

**2020-2021**



**HIGH SCHOOL**  
**Activities / Athletics**

# **Coach's Handbook**

Pueblo County High School

Pueblo West High School

Rye High School

SCA Charter School



**MISSION**

To educate each student to achieve his or her full academic potential.

**VISION**

We see D70 as a place where all children and adults are valued, similarities and differences are addressed, individuals are respected, and all children are treated as our most valuable resource and best hope for the future. We see a safe and trusting environment where children and adults are actively engaged in lifelong learning. We see a partnership with our schools and communities that flexibly responds to the educational needs of all learners in an ever-changing world.

**BOARD OF EDUCATION**

Mrs. Debbie Houghton, President

Mr. Mark Emery, Vice President

Mrs. Paulette Frye, Director

Mr. Frederick Quintana, Director

Staphanie Cordova-Catalano Director

**Non-Voting Members**

Mrs. Pam Smith..... Secretary and Treasurer

**Superintendent**

Mr. C. Edward Smith

**Assistant Superintendent**

Mrs. Ginger A. Andenucio

**NONDISCRIMINATION STATEMENT**

Pueblo County School District 70 does not unlawfully discriminate on the basis of race, color, religion, national origin, gender, age, genetic information, or handicap (disability) in admission or access to, or treatment, or employment in its education programs or activities. Inquiries about ADA, Section 504, Title VI, and Title IX may be addressed to the Superintendent of Schools, 301 28<sup>th</sup> Lane, Pueblo, Colorado 81001. 719-542-02

# HEADS+UP

## CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR PARENTS

### What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

### What are the signs and symptoms?

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports **one or more** symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
<ul style="list-style-type: none"> <li>• Appears dazed or stunned</li> <li>• Is confused about assignment or position</li> <li>• Forgets an instruction</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily</li> <li>• Answers questions slowly</li> <li>• Loses consciousness (even briefly)</li> <li>• Shows mood, behavior, or personality changes</li> <li>• Can't recall events prior to hit or fall</li> <li>• Can't recall events after hit or fall</li> </ul>	<ul style="list-style-type: none"> <li>• Headache or “pressure” in head</li> <li>• Nausea or vomiting</li> <li>• Balance problems or dizziness</li> <li>• Double or blurry vision</li> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish, hazy, foggy, or groggy</li> <li>• Concentration or memory problems</li> <li>• Confusion</li> <li>• Just not “feeling right” or is “feeling down”</li> </ul>

### How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.

- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

### What should you do if you think your teen has a concussion?

- 1. Keep your teen out of play.** If your teen has a concussion, her/his brain needs time to heal. Don't let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your teen is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
- 2. Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
- 3. Teach your teen that it's not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that s/he's “just fine.”
- 4. Tell all of your teen's coaches and the student's school nurse about ANY concussion.** Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school nurse, and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

#### If you think your teen has a concussion:

Don't assess it yourself. Take him/her out of play. Seek the advice of a health care professional.

**It's better to miss one game than the whole season.**

For more information and to order additional materials *free-of-charge*, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION





**Pueblo County School District 70  
HIGH SCHOOL ADMINISTRATION**

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**PUEBLO COUNTY HIGH SCHOOL**

1050 Lane 35  
Pueblo, CO 81006  
(719) 948-3352

Mr. Brian Dilka  
Mr. Dennis Downs

Principal  
Athletic/Activities Director

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**PUEBLO WEST HIGH SCHOOL**

661 Capistrano Drive  
Pueblo West, CO 81007  
(719) 547-8050

Mr. Chris James  
Mr. Zach Odell

Principal  
Athletic/Activities Director

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**RYE HIGH SCHOOL**

1 Thunderbolt Dr.  
P.O. Box 10  
Rye, CO 81069  
(719) 489-2271

Ms. Michelle Mann  
Mrs. Adam Baumgartner

Principal  
Athletic/Activities Director

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**SWALLOWS CHARTER ACADEMY**

101 Civic Center Drive  
Pueblo West Co 81007  
719-547-7230

Mrs. Cindy Compton  
Mr. Ethan Ward

Principal  
Athletic/Activities Director

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**DISTRICT #70 ATHLETIC DEPARTMENT**

24951 E Highway 50  
Pueblo, CO 81006  
(719) 295-6530

Cherie Toussaint

District Athletic Coordinator

## **GENERAL ATHLETIC PROCEDURES**

1. Athletic safety is a number one priority. Participants must be aware that other athletes physical safety is extremely important and should avoid any type of aggressive action, which could lead to injury to another participant. Participants are also responsible to avoid any activity that could lead to injury when not being supervised by an assigned faculty member/coach.
2. All students are encouraged to participate in as many different activities during each school year as possible. The students and their parents should determine the choice of activities.
3. Students are expected to report for activities at the beginning of each season as established by the Colorado High School Activities Association (CHSAA) and Pueblo County School District 70. Pueblo County School District 70 paperwork and handbook material must be completed and turned in prior to the student participating in that activity.
4. Team members of all activities are required to attend all scheduled practices and meetings during the established season. If circumstances arise whereby the student cannot attend a practice or meeting, the individual coach will determine the validity of the reason. In all cases, the **coach must be notified**, prior to the practice or meeting missed, by personal contact, phone call by student, parent or guardian.
5. All team members must be aware of all activity policies.
6. Activities are extracurricular and, unless there are extenuating circumstances, students must report to school the next school day (after an activity) on time for first block.
7. Compliance with all by-laws of the Colorado High School Activities Association (CHSAA) is required. For specific CHSAA by-law information, please refer to [www.chsaa.org](http://www.chsaa.org).

## **CONCUSSION MANAGEMENT PROGRAM**

**Basic philosophy: We will never, under any circumstances, allow a student athlete who may have suffered a concussion to prematurely return to play when doing so may put that athlete at an increased risk for the future development of neurodegenerative changes.**

### **Initial management after concussion**

1. Any student athlete who is felt to have had a concussion must be removed from play immediately and may not be returned to play or practice until cleared by a qualified medical professional as defined in the Jake Snakenberg Youth Concussion Act.
2. If the concussed student athlete is felt to be medically or neurologically unstable at the scene of practice or play, the nearest emergency medical response team must be contacted, and the student athlete should be transported to the nearest appropriate medical facility.
3. If the concussed student athlete is felt to be medically and neurologically stable, but the student athlete is markedly symptomatic, every attempt should be made to contact the student athlete's

primary care provider who will then direct the patient's further medical care. If the student athlete does not have a primary care provider or his/her provider is unavailable, then the student athlete should be transported to a medical care facility such as an emergency room or an urgent care facility. Transportation via ambulance should be accomplished rapidly if the student athlete is markedly symptomatic, but may be accomplished via private vehicle if the athlete's parent/guardian is comfortable assuming this responsibility.

4. If the concussed student athlete is felt to be medically and neurologically stable, and is not markedly symptomatic, the student athlete will be placed into the concussion management protocol as described below. The student athlete and his/her parents/guardians will be provided information regarding the concussion, and will be instructed to follow-up with their own primary care provider or an alternate provider as specified below as soon as possible, preferably within 72 hours of the concussion.

### **The concussion management protocol**

1. The coach of the concussed student athlete will inform the school's concussion team leader of the student athlete's condition as soon as possible.
2. The concussion team leader of the school will be in charge of the school's concussion management team.
3. The concussion team leader will choose members that will comprise the concussion management team. This team may be made up of the athletic director, athletic trainer, school nurse, school behaviorist, or other members of the school staff as felt necessary by the concussion team leader.
4. The concussion team leader will be responsible for making sure that the concussed student athlete gets evaluated by his or her primary care provider in a timely fashion. If the primary care provider is unable or unwilling to evaluate the patient in a timely fashion, then the concussion team leader may arrange for the athlete to be evaluated by a qualified medical provider as spelled out in the Jake Snakenberg Youth Concussion Act. Once the concussed athlete has been evaluated and cleared to proceed by the primary care provider or alternate medical provider, the concussed student athlete will begin participation in the graduated return to activity after concussion plan as described below.

### **Graduated return to activity after concussion plan**

1. The concussion team leader will, upon permission of the student athlete's primary care provider or other provider as mentioned above, enroll the athlete in the graduated return to activity after concussion plan.
2. Components of the graduated return to activity after concussion plan may include;
  1. Temporary academic accommodations to allow the concussed student athlete cognitive rest. The student athlete may be excused from hard classes, excessively demanding homework, test taking, etc.
  2. Encouraging the student athlete to minimize use of cell phones, televisions, texting, and watching movies.
  3. No physical activity until most if not all of the symptoms of a concussion have resolved.
  4. Neurocognitive testing using ImpACT or similar systems to compare post-injury scores to baseline scores if available.

5. Progression to light aerobic activity such as walking, swimming, stationary cycling for 10-15 minutes/day. The athlete may proceed to the next level after 24 hours if asymptomatic.
6. Progression to sport specific exercise such as running drills for 20-30 minutes/day with no weight lifting or head contact. The athlete may proceed to next level after 24 hours if asymptomatic.
7. Progression to non-contact drills such as more complex training drills, and progressive resistance training. The athlete may proceed to the next level after 24 hours if asymptomatic.
8. If the athlete becomes symptomatic at any stage, that athlete has to return to the previous stage for at least 24 hours and only proceed to the next stage when asymptomatic.

### **Full contact practice/return to play after concussion**

The student athlete who has suffered a concussion will be allowed to participate in full contact practice /return to play only when **all** of the following conditions have been met:

1. The student athlete is free of any significant symptoms from the concussion at rest.
2. The student athlete is free of any significant symptoms from the concussion with exertion.
3. The student athlete has returned to baseline on neurocognitive testing if baseline testing was done, or appears to have normalized on post concussion testing based on his or her age and scholastically based normative data.
4. The student athlete's school based concussion management team, led by the concussion team leader feels that the athlete can safely participate in full contact practice and return to play.
5. The athlete's primary care provider or similarly qualified alternate provider feels that the athlete can participate in full contact practice and return to play.

### **The Red – Yellow – Green Framework**

In order to simplify the various steps in going from the point of presumed concussive injury to return-to-play, we will be utilizing the red-yellow-green framework as follows:

1. **Red form:** once a student athlete is identified as having suffered a possible concussion, that student athlete will be immediately removed from any further athletic activity. If the student athlete does not show any signs of medical urgency, the coach or another member of the school's athletic department will fill out the red form, and a copy of this red form will be given to the student athlete or student athlete's parent/guardian or representative, who will then give this form to the school's concussion team leader.
2. **Yellow form:** The concussion team leader will retain the red form and transcribe pertinent information to the yellow form. The concussion team leader will have the student athlete fill out the concussion symptom sheet present on the back of the yellow form, and will put this score on the yellow form along with the date of the symptom assessment. The concussion team leader will then give this yellow form to the student athlete with directions to have this form given to his or her primary care provider or alternative qualified medical provider. Once the yellow form is signed and returned to the concussion team leader, the student athlete will begin the graduated return to play protocol as described above.
3. **Green form:** Once the student athlete has gone through the graduated return to play protocol, is largely asymptomatic at rest and with exercise, and is felt to have a normalized post-injury ImpACT test, the concussion team leader will provide the student athlete with the green form. The student athlete will then take the green form to his or her primary care provider or alternative qualified medical provider. Once the green form has been signed by the student athlete's primary care provider or alternative qualified medical provider, the student athlete will return this form to the concussion team leader, who will then give the student athlete a "return-to-play" card. The student athlete will then present this card to his or her coach, and

only then will the student athlete be allowed to return-to-play. The concussion team leader may not allow the student athlete to proceed from the yellow to the green form if he or she suspects that the student athlete may be trying to minimize his or her post concussive symptoms, if the student athlete has not normalized on the post-injury ImPACT test, or if there are any significant concerns for the safety of the student athlete.

### **Special considerations in concussed student athletes**

A certain number of student athletes may continue to have symptoms of a concussion for a prolonged period of time after the concussion. These student athletes may benefit by consultation with more specialized consultants in neurocognitive functioning. Clearly, these student athletes will not be allowed to return to play until released by these specialized consultants.

Some student athletes may suffer repetitive concussions, and it is believed that there is cumulative damage to the brain with successive concussions. These student athletes may benefit from consultation with more specialized consultants in neurocognitive functioning, and it may be in the student athlete's best interest to consider withdrawing from further contact-collision sports in some of these cases.

### **Clarification of special circumstances:**

- A. If the primary care provider or alternative medical provider as described previously clears the concussed athlete to participate in full contact/return to play after the initial visit, the athlete will be placed in the graduated return to play after concussion plan. The athlete will be allowed to participate in full contact/return to play only after he or she has successfully completed the entire red-yellow-green protocol as described above.
- B. If the concussed athlete is initially evaluated by an emergency room/urgent care provider and cleared to participate in full contact/return to play, the athlete will be placed in the graduated return to play after concussion plan. The athlete will be allowed to participate in full contact/return to play only after he or she has successfully completed the entire red-yellow-green protocol as described above.
- C. **Since the potential for possible short and long term neurological impairment in athletes with concussion who are mismanaged is so high, the following will apply:**  
**In a student athlete with a presumed concussion, if the student athlete refuses to participate in the concussion management protocol or the student athlete's parents/guardians or representatives refuse to allow the athlete to participate in the concussion management protocol, the athlete will not be allowed to participate in any contact/collision sporting activities through the student athlete's school district.**

***\*\*\*The concussion management protocols are subject to change as this program continues to develop based on current research and technologies.\*\*\****

# PUEBLO COUNTY SCHOOL DISTRICT 70

## PHILOSOPHY OF THE EXTRACURRICULAR PROGRAMS

Pueblo County School District 70 believes that all extracurricular programs are an extension of the classroom. The objective of each program is to assist students in learning and perfecting skills, practicing self-discipline and dedication to a goal and fellow teammates. Participation in sound extracurricular activity programs contributes to good sportsmanship, character, physical development, and a wholesome interest in activities.

Interscholastic competition exemplifies the value of the democratic process and of fair play. Through participation, the student /participant learns how to work with others for achievement of individual and group goals.

