coaches who are full-time District employees shall follow Policy 09.14 and related procedures concerning release of student record information.

Except as noted in Policy 09.14 or as otherwise permitted by law, all other coaches may only share confidential, personally identifiable student record information with the following:

- The student;
- The student's parent/guardian; or
- Another member of the coach's particular coaching staff.

This shall include information transmitted by the coach by any means, including oral, written, or electronic. Examples of protected information include, but are not limited, to a student's grades, disciplinary or attendance records, and health/medical information.

Employees with whom juvenile court information is shared as permitted by law shall be asked sign a statement indicating they understand the information is to be held in strictest confidence.

### *Access to be Limited*

Employees may only access student record information in which they have a legitimate educational interest. **03.111/03.211/09.14/ 09.213/09.43**

Both federal law and Board policy prohibit employees from making unauthorized disclosure, use or dissemination of personal information regarding minors over the Internet.

Coaches wishing to utilize a social networking site for instructional, administrative or other work-related communication purposes shall comply with the District's responsible use policy, procedures and other applicable guidelines. **08.2323**

## Information Security Breach

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**

## **Compensation**

For employees who are assigned coaching responsibilities compensation shall be made according to a schedule approved annually by the Board. Compensation for all services rendered as an employee of the District shall be processed through standard payroll procedures. **03.121/03.221**

Employees can view the current extra service salary schedule via the District website on the Human Resources/Employment page.

No coach shall receive from any outside source a salary supplement for coaching school-sponsored athletics. All coach compensation must be made through standard payroll, including applicable taxable benefits, to ensure compliance with state and federal law. **09.31**

<p><b>Please refer to KHSAA Bylaw 25.</b></p>
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## **Reduction in Salary and Responsibilities**

Salaries for certified personnel shall not be less than the preceding year unless such reduction is part of a uniform plan affecting all teachers in the entire District or unless there is a reduction of responsibilities. Reduction of coaching responsibilities for teachers may be accompanied by a corresponding reduction in salary. Written notice that states the specific reason(s) for the reduction shall be furnished to teachers no later than ninety (90) days before the first student attendance day of the school year, or May 15, whichever is earlier. **03.1212**

Assignment of supplemental coaching duty to a certified employee is on a year-by-year basis only and does not give rise to any expectation of a continued right to hold and receive compensation for such duties.

# Staff Responsibilities

## Supervision of Coaches

Every employee is assigned an immediate supervisor. All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **03.11/03.21, 03.132/03.232**

Coaches shall answer directly to the Principal or designated representative who shall be responsible for the day-to-day administration of the school's athletic program. Although s/he may assign duties to other staff members, the Principal shall retain the responsibility for the satisfactory conduct of the athletic program.

The Principal has designated the Activities Director at Highlands High School as the administrator in charge of day-to-day operations of athletic programs. The Activities Director will complete annual evaluations of all Head Coaches for each sport. In turn, the Head Coaches will complete annual evaluations of all Assistant Coaches.

**Please refer to KHSAA Bylaw 1.**

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District property. In addition, employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. **03.133/03.233**

**Certified Employees:** All coaches in the District shall review records of assigned students to determine whether an IEP or 504 plan is in place.

## Professional Development

All coaches shall abide by the requirements of KHSAA Bylaw 25: Requirement for Coaches and Others Working with High School Teams regarding qualifications and continuous improvement training. This continuous improvement shall include, but not be limited to, C.P.R. and AED training along with participation in the Coaches Education Program, Sports Safety Training course, Medical Symposium Updates, and KHSAA Rules clinics.

All coaches are encouraged to grow professionally in their knowledge and understanding of their respective sport through participation in voluntary and required continuous improvement and membership in local, state, and national organizations.

## Section

# 2

## Required Trainings for All Coaches

All Coaches - head, assistant, and volunteer, are required to be current on the following trainings.

Training	Required by	Frequency	Descriptions & Offerings
CPR & AED	KHSAA & FTIS	Every 2 years	Offered by FTIS.
Sports Safety	KHSAA	Every 2 years	Open 24/7/365 online and must be completed prior to first practice. <a href="http://khsaa.org/coaches/">http://khsaa.org/coaches/</a>
Rules Clinic	KHSAA	Annually	Must be completed prior to 1 <sup>st</sup> competition. (Any late fees assessed with the Rules Clinic will be the coaches' responsibility.) <a href="http://khsaa.org/officials/rules-clinics/">http://khsaa.org/officials/rules-clinics/</a> (All HHS coaches and HMS head coaches)
Medication	FTIS	Annually	Initial training is in person; subsequent trainings are an online refresher with a 15-minute return demo with District Nurse.
Positive Behavior in Schools (PBIS)	FTIS	Annually	Offered in person and online.
Coach Education	KHSAA	One time only	Required initial year of coaching; Offered online: <a href="https://nfhslearn.com/">https://nfhslearn.com/</a>

### HMS coaches

To take the Sports Safety Training:

If you have a KHSAA account, follow the instructions below, but take the KSHAA High School Version.

If you do not have a KHSAA account, follow the instructions below.

Go to: <http://khsaa.org/coaches/>

Choose the KHSAA/KMA Sports Safety Course.

Choose the Middle School option and follow the directions.

Submit Completion Certificate to HMS Athletic Director.

## Athletic Program Volunteers

Athletic program volunteers are persons who do not receive compensation for assisting in program activities and who are not directly involved with coaching or instruction of student athletes. All volunteers shall work only under the direction and supervision of the coach, Principal or other designated member of the professional administrative and teaching staff.

### 03.6

The District shall conduct, at District expense, a Kentucky State Police criminal records check on all athletic program volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

Pursuant to KRS 160.380, the Superintendent/designee also may require athletic program volunteers to submit to a national criminal history background check for safety reasons. With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.

No athletic program volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check. **03.6**

### Extra-Curricular Assistant

This position will assist with transportation needs for extracurricular events and any other duties deemed necessary by the head coach. These positions are renewed annually and the number of positions available are approved annually by the SBDMC.

## Age Restriction/Criminal Background Check and Testing

All coaches, assistant coaches, non-faculty coaches, non-faculty assistant coaches, and athletic program volunteers shall be at least twenty-one (21) years of age and must have both a state and a federal criminal history background check and a letter (CA/N check) from the Cabinet for Health and Family Services documenting the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet as required by Board policy and by KRS 160.380 and KRS 161.185. **03.11/03.21/03.6/09.31**

Link to DPP-156 Central Registry check and more information on the required CA/N check:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>



## Physical Examinations

### Coaches

All newly employed personnel, including coaches, shall present documentation of a medical examination performed by a licensed physician, physician assistant (PA), or advanced practice registered nurse (APRN) or by a licensed medical practitioner of the employee's choice. Medical examinations performed within a ninety (90)-day period prior to initial employment will be accepted. Unless otherwise provided in Board policy, the cost of the medical examination must be borne by the employee.

All other coaching personnel shall undergo this examination every four (4) years following their initial year of employment and shall file the examination statement from the medical practitioner with the school nurse no later than four (4) years after the last statement was filed. **03.111/03.211**

### Students

Each student seeking eligibility to participate in any school athletic or sport activity at the middle or high school level must pass an annual medical examination performed and signed by a medical practitioner as required by law. Consistent with guidelines issued by KHSAA or the Kentucky Board of Education (KBE), the required physical examination and parental authorization shall include acknowledgement of receipt of information on the nature and risk of concussion and head injury, including the continuance of playing after concussion or head injury. **09.311**

Please refer to KHSAA Bylaw 12.
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## Fund-Raising Activities

All athletic booster group fund-raising activities shall be approved in advance by the Principal.

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity, nor be permitted to do door-to-door selling as part of a fund-raising event.

Coaches and other athletic staff and volunteers shall not collect money from students for any non-school sponsored activity.

All booster groups wishing to be recognized by and/or affiliated with the District shall adhere to applicable state and federal laws, including taxable income reporting requirements, when conducting fund-raising activities to benefit the school or District. **09.33**

All funds raised for a specific purpose by athletic program booster clubs shall comply with the requirements established by the Board and shall be used for that purpose. **04.312, 09.33**

## Safe Working Environment

It is the intent of the Board to provide a safe and healthful working and learning environment for all employees and students. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor.

