

Coaches' Handbook



Home of the Fighting Camels



CAMPBELL COUNTY PUBLIC SCHOOLS

CAMPBELL COUNTY SCHOOLS

Coaches' Handbook - District Athletic Program

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Introduction

Handbook Purpose

The purpose of the handbook is to acquaint you with general policies and procedures of the Campbell County 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 as part of the District's administrative procedures. 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 and in the Principal's office. Policies and procedures also are available on line via the District's web site or through this Internet address: <http://policy.ksba.org/C03/>. 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

District Mission

The mission of the Campbell County School District, in partnership with students, staff, parents, and community, is to do "whatever it takes" to ensure our students' success in college, career, and life.

Athletic Program/Sport Activity Philosophy

A comprehensive and balanced athletic and sport activity program is an essential complement to the basic program of instruction. The athletic and sport activity program should provide opportunities for students to further develop interests and talents in athletic and sport activities. Participation in these activities should provide many students with a lifetime basis for personal values, for work and leisure activities.

The athletic and sport activity program should be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels should be established within activities, when feasible, so that students may participate as fully as possible regardless of ability levels.

Every effort should be made to support the athletic and sport activity programs with the best facilities, equipment and with the most qualified staff available. Insofar as possible, knowledge and skills gained in the classroom should be applied and further developed in the athletic and sport activity program. Coaches, directors, and sponsors should also teach the specific skills necessary for improvement in athletics and sport activities and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior, and an appreciation for the importance of practice.

Goals and Objectives

1. To provide a positive image of school athletics and sport activities in Campbell County Schools.
2. To strive always for playing excellence that will produce winning teams within the bounds of good sportsmanship while enhancing the mental health of student athletes.
3. To ensure growth and development that will increase the number of participants; that will give impetus to increased contest attendance; that will enhance a program of maintenance and improvement of athletic and sport activity facilities.
4. To provide a superior program of student activities that includes appropriate activities for every participant.
5. To provide an opportunity for students to experience success in those activities he or she selects.
6. To provide sufficient activities which offer the greatest benefits for the greatest number of students.
7. To create a desire to exceed and excel.

8. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
9. To be socially competent and operate within a set of guidelines and rules, thus gaining a respect for the rights of others.
10. To develop an understanding of the value of activities in a balanced educational process.
11. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. To include but not be limited to the following:
 - a. Physical, spiritual, mental and emotional growth and development.
 - b. Development of commitments such as loyalty, cooperation, fair play and other desirable social traits.
 - c. Directed leadership and supervision that stresses self-discipline, self-motivation, and excellence.
 - d. Create a focus of interests on athletic programs for students, faculty, and community that will generate a feeling of school spirit and unity.

Athletic and Sport Activity Programs Offered

The High School athletic and sport activity programs sponsored and approved by the Board for each year as follows:

<u>Girls</u>	<u>Boys</u>
Cross – Country	Cross – Country
Soccer	Soccer
Volleyball	Football
Golf	Golf
Cheerleading*	Wrestling
Basketball	Basketball
Bowling	Bowling
Swimming	Swimming
Track & Field	Track & Field
Softball-Fast Pitch	Baseball
Tennis	Tennis
Archery (Club)	Archery (Club)

The Middle School athletic and sport activity programs sponsored and approved by the Board for each year as follows:

<u>Girls</u>	<u>Boys</u>
Cross – Country	Cross – Country
Volleyball	Wrestling
Cheerleading*	Football
Basketball	Basketball
Swimming	Swimming
Track & Field	Track & Field
Archery	Archery

*While recognizing the benefits of athletic competition and sport activities, the primary function of a cheerleading program in the Campbell County Athletic Department is to support interscholastic athletics and to uphold, reflect, and project the goals of the school community. Therefore, cheerleading squads will be a major part of the athletic and sport activities program and will not only support their athletic teams but also promote school spirit and sportsmanship at contests and in the school as well.

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 should, if feasible, 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

All interscholastic and intramural athletic competition shall be in compliance with the constitution, bylaws, and competition rules of the Kentucky High School Athletic Association (KHSAA) 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).

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>Please refer to KHSAA Bylaw 27.</p>

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 Campbell county 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.