Extracurricular activities are an integral part of the total educational program. These activities shall, above all else, foster the growth and well being of the individual student.

Extracurricular activities are an important part of the high school curriculum, but, as outlined by Article 1710 of the CHSAA Handbook, participation in interscholastic athletics as a part of a school's education program is a privilege, not a right. Students wishing to participate are required to meet standards of personal behavior and academic performance, which are rationally related to school purposes. In this regard, the Colorado High School Activities Association and its member schools may exercise the fullest discretion permitted under law.

If a student wishes to participate in a sport not offered by the school they attend, the District designates that the student shall be allowed to tryout for that sport in the District school of the lowest overall enrollment number that offers the sport. Eligibility will be based on the rules of the sport and the school sponsoring the sport, not based on the school the student attends.

### EXTRACURRICULAR ACTIVITY PROGRAM LEVELS

#### **Varsity Programs:**

These programs focus on the competitive level that is required by individual Pueblo County School District 70 high school's league and state classification. Coaches are required to place on the court or field of play the most competitive team available. No player, regardless of grade level is guaranteed a position on the team. **Once a participant has met the criteria for making a team, practice is the only surety.** The administration acknowledges that wins and losses are part of the game; yet, the expectation of Pueblo County School District 70 coaches is that teams, which they coach, are well prepared and competitive.

#### **Sub-Varsity/Freshman Programs:**

These programs focus on the development of skills necessary for participation at the **varsity** level. The coach of any sub-varsity program will emphasize development of individual and team skills. Coaches are encouraged to play as many participants as possible; however, once a participant has met the criteria for making a team, practice is the only surety. Coaches will then play those team members, who, in the coach's professional opinion, are ready for interscholastic contest participation.

#### **Cutting Procedures:**

Because of limited staff, facilities, schedules, and money, certain programs will require cutting of participants. Each program is unique and will have specific written criteria related to the evaluation process for making cuts. Written documentation relating to cuts will be kept on file with the coach. Names of participants who are cut from the program will not be posted. Coaches will discuss with each individual who has been cut, the reasons for the cut. The participation fee will be refunded if a participant is cut from a program, and the refund must be requested prior to the first contest.

**Senior Cuts:** Potentially, seniors can be cut from the team if they do not finish in a certain order based on performance evaluations. Each specific sport will have criteria concerning senior cuts. That criterion must be turned in to the athletic office. Cuts will vary from program to program because of the uniqueness of that sport and by possible participation numbers.

# **STUDENT CODE OF CONDUCT**

Please read the Extracurricular Rules and Academic Eligibility Standards carefully. Sign and return, to the athletic department, the attached agreement. Retain the rules and standards sheet for reference in case you have a question. If you or your student has questions regarding these rules, please contact the Athletic/Activities Director of your school. Students will not be allowed to continue participation without this form being signed by parent and student and on file with the school.

## **PUEBLO COUNTY SCHOOL DISTRICT 70 EXTRA-CURRICULAR ACTIVITIES PARTICIPANT CODE OF CONDUCT AND ACADEMIC/ATTENDANCE ELIGIBILITY STANDARDS**

Extra-curricular activities are an important part of the high school curriculum but as outlined by Article 1710 of the CHSAA Handbook participation in interscholastic athletics as a part of a school's education program is a privilege not a right. Students wishing to participate are required to meet standards of personal behavior and academic performance, which are rationally related to school purposes. In this regard, the Colorado High School Activities Association and its member schools may exercise the fullest discretion permitted under law.

Certain rules must be established to help insure the health and well being of those students who participate in any extracurricular activity. Individual programs may have their own rules for such things as practice attendance requirements, hair length, dress code, curfew, lettering, etc.; however, the following rules will apply to all students who participate in any extracurricular activity.

**DISQUALIFICATION-** Disqualification from participation and loss of letter for violations occurring in season will occur upon self-admission on the part of the student or if his/her parent, coaches/sponsor, other Pueblo County School District 70 employee(s), or law enforcement for any of the violations catches a student listed below. Penalties for violations of these training rules will carry over to the next sport/activity in which a student chooses to participate, regardless of when a violation occurs. Therefore, these training rules are in effect all calendar year, 12 months, and will be carried over into the next school year. Any student who is suspended for violation of rules is not allowed to be on any Pueblo County School District 70 property during suspension. This includes viewing of the athletic event or activity in which the student would normally be participating.

**HAZING/SEXUAL HARASSMENT** – Absolutely will not be tolerated. (BOE policy and CHSAA Policy)

## **Discipline Procedures For Drugs/Alcohol/Tobacco/Vaping**

**TOBACCO-** It shall be a violation of the activities training rules for any student to possess, smoke, chew, light, inhale or in any other manner use a tobacco product. "Tobacco" shall include cigarettes, e-cigarettes, vapor cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. This policy also includes substances that are represented by or to the student to be any such tobacco substance or what the student believes to be any such substance. Possessing or using non-smoking tobacco products, tobacco less chew, and food and/or candy items promoting the use of tobacco is a violation of these training rules.

### **Tobacco Consequences**

- 1<sup>st</sup> Offense – In or out of season violation, 50% disqualification from one sport played for 365 days. (disqualification of athletic contests will be served during current sport played or the next sport played if violation occurs out of season)
- 2<sup>nd</sup> Offense – In or out of season, 50% disqualification from all sports played for 365 days.
- 3<sup>rd</sup> Offense – Disqualification from all sports for 365 days.
- 4<sup>th</sup> Offense – Loss of sports eligibility for remainder of academic career.

**DRUGS & ALCOHOL & INHALANTS-** It shall be violation of the activities training rules for any student participant to possess, use, sell, distribute, or to be under the influence of drugs, alcohol, or any other controlled substances. Drugs

shall be defined according to the language of Pueblo County School District 70 Board Policy. This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance. Possessing, using, selling, or distributing non-alcoholic beer and wine products is a violation of these training rules.

- **Alcohol/Drugs Consequences**

- **1<sup>st</sup> Offense – In or out of season violation, 50% disqualification from all sports played for 365 days.**

§ **Ability to complete district approved education program to reduce disqualification down to one sport. Parent/Athlete will be responsible for cost of the program. (disqualification of athletic contests will be served during current sport played or the next sport played if violation occurs out of season)**

- **2<sup>nd</sup> Offense Disqualification from all sports for 365 days.**
- **3<sup>rd</sup> Offense – Loss of sports eligibility for remainder of academic career.**

**\*50% of disqualification will carry over to next sport played if violation occurs during a current playing season and removal from sport/contests is less than 50% of that season.**

**EQUIPMENT** -Any student who fails to turn in equipment for one sport/activity or who hasn't paid fines from their last sport/activity, will not be allowed to play in a contest or receive any report card until all fines have been paid and/or all equipment has been returned. Also, any revoked letter because of Good Conduct violations will be handled as equipment and/or fines.

**CITIZENSHIP (Good Conduct Rule)** -Any behavior at any time (in or out of school) that adversely reflect on a student's character or damages a sport/activities program will be evaluated and disciplined in accordance with the rules of the Colorado High School Activities Association and each Pueblo County School District 70 high school. Violation of the Good Conduct Rule may result in suspension, dismissal, loss of letter and/or awards, etc. **LETTERS/AWARDS ARE A SCHOOL ISSUED ITEM. THEY BECOME A STUDENT'S PERSONAL PROPERTY AT THE END OF THE SCHOOL YEAR; THEREFORE THE SCHOOL CAN REVOKE THAT AWARD AT ANY TIME FOR VIOLATIONS.**

**SELF ADMISSION:**If a student comes forward to a coach or administrator, to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced. Any student who has been found to have violated the Good Conduct Rule for reasons of arrest or citation, or conduct that is inappropriate or offensive, may result in suspension, dismissal, loss of letter and/or awards, etc.

**ACADEMIC ELIGIBILITY – Pueblo County School District 70 students must meet all eligibility requirements set forth by CHSAA as well as the requirements set for by each high school.** CHSAA eligibility requires that during the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Credit units of credit per semester. 1 semester class is equal to 0.5 Credit units. Please see eligibility plan for the school for which you participate in a sport or activity.

**Pueblo County- Pueblo West-Rye High**

Must take 5 classes (2.5 Credit units) and have passed 2.5 Credit units the semester prior to the sport season. Pueblo County will be doing weekly grade checks When a student receives an "F" in any class, they will be placed on Academic Probation for 1 week. While on Academic Probation, the student will be allowed to practice and compete in all activities but is encouraged to concentrate on their grades. At any time thereafter, if the student receives an "F" in any class, they will become Academically Ineligible for 1 week. During Academic Ineligibility, the student may not compete in any contest, travel to any game site, or sit on the bench with the team at any contest. They may practice with the team but again, they are strongly encouraged to concentrate on their academics. Each sport season that the student participates will have a one week Academic Probation period. Weekly eligibility runs from Monday to Monday with Sundays being inclusive

**SCA-**Must take 5 classes (2.5 Carnegie units) and pass all classes. Grades will be pulled on Thursday and eligibility will run Friday to Friday. At the time of the grade checks, if a student is failing any course, then that student is ineligible to compete until the next grade check. If a student withdraws from a course they will be ineligible for the remainder of the current season. An early college student or school without a program student is ineligible if a grade check is not turned in. They remain ineligible until it is turned in.

**SCHOOL ATTENDANCE** – Each coach maintains his or her own practice attendance requirements. A student must attend school for at least ½ day in order to practice or participate in a contest unless the absence has been arranged with the coach or building administration. Should the student fail to pre-arrange the absence the student will not be allowed to practice that day.

**Please be aware that your attendance at school could affect your attendance at practice; therefore, affecting your participation in contests.**

Absences due to emergencies, i.e., death in the family, legal affairs, will be handled on an individual basis. The coach or Athletic Director must be contacted as soon as possible.

Game day absences, either the whole day or any part of the day, are **strongly** discouraged. If an absence is necessary, either the whole day or any part of the day, it must be **pre-arranged** with the coach (emergencies as defined above are an exception). Should the student fail to pre-arrange the absence, the student will not be allowed to suit in the first scheduled contest in which that student would participate. Friday will be considered game day for a Saturday contest.

**ISS/ISE:** Students who are in ISS/ISE will NOT be allowed to participate in COMPETITION if that ISS/ISE is on that game day. They will be allowed to practice on a practice day.

**LETTERING POLICY**– Each sport/activity has its own set of rules for lettering. Loss of letter may occur for any of the above conduct violations. If you have questions, please contact the coach/sponsor.

**FEES:** Participation fees: \$100 per sport per athlete. For cuts or injury, **refunds must be requested prior to the first contest.** Non-enrolled district participants refer to **Non-enrolled** district participants handout in the parent handbook.

**REQUIRED PROCEDURES FOR PARTICIPATION-** Items required before a student may participate:

- Physical examination
- Participation Fee - \$100 per sport per athlete.
- Students must be covered by health insurance to participate in interscholastic sports, either through their parents insurance or by purchasing extra coverage for interscholastic sports.
- Parent permission for participation
- Emergency Card Information
- Pueblo County School District 70 parent information sign off sheet
- Parent meeting with coach
- Sportsmanship page sign off sheet

## **SOCIAL MEDIA POLICY**

Any use of social media by a coach that is considered to be unbecoming of our School(s) or District may result in disciplinary action.

## **COACHING RESPONSIBILITIES CHECKLIST**

At all times be a positive role model for participants

### **General**

**Attend ALL school coach's, sport and parent meetings. All meetings are mandatory for employment.** Represent the school for which you coach at league/state coach's meetings for all conference, all state, etc.

### **Pre-Season**

- Prepare a team handbook and/or rules sheet for your sport/activity
- Process orders for equipment and supplies in a timely manner so all orders arrive prior to the beginning of the sport/activity season. **Please discuss the purchase order procedure of your school with the Activities Director. So that conflicts will be avoided, DO NOT shortcut the procedure set by the school for which you coach.**
- Meet with the Activities Director to discuss the following:
  1. Secure and review all paperwork necessary for students to participate in a sport/activity.
  2. Review eligibility requirement of the school for which you coach. Please make sure you understand which CHSAA Eligibility Plan your school uses
  3. Set date for participant/parent meeting
  4. Review season schedules for contests and transportation
  5. Review criteria for varsity lettering/squad development, criteria, and

expectations

6. **Submit a final copy of lettering criteria to the Activities Director prior to the beginning of the season.**
7. Review evaluation system for making and documenting cuts for all levels
8. Review and plan any fundraising ideas and the handling of money. This must go through the ATHLETIC DIRECTOR of each school. There is never to be any fundraising without

prior

authorization. **ABSOLUTELY NO CASH IS TO BE TAKEN BY COACHES WITHOUT A RECEIPT GIVEN TO THE ATHLETE FOR THE CASH. The Administration of District 70 highly recommends NEVER to take cash as payment.**

9. **MUST REVIEW PARENT SPORT SPECIFIC HANDBOOK**

- Meet with all assistant coaches who will be coaching with you to review expectations, policies, and procedures. **ALL ASSISTANT AND VOLUNTEER COACHES MUST HAVE MANDATORY PAPERWORK COMPLETED. CHSAA coaching certification must be updated.**
- Take and pass the CHSAA coaches certification test (All Head and Assistant Coaches)
- **Make arrangements to attend MANDATORY CHSAA rules meeting**
- Check medical kits and supplies
- Review athletic/activities by-laws of CHSAA, the school for which you coach, your sport/activity CHSAA handbook, and the league handbook.
- Hold participant/parent meeting before start of the season to go over coaching procedures, requirements, expectations, lettering, schedules, (See participant/parent meetings).
- **ESTABLISH DETAILED PLAYER EVALUATION PROCESS/PROCEDURES**
- **Before beginning practice** make sure all participants have completed and returned all paperwork and fees (See Appendix A)
  1. Current physical, not older than 365 days (All students participating in a sport must have a current physical
  2. Participation fees
  3. Signed training rules of the school for which you coach
  4. Completed emergency cards (these must travel with you to all contests)
- Equipment Check Out – keep accurate records and be very strict about equipment.
- **Eligibility**-Make sure you understand the eligibility requirements of the school for which you coach/sponsor. Check carefully the academic eligibility of the participants for which you are responsible. You **MUST** monitor your players.
- Team Roster – submit to the Activities Director a list of participants for the sport/activity you are coaching/sponsoring. **ALL PAPERWORK MUST BE COMPLETE AND FEES PAID BEFORE PARTICIPANTS ARE ALLOWED TO PRACTICE.**
- Handbook – hand out all information and review information with participants and parents.