In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made within 24-48 hours of the occurrence and prior to leaving the work premises, UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

In order to eliminate or minimize occupational exposure to bloodborne pathogens, employees must comply with the District’s Bloodborne Pathogen Control Plan. When bodily fluid spills occur, employees shall follow procedures posted in each school building or worksite. Disposable gloves and plastic bags are available in elementary classrooms and, in each school, the Principal's office, food service office, or the custodian's storage area.

The District shall follow established timelines in policy when making oral reports to the Kentucky Labor Cabinet to report employee fatalities, amputations, hospitalizations, including hospitalization resulting from a heart attack, or the loss of an eye.

File a report	After Hours Hotline
(502) 564-3070	(800) 321-6742

For information on the District’s plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, Personal Protective Equipment (PPE), or Asbestos Management, contact the Principal or see the District’s *Policy Manual* and related procedures.

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an existing emergency. **03.14/03.24, 05.4**

## Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

- conduct that threatens the health, safety or welfare of others;
- conduct that may damage public or private property (including the property of students or staff);

- illegal activity;

**(Disrupting the Education Process – continued)**

- conduct that interferes with a student’s access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.  
**03.1325/03.2325**

**Drug-Free/Alcohol-Free Schools**

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee’s intent to pass off the item as a controlled substance.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

Any employee who violates the terms of the District’s drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials.

Any employee convicted of violation of criminal drug statutes shall, within five (5) working days, provide notification of the conviction to the Superintendent. Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances.

Employees who know or believe that students or other employees have violated the District’s alcohol-free/drug-free policies have been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **03.13251/03.23251/09.423**

## **Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse for CDL/CLP Operators**

Reporting of the following information on individual drivers to the federal Clearinghouse is required, verified positive, adulterated, or substituted test results, confirmed alcohol tests at .04 or higher; refusal to submit to required tests, the reporting of actual knowledge (as defined by federal regulation) or Department of Transportation (DOT) regulatory violations, including violations based on prohibited on duty, pre-duty, or post-accident alcohol use and controlled substance use, and regulatory return to duty and follow-up testing information as applicable.

The District shall not allow a driver to perform any safety-sensitive function if the results of a Clearinghouse query on the driver demonstrate a disqualification as provided by regulation and such driver may be subject to personnel action up to and including termination. **06.221**

## **Weapons**

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for School Resource Officers (SROs) as provided in KRS 158.4414, and authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

Employees who know or believe that this policy has been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **05.48**

## **Assaults and Threats of Violence**

Employees should immediately report any threats they receive (oral, written or electronic) to their immediate supervisor. A “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods. **09.425**

## **Tobacco, Alternative Nicotine Product, or Vapor Product**

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.

School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by Board. **03.1327/03.2327**

**(Tobacco, Alternative Nicotine Product, or Vapor Product – continued)**

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all Board property at all times, including any vehicle owned, operated, leased, or contracted for use by the Board and while participating in any school-related trip or student activity.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property. **09.4232**

**Use of School Property**

Employees are responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Employees shall immediately report to their immediate supervisor any property that is damaged, lost, stolen, or vandalized.

No employee shall perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities.

An employee shall not use any District facility, vehicle, electronic communication system, equipment or materials for personal or private use or gain. These items (including security codes and electronic records such as e-mail) are District property.

Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time. **03.1321/03.2321**

Once an individual is no longer employed with the District, he/she no longer retains the rights to a District-owned network account (this includes both file storage and electronic mail). Employees who leave at the end of the school year will have account access through June 30. Employees who leave midyear will have account access for up to one (1) month. Back-up/transfer of data (including emails) is the responsibility of each individual employee. **08.2323**

Coaches shall advise individuals with disabilities who request accommodations at District athletic activities to contact the District ADA/504 Coordinator for assistance and guidance. **10.5**

## **Use of Personal Cell Phones/Telecommunication Devices**

Due to privacy concerns, and except for emergency situations, employees shall use discretion when using personally owned recording devices to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee.

For exceptions, see Board Policies **03.13214/03.23214**.

## **Athletic Camps and Competitions**

Coaches in all sports may organize and operate youth sports camps in their respective sports. All camps must be operated as a school-sponsored activity and comply with all relevant policies and procedures as described in other sections of this handbook or in the District policy and procedure manual. All personnel serving as camp instructors shall be:

1. Currently employed coaches of the school,
2. Volunteers as described in previous handbook sections, or
3. Student-athlete members of the respective athletic team offering the camps.

All revenues and expenditures for athletic camps shall comply with school and District financial policies as described in this handbook or in the complete District policy and procedure manual.

Interscholastic athletic contests involving more than half of a normal team (i.e. six [6] or more football players, three [3] or more basketball players) may not be held in school-owned facilities outside the determined limitation of seasons.

All athletic camps should be scheduled so they do not conflict with the regular academic calendar of the Fort Thomas Independent Schools nor the District's regular academic programming. No athletic camp will be permitted to be scheduled during the KHSAA-designated "Dead Period," June 25 to July 9.

**Please refer to KHSAA Bylaws 23 and 24.**

## **Gifts**

No employee shall accept, for personal use, any gifts from current or potential suppliers or vendors. Personnel are also prohibited from accepting rebates in the form of gifts or gratuities from organizations or persons to whom they have referred or may refer parents and students. Exceptions may be made for those businesses that offer discounts to various employee groups.

Donations of technology to the District must comply with provisions of policy. **03.1322/03.2322**

## **Solicitations**

District employees shall not use the advantage of their position for personal gain through soliciting school patrons, pupils or fellow employees.

Unless required or allowed by the Open Records Law or other laws and regulations, no school employee shall provide to any outside group or individual a list of parents, students, teachers or other employees for solicitation or other purposes without the prior approval of the Board or the Superintendent. **03.1323/03.2323**

## **Alteration of School Property**

Any change or modification to be made in the landscape of school grounds, construction of driveways or roads across such grounds; renovation of the school buildings or the alteration of any part thereof; or the construction of buildings, playing fields, tennis courts, or the erection of lighting systems for such fields or courts shall be done only after the approval of the project by the Board and appropriate state agencies. **05.11**

## **Advertising**

No advertising shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Board. However, this requirement does not prevent advertising in publications which are published by booster clubs.

Salesmen, representatives, or agents shall not solicit or contact pupils, teachers, or other employees in the school during the school day without notice to and express prior approval of the Principal. **10.4**

## **District Representation**

Use of the school mascot, school logos, and/or school and District imagery is restricted and, as such, cannot be altered. No one shall use these logos or images without the expressed permission of the school or District administration. All logos and images that are to be used shall be approved by the Superintendent or designee and shall comply with the style guide adopted by the District.

## **Political Activities**

Employees shall not promote, organize, or engage in political activities while performing their duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

### **(Political Activity – continued)**

- Encouraging students to adopt or support a particular political position, party, or candidate; or
- Using school property or materials to advance the support of a particular political position, party, or candidate. **03.1324/03.2324**

In addition, KRS 161.164 prohibits employees from taking part in the management of any political campaign for school board.

### **Copyrighted Materials**

The use and duplication of copyrighted material for educational purposes shall be within the generally accepted uses delineated by applicable law and procedures developed by the Superintendent. In reference to copyrighted electronic materials, employees shall use such materials only in accordance with the license agreement under which the materials were purchased or otherwise procured. **08.2321**

### **Search and Seizure**

All searches of students must be conducted in compliance with Board Policy **09.436**.

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal/designee of the school which the student attends. Before a student's outer clothing, pockets, or personal effects (e.g., handbags, backpacks, etc.) are searched, there must be reasonable grounds to believe the search will reveal evidence that the student has violated or is violating either a school rule or the law or possesses an item harmful to the school and its students. Search of a pupil's person shall be conducted only with the express authority of the Principal.

However, when an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, coaches that are responsible for the student are authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

No search of a pupil shall be conducted in the presence of other students, except for situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety. No strip searches of students shall be permitted. **09.436**



## Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected or molested, or a victim of human trafficking, or is a victim of female genital mutilation, in or out of school, shall **immediately** make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth’s Attorney or the County Attorney, and to the Principal (who shall also make a report to the proper authorities) and Superintendent.

