

# **Coaches' Handbook**

*District Athletic Program*



**BELL COUNTY PUBLIC SCHOOLS**

BELL COUNTY SCHOOLS

# Coaches' Handbook - District Athletic Program

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[www.bell.kyschools.us](http://www.bell.kyschools.us)

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As required by law, the Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

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# Introduction

## Handbook Purpose

The purpose of the handbook is to acquaint you with general policies and procedures of the Bell 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/B07/>. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

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

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

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

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

## District Mission

The Parents, Employees and Community Partners of the Bell County School System strive to provide the individualized support necessary to ensure that each student reaches his or her full potential and is prepared, upon graduation, to successfully pursue their college or career ambitions.

## **Athletic Program Philosophy**

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

It is the intent of the Board of Education that students participate in as many athletic activities for which they are eligible and their parents wish. To this end, coaches shall strongly encourage students to participate in all sanctioned sports programs offered by the school. It shall be the responsibility of all coaches to follow these guidelines:

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

## **Cutting of Participants**

The coaching staff of each individual sport shall establish the process for deciding whether athletes will be "cut" during a tryout period during which the final composition of a team will be determined. If a coaching staff determines that "cuts" are necessary, they shall discuss with all athletes attending the tryouts the criteria to be used to evaluate the athletes during the tryout period. This procedure shall also describe the notification process that will be used to inform all athletes of their status following the tryout period. The coaching staff must make every effort to ensure that all athletes attending the tryouts clearly understand the criteria to be used to evaluate them. No student should be cut from tryouts without the permission from the Principal or in the case of middle school District wide teams the Athletic Director should approve all cuts from the tryout process.

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**

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

Coaches shall abide by:

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

***STUDENTS FIRST, ATHLETES SECOND***

## **KHSAA Imposition of Penalties**

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

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

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

## **Future Changes**

Although every effort will be made to update the handbook on a timely basis, the Bell 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.

## Central Office Personnel

Person/Primary Title	Telephone/E-mail	Fax
Superintendent Yvonne Gilliam	(606) 337-7051 <a href="mailto:yvonne.gilliam@bell.kyschools.us">yvonne.gilliam@bell.kyschools.us</a>	(606) 337-1412
District Athletic Director Dudley Hilton	(606) 337-7051 <a href="mailto:dudley.hilton2@bell.kyschools.us">dudley.hilton2@bell.kyschools.us</a>	(606) 337-1412
Assistant District Athletic Director Tom Lefevers	(606) 337-7061 <a href="mailto:tom.lefevers@bell.kyschools.us">tom.lefevers@bell.kyschools.us</a>	(606) 337-0867
Director of Transportation Tom Gambrel	(606) 337-6979 <a href="mailto:tom.gambrel@bell.kyschools.us">tom.gambrel@bell.kyschools.us</a>	(606) 337-6319
Food Service Coordinator Tina Tipton	(606) 337-7051 <a href="mailto:tina.tipton@bell.kyschools.us">tina.tipton@bell.kyschools.us</a>	(606) 337-1412
Director of Pupil Personnel and Alternative Programs Chris Warren	(606) 337-7051 <a href="mailto:chris.warren@bell.kyschools.us">chris.warren@bell.kyschools.us</a>	(606) 337-1412
Chief Information Officer David Smith	(606) 337-7051 <a href="mailto:david.smith@bell.kyschools.us">david.smith@bell.kyschools.us</a>	(606) 337-1412
Finance Director Steve Silcox	(606) 337-7051 <a href="mailto:steve.silcox@bell.kyschools.us">steve.silcox@bell.kyschools.us</a>	(606) 337-1412
Director of Special Education, Title IX and Pre-School Mitch Bailey	(606) 337-7051 <a href="mailto:mitch.bailey@bell.kyschools.us">mitch.bailey@bell.kyschools.us</a>	(606) 337-1412



**Section**

**1**

# Program Guidelines

## Equal Educational and Employment Opportunities

### *Employment*

Bell County Schools is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national or ethnic origin, religion, sex, genetic information, political affiliation, or past participation in a discrimination complaint process as required by law.

Reasonable accommodations for individuals with disabilities will be made 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 discriminated against because of age, color, disability, race, national origin, religion, sex, 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 Board of Education's Central Office.