**Season**

**ALL PARTICIPANTS MUST BE CLEARED (FEES, PHYSICALS, INSURANCE, CONDUCT RULES, EMERGENCY CARDS, SIGN-OFF SHEET, ETC., PRIOR TO PRACTICE**

- On a regular basis, communicate with the Activities Director about procedures, practice times, activities, problems, etc.
- Head coach is responsible for assistant coach and volunteer coaches. Make sure you know the ejection policy and process for CHSAA and school
- Participant orientation
  1. Coach/sponsor expectations of participants
  2. Review sport/activity handbook or rules sheet
  3. Eligibility requirements
  4. Practice and game attendance expectations

5. Lettering criteria
  6. Procedures for team selection and cuts
- Be on time for practice and games
  - Selection of appropriate teams. Documentation of rationale and criteria for selection and cuts is **required** for all levels, Varsity, JV, Freshman
  - **DO NOT** post a cut list. Personally talk with each individual who has been cut, giving her/him the rationale for the cut.
  - Hand out all equipment necessary for your sport. Please keep records of the equipment checked out to an individual student.
  - Check progress and grades for the student.
  - Keep accurate records of statistics, budget, awards, lettermen, equipment, etc.
  - Communicate with the local newspaper
    1. Contest scores
    2. Articles concerning the sport/activity
  - Provide the following lists:
    1. To the office – list of participants who will be traveling to the event
    2. To the bus driver – a list of participants who will be riding the bus
    3. To classroom teachers – a list of participants who will be traveling to the event before school is out
  - Make sure all students are cleared out of school and off school premises after games or practices. Especially after road trips, MAKE SURE everyone has a ride home by parents, etc. **Don't leave the school before all students have left or been picked up. Never leave students alone.**
  - **A CERTIFIED COACH MUST RIDE BUS TO AND FROM ACTIVITY**
  - Submit travel forms (meals & lodging) if applicable to Meg Gacnik for playoff situations
  - Document all injuries on injury form. Report and document all other events: asthma attacks, allergic reactions etc.
  - Keys - make sure you have the necessary keys to get into the building, locker room, equipment room, and training room. If you do not have the appropriate keys contact the Activities Director or Principal. **DON'T GIVE YOUR KEYS TO STUDENTS, REGARDLESS IF THEY ARE MANAGERS.**
  - Locker Room/Gym/Field Supervision – the coach/sponsor is always the last person to leave after practice or a contest. You are responsible for theft, vandalism, security, and safety of students during your activity.
  - Bad Weather Days – cooperate and communicate with other coaches/sponsors and the Activities Director concerning facility use. Notify ALL players/coaches of game or practice time changes.
  - Bus Times – make sure your bus times and dates correspond with your schedule. Check your game/contest schedules. Confirm bus times with the Activities Director. If the Activities Director is not available, please call the bus garage to confirm the scheduled leaving time and the number of people riding the bus.
    - First Student – Pueblo West Garage – 719-544-7589 Dispatch for Weekends and After hours 719-821-5459 Penny Salsbery cell 719-250-2559

### **Post Season**

- Equipment
  1. Check in and take inventory
  2. Turn into Activities Director a list of participants who have not paid fines or turned in equipment
  3. Organize and put away in the designed storage area

- List to prepare and present to the Activities Director
  1. Final roster of participants who completed the season along with the **final end of season report**.
  2. Financial reports where applicable.  
Statistics/records. Awards, letter qualifiers, other special recognitions  
Final documentation on lettermen and cuts (if any)
- Plan with the Activities Director, awards, banquets or assemblies (please discuss the traditions of the school for which you coach with the Activities Director)
- Turn in evaluations of assistant coaches within two weeks of the end of the season.
- **Under no circumstances are coaches/sponsors allowed to open an account at a banking institution to manage fund-raised dollars. Under no circumstance is a coach to use fundraised monies to pay coaches salaries or pay coaches extra monies. Failing to follow District policy regarding this issue could result in dismissal from the coach/sponsor position.**

## **PRE-SEASON PARENT/GUARDIAN MEETING GUIDELINES**

Effective communication with parents/guardians of student participants is an essential element in any successful extracurricular program. If this meeting is well planned and executed, you may avoid problems that could arise during the season. Below are the guidelines that Pueblo County School District 70 coaches will follow when conducting an “All Team” parent/guardian meeting, especially the mandatory Pre-Season Parent/Guardian meeting.

- **Items that must be covered during the meeting:**  
Following are items that must be included in the meeting agenda:
  1. Introductions: head coach and assistants
  2. Head Coach’s philosophy
  3. Detailed information about cut criteria and expectations (**specifically seniors**)
  4. Physicals, catastrophic insurance, participation fees
  5. Player expectations, especially in the areas of attitude and behavior during the regular school day and the extracurricular activity day
  6. Practice schedules and expectations
  7. Review of the School “Parent-Student Activities Athletics Handbook”
  8. Risk warning
  9. Travel information
  10. Team functions, i.e., team dinners, dates
  11. Fundraisers (if any)
  12. Lettering requirements
  13. Academic requirements
  14. Phone numbers, etc. (establish a phone tree)
  15. Off season programs
  16. Parent Questions
  17. Where applicable, coaches will send bulk text messages to communicate with student athletes regarding scheduling.

The above information should be included in a team handbook. The team handbook will serve as communication with parents/guardians who are absolutely unable to attend the coach – parent/guardian meeting.

- **Sign-In sheet for all parents/guardians and participants attending meeting**
  1. Keep on file a record of all parents/guardian and participants that attend the meeting
  2. Keep a record of all parents/guardians who meet with you on an individual basis after the regularly scheduled meeting.
  
- **Brief Explanation of Philosophy Handout**  
Provide your personal philosophy and beliefs regarding education, sports, value of athletics, sportsmanship, etc.
  
- **Handbook/Training Rules and Academic Eligibility**
  1. Review the handbook or training rules and academic eligibility of the school for which you coach.
  2. Be very specific about the consequences of breaking the training rules particularly as the rules relate to alcohol, drugs, tobacco, and inappropriate behaviors at school and within the larger community.
  3. Explain in detail the academic eligibility requirements of CHSAA and the school for which you coach.

***Each Pueblo County School District 70 high school may add to the basic training rules and academic eligibility in this handbook, but no high school is to delete any part of the basic training rules and academic eligibility rules.***

- **Communication Chain of Command:**
  1. Participant and coach
  2. Participant and athletic/activity director
  3. Parent and coach
  4. Parent, Activities Director and coach
  5. Parent, Activities Director, Principal, and coach
  6. Parent and Director of Business Services
  7. Parent and Superintendent
  8. Parent and Board of Education

**\*\*\*\*Please notify the Activities Director of any concerns brought to you by the participant or parents.**

- **Communication and Conflict**  
It is essential to discuss communication procedures with parents/guardians, and students regardless of whether or not they attend the general meeting. Pueblo County School District 70 expects our athletic/activity participants and respective parent/guardians to follow a specific line of communication or “chain of command”. If coaches, participants and parent/guardians follow protocol, most conflicts can be resolved at the student-student/coach level. This is also an appropriate time to discuss the issue of “playing time”. This issue **must** be handled at the student-coach level of communication.

When building administration receives a complaint from a parent/guardian concerning “playing time” building administration will always request that the parent/guardian refer his/her son or daughter back to the coach. In this scenario, the administrative expectation is that the head coach communicates specific information to the participant as to improvements that must be made in order for playing time to increase.

Statements such as “Billy, you are just not trying hard enough,” are vague and do not give the student any direction for improvement

Statements to a player such as, “Billy, your positioning footwork while rebounding needs to improve, as well as your free-throw shooting percentage,” is a better response to a playing time question.

Coaches/sponsors are teachers. Just as teachers have specific criteria established for what a student must do to achieve and “A” grade in academic subjects, coaches/sponsors must do the same in athletics/activities.

**\*\*\*\*Have documentation available to justify your stance on a situation during a parent meeting.**

- **Handouts:** The following handouts should be given at the meeting:
  1. Practice schedules
  2. Game dates and times, practice times, and game and practice locations or calendar site where parents can find these
  3. Individual and team goals
  4. ALL paperwork that the participant will need before practice begins
- **Participant Injury Possibilities and Procedures:**

THERE IS ALWAYS A POSSIBILITY OF INJURY IF STUDENTS DO NOT FOLLOW PROPER PROCEDURES AS OUTLINED BY THE COACH. *ALL COACHES MUST COMPLETE A MANDATORY CONCUSSION TRAINING.*

  1. By providing a warning at the parent/guardian meeting you will avoid situations in which you could be accused of “failure to warn of the potential risk involved” in athletic participation, especially in football. Please provide this information to parents/guardians in a handout sheet.
  2. If a participant is injured at practice or during a contest:
- Pueblo West High School and Pueblo County High School and Rye High School– The trainer employed by the school district to serve for these schools will determine if the participant will be allowed to continue to play or if the participant needs further treatment. The trainer, not the coach, makes the final determination concerning the player returning to practice or competition.
- Schools without a full-time tainer – The determination of whether the student should not continue to participate or receive medical attention will be made by the parent/guardian if she/he is present. If the parent/guardian is not present, the head coach will make the determination of whether the student will continue to participate or receive medical attention. In the event of conflicting opinions, the student will not be allowed to continue participation.
- If the participant sees a doctor for the injury, he/she will not be allowed to return to practice and/or competition without written permission from a doctor. The written statement of permission to return to practice and /or competition must be on file with the head coach. The school district does not cover any injury nor does it pay for any ambulance service.

# WHEN HOLDING INDIVIDUAL OR GROUP MEETINGS

## *Individual Meeting to resolve conflict:*

### DO:

- Follow Due Process Procedures **at all times**
- Set parent/coach meetings at the convenience of the parent/guardian **not** the coach
- Be prepared – Discuss the pending meeting with the Activities Director and your assistant coaches so that you are sure you **know all the facts**
- Be very systematic, and inform your administration ahead of time
- Build a positive relationship with the attendees. Start the meeting with a positive topic, possibly a short discussion on a topic that does not pertain to school.
- Set up guidelines and procedures for your meeting prior to anyone giving his/her side of the situation.
- Make sure everyone knows how to follow the chain of command
- Present objective facts first
- Let the student speak first without interruption
- Let the parent speak
- Ask for any clarifications
- Check out every detail and follow-up on the little idiosyncrasies of everyone's story
- Make your disposition only after you have secured all of the facts. Remember, you do not need to make a decision at the meeting. It is okay to let all parties know that you will make your decision after you have reviewed all the information. However, don't delay your decision for too long.
- **Be relaxed and confident, yet understanding**

### DO NOT:

- Get involved in a parent/coach conflict in an informal or social environment
- Meet with parent before a meeting with the student
- Put off a formal meeting until later
- Go into a meeting without having all possible facts concerning the situation
- Be distant and "standoffish"
- Start a meeting with accusations about the student
- Give your opinion before hearing the facts from all parties
- Use a "shotgun" approach by being uninformed and going into the meeting "blind"
- Lose self control or let your emotional side become involved
- Be closed-minded
- Use hearsay or allow comparisons between other students
- Allow a debate to begin between parent/coach, student/coach

## *Group Meeting:*

### DO:

- Be on time – 10 minutes early will give you time to organize
- Be organized – sign up sheets, handout sheets, etc.
- Be a good host
- Build a positive relationship with the attendees
- Start the meeting with a positive topic
- Leave time for a question and answer session
- Honor all questions even though you may have answered the question previously
- Let the group know if you don't know the answer to a question
- Tell the group you will find out the answer and let them know within two days

**DO NOT:**

- Make parents/guardians wait
- Be disorganized
- Be distant or “standoffish”
- Ignore questions or talk around questions

**GUIDELINES TO HELP IMPROVE HUMAN RELATIONS SKILLS**

- Don't be trapped into unprofessional conduct by a threat or a challenge.
- Make sure everything you do is calculated to enhance your reputation as a good coach/sponsor – one who is fair and just, yet firm.
- When you are faced with a threat and you can't tell how serious it is, try to “buy time” in which to size up the situation by engaging the person in conversation. Make a comment or ask a question to divert their attention if possible.
- Don't show hostility even if the other person does. Often a calm and reasonable manner will cause their hostility to evaporate or at least to simmer down.
- Reduce your “threat” potential; avoid a grim or expressionless countenance. Be an approachable human being. Too many coaches habitually appear gruff and forbidding.
- Cultivate a pleasant, friendly manner when making non-adversary contacts. Be ready with a smile, a pleasant word, and a humorous comment when appropriate.
- Let your general demeanor and especially your facial expression and tone of voice indicate that you respect the other person.
- Always leave the people you deal with feeling that they have been treated fairly.

# ATHLETIC/ACTIVITY AWARDS PRESENTATIONS

Each Pueblo County School District 70 high school has unique traditions as they relate to athletic/activity award presentations. The head coach/sponsor of a sport/activity is responsible for following school tradition and policy regarding awards presentations. Please consult with the building Activities Director concerning the traditions and procedures of the school for which you coach/sponsor. As you plan your awards presentation, it is important to communicate with the Activities Director regarding all aspects of your plan.