Current Board Members

Kimber Fender, Chairperson
 Peggy Schultz, Vice-Chairperson
 Rich Mason
 Joshua Perkins
 Kailyn Campbell

Central Office Personnel and School Administrators

Person/Address	Telephone/E-mail	Fax
Superintendent Dr. Shelli Wilson	859-635-2173 shelli.wilson@campbell.kyschools.us	859-448-2439
High School Athletic Director Michael Florimonte	859-448-4896 michael.florimonte@campbell.kyschools.us	859-448-4895
Middle School Athletic Director Aaron Caudill	859-635-6077 aaron.caudill@campbell.kyschools.us	859-448-4863
Athletic Trainers Elizabeth Conlin Emma Owen	859-635-4161 elizabeth.conlin@campbell.kyschools.us emma.owen@campbell.kyschools.us	859-448-4895
Facilities Sharon Alexander	859-635-2173 sharon.alexander@campbell.kyschools.us	859-448-2431
Title IX/Equity Coordinator Mark Krummen	859-635-2173 mark.krummen@campbell.kyschools.us	859-448-2428
Director of Special Education Dr. Laura Clarke	859-635-2173 laura.clarke@campbell.kyschools.us	859-448-2428
Campbell Ridge Elementary School Principal -Anthony Mazzei 3500 Grandview Rd. Alexandria, Ky. 41001	859-448-4780 anthony.mazzei@campbell.kyschools.us	859-448-4788
Campbell Co. High School Principal Holly Phelps 909 Camel Crossing Alexandria, Ky. 41001	859-635-4161 holly.phelps@campbell.kyschools.us	859-448-4886

Person/Address	Telephone/E-mail	Fax
Campbell Co. Middle School Principal -Chris Barwell 8000 Alexandria Pk. Alexandria, Ky. 41001	859-635-6077 chris.barwell@campbell.kyschools.us	859-448-4863
Grant's Lick Elementary School Principal Emily Hamilton 170 W. Clay Ridge Rd. Alexandria, Ky. 41001	859-635-2129 emily.hamilton@campbell.kyschools.us	859-448-4871
Crossroads Elementary School Principal - Dr. Kim Visse 475 Crossroads Blvd. Cold Spring, Ky. 41076	859-441-9174 kim.visse@campbell.kyschools.us	859-442-3581
Reiley Elementary School Principal Kevin Mayleben 10631 Alexandria Pike Alexandria, Ky. 41001	859-635-2118 kevin.mayleben@campbell.kyschools.us	859-448-4852
Cline Elementary School Principal - Karri Irons-Bird 5586 E. Alexandria Pike. Cold Spring, Ky. 41076	859-781-4544 karri.ironsbird@campbell.kyschools.us	859-442-3592

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.

Campbell County 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 the Human Resources Supervisor at the Board of Education's Central Office.

Harassment/Discrimination/Title IX Sexual Harassment

Campbell County 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, student, or 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 the District's Title IX/Equity Coordinator as required by Board policy. 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. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. **03.162/03.262/09.42811**

The following have 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:

<i>Title IX Coordinator (TIXC):</i>	Mark Krummen
<i>Office Address:</i>	101 Orchard Lane, Alexandria, Ky.
<i>Office Email:</i>	mark.krummen@campbell.kyschools.us
<i>Office Phone:</i>	859-635-2173

<i>504 Coordinator:</i>	Dr. Laura Clarke
<i>Office Address:</i>	101 Orchard Lane, Alexandria, Ky.
<i>Office Email:</i>	laura.clarke@campbell.kyschools.us
<i>Office Phone:</i>	859-635-2173

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.

http://www.ascr.usda.gov/complaint_filing_cust.html

07.1

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. Employees with whom juvenile court information is shared as permitted by law shall be asked to 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 acceptable 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**

No coach shall receive from any other 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.

<p>Please refer to KHSAA Bylaw 25.</p>

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.

Section

2

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**

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.

Dress and Appearance

Each coach is to represent Campbell County Schools in a professional manner at all times including during practices and competitions. Coaches shall wear clean, up-to-date coaching apparel. Shirts shall be worn while assuming coaching responsibilities.

For complete information, please refer to District policy. **03.1326/03.2326**

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, CPR 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.

Athletic Program/Sport Activity Volunteers

Athletic program/sport activity 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**

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 undergo a criminal history background check(s) as required by Board policy and by KRS 160.380 and KRS 161.185. **03.11/03.21, 03.6/09.31**

As employees, newly hired coaches, non-faculty coaches, non-faculty assistant coaches, and assistant coaches 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. **03.11/03.21**

The District shall conduct, at District expense, a state 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. The Superintendent may also require such a volunteer to provide a clear CA/N check .

Pursuant to KRS 160.380, the Superintendent/designee also may require any other athletic program volunteers to submit to a state and national criminal history background check and have a clear CA/N check. 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**

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 or by a licensed medical practitioner of the employee's choice. **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

Prior approval of the Board is required for all school-wide fund-raising activities. Requests must be channeled through the Principal and Superintendent. 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 required to do door-to-door selling as part of a fund-raising event.