## Harassment/Discrimination

Bell 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 Superintendent in the Central Office, 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:

<u>Mitch Bailey</u> <i>Title IX Coordinator</i>	<u>(606) 337-1412</u> <i>Telephone</i>
<u>Mitch Bailey</u> <i>Section 504 Coordinator</i>	<u>(606) 337-1412</u> <i>Telephone</i>

**01.1**

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

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

**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. **03.111/03.211/09.14/09.213/09.43**

Coaches wishing to utilize a social networking site for instructional, administrative or other work-related communication purposes shall comply with the District's acceptable 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 by the Board. Compensation for all services rendered as an employee of the District shall be processed through standard payroll procedures. All employees may use direct deposit. **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.

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

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

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

## 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**

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

**Please refer to KHSAA Bylaw 1.**

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

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

## **Professional Development**

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

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

## **Athletic Program Volunteers**

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

## **Age Restriction/Criminal Background Check and Testing**

All coaches, 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**

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

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

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

## 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 registered practice nurse (ARPN) or by a licensed medical practitioner of the employee's choice. **03.111/03.211**

### *Students*

Each student seeking eligibility to participate in any high school athletic activity or sport 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**

<b>Please refer to KHSAA Bylaw 12.</b>
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## Fund-Raising Activities

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

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity, nor be 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 the Board's policies and procedures, are 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**

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

## 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 blood borne pathogens, employees must comply with the District's Blood borne 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.

For information on the District's plans for Hazard Communication, Blood borne Pathogen Control, Lockout/Tagout, and Personal Protective Equipment (PPE), 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 any criminal drug statute involving use of alcohol, illicit drugs, prescription drugs, or over-the-counter drugs shall, within five (5) working days after receiving notice of a conviction, provide notification of the conviction to the Superintendent. Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances.

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they 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.

The Board has established a random drug and alcohol testing program for all certified and classified employees all applicants being considered for employment positions identified by the Board as being "safety-sensitive". Safety-sensitive positions requiring post-offer, pre-employment drug testing shall include principal, assistant principal, teacher, all adults who supervise students and others as indicated on the job description for the position. 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.

When the Superintendent/designee reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol, or that an employee has otherwise violated Board policy, the employee may be required to submit to a breath and/or urine test for drug and alcohol use. An employee who is required to submit to drug/alcohol testing based on reasonable suspicion and refuses to do so shall be subject to discipline for insubordination up to and including termination. **03.13251/03.23251/09.423**

## **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. The Board has adopted and is committed to a “zero tolerance” policy concerning the use of any weapon/dangerous instrument. Except for 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 Products**

Federal law and Board policy prohibit the use of any tobacco product in or on any property owned or operated by the Board or during school-sponsored activities in which employees and students are representing the school/District. Adult employees may smoke in outside areas designated and supervised by the Superintendent. This includes the use of products/devices resembling tobacco products, including but not limited to electronic cigarettes. **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 property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, and during school-sponsored trips and activities. **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.

Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property and shall be used solely for job-related purposes.

District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted.

A written request/agreement shall be required prior to employees and/or community members being granted independent access to electronic media involving District technological resources. The required request/agreement form, which shall specify acceptable use, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the staff or community member. This document shall be kept on file as a legal, binding document.

Coaches may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so and if given access to a District e-MAIL account, cannot expect confidentiality or privacy of the information in their accounts. Authorized District personnel may monitor the use of electronic equipment from time to time. Each person given access to the District system is responsible for the confidentiality of his/her own password.

Individuals who refuse to sign required acceptable use documents or who violate District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

Employees who drive any Board-owned vehicle and/or transport students shall annually provide the Superintendent/designee with a copy of their driving record. Coaches 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. All drivers shall comply with applicable legal requirements concerning use of cellular phones and other personal communication devices while operating a Board-owned vehicle. **03.1321/03.2321**

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**.

## **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 the 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 Bell 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.

<p><b>Please refer to KHSAA Bylaw 23 and 24.</b></p>
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## **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**

## **Gifts**

Any gift presented to a school employee or coach for the use of the school must have the prior approval of the Superintendent or the Board. Any gift so approved and accepted on behalf of the school becomes the property of the Board. **03.1322/03.2322**

## **Solicitations**

Unless authorized by the Superintendent, sales representatives, agents, or other solicitors shall not solicit or contact pupils, teachers, or other employees during the school day.