**Lettering Philosophy:** To be awarded a letter is a privilege. Letters are school issued items that may be revoked for any behavior, citizenship or training rule violations, per Pueblo County School District 70 BOE and CHSAA policy. **Letters become a student's personal property item at the end of the school year.**

Minimum requirement for lettering at a Pueblo County School District 70 school are as follows:

- BASEBALL
  1. Play in 1/3 of the innings of all varsity games.
  2. Pitcher: appear in 6 regularly scheduled varsity games as a pitcher.
- BASKETBALL
  - Play in 1/3 of the quarters of the regular season varsity games.
- CROSS COUNTRY
  1. Participate in ½ (6) of all varsity meets as a first team performer.
- FOOTBALL
  - Play in ½ of the quarters of the regular season varsity games.
  - Kickers: appear in 1/3 of the regular season varsity games.
- GOLF
  1. Play in ½ (6) of all varsity matches as a first team performer.
- HOCKEY
  - Play in 15 of the 19 regularly scheduled contests.
- LACROSSE
  - Play in ½ of all regularly scheduled contests.
- SOCCER
  1. Play in ½ (15) of the halves of the regular season varsity games.
- SOFTBALL
  - Play in 1/3 of the innings of all varsity regular season games. Pitcher: play in 8 regularly scheduled varsity games.
- SWIMMING (to be reviewed)
  - Must earn 65 points in varsity meets.
- TENNIS (to be reviewed)
  1. Play in ½ (6) of all varsity matches as a first team performer.
- TRACK (to be reviewed)
  - Must earn 40 points in varsity meets.
- VOLLEYBALL
  1. Play in 1/3 of all 23 regular season varsity games.
- WRESTLING (to be reviewed)
  1. Must earn 60 points in regular season varsity matches. (To be reviewed)
- SPIRIT (cheerleading, dance, pom-pom, drill team)
  1. Successful completion of the season. 2. Participated in every scheduled event, unless unexpected and serious circumstances have prevented the participant from doing so with coach's approval.
- GYMNASTICS
  1. Letter requirements established by Pueblo School District No. 60.

**\*\*\* Final lettering will be at the discretion of the coaching staff with approval of the administration.**

Letters may also be awarded for extenuating circumstances. (state tournament, season ending injuries, etc.)

# GENERAL PROCEDURES RELATING TO ATHLETICS AND ACTIVITIES

## SMALL VEHICLE LICENSE PROCEDURES

- Contact Meg Gacnik at the Administration Building. She will provide you with the study materials you will need to obtain the small vehicle license.
- Obtain a copy of your driving record from the Department of Motor Vehicles and give to small vehicle trainer on the day of the training.
- Present AED/CPR card to trainer or take AED/CPR first aid training with small vehicle trainer.
- Copy of current driver's license to be given to small vehicle trainer.
- Signed Medical Form (Dr. release required if anything is checked yes on the Medical Form.)
- Watch presentations and take written tests
- Meg Gacnik must sign this license.
- Fulfill all requirements of small vehicle licensure as required by the State of Colorado and the Colorado Department of Education Transportation Unit and School District 70.
- Take the driving test in the white bus and small vehicle every three years (yearly if driving record warrants)

## Travel/Lodging/Meals

- Pueblo County School District 70 will pay for students/coaches/manager and a bus driver for teams who qualify for State Playoffs. Each sport bulletin has information in it pertaining to when CHSAA considers the game a playoff game. (Form can be found in appendix)
- Each sport is reimbursed by CHSAA when it reaches a certain level in the playoffs. Pueblo County School District 70 will pay for the numbers that are reimbursed from CHSAA plus 5 additional people (volunteer coaches, extra managers, statisticians, etc.) That information is available in the coach's sport bulletin. Special circumstances must be cleared through the school/district administration.
- During postseason play, the district will pay for overnight lodging when deemed necessary by the District. (Form can be found in appendix)

**POSTSEASON-** District will NOT pay for expenses (meals-lodging) when a team is eliminated from the tournament. If an overnight trip is scheduled, the following morning breakfast will be paid.

## HOTEL ACCOMMODATIONS

It shall be district policy to place only one student in a bed when teams/groups travel over night and stay in hotels. Although there is an increase in cost for either the district or the teams/groups (if they are paying for their own rooms) it diminishes the districts and coaches liability as it pertains to students sleeping in the same bed with other students. If a team/or group can place students into cots, rollaway beds, or pull out couches in a hotel room that will permissible, but the coach/sponsor must also understand that if they use cots that they purchase to save money in their budget, they will also be required to use those cots when the district pays for their rooms for regional or state competition.

## PLAY-OFF ACCOMMODATIONS

The determination of whether the school district pays for hotel accommodations for PLAYOFF games, will be determined by the following:

- Can the team leave at a reasonable hour to drive to the competition? Reasonable is leaving around the same time as they would go to school.
- A general rule will be: With the exception of coaches meetings, weigh-ins etc. if the COMPETITION begins before 10am and the drive is 2 hours or more, the district will pay for a night of hotel accommodations

for play-offs.

- If weather becomes a determining factor, the AD at the school in consultation with District personnel will determine the need to stay in place or leave early for the competition. (THIS IS FOR VARSITY ONLY)
- **All Play-off hotel accommodations for District, Regional and State Playoffs will be made through the finance department. Contact Meg Gacnik. 719-295-6545**
- **NO Reimbursements will be allowed without prior authorization. DO NOT reserve hotels, rental cars, or flights using your own credit card and expect the district to reimburse you.**

Many sports now have teams in their conference that are an extreme distance away, and the conference has been established by CHSAA. If the CONFERENCE is made up of a team from the four corners of the state and the drive is more than 4 hours one way, the district will pick up one nights stay (either the night before the game or the night of the game depending on competition times) at no cost to the team's' budget.

If a coach or Athletic Director decides to pick-up non-league games/matches/meets (which they can control) and they feel the team would need to stay overnight, the cost will fall to the teams budget. The team will follow the above stated standard for hotel accommodations.

### **REIMBURSEMENT OF PLAY-OFF MONEY**

If either CHSAA or the school where a school is playing for the play-offs reimburses the school for hotel, food, and transportation, the school will reimburse the district the money based on the CHSAA reimbursement schedule. If the play-offs made a profit, the school is allowed to keep the profit once the reimbursement is made back to the district.

A copy of the financial form sent to CHSAA and the participating teams will be sent to the District office as soon as the school completes/receives it.

### **Pueblo County School District 70 will not fund any activity beyond the State level.**

\*\*\*Once a team is eliminated from any playoff situation, the District Office will not pay for coaches or sponsors to attend state affairs. This includes all-state competitions for athletic teams, band, and choir.

\*\*\* if a team does not pay athletic fees such as choir, their ALL-STATE events will not be paid for by the district

### **Early Release School Time**

In most cases, school will **NOT** be dismissed for playoff games. Students still have the option of being excused through parent phone call permission to the school. If special circumstances arise (Team playing in a semi-final/championship game etc.), school/district administration will evaluate and make a determination.

### **Record Keeping / Cuts**

Each head coach is responsible for keeping records (information) pertaining to their sport. Information, records, statistics, etc., will be turned into the athletic director within two weeks after the completion of their season. It is imperative that these records be turned in to keep accurate records if there is a change in coaching positions. Records should also include procedures and results of tryouts, cuts, lettering and participants. Each school will keep records for a minimum of 7 years.

### **Cutting Criteria**

Each coach must provide criteria, which explains what you (coach) are looking for in your students. Example: In basketball, ball handling skills, shooting, defensive skills, coachability, etc. Each coach must put this information in your sport-specific parent information and be reviewed by the Activities Director.

### **Fund Raising**

If any group is to do any fundraising, it must be cleared through the administration. A reminder, that any fund raising money **CANNOT be used for salaries of coaches or sponsors. All cash turned in by parents or athletes will be receipted by the coach and a copy of the receipt is to be given to the athlete/parent.** Fundraiser money by any group must also be worked in a partnership. Example, sport-to-sport, basketball tournament should be worked by both boys and girls with a financial agreement worked out between them. This is a Title IX issue that is being addressed in lawsuits. **ALL MONEY collected by coaches or sponsors must be turned in to the office secretary the next day or within 48 hours of the conclusion of the fundraiser.** Refer to Fundraiser Form in Table of Contents under "Appendix". To avoid accusations of improprieties, be transparent with what fundraising monies will be used for and keep track of monies raised and purchases made.

### **Transportation**

When travel conditions are not safe, due to weather, late night or extended day activities, it will be the decision of the bus driver, head coach and a school district official whether the team makes arrangements to stay.

### **Off Season Camps, Workouts, Team Activities, and All Other Events**

A coach **CANNOT** make it mandatory for a student to attend any out-of-school/season camp/game or practice. There also cannot be any consequences for a student (during the season of sport) just because he/she does not attend these activities. There also cannot be any rewards or privileges granted to a student (during the season of sport) who chooses to participate in off-season activities. Coaches must communicate with each other so that we do not pull kids in all different directions. While a student is participating in another sport during your activity, the **ETHICAL** thing to do is not to allow that student to participate in your activity. When available, district vehicles may be used for transportation to offseason events. Coaches must have acquired the small vehicle certification prior to operating these vehicles with students on board. **A \$25.00 rental fee for out of season use of the district vehicles along with fuel costs will be charged to each specific sport.**

### **Coach's Pay Schedule**

Coaches that are employees in the district will be paid in a 12-month disbursement.

Non-district coaches will be paid in a lump sum at the end of the season. The pay schedule is as follows:

- Fall sports will be paid at the end of November
- Winter sports will be paid at the end of March
- Spring sports will be paid at the end of May

**\*\*\*It is the responsibility of the coach to be sure they have received a contract and to be sure ALL required paperwork has been completed with the payroll department. Lack of follow-up on the coach's part could result in delay of payment.**

## **COACH EJECTION**

Each head coach is responsible for providing information and procedures to all assistant and volunteer coaches. Please refer to CHSAA By-law 2210 "Coach Ejection" and 2330, and 2420 "Penalties" for penalty, policy and procedure. Serious penalties including suspension and probation result when an ejection occurs. Every ejection of a coach requires the coach to take 2 on-line coaches classes per CHSAA bylaw: 2210.22. Please refrain from any action that would put you at risk of ejection.

## COACH'S CODE OF CONDUCT NOTE

The athletic realm is an extension of the classroom. All contact with athletes should be on a professional basis. There should not be any outside contact with the athletes on social media, Facebook, Twitter, Snapchat, Instagram or other emerging social media sites that is not of a professional nature. This contact should always be thought of as an adult (person in trust) to a child. Social media should only be used as a notification tool. The relationship with your athletes needs to remain on a professional basis at all times.

There is absolutely NO REASON to use foul language on the field of play, during practice, in the locker rooms, or on the buses. Always remember this is the extension of the classroom, and when was the last time you as a teacher were allowed to use foul language in front of your classroom with no accountability?

When taking athletes on out of town trips, always remember that they are still underage student athletes and should be treated as such. DO NOT take athletes to places that you as a teacher would not take them i.e. eating establishments such as Hooters, Twin Peaks, or establishments whose primary service is alcohol such as bars that serve food. You are also discouraged from taking athletes to tattoo/piercing parlors, R-rated movies, or establishments of a questionable nature.

With the self-admission clause in our Athlete Code of Conduct Policy, a student may receive a reduced penalty for self-admitting a violation to a coach or the administration if they admit immediately after the violation. If a student comes to you as a coach and tells you of a violation you (coach) need to report it immediately to the building Activities Director. Failure on the part of the coach to report a student's self-admission of a violation could result in dismissal from the coaching position.

Upon receiving the information, an investigation will be done and the necessary paperwork and notifications will take place. Do not jeopardize the student's eligibility (reduction of penalty) any further by not reporting it as soon as he/she informs you of a violation.

This procedure applies to a student's academic eligibility as well. As head coach it will be part of your responsibility to monitor your student's grades. Don't wait until it is too late and you lose them.

## COACH'S EVALUATION

- Out-of-building coaches WILL BE REQUIRED TO MAKE CONTACT WITH THE BUILDING ACTIVITIES DIRECTOR A MINIMUM OF 2 DAYS PER WEEK, EVERY WEEK (EMAIL, PHONE, ETC.), DURING THEIR SEASON. During off-season, a couple of times a month.
- All head coaches will be responsible for checking mail in sport mailboxes at school on a DAILY basis.
- The Athletic Director will evaluate Head coaches every year.
- Athletic Director will informally evaluate assistant coaches after consulting with the head coach of that sport.
- VOLUNTEER COACHES **MUST** GO THROUGH THE SAME PROCESS AS HEAD/ ASSISTANT COACHES TO BE CERTIFIED. **ALL Volunteer coaches MUST be fingerprinted.** CHSAA and Pueblo School District No.70 must approve all coaches BEFORE any student contact.

**A REMINDER THAT COACHING, LIKE ATHLETIC PARTICIPATION, IS AN EXTRACURRICULAR ACTIVITY AND ANY COACH CAN BE PUT ON EVALUATION AT ANY TIME.**

**EVALUATIONS ARE DUE 30 DAYS AFTER THE COMPLETION OF THE SEASON!**

## **ATHLETICS: A few ideas of what athletics mean**

### COACHES OF EXCELLENCE

- **Relationships:** People don't care how much you know until they know how much you CARE!
- **Leadership:** If you think you're leading and nobody is following, you are probably only taking a walk!
- **Communication:** A goal is action – give them something to remember, feel and do!
- **Initiative:** Only those who dare to fail will ever achieve greatly – you must be willing to initiate and put yourself on the line – you can if you will!
- **Commitment:** 4 types of people; cop-outs, holdouts, dropouts, and **ALL-OUTS!**
- **Generosity:** Put others first, your candle loses nothing when it lights another!
- **Passion:** Passion makes the difference – **Desire** determines **Destiny!**
- **Positive Attitude:** A successful person is one who can lay a firm foundation of bricks that others throw at him! A winner's edge is an attitude!
- **Responsibility:** If you won't carry the ball, you can't lead the team. Good leaders never embrace the victim mentality; they are responsible for who they are and where they go!
- **Self-Discipline:** No one achieves and sustains success without it! Challenge and eliminate any tendency to make excuses!
- **Vision:** The future belongs to those who see possibilities before they become obvious!
- **Teachability:** It's what you learn after you know it all that counts!
- **Achievement:** The difference between **GOOD** and **GREAT** is **EFFORT!**

### **Three things happen every game:**

1. Coaches have to make very difficult decisions.
2. Players/coaches/officials are going to make mistakes.
3. Officials have to deal with controversy every game.