Coaches shall complete Board selected training on child abuse and neglect prevention, recognition and reporting by January 31, 2017 and every two (2) years thereafter. Coaches hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter. **09.227**

Reporting telephone numbers:

Social Services	292-6550, 292-6733
Fort Thomas Police	441-6562
Kentucky State Police	428-1212
County Attorney	581-8015

## Corporal Punishment

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means. **09.433**

## Use of Physical Restraint and Seclusion

Use of physical restraint and seclusion shall be in accordance with Board policy and procedure. **09.2212**

## Civility

Employees should be polite and helpful while interacting with parents, visitors and members of the public. Individuals who come onto District property or contact employees on school business are expected to behave accordingly.

Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities,
2. Disrupting or threatening to disrupt school or office operations,

**(Civility – continued)**

3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Verbal or written statements or gestures indicating intent to harm an individual or property, and
5. Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal.

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of Policy **10.21** or provide him/her with a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/ designee for assistance; and/or calling the police.

As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor. **10.21**

**Required Reports**

Although you may be directed to make additional reports, the following reports are required by law and/or Board policy:

- Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**

**(Required Reports – continued)**

- If you know or believe that the District’s alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.  
  
School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse. **03.13253/03.23253/09.425**
- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24/05.4**
- Report to the Principal/immediate supervisor or the District’s Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262, 09.42811**
- Employees who believe or have been made aware that they or any other employee, student, or visitor has been subject to Title IX Sexual Harassment shall report it to the TIXC. Failure to make such a report shall be grounds for discipline up to and including termination. If the knowledge of the reporting party gives rise to reasonable cause to believe that the reported conduct constitutes child abuse Policy 09.227 or a reportable criminal offense Policy 09.221, notification of state officials shall be made as required by law. **03.1621/03.2621/09.428111**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- Any school-related, sports injuries must be submitted to the Athletic Trainer and Athletic Director within twenty-four (24) hours of initial injury.
- If you know or believe that the District’s weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**

**(Required Reports – continued)**

- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver’s ability to safely drive a school bus or perform other driver responsibilities. **06.221**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident.

Within forty-eight (48) hours of the original report of the incident, the Principal also shall file with the Board and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected or molested, or a victim of human trafficking, or is a victim of female genital mutilation, in or out of school, **immediately** make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth’s Attorney or the County Attorney, and to the Principal (who shall also make a report to the proper authorities) and Superintendent. (See **Child Abuse** section.) **09.227**
- District employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victims’ Principal as directed by Board Policy **09.42811**.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by Policy **09.2211**; and
  2. Investigate and complete documentation as required by Policy 09.42811 covering federally protected areas. **09.422**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

**(Required Reports – continued)**

- All head coaches are required to submit to the Activities Director a *Transportation Request Report* at the start of the season and any other mid-season and/or end-of-season reports as required by the Activities Director.

Please refer to KHSAA Bylaw 18.

## Section

# 3

## Pre-Season Planning

### Notifications to Students/Parents

Each coach of an athletic or sport activity is responsible for distributing the forms required by KHSAA to each prospective student athlete, as well as forms required by the Board of Education.

### Coach-Parent Communications

To demonstrate the District's commitment to productive school-home communications, coaches are expected to respond to requests from parents via phone calls, e-mail messages, and written requests within forty-eight (48) hours of receipt of the message unless extraordinary circumstances prevail. If the message is received on Friday or the day before a break in the school calendar, every reasonable effort shall be made to respond that day, but certainly no later than the next school day.

### Scheduling

All teams competing for Highlands Middle School are not bound by KHSAA scheduling regulations; however, the coaches for these teams are expected to schedule an appropriate number of contests for their teams. Teams competing for HMS should not exceed the maximum number of contests allowed by KHSAA for teams in their respective sport. Teams competing for HMS should also conclude their seasons in accordance with KHSAA regulations regarding the conclusion of regular season competition in their respective sport.

Coaches shall adhere to the following scheduling guidelines, unless circumstances dictate otherwise, in which case they shall confer with the Principal.

Scheduling of athletic competitions and sport activities shall be approved in advance by the Principal and meet all applicable conference, district or regional requirements in keeping with KHSAA rules and regulations. **09.31**

Please refer to KHSAA Bylaws 19-24.

**(Scheduling – continued)**

To the extent possible, athletic competitions and sport activities shall be scheduled:

To minimize travel distances and compete with schools of comparable size and classification.

1. To avoid overlap with other school athletic activities already scheduled on the same date.
2. To assure that scheduling of District facilities, practice times and competition times for both male and female sports are consistent with Title IX requirements.
3. To avoid scheduling regular season athletic games and sport activities on a date that will require loss of instructional time for travel or competition in compliance with KDE regulations and local Board policy.

Examples of scheduling of athletic practices and sport activities which should be avoided include the following:

- a. Conflict with end of semester exams.
- b. Occur during professional development activities
- c. Take place on Wednesday after 6:00 p.m. or Sunday before 1:00 p.m.
- d. Conflict with school open house events

**Cancellation of Athletic or Sport Activities**

The decision to cancel athletic or sport activities is made by the Superintendent or designee in consultation with the building administration and the Athletic Department. If conditions warrant the cancellation of activities, Head Coaches will be notified by the Athletic Department. The District will also advertise all cancellations via the District website, automated calling system, and local media as conditions warrant.

If coaches are notified regarding the cancellation of an away contest, they should notify the Athletic Department immediately so the public can be notified by any and all of the methods mentioned above.

In the event of a cancellation, the activity should be re-scheduled for the earliest convenient date as long as all KHSAA and District requirements regarding scheduling are met.

Forfeits are addressed by KHSAA guidelines.

<b>Please refer to KHSAA Bylaw 22.</b>
--

## Athletic Trips

Prior to a student's or group's departure, coaches supervising the trip shall file written parental permission slips with the Principal and provide the Principal with a listing of participating students and a copy of the complete itinerary, including times and destinations.

On all trips, the coaches shall take a student roster that includes the names of all students, emergency contact information, and pertinent medical information. Athletic activities that involve on-going events shall have one permission form on file that is obtained annually. If the parent wishes to rescind permission, he/she must submit a written notice to the coach.

**09.36**

## Trip Transportation

Prior to each season, each coach is required to fill out the appropriate transportation request forms and return them to the Athletic Department. Once the Athletic Department has arranged transportation for all requests, a copy of the arrangements will be returned to the coach. If any changes are initiated, it is the responsibility of each party to notify the other.

Prior to the beginning of the season, the coach shall file written the parental permission slip for the season with the Principal, along with a listing of participating students and a copy of the anticipated itinerary, including times and destinations.

In arranging for transportation, coaches shall adhere to the guidelines for middle and high school coaches set out in **09.36 AP.1**:

### Guidelines for Coaches and Extracurricular Sponsors

1. All Fort Thomas Independent Schools student competitors competing outside the Fort Thomas region and more than twenty (20) miles from the Highlands High School campus will be provided transportation to and from the event(s) by the school. However, parents may choose to accept responsibility for transporting their child to these events. Depending on the nature of the competition, the teacher/coach/sponsor shall coordinate needed transportation with the Principal/designee.
2. Coaches and extracurricular sponsors may choose to have parents of students participating in school activities transport their child to off-campus events when those events take place in Campbell, Boone, or Kenton counties in Kentucky, or Hamilton, Clermont, or Warren counties in Ohio, or are within a twenty (20) mile radius of the Highlands High School campus. However, coaches and sponsors are required to ensure that families providing their own transportation have signed the appropriate waiver.
3. Coaches and extracurricular sponsors may choose to have parents of middle and high school student athletes provide their own transportation to home events not located on the Highlands High School campus.



**(Trip Transportation – continued)**

4. When a parent provides prior notice to the coach or sponsor, the school will provide transportation to and from off-campus events for those students who have no means of transportation.
5. At no time will a coach or sponsor be involved in organizing or coordinating a carpool for away or home events. In those cases where mass transportation is not being provided for all student athletes, it will be the sole responsibility of each student athlete’s family to arrange transportation. The school assumes no liability for the transportation safety of the student athletes in these instances. That responsibility rests solely with the parent(s).
6. When transportation is to be provided by the school, only qualified and approved school employees may transport students.
7. Coaches and sponsors are encouraged to contact the Superintendent’s designee with their transportation needs as soon as the yearly schedules for their sports have been completed. Coaches and sponsors must have turned in any fees involved prior to confirmation of requested transportation.
8. Any coach or sponsor needing to reserve a vehicle for an off-campus event should inform the Superintendent’s designee at least two (2) weeks prior to the date transportation will be needed, except in the case of post-season tournaments or events.