No school employee shall provide to any outside group or individual a list of students, teachers or other employees for solicitation or other purposes without the prior authorization by the Board and approval of the Superintendent or his designee. **03.1323/03.2323/10.4**

## **Alteration of School Property**

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

## **Advertising**

No commercial advertising or distribution of materials shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Superintendent.

Sponsorship banner/s and/or signs being sold and displayed on playing fields or in stadiums or gyms shall be effective for all Bell County sporting events:

1. Sponsorships for related teams may be sold and displayed as banners placed on the playing field/stadium/gym.
2. Sponsorships must be presented to and approved by the Superintendent prior to banners being made.
3. Banners shall be replaced on an as needed basis.
4. The school Principal shall be in charge of making sure that the banners are removed as stipulated above and also that the banners remain in good condition.

5. If at any time, the school Principal feels that a banner is not in good condition, the banner will be removed immediately from display and must be replaced within one (1) week.**10.4**

## **District Representation**

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

## **Political Activities**

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

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

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

## **Copyrighted Materials**

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

## **Search and Seizure**

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

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person in the presence of the Principal/designee or Assistant. 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. 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. Any non-certified employee authorizing a search under such conditions shall make an immediate report to the Principal/designee of the school that the student attends.

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 shall **immediately** make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney, and to the Principal (who shall also make a report to the proper authorities) and Superintendent. **09.227**

## **Corporal Punishment**

The Board authorizes the use of corporal punishment as a disciplinary measure under guidelines set out in policy.

Corporal punishment may be administered by a certified staff member, but only in the presence of another certified employee. **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:

- 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**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- 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 Superintendent 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**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- 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**

- 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, **immediately** make a report to a local law enforcement agency, or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth’s Attorney or the County Attorney, and to the Principal (who shall also make a report to the proper authorities) and Superintendent. (See **Child Abuse** section.) **09.227**
- District employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victims’ Principal as directed by Board Policy **09.42811**.

In certain cases, employees must do the following:

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

<b>Please refer to KHSAA Bylaw 18.</b>
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## Section

# 3

## Pre-Season Planning

### Coaches Orientation Meeting

Each school year, the athletic director will conduct an orientation meeting with all coaches and booster club representatives. The purpose of this meeting is to review this handbook along with all relevant KHSAA information distributed at the annual school administrator/athletic directors fall meeting.

### Notifications to Students/Parents

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

### Coach-Parent Communications

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

### Scheduling

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

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

**Please refer to KHSAA Bylaws 19-24.**

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

1. To assure that scheduling of District facilities, practice times and competition times for both male and female sports are consistent with Title IX requirements.

2. To avoid scheduling regular season athletic games and sport activities on a date that will require loss of instructional time for travel or competition, in compliance with KDE regulations and local Board policy.
3. To minimize travel distances and compete with schools of comparable size and classification.
4. To avoid overlap with other school athletic activities already scheduled on the same date.

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

- a. Conflict with end of semester exams.
- b. Occur during professional development activities
- c. Conflict with school open house events

## **Cancellation of Athletic or Sport Activities**

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

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

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

Forfeits are addressed by KHSAA guidelines.

<p><b>Please refer to KHSAA Bylaw 22.</b></p>
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## **Athletic Trips**

The school Principal shall have the authority to grant prior approval for school-related trips which fall into the following categories:

1. All regularly scheduled athletic events; and
2. All athletic trips which are part of a tournament or play-off in which the school is a participant;

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**

**Please refer to KHSAA Bylaw 22**

## **Game Officials**

**Please refer to KHSAA Bylaws 20.**

## **KHSAA Web Site**

All coaches are responsible for keep all team information on the KHSAA Web Site current and up-to-date. This includes schedules, team results and statistics. Team pictures and rosters are also the responsibility of the coach and they must be posted to meet all deadlines established by the association. The athletic director will be available to assist the coaches with these requirements.

## **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. **09.4**

In schools not operating under SBDM, the Principal and faculty of the school shall determine selection of extracurricular activities, as well as academic qualifications, attendance requirements, evaluation procedures and supervision for these programs. Such documentation shall be on file in the Principal's office.

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.

When a student is suspended from school, s/he shall be suspended from all school-sponsored activities occurring after school hours on the dates of the suspension (examples: games, practices, etc.) **09.3**

## **Crowd Control**

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

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

### BCHS Athletic Guest Courtesy Policy

BCHS has established a series of Guest Courtesy Policies to ensure that all of our guests have a safe and enjoyable experience while attending events at our school.