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.

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**

When fund-raising, appropriate forms must be used, Forms may be found by clicking the link below and scrolling to the form you are looking for.

<http://education.ky.gov/districts/legal/Documents/Redbook%20Accounting%20Procedures%20for%20Kentucky%20School%20Activity%20Funds%20FINAL%20clean%20version.doc>

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), and 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;
 - 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 charge or 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**

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 in performing outside work unless otherwise approved by the Superintendent. These items (including security codes and electronic records, such as E-mail) are property of the District and shall be used solely for job-related purposes.

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.

Employees who drive any Board-owned vehicle and/or transport students must annually provide the Superintendent/designee with a copy of their driving record. Employees who receive a traffic citation during the year must report the citation to the Superintendent/designee before driving a Board-owned vehicle or transporting students. **03.1321/03.2321**

The Athletic Director at each school shall issue all keys for access to facilities needed for teams. In the event a security code is needed for the coach's practice and game facility, that code can be issued and cleared for use through the Building Athletic Director. Additionally, a list of all key holders shall be maintained by the Building Athletic Director and provided to the District Facilities Director. Keys must remain in the coach's possession at all times.

The Superintendent may assign cell phones to select employees based on a usage plan deemed appropriate for each position. Only persons employed by the Board shall use District cell phones and phones shall be used primarily for District business. **03.1321/03.2321**

It is the responsibility of each school's Athletic Director/administrator to oversee the use of lights, sound and other utilities used for games or practices. The school Athletic Director/designee (preferably a member of the school's athletic department or coaching staff) shall assume the responsibility for switching on the field lights and/or other needed utilities. Arrangements shall be made to ensure all utilities are turned off at the conclusion of the event or an appropriate time.

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, personally owned recording devices are not to be used 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 or immediate supervisor. Such devices include, but are not limited to, personal cell phones and tablets.

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

Automated External Defibrillators (AEDs)

The District shall maintain AEDs in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with procedures established by the Superintendent/designee. Expected users documented as having completed required training shall be authorized to use a defibrillator. **05.4**

Athletic Camps and Competitions

Coaches in all sports may organize and operate youth sports camps in their respective sports if approved by their immediate supervisor. 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 District policy and procedures. 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 Campbell County 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.

Inventory of Athletic Equipment

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

Solicitations

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.

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**

Signs that indicate only the school's name, school's colors, and nickname or mascot are authorized at athletic or sport activity events. The Principal or representative must approve any sign that is different but still supports Campbell County Athletics. Noisemakers such as megaphones and bells are authorized for outdoor athletic contests. However, whistles, horns or musical instruments other than the pep band or marching band are not authorized at athletic or sport activity events. At no time will fireworks be permitted at any athletic or sport activity event in the Campbell County school system.

Advertising

No advertising shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Superintendent. However, this requirement does not prevent advertising in publications which are published by booster clubs. **10.4**

Media Relations

It is the responsibility of every head coach to report to the media the scores of each game whether played at home or away. The results are to be reported as soon as possible after each game. Be prepared to share with the reporter the score at the end of each period, pertinent stats, and any other information which will help publicize Campbell County Athletic teams. The results of all games should be phoned, e-mailed, or texted to the Athletic Director at the conclusion of the game.

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 express permission of the school or District administration. All logos and images that are to be used shall be approved by the Superintendent/designee and shall comply with the style guide adopted by the District.

Only District approved athletic or sport activity logos may be used on uniforms, equipment, and apparel paid for using athletic or fund-raising monies. All designs must be pre-approved through the Athletic Office. The following colors are to be used when ordering apparel or printed materials:

Athletic Gold	Color #-PMS 123
Purple	Color #-PMS 266

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:

- 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.

Employee Religious Expression

The District shall not punish or prohibit an employee from, or punish an employee for, engaging in private religious expression otherwise protected by the First Amendment to the United States Constitution absent a showing that the employee has engaged in actual coercion. **03.13241/03.23241**

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. Employees shall comply with all electronic materials licensing agreements. **08.2321**

All public address announcements or music played before, during, or after a contest must be approved by the Athletic Director/designee prior to being used at any game/contest.

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

Per KRS 620.030, any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make an oral report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney.

After making that oral report, the employee shall then immediately notify the Principal of the suspected abuse. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee.

Upon notification, the Principal or the Superintendent/designee shall facilitate the cooperation of the school with the investigation of the report. Any person who knowingly causes intimidation, retaliation, or obstruction in the investigation of the report shall be guilty of a Class A misdemeanor.