**Travel and Per Diem Allowances**

All coaches shall work with the Athletic Director to ensure the equitable provision of transportation and lodging for student athletes. The Athletic Director will ensure that these activities are appropriate and that the District is Title IX compliant.

Please refer to KHSAA Bylaw 22.

See the **Appendix** for related forms coaches are required to use.

**Game Officials**

Please refer to KHSAA Bylaw 20.

## **Student Discipline**

All students participating in the District's athletic program shall abide by school/District rules and regulations, including provisions of the code of acceptable behavior and discipline. In addition, coaches may set additional reasonable team rules, provided those rules are given to students prior to the beginning of the season and students are required to return to the coach a form signed by both the student and the parent/guardian signifying their receipt of, and agreement to abide by, the rules. Coaches shall keep these forms on file for the duration of the sports season. **09.438**

The Principal may suspend a student's eligibility to participate in an athletic activity, pending investigation of any allegation that the student has violated either the District behavior standards or the school council's criteria for participation.

The Superintendent, Principal, and Assistant Principal shall prohibit a student who has been suspended or expelled from participating in school athletic activities. In addition, they may restrict the student's participation either as a spectator or actual participant in the activity. The period of restriction may be from one (1) day to the remainder of the current school term. **09.3**

## **Crowd Control**

Coaches shall coordinate with the Principal to promote the orderly conduct and safety of students and other spectators who attend athletic events.

Crowd control procedures shall include supervision by appropriate school officials in all cases. In case of events where it is anticipated that the nature of the crowd may pose conduct or safety problems (e.g. large or emotional crowds), procedures shall call for the posting of adequate police or security personnel. **05.45**

## **Athletic Program Purchasing**

Employees are required to follow applicable state law and regulations and local policies and administrative procedures when making purchases on behalf of the athletic program, including equipment and uniforms.

All purchases using District funds shall require the prior approval of the Superintendent or the Superintendent's designee. **04.31**

Internal school account purchases must be supported by a properly executed purchase request and authorization for payment by the Principal. **04.312**

Bidding procedures shall conform to the Model Procurement Code, KRS 45A.345 – KRS 45A.460. District small purchase procedures may be used for any contract in which the aggregate amount does not exceed \$30,000.00. For additional assistance, coaches should contact the District Finance Officer in the Central Office. **04.32**

**(Athletic Program Purchasing continued)**

Types of Funding

There are two (2) types of funding available to the Athletic Department. Funds maintained at the school level are controlled through the School Activity Fund, while funds maintained at the District level are controlled through the Central Office Business and Operations Team. In general, most purchasing for the Athletic Department will be at the school level. Please verify with the Activities Director if there are questions regarding the appropriate funding source.

1. Purchasing with School Activity Funds

To initiate a purchase, a Purchase Order (Form F-SA-7) shall be prepared and approved by the sponsor and Principal before the payment is obligated. The Purchase Order is filed with the school treasurer and is classified as an encumbrance until the merchandise is received.

Shipping tickets for merchandise ordered shall be compared to the purchase order and initialed and dated by the receiver. The employee requesting the purchase shall also retain a copy of the purchase order.

Before being processed, each disbursement shall be documented by a completed purchase order and an original vendor invoice. If a vendor invoice is not available, the disbursement shall be supported by a standard invoice (Form F-SA-8), which must be signed by the payee.

The school treasurer shall match up the purchase order, shipping document, and vendor or standard invoice and verify that all items ordered have been received and/or services have been satisfactorily performed, all amounts agree, and that all necessary approvals and signatures have been obtained. Any problems or discrepancies shall be resolved before a check is written.

2. Purchasing with Central Office Funds

To initiate a purchase, the Director of Operations/designee shall initiate a requisition and a Purchase Order shall be prepared and approved by the Director of Operations and District Finance Officer before the payment is obligated. The Purchase Order is filed with the Finance Officer and is classified as an encumbrance until the merchandise is received.

Shipping tickets for merchandise ordered shall be compared to the purchase order and initialed and dated by the receiver. The employee requesting the purchase shall also retain a copy of the purchase order.

Before being processed, each disbursement shall be documented by a completed purchase order and an original vendor invoice.

The Finance Officer shall match up the purchase order, shipping document, and vendor or standard invoice and verify that all items ordered have been received and/or services have been satisfactorily performed, all amounts agree, and that all necessary approvals and signatures have been obtained. Any problems or discrepancies shall be resolved before a check is written.

## **(Athletic Program Purchasing continued)**

### All Purchases

It is inappropriate for any school employee to make a purchase without gaining prior approval from the individual with the ability to authorize expenditures. Any purchases made without prior approval **WILL NOT BE REIMBURSED**.

Failure to comply with purchasing regulations will result in disciplinary action being taken against the employee in question. Such disciplinary action could include dismissal from employment with Fort Thomas Independent Schools.

Schools are exempt from the payment of sales tax, excluding tax on meals and hotel expenses for employees and students. Employees purchasing items for the school cannot be reimbursed for sales tax. A copy of the Tax Exemption Certificate is to be sent to any vendor requesting one. Support/Booster organizations shall not make tax-free purchases using the school's tax exemption, unless their funds are maintained in the school's activity fund.

Each Head Coach shall submit an annual budget to the Activities Director upon request. This budget should include all necessary purchases for maintaining existing equipment as well as purchasing new equipment required for the upcoming season.

## **Booster Club Expenditures**

All requests for purchases by the Athletic Boosters will first go to the Athletic Director. The Athletic Director will attend the Athletic Booster meetings and be the one to request expenditures for the athletic program. The Athletic Director will be responsible for making sure there is parity in relation to athletic benefits.

## **Expense Reimbursement**

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses school personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent/designee. Allowable expenses include mileage (based on state rate), gasoline used for Board vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (when District business requires an overnight stay), and lodging. Itemized receipts must accompany requests for reimbursement that exceed \$5.00.

**(Expense Reimbursement continued)**

**FOOD PER DIEM**

An overnight stay is required for reimbursement for meals. Actual monies spent for food while on out-of-District trips to Standard or Normal Rate locations shall be paid on a per diem basis for meals. The amount claimed for a meal shall not include any charges for alcoholic beverages. This amount may include a tip of no more than twenty percent (20%) of the total meal cost. The cost of meals consumed during such travel shall be reimbursed at a rate not to exceed fifty dollars (\$50.00) per twenty-four (24) hour day starting from the time of departure. Reimbursement for Standard or Normal Rate locations will be limited as follows:

- Breakfast        \$10.00
- Lunch             \$15.00
- Dinner            \$25.00

For travel to Non-Standard or High Rate cities, meals will be reimbursed at the daily per diem rate established by the General Services Administration (GSA). ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem))

Itemized receipts will be required to claim reimbursement for meals. Reimbursement shall not be made for food and/or beverages consumed outside of meal times (snacks, soft drinks, etc.).

Employees must submit travel vouchers within one (1) week of travel and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.125/03.225**

To receive reimbursement from the District, employees should only fill out a claim form for authorized travel expenses that were incurred by the employee or for perishable items that are needed for their classrooms. All other items should be purchased using the District's standard purchase order form. The purchase order will then be processed by central office and sent to the vendor so to be filled. (See Purchasing section.)

Cash Advances

A coach may receive cash advances only if there are STUDENTS participating in a team trip or outing. Cash advances and expense reimbursement shall be supported by the Expense Report (Form F-SA-9). The completed form, related receipts, other supporting documents, and unused cash shall be returned by close of the next business day after the trip.

**(Expense Reimbursement continued)**

Pay for Services: Non-District Employees

Payments to persons who are not District employees, such as officials for athletic events, shall be made by check from the school activity fund with a standard invoice (Form F-SA-8) signed by the payee. A copy of the invoice with Social Security Number shall be submitted to the Board treasurer for 1099 purposes.

**Publicity**

All coaches shall work with the Athletic Director to ensure equitable provision of athletic awards, postseason athletic banquets, and the posting of athletic recognition such as banners or retired jerseys in the gymnasium. The Athletic Director shall ensure that these activities are appropriate and that the District is Title IX compliant.