- BCHS reserves the right to prohibit any item from entering the premises. All patrons and their belongings may be subject to a security search prior to entry or once inside.
- BCHS athletic facilities are non-smoking. Smoking areas are designated for your convenience.
- Recording devices of any type including audio, photographic or video will be allowed for most events. If a no camera policy is in effect, cameras must be returned to your vehicle before entering. (This only happens generally during tournament play.)
- Please remember: No weapons of any type, other items deemed unsafe or illegal drugs and substances are allowed.
- No animals are allowed into our facilities. (Service Animals for guest with disabilities are allowed.)
- See list below for other items deemed inappropriate at all athletic events.

### Prohibited Items

The following items are not permitted at any BCHS Athletic Facility.

- Propane tanks and heaters
- Alcoholic beverages
- Chains, studded bracelets, etc.
- Laser pens and pointers
- Poles to display banners, flags, etc.
- Skateboards, roller blades, roller skates, etc.
- Any other item deemed to be inappropriate or dangerous

## **Athletic Program Purchasing**

Employees are required to follow applicable state law and regulations and local policies and administrative procedures when making purchases on behalf of the athletic program, including equipment and uniforms. All purchases using District funds shall require the prior approval of the Superintendent or the Superintendent's designee. **04.31**

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

Booster club funds will be maintained as part of the schools activity fund and thus are subject to deposit and accounting procedures as school activity funds.<sup>3</sup> The Principal shall obtain the following from all support/booster club organizations as required by the state activity fund accounting procedures:

1. Names of club officers;
2. A copy of the annual budget within the first thirty (30) days of the school year or within thirty (30) days of the first transaction for the group

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 \$20,000.00. 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 (based on the Board-approved rate), gasoline used for Board vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), telephone calls, food (when District business requires an overnight stay), and lodging. No requests for travel reimbursement will be considered unless filed on the District's Travel and Expense Voucher and accompanied by the proper itemized receipts.

Employees must submit travel vouchers within thirty (30) days 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

### Eligibility

Determination of athletic eligibility for students shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements. Based on KHSAA criteria, the school Principal shall be responsible for determining the eligibility of students participating in the athletic program.

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**

**Please refer to KHSAA Bylaws 1, 4, 5, 9 and 14.**

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**

In accordance with individual school council policy, student athletes may be required to attend school for at least a half-day the day of an athletic activity to be eligible to try out, practice or participate in an athletic activity. Coaches should be familiar with their school council policies regarding student eligibility.

## 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 any level in any sport for one (1) year from the date of last participation in varsity interscholastic athletics.

The period of ineligibility may be waived in the event of 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.

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.

**Please refer to KHSAA Bylaws 11 and 16.**

## **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.  
**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. 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.

## **Bullying**

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

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

## **Insurance**

Students participating in or trying out for high school 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**

<b>Please refer to KHSAA Bylaw 12.</b>
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## **Safety and First Aid**

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

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

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.

#### *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**

<b>Please refer to KHSAA Bylaw 25.</b>
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## **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**

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

## **Retention of Recordings**

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

## Precautionary Measures

### EQUIPMENT INSPECTION AND OVERSIGHT

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

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

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

### KEY STANDARDS

1. **Defibrillators** - A list of current locations for the AEDs will be maintained as designated by the Superintendent/designee.

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

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

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

2. **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.

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

All coaches are required to read, understand, and follow this procedure for practices and competitions.

3. **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.
4. **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.
5. **Severe Weather. Lightning Advisory** – All coaches are required to read, understand, and adhere to the KHSAA and NFHS guidelines for severe weather and lighting.

<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. **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 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. **05.45/10.21**

## **Awards and Recognitions**

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

<p><b>Please refer to KHSAA Bylaw 10.</b></p>
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## **Team Pictures: Group and Individuals**

The school has a contract with a photographer that includes all athletic teams. It is vital that all coaches follow the proper procedures for group and individual photographs and insure that no unauthorized individuals are taking photographs for sale to parents and student athletes.