As a coach you should keep all your comments positive, upbeat, and encouraging. You can be stern and firm and still get the message across.

# PUBLIC CONDUCT ON SCHOOL PROPERTY OR AT SCHOOL ACTIVITIES

Pueblo County School District 70 hosts or participates in many extracurricular activities attended by parents and the general public. These include, for example, athletic contests, proms, dances, field trips, dramatic or musical performances, fundraisers and meetings for parents, patrons and the public. All of these activities are referred to as, "Events." Events occurring on Pueblo County School District 70 owned or controlled property will observe those standards of behavior and conduct expected of school district staff and students. Specifically, whether they appear as users, participants or observers of an event, such persons shall not: (per Pueblo County School District 70 Policy and Colorado Revised Statutes)

- Obstruct, disrupt or interfere with teaching, research, service, administration, control discipline, coaching, officiating or progress of or at an event. (CRS 18-9-109)
- Physically abuse or threaten any persons with physical harm on school district owned or controlled property. (CRS 18-9-11) (CRS 18-3-201)
- Damage or threaten to damage property of the Pueblo County School District 70 or property leased or licensed in connection with an event. (CRS 18-4-501)
- Force or make unauthorized entry to Pueblo County School District 70 owned or controlled property. (CRS 18-4-201)
- Use, possess, distribute or sell drugs, other controlled substances, alcohol or other illegal contraband on district owned or controlled property or within 1,000 feet of the perimeter of a school site. (Persons known to be under the influence of liquor shall not be permitted to enter Pueblo County School District 70 owned or controlled property). (CRS 18-18-102)
- Possess a concealed weapon, as defined in state law or Board Policy, on district owned or controlled property, unless one of the following conditions exist: (CRS 18-12-105)
  - The person is a law enforcement officer authorized to carry or possess a weapon at such time and place.
  - The person is carrying out duties for the Pueblo County School District 70 which require use of a weapon.
  - The person is participating in an authorized extracurricular activity or team involving the use of firearms.
- Use of profanity or verbally abusive language will not be tolerated. (CRS 18-9-111)
- Engage in any conduct constituting a breach of any federal, state, city or county law or duly adopted policy and/or regulation of the Board.

Persons determined by the superintendent, the superintendent's designee, the principal/athletic director of a host school, or a game official, to be in violation of this policy, may be instructed to leave the Pueblo County School District 70 owned or controlled property. **When a violation occurs, the person(s) involved shall be banned from attendance at ALL Pueblo County School District 70 events until after the conclusion of the next regularly scheduled event of the same sport and same level. Where repeated violations occur or where a person threatens or appears likely to violate this policy in the future, the superintendent, the superintendent's designee or the principal/athletic director of the host school may ban or restrict the person's access to events and to the use of Pueblo County School District 70 owned or controlled property.**

Colorado has numerous criminal statutes prohibiting interference with staff, faculty or students of

educational institutions. One such statute prohibits the use of restraint, coercion or force and violence with willful intent to impede the educational mission. Another statute simply makes it a crime if a person shall willfully refuse or fail to leave property of or any building or other facility used by an educational institution upon being requested to do so by the chief administrative officer or his/her designee, if such person is committing, threatens to commit or incites others to commit any act which would disrupt, impair, interfere with or obstruct the lawful missions, processes, procedures or functions of the institution.

## **FUNDRAISING**

We appreciate parental involvement in Pueblo County School District 70 activities. We ask that those who are involved in fundraising follow policies and procedures as it pertains to BOE/State/School Policy and reporting of funds and purchasing. At no time shall items selected for Pueblo County School District 70 high school programs be purchased without approval of and design of artwork, and or wording/style etc. by school administration.

Upon receiving money and or materials that are to be donated to or awarded to a school or program through fundraising, money must be receipted by the coach if there is cash involved, and then receipted by the school office to be put into that particular group's activity account. (see activity/athletic fundraising form) All fund raising activities need to be approved by school administration and put on a master school calendar. **Under no circumstances are coaches/sponsors allowed to open an account at a banking institution to manage fund-raised dollars. Under no circumstance is a coach to use fundraised monies to pay coaches salaries or pay coaches extra monies. Failing to follow District policy regarding this issue could result in dismissal from the coach/sponsor position.**

Individual high schools will not be responsible for the cost of items ordered by parents/students or groups without Pueblo County School District 70 purchase order procedure. Please contact your coach or athletic director if you have questions. Thank you for support and cooperation.

## **AWARDS**

In any CHSAA interscholastic activity no awards of any kind other than those awarded by school or group approved by the association or school are permitted. Awards shall be limited in value by CHSAA by-law 2010.3 to \$50.00 exclusive of engraving.

If unapproved awards are offered and accepted by the participants, such participants shall jeopardize their eligibility to represent their school and any activity and further jeopardize their eligibility to represent their school and any activity, and, further jeopardize standing of the school in the CHSAA association and may result in the suspension of the school. Fundraising by booster clubs and other groups to be used for school participant's personal gain shall be regarded as a violation of this rule. (CHSAA by-law 2010.3)

# Pueblo County School District 70

## Coaching Certification

24951 East Highways 50  
Pueblo, CO 81006  
719-542-0220

### District Coaching Certification Procedure

- Fill out district athletic application (**paid and volunteer coaches must be 21 or older or 3 years out of school at the high school level, and 19 or older or 5 years out of middle school for middle school coaches.**)
- Background Check
- Fingerprints (done at Sheriff or Police Department)
- Experience confirmation form
- Volunteer coach form (if applicable, volunteers must be 21 or older or 3 years out of school at the high school level, and 19 or older or 5 years out of middle school for middle school coaches.)

Above information must be **completed and turned into the school/athletic office** as soon as possible. All coaches (certified, walk on, volunteers) must be district/school board approved. Fingerprinting can be done at the Pueblo County Sheriff Department (11<sup>th</sup> & Grand) (contact them about their office hours) or the Pueblo Police Department (Main Street).

### CHSAA Coaching Certification Procedure

Every high school coach must be CHSAA certified. All head coaches must attend a MANDATORY sport rules meeting prior to their season. All coaches must take the CHSAA test and a concussion course every year. If you need to get CHSAA certified or recertified contact the school athletic office for the proper forms and material.

#### **The new CHSAA regulations for coaches are as follows:**

1620.2 All member school athletic coaches and activity sponsors (hereafter referred to as "coaches") of interscholastic activity programs who assume full responsibility for students under their direction at any level (varsity, junior varsity, etc.) shall be a coach registered with the CHSAA: A registered coach is a coach who is: a) a coach who has completed the CHSAA 1st year Coaches Course, or b) a CHSAA-certified coach whose certification is on file with the CHSAA, or c) a CDE-licensed teacher who has coached a CHSAA-sponsored activity at a member school within the last three years (2014-15 school year or later).

Note: Based on the above, when trying to determine who must take the CHSAA 1st year Coaches Course, there are four categories for coaches: 1) CDE licensed teacher who has coached a CHSAA-sanctioned activity at a memberschool in the last 3 years (2014-15 school year or later). These coaches do not have to take the 1st Year Coaches Course. 2) Certified coaches whose certification is on file with the CHSAA office by June 1, 2018. These coaches do not have to take the 1st year Coaches Course. 3) Coaches who have coached a CHSAA-sanctioned activity at a member school in the last three years but are neither CDE-licensed nor a CHSAA certified coach. These coaches are required to complete the 1st Year Coaches Course 4) Coaches who have not coached a CHSAA-sanctioned activity at a member school any time within the last three years (2014-15 school year or later), regardless of CDE-licensure or not. These coaches are required to complete the 1st Year Coaches Course.

**EVALUATION FORMS FOR ALL COACHES ARE AVAILABLE FROM THE SCHOOLS' ATHLETIC DEPARTMENT.**



## **STATEMENT OF CODE OF ETHICS COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION**

In order to be of maximum effectiveness in serving and fostering the education of the students so entrusted to us and in promoting and supplementing the regular curriculum, it is the duty of all concerned with our secondary athletic and activities programs to . . .

1. Cultivate an awareness that participation in athletics and activities is part of the total educational process and as such, the coach/advisor should neither seek nor expect academic privileges for the participants.
2. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants.
3. Develop a working awareness and understanding of all rules and guidelines governing competition, both in letter and intent.
4. Recognize that the purpose of athletics and activities is to promote the physical, mental, moral, social and emotional well being of the individual participants.
5. Avoid any practice or technique, which would endanger the present or future welfare or safety of any participant.
6. Adhere to policies, which do not force or encourage students to specialize or restrict them from participation in a variety of activities.
7. Refuse to disparage an opponent, an official, an administrator or spectator in any aspect of the activity.
8. Strongly encourage the development of proper health habits: the non-use of chemicals, including alcohol, steroids, tobacco in any form and other mood-altering substances.
9. Exemplify proper self-control at all times, accepting adverse decisions without public display of emotion or dissatisfaction with the officials or judges.
10. Encourage all to judge the true success of the athletic and activities programs on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss.

**OFFICE USE ONLY**  
**Pueblo County School District 70**  
**Meal Request**

School \_\_\_\_\_

Sport \_\_\_\_\_

Date \_\_\_\_\_

Coach \_\_\_\_\_

Destination \_\_\_\_\_

Purpose \_\_\_\_\_

Dates of Activity \_\_\_\_\_

**Meals: Total meals requested \$** \_\_\_\_\_  
 (\$5 for each meal)

**Day One**

Numbers of players		X \$5 X		Meals =	\$
Number of coaches		X \$5 X		Meals =	\$
Number of managers		X \$5 X		Meals =	\$
Administrator		X \$5 X		Meals =	\$
TOTAL					\$

**Day Two (if applicable)**

Numbers of players		X \$5 X		Meals =	\$
Number of coaches		X \$5 X		Meals =	\$
Number of managers		X \$5 X		Meals =	\$
Administrator		X \$5 X		Meals =	\$
TOTAL					\$

**Day Three (if applicable)**

Numbers of players		X \$5 X		Meals =	\$
Number of coaches		X \$5 X		Meals =	\$
Number of managers		X \$5 X		Meals =	\$
Administrator		X \$5 X		Meals =	\$
TOTAL					\$

**OFFICE USE ONLY**  
**Pueblo County School District 70**  
**Lodging Request**

School \_\_\_\_\_ Team \_\_\_\_\_

Date of Request \_\_\_\_\_ Date Needed \_\_\_\_\_

\_\_\_\_ District Playoffs      \_\_\_\_ Regional Playoffs      \_\_\_\_ State Playoffs

**Hotel: Total requested \$** \_\_\_\_\_

Name of Hotel: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip \_\_\_\_\_

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

Total number of rooms \_\_\_\_\_ x \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
Rooms                      Amount/room                      # Nights                      Total

Room List (Rooms should be considered 2 people per room)

Room 1	Room 2	Room 3

Room 4	Room 5	Room 6

Room 7	Room 8	Room 9

Room 10	Room 11	Room 12

Room 13	Room 14	Room 15

# ACTIVITY/ATHLETIC PROGRAMS FUNDRAISING

TO BE COMPLETED BY THE COACH/SPONSOR BEFORE ANY FUNDRAISING MAY BEGIN. ONCE PERMISSION IS GRANTED AND THE ACTIVITIES DIRECTOR SIGNS AND RETURNS THE PAPERWORK, ALL FUNDS COLLECTED ALONG WITH A COPY OF THIS SHEET MUST BE TURNED IN TO THE OFFICE SECRETARY WITHIN 48 HOURS OF THE CONCLUSION OF THE FUNDRAISER. IF CASH IS ACCEPTED BY THE COACH/SPONSOR, A COPY OF THE REQUIRED CASH RECEIPTS FOR THAT CASH MUST ACCOMPANY THIS SHEET.

ACTIVITY/ATHLETIC PROGRAM \_\_\_\_\_

SCHOOL REPRESENTATIVE/CONTACT PERSON \_\_\_\_\_

FUNDRAISING START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

TYPE OF FUNDRAISING \_\_\_\_\_

PURPOSE OF FUNDRAISING \_\_\_\_\_

ANTICIPATED AMOUNT TO BE RAISED \_\_\_\_\_

\_\_\_\_\_  
SPONSOR/COACH SIGNATURE

\_\_\_\_\_  
ACTIVITIES DIRECTOR SIGNATURE

\_\_\_\_\_  
DATE REQUEST  
WAS SUBMITTED

-----

\_\_\_\_\_  
TOTAL \$ TURNED IN

\_\_\_\_\_ =CHECKS

\_\_\_\_\_ =CASH

\_\_\_\_\_ =COIN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SPONSOR INITIALS

\_\_\_\_\_  
OFFICE INITIALS

**PUEBLO COUNTY SCHOOL DISTRICT 70**  
**CONTRIBUTIONS**

Pueblo County School District 70 Activities/Athletics appreciates your support through your contribution to our programs. Please complete this form, which is required by policy so that your contribution can be recognized by the Board of Education. Please attach your check, money, or description of your contribution and mail it to the respective school. Again, thank you for your support.

**Pueblo County High School**

Attn: Activities Secretary  
1050 Lane 35  
Pueblo, CO 81006

**Pueblo West High School**

Attn: Activities Secretary  
661 Capistrano Drive  
Pueblo West, CO 81007

**Rye High School**

Attn: Activities Secretary  
PO Box 10  
Rye, CO 81069

Contribution to: \_\_\_\_\_  
Activity / Athletic Program

School Representative: \_\_\_\_\_  
Name of Contact Person

From: \_\_\_\_\_  
Contributor or Name of Company

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your cooperation and kind contribution.