## Section

# 4

## Student Oversight

### Eligibility

Determination of athletic eligibility for students shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements. Any student who transfers enrollment from a district of residence to a nonresident district shall be ineligible to participate in interscholastic athletics for one (1) calendar year from the date of transfer. **09.313**

District standards for playing up from middle school (grades seven and eight [7 & 8]) to high school in sports other than football and soccer may include, but are not limited to, considerations related to safety, physical readiness, use of school space after the school day, transportation, funding, the student's disciplinary status and record, any substance testing restrictions, equitable opportunities for participation, and harmonizing any conflicting school-based decision making ("SBDM") requirements. SBDM Council policies apply to the selection of sports activities, and student participation based on academic qualifications and attendance requirements, program evaluation, and supervision.

To be eligible to try out and participate at the high school level, middle school students must meet all applicable KHSAA, District, and SBDM requirements. The Superintendent/Designee in cooperation with principals, SBDM councils, coaches, and athletic directors, as deemed appropriate, may develop guidelines for Board approval addressing playing up standards. **09.313**

A student enrolled in a public charter school that offers any interscholastic athletic activity shall be ineligible to participate in interscholastic activities at any other school. Subject to applicable law, regulations, and bylaws (e.g. KHSAA, Title IX) and the terms of the charter contract, students who are enrolled in a charter school that does not offer any interscholastic athletic activities shall be eligible to participate in such activities at the District school of that student's residence. **09.313**

The eligibility requirements for Highlands High School and Highlands Middle School vary slightly. If students are competing in an activity that is only offered at the high school level (Varsity, Junior-Varsity, or freshman), they are bound by the Highlands High School eligibility rule. The eligibility rules for the respective schools are as follows:

**(Eligibility - continued)**

## 1. Highlands High School

In order for students at Highlands High School to participate in any extracurricular activity (including, but not limited to, drama, football, basketball, musical productions, cheerleading, track), they must meet all of the following eligibility requirements:

- Students must be making normal progress toward graduation. This is interpreted as having earned five (5) credits at the end of the freshman year, ten (10) credits at the end of the sophomore year, and fifteen (15) credits at the end of the junior year.
- To participate in extracurricular activities during the first semester, a student could not have failed more than one (1) subject (1 credit for high school) during the immediate preceding school year.
- To participate in extracurricular activities during the second semester, a student could not have failed more than one (1) subject during the immediate preceding semester.
- To remain eligible for participation in extracurricular activities, a student cannot be failing more than one (1) subject at any time. If a student is found to be failing more than one (1) subject, s/he she will not be permitted to participate in any way in any activities for at least one (1) week. At the end of that time the student's eligibility will be re-checked and eligibility determined at that time.
- Failure to meet eligibility requirements will determine whether a student may participate in all school dances and dance-related activities (see previous paragraph).
- Failure to comply with the FTIS weekly academic eligibility report will result in penalties for the head coach and player(s) involved, equivalent to the KHSAA policies.

## 2. Highlands Middle School

- In order for a Highlands Middle School student to participate in any extracurricular school athletic activity, he or she must not be failing more than one (1) class.
- Eligibility shall be computed on a weekly basis and is cumulative.
- Any student participating in a high school sport will be required to adhere to the high school eligibility policy.

**Please refer to KHSAA Bylaws.**



**(Eligibility - continued)**

Pupils whose parent or guardian resides in the District and has custody of the student, or pupils who are legal residents of the school district, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privilege of participating in the school athletic program. All other pupils shall be classified as nonresidents for school purposes. **09.12**

Students participating in extra-curricular activities and missing school due to illness need to be at school for at least one-half of the school day. 11:30 a.m. is the cutoff time.

**Student Transfers**

Any domestic student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity contest in any sport at any school, while maintaining permanent residence in the United States or a United States territory following enrollment in grade nine (9) and who then transfers schools, shall be ineligible for interscholastic athletics at the varsity level in any sport in which the student has participated at the varsity level since enrolling in grade nine (9) for a period of one (1) year from the date of last participation in varsity interscholastic athletics.

Any domestic student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity contest in any sport at any school following enrollment in grade nine (9) and who has been previously granted eligibility under Bylaw 7 or 8 and who then transfers schools, shall be ineligible for interscholastic athletics at the varsity level in any sport in which the student has participated at the varsity level since enrolling in grade nine (9) for a period of one (1) year from the date of last participation in varsity interscholastic athletics.

The period of ineligibility may be waived in the event of a dissolution of marriage (i.e. a final and legally binding divorce decree from a court of competent jurisdiction) or properly recorded legal separation (i.e. a legally binding separation decree from a court of competent jurisdiction) of the parents and a change in the residence of the student pursuant to a court order granting custody of the child to one of the parents with whom the student shall reside. The grant of this waiver shall only apply to the member school in the school district in which the residence of the custodial parent is located.

The period of ineligibility may be waived in the event that the transferring student did not participate in an interscholastic contest at any level in any sport while enrolled in grades nine (9) through twelve (12) during the previous calendar year.

The period of ineligibility may be waived for a student when it is documented, at the time of the original transfer eligibility submission, that a student is a victim of bullying as defined in KRS 158.148 and in which bullying has been documented to the school district in accordance with statutes, local board policies and procedures, and as a result of this documented harassment, intimidation, or bullying, the student is compelled to transfer. KHSAA Bylaw 6 contains other specific provisions for waivers related to the anti-bullying exception.

**(Student Transfers - continued)**

Foreign students (non-domestic) attending high school in Kentucky shall be considered ineligible for the first calendar year following enrollment. Foreign students who have been ineligible for an entire calendar year after being enrolled in a high school in Kentucky become eligible to represent that school immediately following the conclusion of the one (1)-year period. The period of ineligibility may be waived if the entire family unit is relocating from a foreign country or if the members of a family from a foreign country are relocating due to a declaration of asylum or seeking refuge due to acknowledged conflict.

Foreign exchange students attending school in Kentucky shall be considered ineligible for the first calendar year following enrollment. The period of ineligibility may be waived if the student is placed in a KHSAA member school under the auspices of approved J-1 or F-1 student exchange program that is on the approved listing of Council on Standards for International Exchange Travel (CSIET). In addition, a waiver may be made in other circumstances approved by the Board of Control within the KHSAA Due Process Procedure.

KHSAA Bylaws 6, 7, and 8 contain other specifics and questions should be referred to your Principal or Athletic Director.

<b>Please refer to KHSAA Bylaws 6, 7, and 8.</b>
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**Recruitment Violations**

A student at any grade level shall not be recruited to a member school of the KHSAA for the purpose of participating in athletics, including recruitment under the guise of academics. A student enrolled at any grade level shall not be given improper benefits not available to all members of the student body to remain at a member school.

Recruiting is defined as an act on behalf of or for the benefit of a school, which attempts to influence a student to transfer to a member school for the purpose of participating in athletics. It also shall be defined as recruiting to provide improper benefits to an already enrolled student to influence that student to remain at a member school for the purpose of participating in athletics. A school official utilizing an intermediary including a peer, another school employee, a student, parent, or a citizen, for the purpose of recruiting a student athlete shall be in noncompliance.

<b>Please refer to KHSAA Bylaws 11 and 16.</b>
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**Supervision Responsibilities**

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students. Employees shall not send students on errands off school property. **09.221**

**(Supervision Responsibilities - continued)**

All athletic practices and events shall be under the direct supervision of a qualified employee of the Board. All persons employed by the District as a coach for any interscholastic athletic activity or sport shall meet statutory training requirements. In addition, at least one (1) person who has completed the required course shall be present at every interscholastic athletic practice and competition. **09.311**

Prior to assuming their duties, nonfaculty coaches/coaching assistants shall successfully complete training provided by the District as required by KRS 161.185 and a sports safety course as required by KRS 160.445, including training on how to recognize the symptoms of a concussion and how to seek proper medical treatment for a person suspected of having a concussion. Follow-up training shall be provided annually. **03.1161/03.2141/09.311**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. **03.162/09.422/09.42811**

In fulfilling their supervision responsibilities, teachers are required to enforce the Student Discipline Code adopted by the Board of Education and discipline policies adopted by the school council. **09.43/09.438**

Board policy allows for a nonfaculty coach or nonfaculty assistant to accompany students on athletic trips as provided in statute. **09.221/09.36**

A coach or an approved designated adult volunteer is required to be present to provide direct supervision of student participants during all athletic activities, including conditioning programs, practices, travel and games. Students are not to be left unsupervised while waiting for parents to pick them up.