## Section

# 5

## Appendix

### Elementary Sports Guidelines

#### LIMITATION OF SEASONS

- All elementary schools will observe the KHSAA Dead Period, June 25<sup>th</sup> – July 9<sup>th</sup> of each year. During this time there should be no activities schedule for any sport by any person associated with the school. All facilities should be locked during this period as well.
- Open practice/gym can be conducted during the pre-season for any sport. No coach can require a student to participate, *which means that participation by students should be on a voluntary basis only.*
- Pre-season scrimmage means exactly what it says; there will be no scrimmages after the first regular season game has been played.
- Each sport has specific limitation of season dates. Please make sure you adhere to these starting dates.
- Tip Off Tournaments in basketball count toward the 24 game limit and each game counts as one contest.
- Once the playoffs or championship tournaments are over, the season is over. No additional games.

#### ELIGIBILITY:

- All players must maintain a “C” average, with no more than one (1) “F”. If a player has more than one failing grade they automatically go on probation and the Principal will check their grades every two (2) weeks (ten {10} school days). Student is INELIGIBLE until adequate progress has been made.
- All players are required to have a physical.
- INELIGIBLE MEANS NO PRACTICE OR ANY PLAY.

- If a student is suspended from school – CANNOT PRACTICE, PLAY OR EVEN ATTEND A GAME.
- If a student is absent from school – no practice that day or no play. UNLESS for the following reasons: doctor or dentist appointment and student has excuse, death in the family and Principal was notified.
- Any student ejected from any competition is ineligible until they serve a one (1) game suspension.
- Middle school students below the 7<sup>th</sup> grade cannot participate on a high school team at any level.
- No student enrolled initially in grade (5) through grade (8) during the 2015-2016 school year or thereafter who is repeating a grade for any reason be eligible to compete in interscholastic competition involving students enrolled in grades six (6) through eight (8) while repeating a grade;
- A student who turns:
  - (a) Fifteen (15) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades eight (8) and below;
  - (b) Fourteen (14) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades seven (7) and below; and
  - (c) Thirteen (13) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades six (6) and below.

### **ELGIBILITY CRITERIA FOR STUDENT CHANGING SCHOOLS**

- If student has a change of residence and moves to an area served by a different school district; there will be no penalty.
- If student changes schools with no change of residence, they must participate in ten (10) days of regularly scheduled practice sessions with the team at new school before she/he can participate in game.
- If student moves to another school with no change in residence, after the dates listed below, they are ineligible for the remainder of the season.
  - ❑ August 15<sup>th</sup> for girls' basketball
  - ❑ November 15<sup>th</sup> for boys' basketball

## **FOOTBALL GUIDELINES:**

- Players must be enrolled in the middle grades (6-8).
- Coach must turn in rosters (name, age and birth date) to all Principals and Athletic Director before first regular season game.
- See age limitations listed under Eligibility section above.
- Limitation of Seasons
  1. Practice begins Conditioning July 15<sup>th</sup>; Full Pads Aug 1<sup>st</sup>.
  2. There will be a limit of two (2) pre-season scrimmages.
  3. First game after August 20<sup>th</sup>.
  4. The season should consist of no more than ten (10) regular season games.
  5. Regular season ends the week of October 15<sup>th</sup>.
  6. Season ends by November 1<sup>st</sup>.
- Each elementary school will be assigned to games during the season and the Principal/designee should be in attendance and provide workers to assist with game duties.
- The District AD will be responsible for security, officials and assigning schools to work games.
- All officials must be certified.
- Admission for all regular season games will be \$3 adults and \$1 students. Bowl games are \$5 adults and \$3 students.
- All finances will be held at Bell County High School, including any booster accounts. The AD will issue all purchase orders and keep a financial accounting of all funds.

## **BASKETBALL GUIDELINES:**

- Players must be enrolled in the school they represent.
- There will be an A-Team (7<sup>th</sup> and 8<sup>th</sup> grades), B-Team (5<sup>th</sup> and 6<sup>th</sup> grades) and in some cases a C-Team (4<sup>th</sup> grade and below).

- Coach must turn in rosters (name, age and birth date) to the Principal and Athletic Director before first regular season game.
- See age limitations listed under Eligibility section above.
- Each team will play the other Bell County Schools twice consisting of five (5) home games and five (5) away games.
- The B-Team should play a minimum of ten (10) games and a maximum of twenty-four (24) games.
- The A-Team should play a minimum of ten (10) games and a maximum of twenty-four (24) games.
- The Tip-Off Tournament will count toward the twenty-four (24) game limit.
- All regular season tournament games will count toward the twenty-four (24) game limit.
- The Championship Tournament for boys and girls will be held at BCHS.
- Schools will be responsible for the operations of preseason tournaments and the final B Team Tournament. This includes scheduling, drawing, buying of trophies, etc. The team hosting the tournament will be responsible for all expenses. These tournaments rotate in alphabetical order.