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	859-292-6550
Local Police	859-292-3622
Kentucky State Police	859-428-1212
County Attorney	859-491-7700

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. 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:

STAFF RESPONSIBILITIES

- 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**
- 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. **03.1621/03.2621/09.42811**
- 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**

STAFF RESPONSIBILITIES

- 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**
- 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**
- 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**

- 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**
- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, **immediately** make an oral report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney, and then make a report to the Principal (See **Child Abuse** section.) **09.227**

STAFF RESPONSIBILITIES

- 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**

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 communicate with parents using a variety of methods to provide information or respond to requests. Coaches will create a list showing which method of communication works best for each parent/player including phone calls, emails, text messages, websites, and traditional mail. When using electronic communications such as email and/or text, group messages will be utilized. Coaches should refrain from one-on-one electronic conversations with players by including the player's parent/guardian on any electronic communication. (see District policy 08.2323) Communications made as part of the position should be professional in nature. User names, email addresses, twitter handles, etc. should not be suggestive in nature or reference drugs, alcohol, or tobacco products.

It is recommended that coaches use "remind101.com" for text messages. This free service sends a text message to a group of phone numbers and does not allow for return messages. It can be used from a smart phone or computer.

The following should be given to parents and players during the team's pre-season meeting:

PARENT/GUARDIAN AND COACH COMMUNICATIONS REGARDING CONCERNS

While all athletes, parents and staff members work for the common good of the individual and the school, disagreements may occur at times during participation in high school athletics. For the purpose of improving relations between all parties involved, the following guidelines shall be followed should a student or parent have issues they wish to address:

If a parent has a complaint about a coach, they shall refrain from confronting the coach in public. Appointments are to be requested which afford all parties the opportunity to calm emotions (if necessary) and respond in an appropriate professional manner. The following steps are in place regarding how to address concerns:

1. The parents/guardians may contact the coach to discuss or request a meeting regarding their concern. If, after discussion or meeting with the coach, the matter is not resolved, then
2. The parents/guardians shall contact the Athletic Director to discuss or request a meeting. If the matter is not resolved at this level, then
3. The parents shall be directed to the District's grievance policy 09.4281.

In order to adhere to confidentiality regulations during these meetings, neither coaches, parents nor the administration shall discuss other players or family members. Conferences shall focus only on the concern at hand and a remedy to the problem that is most agreeable to all the parties involved. Playing time, level of play (varsity, junior varsity or freshmen level) and position assigned is a decision the coach and his/her staff make at their discretion. Factors may include but are not limited to ability level, experience, work ethic, attitude, opponent and past performance. In addition, a coach's system, strategy or play-calling ability are also decided by the coach and their staff and not subjects up for discussion or debate in meetings.

When appropriate, any party receiving a report shall direct the inquiring person to contact the coach, Athletic Director, Principal or Superintendent/designee (in order). Any written correspondence should be passed on to the appropriate personnel, giving them the opportunity to respond. If school officials believe that the safety or well-being of student athletes may be in jeopardy, an investigation will be undertaken in all cases regardless of reporting method.

Lastly, we request and hope that social media and websites will not be utilized as a means to register complaints about children, adults or teams. Negativity does not benefit our children, programs or community. Being a positive role model for our student athletes is a shared responsibility among all parties. It is our desire to address issues in an honest forum where the parties involved can work together to resolve them without airing them in a public forum which does not effectively correct any concerns.

Scheduling

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.

With the approval of the Principal and the Superintendent/Designee, school sponsored student activities/groups and athletic teams may practice on Sunday between 1:00 and 6:00 p.m. to prepare for participation in regularly scheduled events and district, regional, state or national tournament/competition (occurring on a Monday) or on a holiday to prepare for participation in regularly scheduled events and district, regional, state, and national tournament/competition occurring on the day following the holiday. **09.3**

Please refer to KHSAA Bylaws 19-24.

Ticketing

Admission prices/season passes (if offered) to athletic events for Campbell County Schools will be set by the Board. **09.15**

The Superintendent shall authorize the issuance of any free passes to athletic events. **09.371**

To the extent possible, athletic competitions shall be scheduled:

1. To minimize travel distances and compete with schools of comparable size and classification.
2. To avoid overlap with other school athletic activities already scheduled on the same date.
3. To assure that scheduling of District facilities, practice times and competition times for both male and female sports are consistent with Title IX requirements.
4. To avoid scheduling regular season athletic games on a date that will require loss of instructional time for travel or competition, unless approved by in advance by the Superintendent/designee.