**Pueblo County School District 70**  
**Student Accident Report Form**

School \_\_\_\_\_ Date of report \_\_\_\_\_

Student \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Time of accident \_\_\_\_\_ am/pm      Male \_\_\_ Female \_\_\_      Age \_\_\_\_\_ Grade \_\_\_\_\_

Place of accident \_\_\_\_\_

Nature of injury  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did injury happen? \_\_\_\_\_

Name of person in charge \_\_\_\_\_

Was he/she present at scene of accident?    Yes \_\_\_\_\_    No \_\_\_\_\_

Was first aid given?    Yes \_\_\_\_\_    No \_\_\_\_\_    By Whom \_\_\_\_\_

What was done? \_\_\_\_\_

Parent/guardian notified?    Yes \_\_\_\_\_    No \_\_\_\_\_

Witness to accident \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person making report \_\_\_\_\_

Principal \_\_\_\_\_

OFFICE USE ONLY

**Suspension or Removal from a sport or activity**

**CHECKLIST**

Student \_\_\_\_\_ Date \_\_\_\_\_

Current Sport or Activity \_\_\_\_\_

1. \_\_\_\_\_ Verify the Allegation
2. \_\_\_\_\_ Hold due process meeting with student (may hold with parents)
3. \_\_\_\_\_ Inform parents of the findings of the due process meeting
4. \_\_\_\_\_ Inform student of the findings of the investigation and decision of administration, refer back to the specific rule in the handbook that was violated

- |                   |                         |
|-------------------|-------------------------|
| a. Equipment      | e. Academic Eligibility |
| b. Citizenship    | f. School Attendance    |
| c. Drugs          | g. Tobacco              |
| d. Self-Admission | h. Alcohol              |

5. \_\_\_\_\_ Notify head coach and/or sponsor of the decision of the school administration
6. \_\_\_\_\_ Document notification to the head coach and/or sponsor,

HAVE HEAD COACH OR SPONSOR INITIAL A COPY OF THE LETTER THAT IS SENT TO THE PARENTS

7. \_\_\_\_\_ Document request for school equipment/supplies to be turned in by the student to school by effective date \_\_\_\_\_. Equipment will be turned into the

\_\_\_\_\_ Athletic Director      \_\_\_\_\_ Head Coach      \_\_\_\_\_ Other

NOTE:

8. \_\_\_\_\_ Send "Suspension/Removal for Athletics/Activities" form letter within two working days. Send return receipt requested OR have conference with parent and student. Get signature if the letter was received in person by the student and parent. Enclose documents used within the investigation.

OFFICE USE ONLY

Pueblo County School District 70
Activity Violation Notification

This letter shall serves as notice that your child has the following sanction placed on their athletic/activity eligibility due to a student code of conduct violation as per Pueblo County School District 70 and school policy.

Violation:

Date of Conference with Student:

Date of Notification Conference with Parent:

Consequence and Effective Dates:

Academically Ineligible: The student is academically ineligible for game(s) or for the entire season.

Off Season Consequence (Including Summer Months): The student may practice with the permission of the coach/sponsor, but not compete in a scrimmage or contest with another school for 1/2 of the regularly scheduled contest for that sport/activity. EFFECTIVE DATES TO

In season Consequence First 1/3 of Season: The student will be disqualified from further participation in sport/activities contest for the remainder of that sport/activity. EFFECTIVE DATES TO

Remaining Consequence Last 2/3 of the Season: The student will be disqualified from further participation in sport/activities contest for the remainder of the season plus 1/2 of the regularly scheduled season contest of the next sport season in which the student participates. EFFECTIVE DATES TO

SECOND OFFENSE -During School Year: Any student caught consuming or possessing substances a second time in a school year will be automatically disqualified from participating in sports/activities for the remainder of the school year. Previous Violation Conference Date Violation: EFFECTIVE DATES TO

Other:

Note: Equipment costs may carry over year to year and may affect eligibility for the next sport. Equipment - \$ Amount to be due on Date

Signature of Parent or Guardian Date

Signature of Student Date

Sincerely,

Athletic Director

- Cc. Principal
Current Head Coach
Upcoming Sport Head Coach
Assistant Superintendent
Special Education Director
Student Athletic File at School

## P.O and P-Card Procedures

### P.O.s

- Takes 3 working days
- Must go through process once you submit, it must be approved by school, than approved by finance before you receive the PO in your secretaries e-mail. At that point your order begins. You can ask that the PO be sent to the school.
- No giving PO numbers over the phone without the white copy in your hand from finance department
- An Invoice VS A Quote. No Orders will be made before a PO is secured. A quote can be secured prior to ordering and an invoice must be received before a payment can be made. No merchandise will be accepted if the PO process is not followed.

### Credit Cards-Athletics

- Tax
- No receipts
- Misuse/illegal use
- Over charging for meals that the district pays for will be taken out of the team's activities account. If the coach/sponsor charges more than allowed, there must be a form signed by the coach/sponsor attached to receipts stating that the coach/sponsor understands the funds will be taken from his/her activities budget.
- CONSEQUENCES for tax, no receipts, misuse/illegal use
  - Coach (no matter which card used)
    - 1<sup>st</sup> time: Verbal warning from AD/Principal.
    - 2<sup>nd</sup> time: Written warning-coach must fill out form as to why policy was not followed. Written Warning will come from Administration Personnel (District AD)
    - 3<sup>rd</sup> time: The coach's credit card use/privilege will be removed for remainder of the school year.
  - CONSEQUENCES-for tax, no receipts, misuse/illegal use
    - School (per check out card)
      - 1<sup>st</sup> time: Verbal Warning and receipts will be sent back to the school to rectify the situation and a form must be sent back with receipts if the situation can not be rectified i.e. tax on receipt. District Ad will give the verbal warning to the Athletic/Activities Department.
      - 2<sup>nd</sup> time: Written Warning sent along with receipts to rectify the situation and a form must be sent back with receipts as to why the situation occurred. Written warning will come from Administration Personnel (District AD)
      - 3<sup>rd</sup> time: Card is taken from the school for remainder of the school year.

**Pueblo County School District 70  
P-Card Tax Documentation Form**

This form is required for any P-Card transaction that DOES NOT have tax taken off from the receipt. A copy of this form must accompany the receipt in question.

**WARNING:** This form is to be filled out by the coach/sponsor and will act as the documentation for the **VERBAL WARNING** for misuse of the P-Card by an individual. This form must accompany the receipt.

Date of Purchase: \_\_\_\_\_

Merchant Name: \_\_\_\_\_

Card/User Name: \_\_\_\_\_

School: \_\_\_\_\_

Total of Receipt: \_\_\_\_\_

Total of Tax on receipt: \_\_\_\_\_

**TAX TO BE TAKEN OUT OF ACTIVITIES ACCOUNT#** \_\_\_\_\_

**REASON THAT TAX WAS NOT REMOVED AT TIME OF PURCHASE:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sponsor/coach signature \_\_\_\_\_ Date: \_\_\_\_\_

Administrator signature \_\_\_\_\_ Date: \_\_\_\_\_

# CHSAA LIGHTNING AND TORNADO POLICY AND PROCEDURES

## Weather Apps

It is strongly recommended that an independent and objectively verified weather app (such as the WeatherBug® Spark™ App, Storm by Weather Underground, or the National Weather Service app) be available at all outdoor activities, including practices and contests. This should be part of your venue-specific emergency action plan.

Acceptable alternatives to the verified weather apps include but are not limited to: immediate contact with the local weather services, local television or radio. Access to these sources can be through the Internet, cellular telephone and/or any other means that provides the information needed for real time decisions to be made.

## Proactive Planning for Lightning

In your venue-specific emergency action plan, you must:

1. Assign a staff member to monitor local weather conditions before and during practices and contests. This staff member is designated to make the final call on suspending and resuming the game.
2. Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
  - a. Utilize announcements/public address announcer to help guide teams and fans to the appropriate shelter and identifying safe places as noted below.
  - b. Safe locations need to be identified and shared with teams, spectators and workers prior to the start of the activity or athletic event.
  - c. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium, locker rooms or buses/cars. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
  - d. Unsafe locations include but are not limited to: Picnic areas, parks, open sided shelters (dugouts), storage sheds, open garages, tents, press boxes, areas close to open water, tall objects such as trees, poles, towers, and elevated areas.
3. When a thunderstorm seems imminent, lightning is seen or heard, or the weather app indicates that lightning is within 8-10 miles, the outdoor venue (small or large) needs to be evacuated. Proceed to a lightning safe area.
4. Activities shall be suspended, and all personnel are directed to move to safe locations. The call to suspend activity due to close lightning should be based on how fast the storm is approaching and the amount of time it will take for event participants to take appropriate safe shelter. At a minimum, by the time the lightning storm has reached 8 miles away from the location of the outdoor activity, all individuals should have left the outdoor athletic site and reached a safe location. Weather monitoring subscriptions should be set at an 8-10 mile radius from the center of the sporting event (venue specific).
5. Criteria for suspension and resumption of play:
  - a. When thunder is heard or lightning is seen\*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
  - b. 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed\* prior to resuming play.
  - c. Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.

- d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning-detection device.

\* – **PER NFHS** *At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.*

6. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
7. Inform student-athletes and their parents of the lightning policy at start of the season in your pre-season meeting.

#### **No App Available- Use NFHS Guidelines**

When a weather app is not available, the default NFHS policy that appears in the Rules Book of each sport shall be followed. In brief, that policy requires suspension of all activity when cloud-to-ground lightning is observed, or thunder is heard. If thunder is heard, lightning is assumed to be striking within 10 miles.

Implement the Thirty Minute Rule as noted in the NFHS Policy.

When activities are suspended, the following individuals shall be responsible for the safety of personnel:

1. The head coach for players and other team personnel.
2. Game management guiding spectators and personnel to safe areas
3. The senior official for the officiating crew.
  - a. All game management personnel, administrators, coaches and officials must be thoroughly familiar with the NFHS default policy as well as this policy.
- 4. A Person Struck by Lightning**
5. People who have been struck by lightning do not carry an electrical charge and are safe to be touched by others.
6. Call 911
7. Cardiopulmonary resuscitation (CPR) is safe for the first responder.
  - a. If possible, an injured person should be moved to a safer location before starting CPR.
  - b. Lightning-strike victims with signs of cardiac or respiratory arrest need immediate emergency help.
  - c. Activate the local emergency management system and utilize an AED if available. Prompt, effective CPR has been highly successful for the survival of lightning strike victims.

**8.**

#### **9. Tornado Specific EAP**

#### **10. Definitions:**

- a. Tornado Watch - indicates tornadoes are possible
- b. Tornado Warning - tornado siren sounds signaling tornado sighted or tornado indicated by radar

#### **11. Emergency Action Plan:**

- a. Develop a tornado specific EAP for each venue or event.
- b. Designated weather watcher (above) notifies site or athletic director of approaching storm and communicates direction and speed of storm.
- c. If a tornado warning is initiated, immediate event delay should be implemented, and all participants, spectators and athletic staff should SEEK SHELTER IMMEDIATELY. Once inside a secure location, tune to local weather alert radio to be informed of

storm location, path and duration of tornado warning.

- d. Warning may be extended, or a new warning issued at any time, so continued monitoring is needed. During tornado warning, sirens will sound for 3 minutes at a time. Depending on duration of warning, sirens may re-sound multiple times.
- e. Safe shelter from tornado = inside lowest building level, away from exterior walls/windows, with windows closed. If outside, lie flat in a ditch or depression and cover head with hands or stay in a car with seatbelt on. Be aware of potential flooding. DO NOT take cover under an overpass or bridge. Never try to outrun a tornado in urban or congested areas. Be aware of flying debris.
- f. All clear - tornado warning will expire after duration specified by National Weather Service and weather watcher notifies site director that warning has ended and event can resume.

## **GUIDELINES ON HANDLING PRACTICES AND CONTESTS DURING LIGHTNING OR THUNDER DISTURBANCES**

These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder. The preferred sources from which to request such a policy for your facility would include your state high school activities association and the nearest office of the National Weather Service.

### **PROACTIVE PLANNING**

In your venue-specific emergency action plan, you must:

1. Assign a staff member to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
  - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
3. Develop criteria for suspension and resumption of play:
  - a. When thunder is heard or lightning is seen\*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
  - b. 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed\* prior to resuming play.
  - c. Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
  - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning-detection device.

*\* – At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.*

4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel
5. Inform student-athletes and their parents of the lightning policy at start of the season in

your pre-season meeting.

# Head Coach's Evaluation Process

## 2018-19 School Year

### What does highly Effective look like?

#### Standard 1- Communication

- Having a website that is up to date with current information pertaining to your program, including schedules, pictures, practices and game information, statistics, history, feeder program information, upcoming events and contact information.
- During the season, sending a weekly email to all athletes and parents recapping the week before, and giving information about the upcoming week including practice times, bus depart times, game locations, etc.
- Using texting to communicate to athletes
- Having regular captain meetings
- Having regular assistant coach meetings
- Answering all emails, texts and phone calls within 24 hours
- Having frequent communication with the athletic office
- Having a pre and post season player meeting
- Following through with all correspondence with CHSAA

#### Standard 2-Professionalism

- Being dependable and on time to practices, contests, and meetings
- Attending a participating in pre and post-season league meetings
- Being a positive role model
- Following league, district, state and national rules, policies and procedures
- Handling conflict swiftly and appropriately and in a professional manner
- Improving coaching knowledge by attending clinics and conferences
- Having a positive, passionate, optimistic and enthusiastic attitude

#### Standard 3- Administrative Responsibilities

- Understanding and abiding by purchasing procedures
- Reconciling pcard on a monthly basis
- Reducing budget debt or maintain a positive budget balance
- Supporting and abiding by the registration process
- Evaluating assistant coaches annually and giving a copy of the evaluation to the athletic director
- Completing all necessary paperwork associated with his/her sport in a complete and timely manner
- Preparing for and organizing a positive team banquet at the end of the season
- Supervising locker rooms appropriately
- Helping organize contests
- Taking good care of facilities and equipment
- Having an organized inventory system
- Completing all end of the year reports

#### Standard 4- Coaching Strategies, Skill and Knowledge

- Demonstrating knowledge of the sport at practices and contests
- Organizing production practice sessions that include a written practice plan for every practice
- Delegate to assistant coaches and using their strengths for the betterment of the program
- Setting goals and developing an action plan to achieve these goals

- Proving that all levels are competitive within the league and state
- Proving that there is consistent growth in his/her program
- Working with the Athletic Trainer and following injury protocol
- Proving that coaches and athletes are well prepared for game day
- Displaying effective coaching strategies during contests
- Developing and implementing a successful off-season program
- Understanding and supporting the various feeder programs within his/her sport
- Proving that the athletes within his/her program are motivated, positive, and focused on reaching their full potential