**FUTURE HOST:**

Tip-Off	Girl's A Team	Boy's A Team	Championship	Girl's B Team	Boy's B Team
FY 15	Frakes	Lone Jack		Page	Right Fork
FY 16	Lone Jack	Page		Right Fork	Yellow Creek
FY 17	Page	Right Fork		Yellow Creek	Bell Central
FY 18	Right Fork	Yellow Creek		Bell Central	Frakes
FY 19	Yellow Creek	Bell Central		Frakes	Lone Jack
FY 20	Bell Central	Frakes		Lone Jack	Page

**LIMITATION OF SEASONS**

- **Girls Basketball**
  - Official Practice begins July 15<sup>th</sup>.
  - Each school is allowed a total of two (2) pre-season scrimmages.
  - No regular season games played before August 1<sup>st</sup>.

- Tip off tournaments should be held before August 15<sup>th</sup>.
- First League game played no earlier than August 15<sup>th</sup>.
- Tournament by October 15<sup>th</sup>.
- **Boys Basketball**
  - Official Practice begins November 1<sup>st</sup>.
  - Each school is allowed a total of two (2) pre-season scrimmages.
  - No regular season games played before November 15<sup>th</sup>.
  - Tip off tournament should be held before December 1<sup>st</sup>.
  - First League game played no earlier than December 1<sup>st</sup>.
  - Tournament by February 15<sup>th</sup>.

#### **GAME ADMISSION**

1. Regular Season: \$3 for adults and \$1 for students.
2. Tournament: \$3 for adults and \$2 for students.
3. Games will begin at 6 p.m.; second game 20 minutes after 1<sup>st</sup> game ends.
4. B-TEAMS – 5 MINUTE QUARTERS WITH 10 MINUTE HALF
5. A-TEAMS – 6 MINUTE QUARTERS WITH 10 MINUTE HALF

#### **GAME DAY ACTIVITIES**

1. Home Team Principal or Designee required to be in attendance.
2. Home Team will be responsible for security.
3. Home Team will need to get timekeeper.
4. The Principal and Athletic Director will work together to assign officials to work all league games.
5. The home team will be responsible for officials for all non-league games. One of the two officials should be a certified official.
6. Certified officials will be paid \$30 per game. Others will be paid \$25.
7. *Note: The use of certified officials will be a goal that we hope to achieve during this season.*

- **ANY SCHOOL FOUND IN VIOLATION OF THE GUIDELINES FOR BASKETBALL WILL FORFEIT THEIR RIGHT TO HOST THE A-TEAM PRE-SEASON TIP-OFF TOURNAMENT AND B-TEAM CHAMPIONSHIP TOURNAMENT DURING THEIR NEXT OPPORTUNITY. THIS WILL INCLUDE BOTH TOURNAMENTS AND ONLY FOR THE TEAM FOUND IN VIOLATION, EITHER BOYS OR GIRLS.**
- **ANY SCHOOL THAT COMMITS A SECOND INFRACTION WITHIN THE SIX YEAR ROTATION CYCLE WILL FORFEIT THEIR RIGHT TO PARTICIPATE IN THE CHAMPIONSHIP TOURNAMENT AT THE END OF THE SEASON.**

**BASEBALL AND FAST PITCH SOFTBALL:**

- Players must be enrolled in the middle grades (6-8)
- See age limitations listed under Eligibility section above.
- Coach must turn in rosters (name, age and birth date) to all Principals and Athletic Director before first regular season game.
- The season should consist of no more than 25 regular season games.
- Limitation of Seasons
  1. Practice begins February 15th.
  2. Limit of two (2) pre-season scrimmages.
  3. First game no earlier than April 1<sup>st</sup>.
  4. Regular Season ends by May 15<sup>th</sup>.
- Admission for all regular season games will be \$3 adults and \$1 students.
- The District AD will work closely with the coaches concerning security and umpires.
- All finances will be held at Bell Central Elementary, including any booster accounts. The AD will issue all Purchase Orders and keep a financial accounting of all funds.

**OTHER SPORTS (Cross Country, Golf, Soccer, Tennis, Track, Volleyball):**

- All efforts will be made by the high school coaching staff to provide opportunities for middle school students to participate.