**Bullying**

"Bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process. **09.422**

## Insurance

Students participating in or trying out for interscholastic athletics shall be covered by accident insurance that is compatible with the catastrophic insurance coverage required by the Kentucky High School Athletic Association. **09.312**

The Fort Thomas Independent Schools provides every student with Student Accident Insurance coverage. This insurance policy provides every student with secondary insurance in the event they are injured while involved in a school-sponsored activity. This policy covers athletic tryouts, practices, and competitions. The Athletic Department will distribute information prepared by the Director of Operations to the families of athletes injured while involved in activities covered by this policy.

**Please refer to KHSAA Bylaw 12.**

## Safety and First Aid

The safety of students shall be the first consideration in all athletic practices and events. Per the requirements of 702 KAR 7:065 and Board policies, any middle or high school coach (head or assistant, paid or unpaid) shall successfully complete all training required by the District, the Kentucky Board of Education, the Kentucky High School Athletic Association, and state law and regulation. This shall include safety and first aid training and providing the school documentation of successful completion of a C.P.R. course that includes the use of an automatic defibrillator and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency. Initial certification shall use in-person instruction with certification updated as required by the approving agency. **03.1161/ 03.2141/ 09.311**

Each interscholastic coach (head and assistant, including cheerleading) shall be required to complete a sports safety course and medical symposium update consisting of training on how to prevent common injuries. In addition, coaches should be familiar with District emergency plans for medical injuries at events as required by KRS 160.445.

If an injury occurs, it must be reported to the Athletic Trainer and Athletic Director within twenty-four (24) hours.

Coaches shall take appropriate measures to provide a safe, healthy experience for participants and helpers in the athletic program to minimize the number and degree of seriousness of athletic injuries and related illnesses. For all athletic practices and competitions, safety procedures shall be implemented that comply with Board policy, state law and regulations, and requirements of the Kentucky Board of Education and the Kentucky High School Athletics Association (KHSAA).

When a player has sustained serious injury that may be aggravated by continued participation in the game or practice, the coach shall receive permission from a physician before the player re-enters the game or participates in practice.

## **(Safety and First Aid – continued)**

### *Concussions*

A student athlete suspected by an interscholastic coach, school athletic personnel, or contest official of sustaining a concussion during an athletic practice or competition shall be removed from play at that time and shall not return to play until the athlete is evaluated by a physician or licensed health care provider as required by KRS 160.445 to determine if a concussion has occurred. If no physician or licensed health care provider is present to perform the required evaluation, the coach shall not return the student to play that day. The coach may not return the student to participation in subsequent practices or athletic competitions until written clearance is provided by a physician (M.D. or D.O.).

Upon completion of the required evaluation at the game site by the appropriate health care provider, the coach may return the student to play if it is determined that no concussion has occurred.

A student athlete deemed to be concussed shall not be permitted to participate in any athletic practice or competition occurring on the day of the injury or, unless a physician provides written clearance, participate in any practice or athletic competition held on a subsequent day. **09.311**

Please refer to KHSAA Bylaw 25.

## **Care of District Property**

Coaching personnel shall be responsible for the program equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property or if District property has been used for unauthorized purposes shall be reported to the immediate supervisor. **03.1321**

Athletic equipment shall be subject to policies and procedures concerning the District's inventory process and related reporting requirements. **04.7**

## **Retention of Recordings**

Employees shall comply with the statutory requirement that school officials are to retain any digital, video, or audio recording as required by law. **01.61**

## **Precautionary Measures**

### Equipment Inspection and Oversight

The Head Coach of each sport, in consultation with the Athletic Director or Principal, is responsible for developing an ongoing plan of equipment inspection, maintenance, repair or replacement. The plan shall address:

1. A timetable for inspecting athletic equipment (when, how often, by whom, etc.);

**(Precautionary Measures – continued)**

2. Factors to be considered during an inspection (appropriate type, adequate quality, proper fit, etc.);
3. Instruction that will be provided to students concerning correct use of equipment; and
4. Direction to be given to athletic staff and volunteers who will assist in oversight of equipment use.

Coaches should regularly inspect equipment to ensure it is in good and safe condition. The use of any equipment that is defective or in questionable condition shall be discontinued immediately. A report concerning this equipment shall be made to the Activities Director immediately so that corrective measures can be initiated.

Key Standards

***Defibrillators*** - A list of current locations for the AED's will be maintained.

The District may maintain an automatic external defibrillator (AED) in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with guidelines established by the Superintendent/designee. Expected users documented as having completed required training shall be authorized to use a defibrillator.

The District shall notify the local emergency medical services system and the local emergency communications or vehicle dispatch center of the existence, location, and type of each AED.

Defibrillators shall be maintained and tested in accordance with operational guidelines of the manufacturer and monitored as directed by the Superintendent/designee. Defibrillators shall be kept on school property and will not accompany EMS personnel to a hospital emergency room. 05.4

***Heat indices*** – The Kentucky High School Athletic Association and the Kentucky Medical Association have adopted a procedure for avoiding heat injury/illness through analysis of Heat Index and restructuring of activities. All coaches are required to read, understand, and follow the KHSAA heat index procedure for practices and competitions.

<http://www.khsaa.org/sportsmedicine/heat/kmaheatrecommendationscomplete.pdf>

***Availability of Water*** – It is the responsibility of the coaches to make sure that an adequate supply of water is available for all practices and competitions. Under no circumstances should a coach ever deny athletes the opportunity to get take in as much water as they desire.

***Game/Practice Scheduling*** – All coaches who bear the responsibility of game and practice scheduling should adhere to the KHSAA guidelines for limitation of seasons (Bylaw 25) when planning their season. Coaches are required to present their basic practice and competition schedules to the appropriate administrator for their approval. At HHS, the appropriate administrator is the Activities Director. At HMS, the appropriate administrator is the Assistant Principal.

**(Precautionary Measures – continued)**

*Severe Weather. Lightning Advisory* – All coaches are required to read, understand, and adhere to the KHSAA and NFHS guidelines for severe weather and lightning.

<http://khsaa.org/sportsmedicine/lightning/nfhsguidelinesforlightning-october2010.pdf>

Please refer to KHSAA Bylaw 25.

**Sportsmanship**

*“The Kentucky High school Athletic Association requires officials to enforce sportsmanship rules for athletes and coaches. We will not tolerate negative statements or actions between opposing players, especially trash-talking, taunting or baiting of opponents. If such comments are heard or actions seen, a penalty will be assessed immediately. We have been instructed not to issue warnings. Let today’s contest reflect mutual respect.”*

It is the clear obligation of all official representatives of member schools to practice the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships.

Please refer to KHSAA Bylaw 15.

The following behaviors represent the types of behaviors that will not be tolerated at Fort Thomas Ind. athletic events. Those who exhibit such behaviors will be asked to leave the premises, and extreme or repeated violation may result in permanent exclusion from school/District athletic events.

- Verbally berating players, coaches, official administrators or others in attendance.
- Use of obscene language or gestures or acts of physical violence or threats of violence directed at same. **05.45, 10.21**

**Awards and Recognitions**

The Board recognizes that a significant part of interscholastic athletics is the recognition of achievement by student-athletes. All teams shall hold an end-of-season recognition ceremony where student achievement is recognized. All award ceremonies are to be hosted at an FTIS facility. The individual sport shall establish the criteria that will be used to determine whether or not an athlete has achieved status as a varsity, junior-varsity, etc., member and whether a varsity letter will be awarded. The criteria shall be clearly defined and communicated to the team members at the beginning of the season.

The Board shall recognize those students who win a state championship while representing the District in a student competition. 09.3

Please refer to KHSAA Bylaw 10.

## Section

# 5

## Appendix

### Code of Ethics for Teachers

16 KAR 1:020:

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:
  - (a) To students:
    1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
    2. Shall respect the constitutional rights of all students;
    3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
    4. Shall not use professional relationships or authority with students for personal advantage;
    5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
    6. Shall not knowingly make false or malicious statements about students or colleagues;
    7. Shall refrain from subjecting students to embarrassment or disparagement; and
    8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students.

Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.



## **(Code of Ethics for Teachers – continued)**

### (b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgement, and shall not offer any of these to obtain special advantage.

### (c) To the education profession;

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in 704 KAR 20:585.

## **Code of Ethics for Coaches**

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors.

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.
- A coach shall not exert pressure on faculty members to give student-athletes special consideration. A coach shall not scout opponents by any means other than those adopted by the league and/or the Kentucky High School Athletic Association (KHSAA).

-National Federation of High School Associations (NFHS)

## **Extra-Curricular Code of Conduct Contract**

No policy can cover every situation. Highlands High School reserves the right to handle situations that arise which are not detailed in this contract.

Highlands High School maintains the philosophy that its extracurricular programs are an extension of its instructional program. However, Highlands High School further maintains that it is a privilege, not a right, to participate in any given activity. With this privilege comes the responsibility of maintaining high academic, behavioral, and ethical standards. As a student participant, it is mandatory that all district standards of conduct outlined in the student handbook be followed.

Any student(s) involved with alcohol, drugs, tobacco (including e-cigarettes/vaporizers), theft, or any other criminal activity, or who has engaged in conduct that would bring discredit upon any Fort Thomas Independent School, whether during school or vacation periods, is subject to dismissal from the extra-curricular program(s).

A student must display a positive attitude and be willing to work within the team concept established by the coach/sponsor. Failure to comply may result in both school discipline and team discipline, including dismissal from the activity.

A committee including the Principal and/or Assistant Principal, Athletic Director, a faculty member, and the coach/sponsor involved will decide each case separately on its own merit. Penalties assessed by the committee may vary depending on the circumstances and severity of the student's conduct. The decision of the committee is final and only the committee can amend/reverse any penalties levied.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Sport/Activity \_\_\_\_\_

I, the undersigned, have received and read the Highlands High School Code of Conduct.

Parent/Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Email Address \_\_\_\_\_

Date \_\_\_\_\_

## Student Field Trip Permission Slip and Medical Release Forms

Student's Name	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
Date of Birth	School	Grade	Homeroom/Classroom

I hereby give permission for my child to participate in school-related student trip(s) for the \_\_\_\_\_ school year.

In addition, in the event of accident or sudden illness while on the school-related student trip, I authorize school personnel to contact the physician(s) listed on my child's school enrollment data forms and authorize those physician(s) to render such treatment as may be deemed necessary in an emergency for the health of said child. In the event physician(s), parent(s), or other persons designated by the parent cannot be contacted, school personnel are hereby authorized to take whatever action is deemed necessary in their judgment for the health of said child.

Parent's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home: Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Insurance Carrier Name & Address: \_\_\_\_\_

Insurance Policy Number: \_\_\_\_\_

Emergency Contact (other than parent or guardian): \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Allergies: \_\_\_\_\_ Last Tetanus: \_\_\_\_\_

Medical Problems: \_\_\_\_\_

Medication Being Used on Field Trip (include dosage/frequency): \_\_\_\_\_

During an overnight/out-of-state trip during the \_\_\_\_\_ school year, the undersigned hereby grants authority to their child to carry and self-administer over-the-counter medication brought from home. Medication must be provided by the parents or guardians and be in the original container. Please provide only the amount of medication you feel will be necessary to meet your child's needs during the trip.

Please list the over the counter meds that your child may carry and self-administer (elementary schools will require Board Form 09.2241 AP.21): \_\_\_\_\_

If you do not want your child to be able to carry and administer over the counter medications, please check the following box:

In case of an emergency involving my student and a parent/guardian cannot be contacted, I authorize the use of our family insurance company.

I accept responsibility for notifying the school nurse of any changes in information after this date.

Parent/Guardian Name (Please Print): \_\_\_\_\_

\_\_\_\_\_  
*Parent/Guardian's Signature* *Date*

**Please return this form to your child's teacher.**

## Parent Transportation Waiver – Local Events

Coaches and sponsors shall use this form to document parent agreement to provide transportation for their child who will be participating in off-campus activities WITHIN the twenty (20) mile radius or Fort Thomas Region as defined in item #2 on this form.

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

Dear Parent/Guardian,

Please complete and sign this form and return to me no later than \_\_\_\_\_.

This form will apply to all events for the \_\_\_\_\_ school year for the \_\_\_\_\_.

*Sport/Club/Other Activity*

<b>Student's Name</b> _____	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
<b>School</b> _____	<b>Grade</b> _____	<b>Homeroom/Classroom</b> _____	

Please review the items below from District Procedure 09.36 AP.1 before signing this form.

1. All Fort Thomas Independent Schools student competitors competing outside the Fort Thomas region and more than twenty (20) miles from the Highlands High School campus will be provided transportation to and from the event(s) by the school. However, parents may choose to accept responsibility for providing transportation for their child to these events. Depending on the nature of the competition, the teacher/coach/sponsor shall coordinate needed transportation with the Principal/designee.
2. Coaches and extracurricular sponsors may choose to have parents accept responsibility for providing transportation for their child to off-campus events when those events take place in Campbell, Boone, or Kenton Counties in Kentucky or Hamilton, Clermont, or Warren Counties in Ohio, or are within a twenty (20)-mile radius of the Highlands High School campus. However, coaches and sponsors are required to ensure that families providing their own transportation have signed the appropriate waiver. A separate waiver form will need to be completed for each trip outside the twenty (20) mile radius.
3. When a parent provides prior notice to the coach or sponsor, the school will provide transportation to and from off-campus events for those students who have no means of transportation.
4. At no time will a coach or sponsor be involved in organizing or coordinating a carpool for away or home events. In those cases where mass transportation is not being provided for all student athletes, it will be the sole responsibility of each student athlete's family to provide transportation. The school assumes no liability for the transportation safety of the student athletes in these instances. That responsibility rests solely with the parent(s).

We understand that by signing this Waiver we will assume sole responsibility for providing transportation for our child to/from the off-campus event(s). We both, individually, and on behalf of our child, hereby release the Fort Thomas Board of Education, its officers, agents, employees, and representatives, from any and all responsibility that may arise in any manner connected with this Transportation Agreement.

If an exception to this Waiver is needed and our child requires transportation to be provided by the District, we understand that we must provide advance written notice to the Principal/Designee that allows a reasonable amount of time to arrange said transportation

\_\_\_\_\_  
*Parent/Guardian's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

The coach or sponsor shall retain this original form  
and submit a copy to the Principal.

## Parent Transportation Waiver – Non-Local Events

Coaches and sponsors shall use this form to document when a parent may choose to accept responsibility for providing transportation for their child who will be participating in off-campus activities OUTSIDE the twenty (20) mile radius or Fort Thomas Region as defined in item #2 on this form.

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

Dear Parent/Guardian,

Please complete and sign this form and return to me no later than \_\_\_\_\_.

This form will apply to \_\_\_\_\_ on \_\_\_\_\_.  
*(Event)* *(Date of Event)*

(A separate form will need to be completed for each additional trip OUTSIDE the twenty (20) mile radius or Fort Thomas Region.)

<b>Student's Name</b> _____	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
<b>School</b> _____	<b>Grade</b> _____	<b>Homeroom/Classroom</b> _____	

Please review the items below from District Procedure 09.36 AP.1 before signing this form.

1. All Fort Thomas Independent Schools student competitors competing outside the Fort Thomas region and more than twenty (20) miles from the Highlands High School campus will be provided transportation to and from the event(s) by the school. However, parents may choose to accept responsibility for providing transportation for their child to these events. Depending on the nature of the competition, the teacher/coach/sponsor shall coordinate needed transportation with the Principal/designee.
2. Coaches and extracurricular sponsors may choose to have parents accept responsibility for providing transportation for their child to off-campus events when those events take place in Campbell, Boone, or Kenton Counties in Kentucky or Hamilton, Clermont, or Warren Counties in Ohio, or are within a twenty (20)-mile radius of the Highlands High School campus. However, coaches and sponsors are required to ensure that families providing their own transportation have signed the appropriate waiver. A separate waiver form will need to be completed for each trip outside the twenty (20) mile radius.
3. When a parent provides prior notice to the coach or sponsor, the school will provide transportation to and from off-campus events for those students who have no means of transportation.
4. At no time will a coach or sponsor be involved in organizing or coordinating a carpool for away or home events. In those cases where mass transportation is not being provided for all student athletes, it will be the sole responsibility of each student athlete's family to provide transportation. The school assumes no liability for the transportation safety of the student athletes in these instances. That responsibility rests solely with the parent(s).