## Standard 5-Relationship Building

- Having good rapport with the athletes, parents, and assistant coaches within his/her program, officials, other coaches within the building, and other coaches within the league and around the state.
- Having a positive relationship with the bookkeeper, the athletic secretary, the custodians, the athletic trainer, and anyone else associated with his/her program.
- Proving that he/she is approachable
- Handling conflict appropriately
- Proving that he/she is honest and truthful

## Standard 6- Safety

- Demonstrating that the practice area is safe
- Proving that all equipment is in good condition
- Dealing with injuries swiftly and effectively, and reporting all injuries to the athletic trainer
- Following up with the athlete, parent, and athletic trainer after an injury
- Understanding and abiding by emergency evacuation procedures
- Developing and enforcing a culture of respect and acceptance, without any instances of initiation and/or hazing

In order to earn an Overall Rating of **HIGHLY EFFECTIVE**, head coaches must be rated **HIGHLY EFFECTIVE** in at least 5 out of 6 area on the evaluation tool (with no partially Effective ratings) AND must earn at least 25 total points from the following items:

- (1) Attend a coaching clinic
- (2) Provide evidence to the athletic director demonstrating implementation of knowledge gained at the clinic
- (3) Take and complete a Professional Development Class on Coaching
- (1) Conduct a parent and Student survey to receive feedback at the end of the season
- (2) Implement an improvement plan from results of surveys
- (3) Have 3 straight years of HIGHLY EFFECTIVE ratings on evaluations
- (3) Implement some sort of academic support/intervention program for student-athletes
- (3) Organize a community service project/outreach for team
- (1) Organize youth feeder programs
- (2) Work with Unified programs within your school
- (3) Speak at a coaching clinic
- (2) Be a member of a CHSAA committee
- (2) Formally support other programs in your school
- (1) Have an off season player development program
- (1) Initiate and participate in fundraising activities
- (1) Show an increase of at least % in fundraising dollars from the previous year
- (1-4) Team and/or players advance beyond the regular season (longer season)

- (1-3) Other teams with approval from the athletic director that demonstrates going “above and beyond”

## HIGH SCHOOL COACHING RUBRIC

STAKEHOLDERS defined as: Athletes, Parents, Colleagues and Supervisors.

**\*Note:** in order to reach an Effective rating, coach must meet the rubric requirements in the Partially Effective rating. In order to reach a Highly Effective rating, coach must meet the requirements of Partially Effective and Effective.

	Ineffective	Partially Effective	Effective	Highly Effective
<b>Communication</b>	<p>Uses an ineffective tone when communicating with stakeholders or does not communicate consistently with all stakeholders.</p> <p>Communication is vague or easily misunderstood by stakeholders.</p>	<p>Consistently uses a respectful, friendly tone when communicating with stakeholders.</p> <p>Communication is timely during the coaching season (ex: preseason meeting, electronic communications, meetings during the season as needed), clear, concise, and accurate and conveys ideas effectively.</p>	<p>Develops a clear message when communicating using 21st Century tools (Ex: websites, Twitter, Facebook).</p> <p>Communication is timely during the coaching season and during the off season, clear, concise, and accurate and conveys ideas effectively.</p>	<p>Consistently assesses the effectiveness and impact of communications throughout the year to stakeholders; Modifies communications based on analysis of effectiveness.</p>

<p><b>Safety</b></p>	<p>Coach maintains a physical or emotional environment that is not safe.</p>	<p>Coach facilitates an environment that is both physically and emotionally safe for all athletes, including, but not limited to facilities, equipment, practices, and events.</p> <p>Follows all CHSAA and District regulations concerning athletic injuries including hazing and concussion protocols.</p>	<p>Coach collaborates with appropriate colleagues and stakeholders (athletic trainer, medical personnel, facilities maintenance and athletic director) to maintain a safe environment.</p>	<p>Coach proactively communicates and promotes physical and emotional safety.</p>
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<p><b>Coaching Strategies (Skills and Knowledge)</b></p>	<p>Coach demonstrates a gap in their skills and/or knowledge of their sport.</p>	<p>Coach demonstrates knowledge of their sport.</p>	<p>Coach utilizes their knowledge of the sport to best fit the skills and needs of their athletes (ex: organizing productive practice sessions that may include a written plan) to compete at the appropriate level.</p>	<p>Coach knows where each athlete is in their development and differentiates instruction both during practice and in events/games/meets.</p>
<p><b>Relationship Building</b></p>	<p>Does not build positive relationships with stakeholders.</p>	<p>Builds positive relationships with most stakeholders.</p>	<p>Coach works with assistants, where applicable, to capitalize on their strengths to better the program.</p>	<p>Coach mentors assistant coaches to enable them to pursue head coaching opportunities if interested.</p>
			<p>Consistently builds positive relationships with all stakeholders (athletes, colleagues, parents and supervisors) by exhibiting approachability.</p>	<p>Exhibits situational awareness when dealing with conflict to resolve it swiftly and successfully.</p>

<p><b>Professionalism</b></p>	<p>Coach does not follow all laws, policies and guidelines (CHSAA, District, School).</p>	<p>Coach consistently demonstrates professionalism (dress, punctuality to events, meetings, practices and game.). Coach consistently follows all laws, policies, and guidelines (CHSAA, District, School)</p>	<p>Coach consistently behaves as a positive role model for athletes on and off of the court/field.</p>	<p>Coach mentors others to increase success of athletic programming at the school, district and state level.</p>
<p><b>Administrative Responsibilities</b></p>	<p>Coach inconsistently completes administrative responsibilities (Ex: budgeting, p-card reconciling, physicals, schedules, equipment and facilities management and care)</p>	<p>Coach completes some administrative responsibilities, but may not complete all of them or in a timely manner. (Ex: budgeting, p-card reconciling, physicals, eligibility, schedules, equipment and facilities management and care)</p>	<p>Coach independently and consistently completes administrative responsibilities in a timely manner. (Ex: budgeting, p-card reconciling, physicals, eligibility, schedules, equipment and facilities management and care, end of year banquet)</p>	<p>Coach proactively completes administrative responsibilities. (Ex: organizing contests, evaluating coaching staff effectiveness annually, building their own schedule)</p>

# 10 Recommendations for Preventing Sexual Harassment in Athletic Programs

1. Teachers and athletics personnel should never use sexually explicit language or tell sexually explicit or off-color jokes in the presence of students.
2. Teachers and athletics personnel should never display sexually explicit pictures or materials on school property and should never show such materials to students under any circumstances.
3. Teachers and athletic personnel should avoid engaging in excessively personal conversations both in person and on the phone, internet, etc. with students.
4. Teachers and athletics personnel should avoid sending excessively personal letters, cards, gifts, or e-mail messages to students.
5. Teachers and athletics personnel should avoid giving students rides home alone or even in groups where eventually only one student will remain alone in the car with an adult.
6. Teachers and athletics personnel should avoid to the greatest possible extent physical contact with or touching of students.
7. Teachers and athletics personnel should avoid off school property one-on-one meetings alone with students, especially in the home.
8. Teachers and athletics personnel should never plan or take un-chaperoned school or athletic trips. Even on properly chaperoned trips, exercise a great degree of caution regarding interaction with students on the trip.
9. Teachers and athletics personnel should never date students under any circumstances – Issues of power differential, consent, credibility, and appearance of impropriety make such relationships un-defendable.
10. Teachers and athletics personnel should avoid commenting on student's physical appearance including manner of dress and physical attribution.

## Civility Policy

(Civility-Conduct of Parents, Other Visitors and District Employees)

It is the intent of the school board to promote mutual respect, civility and orderly conduct among district employees, parents and the public. It is not the intent of the school board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the school board encourages positive communication and discourages volatile, hostile or aggressive communications or actions.

1. Expected level of behavior:

- school and district personnel will treat parents and other members of the public with courtesy and respect;
- parents and visitors will treat teachers, administrators and other district employees with courtesy and respect.

2. Unacceptable/disruptive behavior:

Disruptive behavior includes, but is not necessarily limited to:

- behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of school or facility open to parents/guardians and the general public. It also covers areas of a school or facility, which are not open to parents/guardians and general public;
- using loud and/or offensive language, swearing, cursing or display of temper;
- threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation;
- damaging or destroying school or school board property;
- any other behavior that disrupts the orderly operation of a school, classroom or any other school board facility;
- abusive, threatening or obscene e-mail or voicemail messages.

3. Parent recourse:

Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor or appropriate director. The parent may report verbally or in writing using the district complaint form.

4. Authority of school personnel:

- Authority to direct persons to leave school or school board premises: Any individual who (1) disrupts or threatens to disrupt school or school district operations; (2) threatens or attempts to do or does physical harm to school board personnel, students or others lawfully on a school or school board premises; (3) threatens the health or safety of students, school

board personnel or others lawfully on a school or school board premises; (4) intentionally causes damage to schools, school board property or property of others lawfully on a school campus or school board premises; (5) uses loud or offensive language or who, without authorization, comes on a school or other school board facility may be directed to leave the

school or school board premises by a school's principal or assistant principal, or in their absence a person who is lawfully in charge of the school or any district level administrator. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.

### **Authority to deal with persons who are verbally abusive**

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on school or school board premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

Adopted: September 18, 2001

Recorded: March 2, 2004

**File: JJF-R**

## **Student Activities Funds**

### **Collection and deposit of cash**

Prenumbered student activity receipts, class receipt records, collection envelopes, pre numbered tickets or other verifiable record must substantiate all money collected from any source. In all cases where tickets are sold, ticket reports and unsold tickets must be available for audit.

Insofar as practical, cash should be collected in the school office. When it is not practical, petty collections from various classes may be retained by the teacher and turned in not less than once each week and always on the last school day of each month.

School employees are held responsible for the funds they have collected that have not been turned into the school office and/or have not been appropriately deposited as provided for in these regulations. Employees must indemnify the district for any amount lost.

Receipt books with prenumbered receipts will be made available to each principal. Receipts will be prepared in triplicate. The first copy will be given to the person from whom the cash is received. The second copy will be attached to a copy of the bank deposit slip and forwarded to the central accounting office. The third copy will remain in the receipt book and become a part of the permanent records of the school.

Collections are to be deposited daily if more than \$100 is received or when cash on hand exceeds \$100. Any subsequent collections made but not deposited on the same day are to be deposited with the following day's collections.

Bank deposit slips will be made out in triplicate with an original for the bank and a copy to be retained at the school. The third copy will be forwarded to the central accounting office along with copies of the receipts which make up the deposit in numerical order.

All receipt numbers must be accounted for. If a receipt is destroyed or not used, two copies will be marked VOID and sent to the central accounting office in numerical order with the receipts that have been used. The third copy will be marked VOID and retained in the receipt book at the school.

The principal and the central accounting office should be notified immediately upon the discovery of any errors, and they should make necessary adjustments in the handling of student activity funds to prevent the error from reoccurring.

### **Requests for purchases**

Disbursements will be made by check prepared by and mailed directly from the central accounting office to the payee shown on the requisition. The central accounting office will make payment only after receiving a properly executed requisition.

A requisition must originate with the student activity sponsor who will fill out the form, attach the proper accounting support if any and forward it to the principal for his approval. The principal in turn will forward all approved requisitions to the central accounting officer in order that the requisitions may be processed and checks prepared.

The requisition will provide spaces for the following information:

1. Requisition number
2. Date
3. Name of school
4. Payee and address of payee
5. Amount of money
6. Description of item or service purchased
7. Name of activity to be charged
8. Account number of activity to be charged
9. Signatures

Upon receipt of a requisition from a school, the central accounting office will assign a requisition number on the form which also will serve as a purchase order. Procedures established for general fund purchases will be followed for student activity fund purchases.

The central accounting office must receive any requisition for which a check must be issued at least 72 hours before the check is needed.

The district will not recognize any liability for goods purchased prior to obtaining proper approval and

processing of a requisition.

### **Refunds**

Refunds to students should be made in the same manner as all disbursements, namely by requisition. If it is a small refund, it may be made from the petty cash fund.

### **Financial statements**

The central accounting office should send financial statements of income and expenditures monthly to the principals of the schools which maintain activity funds. This should be done soon after the close of the month. Included in the financial statement for each activity should be the previous month's balance, total receipts for the month, total expenditures for the month and the balance of the fund at the end of each month.

Each sponsor and treasurer of an activity must check the statement, and any discrepancy with the organization's records should be reported immediately to the principal and central accounting office.

Copies of all financial statements should be kept on file as a record of the accounting of student activity funds.

Approved: August 18, 1980

Reviewed: February 17, 2004

Pueblo School District No. 70, Pueblo, Colorado

File: GBEB

### **Staff Conduct**

(And Responsibilities)

All staff members have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of the district.

#### **Rules of conduct**

Each staff member shall observe rules of conduct established in law which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of employment to substantially further personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position, or which the staff member knows or should know is primarily for the purpose of a reward for action taken in which the staff member exercised discretionary authority.
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.

4. Perform any action in which the staff member has discretionary authority, which directly and substantially confers an economic benefit on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as a counsel, consultant, representative or agent.

The phrase "economic benefit tantamount to a gift of substantial value" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.

It is permissible for an employee to receive:

1. An occasional nonpecuniary gift, which is insignificant in value.
2. A non pecuniary award publicly presented by a nonprofit organization in recognition of public service.
3. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which he or she is scheduled to participate.
4. Reimbursement for or acceptance of an opportunity to participate in a social function or meeting, which is not extraordinary when, viewed in light of the position.
5. Items of perishable or non permanent value including but not limited to meals, lodging, travel expenses or tickets to sporting, recreational, educational or cultural events.
6. Payment for speeches, appearances or publications reported as honorariums.

All staff members shall be expected to carry out their assigned responsibilities with conscientious concern.

It shall not be considered a breach of conduct for a staff member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting school district business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward the safety and welfare of students including the need to insure that students are appropriately supervised.