- Players must meet KHSAA guidelines in order to participate on high school teams.
- Coaches must turn in rosters (name, age and birth date) to the Principal and Athletic Director before first regular season game.
- High School Coaches will conduct activities such as intramurals, camps and clinics to provide a feeder program for their respective sports.
- Attempts will be made to establish relationships with outside programs such as, First Tee and AYSO, to provide students with opportunities to participate in extracurricular activities.

### **CHEERLEADERS**

- Each school shall establish selection and participation guidelines for cheerleading.
- Cheer for girls and boys basketball (home games).
- All cheerleaders are required to have a physical.
- All cheerleaders must meet the eligibility requirements listed above.
- Cheerleaders will participate in competition at the end of the season during the boys tournament.
- There will be no Drill Teams.

### **COACHING TRAINING/REGULATIONS (Paid and Volunteer)**

- Coaches will work in direct supervision of their Principal, District Athletic Director and high school coach of the sport they are involved with. (E.g. All girls' basketball coaches should work with the high school girls coach.)
- All Coaches will be required to attend clinics if they are held.
- Coaches will have a preseason meeting and review Coaches Handbook adopted by BCBOE.
- Coaches must meet guidelines and qualifications established under KRS 150.070, KRS 160.445, and KRS 160.380, the KHSAA and the BCBOE:
  - a. be 21 years old;
  - b. hold a high school diploma;

- c. complete the application process including a drug screen and background check; and
  - d. complete all sports safety requirements.
- Coaches should adhere to KHSAA Guidelines concerning Sportsmanship and will face the same sanctions if ejected from any competition (Two {2}game suspension and possible fine).



## 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.

(b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;

6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and

7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgement, and shall not offer any of these to obtain special advantage.

(c) To the education profession;

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;

2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;

3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;

4. Shall not use coercive means or give special treatment in order to influence professional decisions;

5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and

6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

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

## Code of Ethics for Coaches

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

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

-National Federation of High School Associations (NFHS)

# Title IX

## Title IX Compliance

- A Title IX Gender Equity Committee shall be formed and maintained.
  - The committee should reflect the population of the school and community
  - Members are to be appointed by the school principal or his/her designee
  - The committee should include the designated Title IX coordinator, principal, athletic director, two students, two parents and at least two coaches as permanent members
- The Gender Equity Review Committee shall:
  - Elect a coordinator to facilitate the committee and its proceedings
  - A minimum of three Gender Equity Review Committee meetings shall be scheduled and held during each school year (fall, winter and spring)
  - All the meetings must be conducted in accordance with applicable state law
- The Gender Equity Review Committee shall:
  - Conduct an internal self-audit using forms as designated by KHSAA
  - Complete self-audit and file updates as required by KHSAA
  - Identify specific areas for improvements in the athletic programs giving priority to items required for equitable athletic benefits and opportunities for all students
  - Establish a permanent Title IX file at the school. This file should include but not be limited to:
    - All self-audit documents and updates required by KHSAA
    - Written and signed minutes from all Gender Equity Review Committee meetings
    - Written records of any complaints from school personnel, students, or community members relating to gender equity.
    - All written school athletic policies
    - All athletic salary schedules
    - All written booster club agreements
    - All athletic game schedules
    - All athletic facility usage schedules
    - All written school policies relating to awards and recognition given for athletic achievements

- Any school generated athletic handbooks
- Written designation of locker room and storage space assigned to each team
- Any written school district policies relating to gender equity
- School administrators and the athletic director shall:
  - Be knowledgeable of all Office of Civil Rights, Kentucky Department of Education, and Kentucky High School Athletic Association regulations and mandates related to Title IX and shall share this knowledge with members of the Gender Equity Review Committee.
  - Be knowledgeable of the requirements for providing proportional opportunities for all students under Title IX and shall share this knowledge with members of the Gender Equity Review Committee. These requirements are to include, but not be limited to:
    - Minimum levels of comparative participation (Test #1)
    - Minimum levels of increased participation (Test #2)
    - Degree of accommodation of student interests (Test #3)
  - Report accurate calculations and data to KHSAA as it relates to meeting the standards established in tests #1, #2, and #3 for the provision of athletic opportunities.

# Acknowledgement Form

2017-2018 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.*

\_\_\_\_\_  
*Signature of Employee*

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

\_\_\_\_\_  
*Printed Name*

Return this signed form to the Central Office.