We understand that by signing this Waiver we will assume sole responsibility for providing transportation for our child to/from the off-campus event(s). We both, individually, and on behalf of our child, hereby release the Fort Thomas Board of Education, its officers, agents, employees, and representatives, from any and all responsibility that may arise in any manner connected with this Transportation Agreement.

If an exception to this Waiver is needed and our child requires transportation to be provided by the District, we understand that we must provide advance written notice to the Principal/Designee that allows a reasonable amount of time to arrange said transportation

\_\_\_\_\_ \_\_\_\_\_  
*Parent/Guardian's Signature* *Date*

\_\_\_\_\_ \_\_\_\_\_  
*Student's Signature* *Date*

The coach or sponsor shall retain this original form and submit a copy to the Principal.

# High School Head Coach Review

COACH: \_\_\_\_\_ SPORT \_\_\_\_\_ LEVEL: V JV F

EVALUATION DATE: \_\_\_\_\_

PROFESSIONAL & PERSONAL RELATIONSHIPS	RATING	COMMENTS
1. Moral Character		
2. Rapport with student athletes		
3. Communicates with teaching staff		
4. Collaborates with other head coaches		
5. Cooperation with building administration		
6. Maintains appropriate sideline conduct at games with players, officials, and game personnel.		
7. Works with all levels of coaches in developing a coordinated program		
8. Preseason/ paperwork/trainings completed in timely fashion		
9. In-Season paperwork/trainings completed in a timely fashion		
10. Post-Season paperwork/trainings completed in a timely manner		
11. Communicates with parents throughout the entire year		
12. Develops sound public relations.		
13. Displays an understanding of recruiting process and provides appropriate advice. Communicates effectively with college coaches.		
14. Actively promotes program to FTIS students and younger athletes in district		
15. Understands and follows rules of NKAC and KHSAA		
16. Follows athletic department policies and procedures outlined in the Coaches Handbook		

**(High School Head Coach Review – continued)**

<b>COACHING PERFORMANCE</b>	<b>RATING</b>	<b>COMMENTS</b>
1. Has individual and team discipline and control		
2. Is knowledgeable in matters pertaining to the sport		
3. Established the fundamental philosophy, skills, and techniques to be taught in his/her program		
4. Provides leadership and attitudes that produces positive efforts by participants		
5. Develops a well-organized practice schedule, utilizing staff to maximum potential		
6. Holds periodic staff meetings to implement the above		
7. Develops integrity within the coaching staff to make better coaches		
8. Is fair, understanding, tolerant, sympathetic and patient with team members		
9. Knows the medical aspects of the position and works with the trainer/team doctor		
10. Delegates authority with responsibility while remaining accountable for such delegations		
11. Provides atmosphere of cooperation in being receptive to suggestions and giving credit to those responsible		
12. Uses various means of motivation, emphasizes value of competitive athletics, acceptable personal behavior, decision making and values to each individual		
13. Utilizes technology if applicable, to enhance team and individual performance		
14. Utilizes practice time for individual and team development		



**(High School Head Coach Review – continued)**

15. Reports scores and updated statistics		
16. Team performance is competitive and consistent with quality of athletes available		
17. Shows interest and concern for athletes in the off-season		
<b>RELATED COACHING RESPONSIBILITES</b>	<b>RATING</b>	<b>COMMENTS</b>
1. Attends seminars, clinics, etc. to improve coaching techniques and knowledge		
2. Attends required meetings of school, NKAC, and KHSAA		
3. Shows concern for care of equipment, including facility, collection, inventory and storage of equipment		
4. Displays an enthusiasm and interest in coaching		
5. Maintains communication with Athletic Director and informs on unusual/uncomfortable issues		
6. Cooperatively shares facilities		
7. Encourages all potential athletes to participate in sports program		
8. Demonstrates support for the whole sports program and athletic department		
9. Demonstrates positive sportsmanship		
10. Encourages positive sportsmanship, and integrity throughout the program		
11. Utilizes and maintains positive and productive usage of social media that enhances all programs		
12. Provides supervision during team related activities		

**(High School Head Coach Review – continued)**

**SUMMARY:**

**STRENGTHS:**

**JOB TARGETS:**

**RECOMMENDATION:**

- \_\_\_\_\_ Successful                      To be recommended for contract renewal
- \_\_\_\_\_ Needs Improvement            To be recommended for contract renewal, provided an understanding is reached in areas where improvement is suggested.
- \_\_\_\_\_ Unsatisfactory                 To be recommended for non-renewal of contract

Rating: 4 Exceeds 3 Meets 2 Needs Improvement 1 Unsatisfactory N/A Not applicable

\_\_\_\_\_  
**EVALUATOR'S SIGNATURE**                      **POSITION**                      **DATE**

\_\_\_\_\_  
**HEAD COACH'S SIGNATURE**                      **DATE**

## Middle School Head Coach Review

COACH: \_\_\_\_\_ SPORT \_\_\_\_\_ LEVEL: 6 7 8

EVALUATION DATE: \_\_\_\_\_

PROFESSIONAL & PERSONAL RELATIONSHIPS	RATING	COMMENTS
1. Moral Character		
2. Rapport with student athletes		
3. Communicates/Collaborates with teaching staff and other head coaches including sharing facilities		
4. Cooperation with building administration		
5. Maintains appropriate sideline conduct at games with players, officials, and game personnel.		
6. Preseason/Mid-Season/Post Season paperwork/trainings completed in timely fashion		
7. Communicates with parents throughout the entire year		
8. Actively promotes program to FTIS students and younger athletes in district		
9. Understands and follows rules of NKMSAA, HMS Athletics and FTIS Coaches Handbook		

**(Middle School Head Coach Review – continued)**

<b>COACHING PERFORMANCE</b>	<b>RATING</b>	<b>COMMENTS</b>
1. Has individual and team discipline and control		
2. Is knowledgeable in matters pertaining to the sport and establishes the fundamental philosophy, skills and techniques to be taught		
3. Provides leadership and an attitude that produces positive efforts by participants		
4. Develops a well-organized practice schedule		
5. Is fair, understanding, tolerant, sympathetic and patient with team members		
6. Knows the medical aspects of the position and works with the trainer/team doctor		
7. Delegates authority with responsibility while remaining accountable for such delegations		
8. Provides atmosphere of cooperation in being receptive to suggestions and giving credit to those responsible		
9. Uses various means of motivation, emphasizes value of competitive athletics, acceptable personal behavior, decision making and values to each individual and does so with enthusiasm		
10. Team performance is competitive and consistent with quality of athletes available		

**(Middle School Head Coach Review – continued)**

<b>RELATED COACHING RESPONSIBILITIES</b>	<b>RATING</b>	<b>COMMENTS</b>
1. Attends required meetings of school, NKMSAA		
2. Shows concern for care of equipment, including facility, collection, inventory and storage of equipment		
3. Maintains communication with Athletic Director and informs on unusual/uncomfortable issues		
4. Encourages all potential athletes to participate in sports program		
5. Demonstrates support for the whole sports program and athletic department		
6. Demonstrates positive sportsmanship		
7. Encourages positive sportsmanship, and integrity throughout the program		
8. Utilizes and maintains positive and productive usage of social media that enhances all programs		
9. Provides supervision during team related activities		

**SUMMARY:**

**STRENGTHS:**

**JOB TARGETS:**

**RECOMMENDATION:**

- |                         |   |
|-------------------------|---|
| _____ Successful        | To be recommended for contract renewal  |
| _____ Needs Improvement | To be recommended for contract renewal, provided an understanding is reached in areas where improvement is suggested. |
| _____ Unsatisfactory    | To be recommended for non-renewal of contract   |

\_\_\_\_\_  
**EVALUATOR'S SIGNATURE**

\_\_\_\_\_  
**POSITION**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**HEAD COACH'S SIGNATURE**

\_\_\_\_\_  
**DATE**