A staff member may request an advisory opinion from the secretary of state concerning issues relating to conduct that is proscribed by state law.

### **Child abuse**

In 2013, Colorado Senate Bill 13-012 expanded the list of mandatory reporters of child abuse and neglect to include private club coaches. Specifically, a director, coach, assistant coach, or athletic program personnel employed by a private sports organization or program are now required to report concerns.

All district employees who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact in accordance with policy JLF.

The superintendent is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is a school district employee. Such information shall remain confidential except that the superintendent shall notify the Colorado Department of Education of the child abuse investigation.

### **Possession of deadly weapons**

The provisions of the policy regarding public possession of deadly weapons on school property or in school buildings also shall apply to employees of the district.

However, the restrictions shall not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

### **Felony/misdemeanor convictions**

All employees of the district are under a continuing obligation to report to the Superintendent the conviction of any felony or misdemeanor other than a misdemeanor traffic offense or infraction. Such report shall be made within five (5) days of the conviction.

If, subsequent to beginning employment with the district, the district learns or has good cause to believe that any staff member has been convicted of any felony or misdemeanor other than a misdemeanor traffic offense or infraction the district shall make inquiries to the Department of Education for purposes of screening the employee.

In addition, the district shall require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency. Fingerprints must be submitted within 20 days of receipt of written notification. The fingerprints shall be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing provide relevant information.

Employees shall not be charged fees for processing fingerprints under these circumstances.

### **Unlawful behavior involving children**

The Board may make an inquiry with the Department of Education concerning whether any current

employee of the school district has been convicted of, pled nolo contendere to, or received a deferred sentence for a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

### **Personnel addressing health care treatment for behavior issues**

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. See Policy JLDAC. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns school personnel may have.

LEGAL REFS.: C.R.S. 18-12-105.5  
C.R.S. 18-12-214 (3)(b) *(school security officers may carry concealed handgun pursuant to valid permit)*  
C.R.S. 19-3-308 (5.7)  
C.R.S. 22-32-109(1)(ee) *(duty to adopt policy prohibiting personnel from recommending certain drugs for students or ordering behavior tests without parent permission)*  
C.R.S. 22-32-109.1 (8) *(policy requiring inquiries upon good cause to department of education for purpose of screening employees is required part of safe schools plan)*  
C.R.S. 22-32-109.7  
C.R.S. 22-32-109.8 (6)  
C.R.S. 22-32-109.8 (10)  
C.R.S. 22-32-109.9  
C.R.S. 22-32-110 (1)(k)  
C.R.S. 24-18-104  
C.R.S. 24-18-109

CROSS REFS.: JLC, Student Health Services and Records  
JLDAC, Screening/Testing of Students  
JLF, Reporting Child Abuse/Child Protection  
KFA, Public Conduct on School Property

*NOTE: This policy reflects the legal requirements with regard to the criminal activities of staff that may occur off-campus. However, the Board may wish to consider whether additional rules of conduct for off-campus behavior are appropriate. For example, the Board may require that employees charged with any crime involving violence or children report such charge to their supervisor within 24 hours so that the school personnel can determine whether it is appropriate for the employee to continue in his or her current position, especially if that position includes direct contact with students. Any such additions to this policy should be made only with the advice of the district's legal counsel. There are legal concerns related to employees' rights that must be considered.*

Adopted: April 4, 1989  
Revised: June 1995  
Revised: October 5, 1999  
Revised: March 6, 2001  
Revised: April 15, 2003

Revised: November 5, 2003  
Revised: November 5, 2003  
Revised: July 13, 2004  
Revised: November 5, 2008

## **Tobacco-Free Schools**

Tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, a school district should provide both effective educational programs and a positive example to students concerning the use of tobacco.

In order to promote the general health, welfare and well being of students and staff, smoking, chewing or any other use of any tobacco products by staff, students and members of the public is banned from all school property.

For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented or otherwise used by a school including but not limited to the following:
  - a. all interior portions of any building or other structures used for instruction, administration, support services, maintenance and storage. The term does not apply to buildings used primarily as residences, i.e., teacherages;
  - b. all school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas;
  - c. all vehicles owned by the district for transporting students, staff, visitors or other persons.
  - d. At a school sanctioned activity or event.

2. "Tobacco product" means:

any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.

"Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.

3. "Use" means lighting, chewing, inhaling or smoking any tobacco product.

Signs will be posted in prominent places on all school properties to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy. This policy will be published in all employee and student handbooks, posted on bulletin boards and announced in staff meetings.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

## **Exemptions**

Pursuant to state law no exemption shall be granted pursuant to this policy. Any previously granted exemption shall be invalid after July 1, 1999.

Adopted: October 2, 1990

Amended: October 20, 1998

Amended: February 15, 2000

Approved: July 23, 2001

Revised: September 18, 2012

Revised: April 2, 2013

LEGAL REFS.: 20 U.S.C. §6083 (Federal law prohibits smoking in any indoor facility used to provide educational services to children.)  
C.R.S. 18-13-121  
C.R.S. 22-32-109 (1) (bb)  
C.R.S. 22-32-109.1 (2)(a)(I)(H) (policy required as part of safe schools plan.)  
C.R.S. 25-14-103.5 (*tobacco use prohibited on school property*)  
C.R.S. 25-14-301 (*Teen tobacco use prevention act*)  
6 CCR 1010-6, Rule 5-306

CROSS REFS.: IHAMA, Teaching about Drugs, Alcohol and Tobacco  
KFA, Public Conduct on School Property

File: GBEB A

## **Staff Dress Code**

Teachers and other staff members project an image to the community and to students about the professionalism of the district. During the workday and at all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance. Examples of professional attire include, but are not limited to, collared shirts, dress slacks, ties, dresses and coordinated separates. The principal has the final authority to decide what is professional attire.

### **Unacceptable items**

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width

5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process

### **Exceptions**

Appropriate athletic clothing may be worn when teaching or assisting with physical education classes, or when coaching athletic activities.

Building principals in conjunction with the school accountability committee may develop and adopt school-specific dress codes that are consistent with this policy.

Adopted: May 15, 2001

Revised: November 5, 2003

LEGAL REF.: C.R.S. 22-32-109 (1)(cc) (*districts required to have staff dress code*)

CROSS REFS.:  
Responsibilities)

GBEB, Staff Conduct (and

JICA, Student Dress Code

File:

EBB-R

## **Accident Prevention and Safety Procedures**

Employees will agree in writing to abide by the following safety rules:

1. maintain good housekeeping throughout the plant and work area;
2. do not engage in fighting, horseplay, practical jokes or other disorderly conduct which may endanger any employee, student or district operation;
3. use only machines and equipment for which trained and qualified to use;
4. use proper techniques when lifting and bending - get help with heavy loads;
5. do not work or dismount from elevated positions of two feet or more in height without the use of lifts, steps, ladders or scaffolding;
6. be aware of environmental and seasonal hazards, such as ice or snow;
7. correctly use the proper tool for the job;
8. use prescribed protective equipment and proper procedures when working with any potentially hazardous material;
9. use, adjust and repair equipment only when authorized to do so;

10. immediately report unsafe conditions to the supervisor;
11. report all accidents and get first aid promptly for all injuries;
12. follow instructions and don't take chances. If an employee does not know the rule or proper procedure, he is to ask the supervisor;
13. use proper judgment about oneself, about equipment and about circumstances;
14. remove, repair or avoid potential accidents when seen;
15. be aware of one's own abilities and limitations;
16. recognize a potential accident situation when seen;
17. dress appropriately for the job position and weather conditions;
18. do not use headphones with radios or tape players while on the job;
19. read and be aware of individual department's specialized safety rules.

Adopted: September 18, 1990

Approved: July 23, 2001

File: GBAA

## **Sexual Harassment**

The district is committed to a learning and working environment that is free from sexual harassment. It shall be a violation of policy for any member of the district staff to or harass another staff member or student through conduct or communications of a sexual nature.

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

Sexual harassment committed by an employee of the district in the course of employment shall be deemed a breach of duty, and as such, shall subject the offending employee to disciplinary action. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities.

Any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, shall be presumed to be unwelcome.

### **Sexual harassment prohibited**

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature constitutes sexual harassment if:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual implications.
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns.
6. Sexual violence

### **Reporting, investigation, and sanctions**

It is the express desire of the Board to encourage victims of, or witnesses to, sexual harassment to report such claims through the district's complaint process (AC-R)

Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator or to the district's compliance officer.

All reports of sexual harassment received by any district employee shall be promptly forwarded to the compliance officer (AC-e-1). The compliance officer shall ensure that every complaint is promptly investigated and responded to as set forth in the district's complaint and compliance process (AC-R). No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Requests for confidentiality shall be honored so long as doing so does not preclude the district from responding effectively to the harassment and preventing such conduct in the future.

Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspensions, or termination, subject to applicable procedural requirements. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment or work assignments. All matters involving sexual harassment complaints shall remain confidential to the extent possible. Retaliation complaints shall be investigated and be subject to disciplinary action.

All complaints regarding sexual discrimination or harassment shall be handled in a timely manner. Any employee who violates this policy shall be subject to disciplinary action based on the investigation. Disciplinary action may include but shall not be limited to warnings (verbal or written), reprimands (verbal or written), job transfer, suspension or termination.

### **Notice of Policy**

Notice of this policy shall be circulated to all district schools and departments and incorporated in employee handbooks. Employees shall receive copies and indicate by their signature an understanding of the contents of the policy.

The school district shall provide training for all employees on a yearly basis. All new employees shall receive training as part of their orientation. All administrators shall be trained in prevention of sexual discrimination and harassment and in grievance procedures.

Revised: November 5, 2008

Revised: August 21, 2012

LEGAL REFS.: 20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

42 U.S.C. §2000e et seq. (Title VII of the Civil Rights Act of 1964)

C.R.S. 22-34-301 et seq. (Colorado Civil Rights Division procedures)

C.R.S. 24-34-401 et seq. (discrimination or unfair employment practices)

CROSS REF.: AC, Nondiscrimination/Equal Opportunity JLF, Reporting Child Abuse/Child Protection

## **Drug-Free Workplace** (Drug and Alcohol Use by Staff Members)

File: GBEC

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or a controlled substance is prohibited in the district. The definition of a controlled substance shall be the same as that found in the policy regarding student alcohol use/drug abuse.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action which may include termination and referral for prosecution. In appropriate circumstances and at the district's discretion, disciplinary sanctions may include the completion of an approved drug or alcohol abuse assistance or rehabilitation program. Any such program shall be at the employee's expense. However, the district is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy.

An employee knowingly in the possession of or under the influence of alcohol or any controlled substance shall be suspended immediately by the principal or supervisor if such use or possession is:

1. On district property at any time.
2. At any school-sponsored or sanctioned activity or event off district property or en route thereto.
3. On the way to work.
4. During contracted time of employment (including duty free mealtime).

An employee shall be suspended immediately after arrest for possession or for being under the influence of a controlled substance.

After investigation, the superintendent may reinstate the employee if it appears to be in the best interests of the district. The matter must be reported to the Board of Education.

If the investigation causes the superintendent to continue the suspension in excess of 10 school days, the employee may request a hearing by the superintendent or designee to be conducted in a manner to ensure that the individual suspended receives a fair, impartial hearing.

Pursuant to law, any employee who is convicted or pleads *nolo contendere* under any criminal drug statute for a violation occurring in the workplace shall notify the superintendent no later than five days after the conviction. The district has an obligation under federal law to notify the appropriate federal agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by the district and the convicted employee's work site.

### **Awareness and Prevention Program**

The superintendent shall establish an awareness and prevention program to inform employees about:

1. The dangers of drug and alcohol abuse.
2. The Board's policy of maintaining a drug-free workplace.
3. Available drug and alcohol counseling, rehabilitation and employee assistance programs.
4. Penalties that may be imposed upon employees for drug and alcohol abuse violations occurring in the workplace.

The Board shall conduct a periodic review of its awareness and prevention program to determine its effectiveness, and implement appropriate changes.

### **Annual Notification of Employees**

Information about the standards of conduct required by this policy on an annual basis. All employees shall acknowledge receipt of this policy and related information.

Adopted: March 18, 1989

Revised: October 4, 1994

Revised: August 21, 2001

Reviewed: November 5, 2003

Revised: November 5, 2008

LEGAL REFS.: 20 U.S.C. §7101 et seq. (*Safe and Drug-Free Schools and Communities*)  
21 U.S.C. §812 (*definition of controlled substance*)  
41 U.S.C. §701 and 702(*Drug-Free Workplace Act of 1988*)

CROSS REFS.: EEAEAA\*, Drug And Alcohol Testing For Bus Drivers  
GCQF, Discipline, Suspension and Dismissal of Professional Staff  
GDQD, Discipline, Suspension and Dismissal of Support Staff  
JICH, Drug and Alcohol Use by Students

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# Pueblo County School District 70 Athletic/Activity, League and CHSAA Policies Employee Acknowledgement Form

I, the undersigned employee of Pueblo County School District 70 have received and reviewed policies pertaining to the School District:

1. I agree to abide by the terms of these District Policies.
2. I agree to abide by and educate myself concerning Pueblo County School District 70, All League and CHSAA by-law policies and procedures.

**WARNING: Coaching in interscholastic athletics includes a risk of injury, which may range in severity from minor to long-term catastrophic. Coaches must obey all safety rules, report all physical problems to their athletic director or principal, follow a proper conditioning program, and inspect and clean their equipment daily. In addition, because of the frequent close proximity of players and coaches involved in athletics, there is a risk that a coach may become sick with COVID-19 (Coronavirus) or other communicable diseases. Coaches must obey all COVID-19 related rules and guidelines as posted. By signing this permission form, I acknowledge reading and understand this warning and the risks I as the coach will assume. I hereby acknowledge that I know the risks of coaching during the COVID crisis and agree that I will abide by all national, state and district policies as it pertains to COVID-19 and any activities sponsored by Pueblo County School District 70.**

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Employee &/or volunteer coach signature

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Date

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School

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Activity

**\*\*\* This form must be turned into the building Activities Director/Principal prior to the start of the season.**