Examples of scheduling of athletic practices and events to be avoided include activities that:

- a. Conflict with end of semester exams.
- b. Occur during professional development activities
- c. Coincide with religious observances and/or times of worship.
- d. Conflict with school open house events

Cancellation of Athletic or Sport Activities

In the event school is cancelled during a weekday and there is a high school or middle school athletic event or sport activity scheduled that day; or school is cancelled on a Friday and there is a high school or middle school athletic event or sport activity scheduled on the next day, the Principal and Athletic Director will make a decision regarding the event. 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.

Please refer to KHSAA Bylaw 22.

Athletic/Sport Activity Trips

The Superintendent/designee shall approve all school-related trips and shall inform the Board of all such approval on a monthly basis.

Parents are to be informed of the nature of all trips, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in athletic trips. **09.36**

When transportation is provided by the District, all students must ride the bus to the athletic event or sport activity unless previous arrangements are made by the parent for an exceptional situation. Students may return home with a parent/guardian provided a completed Travel Release Form is on file. Only the person(s) listed on the Travel Release Form may sign-out a player at the conclusion of the event. In special/emergency situations where a parent needs to provide transportation for a player other than their own son/daughter at the conclusion of an away game, a written note from both parties must be approved by the Principal and Athletic Director prior to the event. The Travel Release Form is located in the Appendix of the Coaches' Handbook.

The Board requires that all mandatory trips for athletics such as games, competitions, practices, scrimmages or matches outside the county use proper, Board approved transportation. Bus transportation fees shall be paid by the sport team for all trips requiring a bus. See Athletic Director for fee guidelines.

Upon completion of season schedule, each coach must submit to the Athletic Director their respective bus times for all trips. It is the responsibility of the Athletic Director to review, complete, and submit all bus requests to the Transportation Department. Failure to submit bus times could eliminate the team from an away contest. When the post-season tournament and game schedule is finalized, the exact playing dates and times need to be submitted to the Transportation Department.

For teams that are competing at the Regional or State Tournament level, the Athletic Department will provide a meal allowance and hotel accommodations for the team. The Athletic Department will also cover the cost of any transportation needs. For regular season tournaments, it will be the individual team's responsibility to cover expenses for meals and hotel accommodations.

Please refer to KHSAA Bylaw 22.

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**

In keeping with Board policy, disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the student athlete to lose status before his/her peer group. Coaches should guard against making remarks to other student participants concerning a student's shortcomings.

Serious disciplinary problems shall be promptly reported to the Principal and to the parent(s) of the student. **09.43**

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. **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 or sport activities.

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/Sport Activity 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/sport activity, including equipment and uniforms. All purchases using District funds shall require the prior approval of the Superintendent or the Superintendent's designee. **04.31**

A yearly budget is submitted to the Principal and approved by the Board. This budget will be adhered to and followed throughout the school year. The following sections are listed in the budget:

Projected Expenses: Equipment and Supplies, Uniform Replacement Program, Home Game Expenses, and other miscellaneous athletic expenses.

Projected Athletic Income: Gate Receipts, Concession Stand, Vending, Athletic Participation Fees, and other miscellaneous income using estimates from prior years.

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 Treasurer in the Central Office. **04.32**

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, gasoline used for Board vehicles, tolls, parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (as authorized by policy and/or procedure), and lodging. Itemized receipts must accompany requests for reimbursement.

Employees must submit travel vouchers within two (2) months 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**

Section

4

Student Oversight

Attendance

School operating under SBDM shall set attendance requirements for extracurricular activities per Board Policy 09.3. Coaches should refer to council guidelines. In the absence of such guidelines coaches shall require any student/athlete who participates on an interscholastic team to be in attendance at school on the day of a practice, contest, or game. The student/athlete must arrive at school no later than two (2) hours after the beginning of the school day and must remain in school for the remainder of the school day. Any student/athlete who leaves school prior to two (2) hours before the end of the school day shall not participate in that days practice, contest, or game. It is recognized that extenuating circumstances arise causing an excused absence. Such extenuating circumstances shall be considered for approval by the Principal/designee.

Eligibility

Determination of athletic eligibility for students shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements. Students may be required to meet additional requirements as established by the appropriate school authority. **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**

Please refer to KHSAA Bylaws.

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, unless such is in conflict with KHSAA Bylaws. All other pupils shall be classified as nonresidents for school purposes. **09.12**

Only students who are enrolled in the District may participate in athletics or sport activities sponsored by the District or individual schools. **09.3**

Students Dropping a Sport

Any student/athlete who does not complete the entire season of a sport may not be involved with another sport in any manner until the conclusion of the sport he/she did not complete. Any student/athlete who participates in one (1) full week of official practice with a team must follow this guideline.

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.

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.

Please refer to KHSAA Bylaws 6, 7, and 8.

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.

<p>Please refer to KHSAA Bylaws 11 and 16.</p>

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. No employee shall send a student on an errand off school property without the prior approval of the Principal. **09.221**

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.

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. (Training to be paid by the Athletic Department.) 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 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. (See also section on Athletic Program Volunteers.)

Bullying/Hazing

"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.

"Hazing" is defined as an action which endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization*, including but not limited to actions which cause, coerce, or force a minor or a student **to**:

1. Violate federal or state criminal law;
2. Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of mental harm or physical injury;
3. Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
4. Endure brutality of a mental nature, including personal servitude, sleep deprivation, or circumstances which would cause a reasonable person to suffer substantial mental distress;
5. Endure brutality of a sexual nature; or
6. Endure any other activity that creates a reasonable likelihood of mental harm or physical injury to the minor or student.

“Organization’ is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years. **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. Students must present evidence of accident insurance that meets minimum criteria established by the Superintendent. **09.312**

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 cardiopulmonary resuscitation (CPR) course that includes the use of an automated external 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. All interscholastic athletic coaches shall maintain a CPR certification recognized by a national accrediting body on heart health. **03.1161/03.2141/09.311**

Coaches shall report any injuries to the Athletic Trainer. All related circumstances shall be reported to the Athletic Director no later than the start of the following day.

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.

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.

Cardiac Emergency Response Plan

A written cardiac emergency response plan that clearly identifies the location of each AED shall be rehearsed by simulation prior to the beginning of each athletic season by all: licensed athletic trainers, school nurses, and athletic directors; and interscholastic coaches and volunteer coaches of each athletic team active during that athletic season.

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**

Individually Owned Equipment:

In some instances, the parent/guardian of a participating student will want their child to use his/her own personal helmet and/or protective gear. In such cases, the parent/guardian shall be advised that all helmets or protective equipment purchased by the individual for use in competitive play or practice must meet NOCSAE Standards and any expense to recertify or recondition such privately owned equipment is the responsibility of the parent/guardian. The parent/guardian shall provide the head coach with a copy of the equipment certification for the current season before the equipment will be allowed.

Please refer to KHSAA Bylaw 25.

Care of District Property

Coaching personnel shall be responsible for 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. **03.1321/03.2321**

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 Assistant Coach(es) and School maintenance personnel, as necessary, is expected to exercise ordinary and reasonable care to inspect, maintain, or replace equipment, as warranted, prior to and during use. Student athletes should likewise be instructed to use ordinary care in the routine inspection of equipment used by them in athletic practices or contests, and to report any concerns regarding inspection, maintenance or replacement to the attention of the Head Coach or Assistant Coach(es).

KEY STANDARDS

Defibrillators - The District may maintain an automated 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 this 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 hydrate as often as they desire.

Game/Practice Scheduling – All coaches/athletic administrators 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/athletic administrators are required to present their basic practice and competition schedules to the appropriate school administrator for their approval.

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.

Drug-Testing of Students

The Board has established a random drug and alcohol testing program for students participating in extra-curricular activities, including athletics. The plan to implement the drug testing program shall be developed by District personnel in cooperation with the testing laboratory and has been provided to all schools and is kept on file in the Central Office.

Each student who plans to participate in athletics at the middle and high school level in Campbell County Schools shall have his/her parent or guardian sign a written consent for drug/alcohol testing as a prerequisite to the student's participation in an athletic program. The written consent grants permission to perform a random urinalysis for drug testing during the course of the school year for each student athlete.

- First Violation – Four (4) week or four (4) game suspensions
- Second Violation – Eighteen (18) week or eighteen (18) game suspension
- Third Violation – Exclusion from participation in any extracurricular activity for the remainder of the student's eligibility in Campbell County Schools.

Note: Additional consequences also apply to this policy. **09.423**

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 Campbell County School District appreciates all of those who participate in and attend our events. Positive school spirit and sportsmanship are key factors to a successful event. Any behavior or language, however, deemed inappropriate by the school administration and/or game officials, will not be tolerated and may be grounds for ejection from the game and/or facility.

The following behaviors represent the types of behaviors that will not be tolerated at school/District 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 or at contest officials.

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,
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. **10.21**

Coaches shall support student involvement in as many sports, clubs, activities, etc., as possible. **09.3**

Awards

Trophies and awards are a natural part of the Campbell County Sports programs and they serve as a means of stimulation, motivation and are beneficial as an award for achievement. Therefore, it is imperative that each Campbell County athletic team presents awards at the end of their respective season. Letters shall be given to the first year letter winner and yearly bars thereafter. The criteria established by the head coach of each sport shall determine who the letter winners are. Certificates shall be given to non-letter winners.

Special awards such as MVP, MIP, etc. shall be plaques or trophies and will be purchased through the respective sports administrative funds. Only athletes who finish the season or who would have finished the season except for illness or injury shall be eligible for the special awards. Awards will be deducted from the fund-raising accounts of each sport at the school. A list of District athletic awards may be found in the Appendix section of this handbook.

Each coach and School Athletic Director is responsible for adhering to guidelines and timelines, as well as maintaining proper memberships to organizations that allow student athletes end of the year recognition, i.e. All-State honors.

Senior awards shall not exceed \$25.00 per student according to Title IX regulations.

The Athletic Department and the Athletic Boosters will each contribute \$50 toward the purchase of a State Championship Recognition Award for qualifying students. Any remaining cost will be the responsibility of the individual athlete.

Banquets/Recognition Events

Every team shall be a part of an awards reception for the student athletes at the end of each season. The following procedures are *recommended* for staging these events:

1. The awards ceremony shall take place within three (3) weeks of the end of the final game/match of the season. There will be three (3) awards receptions annually: fall, winter, and spring.

Senior Recognition nights — Senior Bio sheets shall only include the athlete's name, parent's name, and the student's plans for next year. Example: college of choice and subject area of interest.

2. Invitations should be sent to the Board of Education, Superintendent, Principals, news media, players and their families and any other people who were part of that season, such as cheerleaders, score keepers, announcers, etc.
3. Support from the Athletic Booster Organization as well as the Athletic Department in regard to supplies and meals will be provided as necessary.

4. The suggested time limit for a team sports banquet and ceremony should not exceed two (2) hours during the individual breakout sessions.
5. Attendance is required for all coaches at each season's awards ceremony.

Senior Athlete Recognition

All senior athletes will be recognized at an event that takes place in one of the following ways:

1. In a pre-game ceremony conducted before the last or next-to-last home contest of the individual sports regular season. This type of recognition will be used in the sports which lend themselves to such a ceremony and if the coach chooses to conduct such a ceremony;
2. During the end-of-season awards ceremony conducted by the individual team; or
3. As part of the KHSAA post season. In this case, the individual sports coach shall confirm with organizers that all seniors are recognized.

Senior Night gifts presented by the teams should not exceed \$25. Gifts may be purchased with funds generated through the individual sport's fundraising. All seniors listed on the roster at the time of such an event shall be recognized. All senior athletes shall also be recognized by the Camel Athletic Boosters with a gift not to exceed \$25.

<p>Please refer to KHSAA Bylaw 10.</p>

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 judgment, 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)

Professional Guidelines for School Employees, Coaches, and Volunteers

Below are some guidelines for school employees, coaches, and volunteers highlighted in local policy, state regulations or Professional Code of Ethics.

1. To protect Campbell County School staff, volunteers, and program participants, at no time during a Campbell County sponsored event may a staff person or volunteer be alone with a student where the staff person or volunteer cannot be observed by others, unless it is to ensure the safety and well-being of the student. (Ex: An employee can wait alone with a student until a parent/guardian arrives to pick up the student). (Ex: A teacher can meet alone with a student in a classroom as long as the classroom door is open, and both the teacher and student are meeting near the opened door entrance and are in clear sight of those walking the hallways).
2. Staff shall never leave a child unsupervised.
3. Staff and volunteers will monitor student behavior as required by the school administration between class periods or during school sponsored events or as directed by school officials. Employees are to seek administrative assistance as necessary when addressing student behaviors.
4. Staff shall not abuse children or use corporal punishment of any kind. This includes physical abuse, verbal abuse, sexual abuse, mental abuse, or neglect. Any type of abuse will not be tolerated and is cause for dismissal.
5. Staff and volunteers will use appropriate touch including pats on the back or shoulder, side hugs, handshakes, and high fives. Staff and volunteers will refrain from full frontal hugging, touching of personal areas, sitting in the laps, or patting of the buttocks.
6. Staff and volunteers will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than criticism, yelling, bullying, and intimidation.
7. Staff and volunteers will not give gifts or special favors to individual children or show preferential treatment to a child or group of children to the exclusion of others.
8. Staff and volunteers will respond to students with respect and consideration and treat all students equally regardless of gender, socio-economic status, race, religion, sexual identity, or culture.
9. Staff and volunteers will refrain from intimate displays of affection toward others.

10. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours or when supervising students on school related trips is prohibited.
11. Smoking or use of tobacco products in the presence of students or parents during working hours is prohibited. This includes athletic practices, etc.
12. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited.
13. Staff and volunteers shall not transport students in their own vehicles.
14. Staff shall not date or engage in personal relationship with students.
15. Staff and volunteers shall not record video or audio in student locker rooms or restrooms
16. Communications made as part of the position should be professional in nature. Usernames, email addresses, twitter handles, etc. are not be suggestive in nature or reference drugs, alcohol, or tobacco products.
17. Under no circumstance should staff release students to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with Campbell County Schools). There may be an extreme situation such as an emergency in which the parent wishes to release their child to someone not listed on the emergency card. Under such situation, a phone call may be acceptable as long as the school logs the call, time, parent/guardian, and instructions. The log is to be maintained by the school administration for the remainder of the school year.
18. Staff and volunteers are required by State Regulations to report any suspicion of child abuse to the proper authorities and are required to read and sign all policies relating to identifying, documenting and reporting child abuse.

Permission and Medical Release for Trips

Student's Name _____		
_____ <i>Last Name</i>	_____ <i>First Name</i>	_____ <i>Middle Initial</i>
School _____	Grade _____	Class/ Organization _____
Field Trip Date(s) _____		Destination _____
Departure Time _____	Return Time _____	
Mode of Transportation _____		Cost to Student, if applicable \$ _____

EMERGENCY INFORMATION

Parent/ Guardian Name(s)	Phone (1)
Address	Phone (2)
Insurance Provider	Policy #
Name of Policyholder	Group #
Child's Primary Care Physician	Phone

Allergies: *Please list below*

Medication:

Students requiring medication during the trip must have a *Permission Form for Prescribed or Over-the-Counter Medication Form (09.2241 AP.21)* on file with the school nurse. If medications change, parents/ guardians must notify the school nurse in writing prior to the date of the field trip.

I hereby give permission for my child to participate in the above-mentioned school-related student trip(s). When District transportation is provided, I understand that my child may be required to use said transportation to and from the event, unless I or another of the child's Parent(s)/Guardian(s) is permitted by CCS representative(s) to provide private transportation for my child *from* the event. Only a parent or guardian will be allowed to "sign out" a child following an event in lieu of District transportation. 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/ Guardian's Signature* _____ *Date*

Campbell County Athletic Awards

TEAM/LEVEL	CCHS Class of '15 and beyond
Freshman	Certificate and Freshman Patch*
Reserve/Junior Varsity	Certificate and Graduation Year Numerals
Varsity – First Year	Certificate, Varsity CC Letter**, and Sport Specific Bar
Varsity – Second Year and beyond	Certificate and Sport Specific Bar

*Freshmen who earn higher awards will not be given patch as well.

**Only one Varsity CC Letter per athlete to be given when earned in first sport.

***Senior will receive gift from CAB.

Other Awards Given Through Athletic Department

Scholar Athlete – Given to the student athlete with a GPA of 3.5 or better on their team. The recipients will be recognized with a certificate in the main session.

NKAC All Conference Awards – Will be handed out in the main session, if available.

Team Awards

Sportsmanship – The student athlete that best demonstrates sportsmanship during the year. – The Varsity winner will receive a plaque and the reserve and freshman will receive a certificate.

CAMEL Award – The student athlete who wears the purple and gold like no other. The individual who does everything you ask without complaining. The varsity winner will receive a trophy and the reserve and freshman will receive a certificate.

MVP – The Most Valuable Player on your team. The varsity winner will receive a plaque and the reserve and freshman will receive a certificate.

MIP - The Most Improved Player on your team. The varsity winner will receive a plaque and the reserve and freshman will receive a certificate.

Acknowledgement Form

2023-2024 School Year

I, _____, have received a copy of the
Name
Coaches' Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult District and school policies and procedures with my Principal/supervisor if I have any questions concerning its contents.

I understand and agree:

1. that this handbook is intended as a general guide to District personnel policies and procedures and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. that the District may modify any or all of the referenced policies and procedures, in whole or in part, at any time, with or without prior notice; and
3. that in the event the District modifies any of the information contained in this handbook, the changes will become binding on me immediately upon issuance of the new or revised policy or procedure by the District.

I understand that as an employee of the District I am required to review and follow the information set forth in this handbook and rules disseminated by the Kentucky High School Athletic Association and other governing bodies specific to the sport/s I coach and I agree to do so.

Employee Name (please print)

Signature of Employee

Date

Return this signed form to the Central Office.