

2020-2021



MIDDLE SCHOOL
Activities / Athletics

Coach's Handbook

Beulah
Craver
Pleasant View
Liberty Point International
Skyview
Vineland
Swallows Charter Academy



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.

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MIDDLE SCHOOL ADMINISTRATION

BEULAH MIDDLE SCHOOL

485-3127

Perry Rogers, Principal

CRAVER MIDDLE SCHOOL

676-3030

Brian Schipper, Principal

LIBERTY POINT INTERNATIONAL SCHOOL

547-3752

Chris Slobodnik, Principal

Robert Frost, Athletic Director

PLEASANT VIEW MIDDLE SCHOOL

542-7813

Rhonda Rein, Principal

Laura Guardamondo, Athletic Director

SKYVIEW MIDDLE SCHOOL

547-1175

Wendy James, Principal

Jeff Chamberlain, Athletic Director

Brett Bridgman, Athletic Director

SWALLOWS CHARTER ACADEMY

547-1627

Dr. Cindy Compton, Director

Ethan Ward, Athletic Director

VINELAND MIDDLE SCHOOL

948-3336

Sandy Gibbs, Principal

Ryan Mandarich, Athletic Director

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

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.

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



PHILOSOPHY

The athletic community, which is comprised of coaches, administrators, parents, officials and student athletes, must be committed to excellence with the understanding that winning is performing to potential. The athletic community will provide for the safety and growth of the student athlete physically, socially, and emotionally, while striving to develop in each athlete an internalization of respect, honesty, trust, cooperation, sportsmanship, positive values and an acceptable work ethic. Further, the athletic community realizes that in all facets, each member has the responsibility to “do right, do your best and treat others like you would like to be treated.” The governing principles of all athletic programs must place student athletes first and winning second.

The regulations and expectations outlined in this handbook serve as guidelines in conducting and administering the middle school athletic program. Although not bound in Board Policy, it is expected that the athletic community adhere to these regulations and expectations without deviation.

PARTICIPATION

Participation in athletics provides many opportunities for young men and women to develop emotionally, morally and physically. Athletes are students first and athletes second.

Any student, who participates in athletics, including cheerleaders, must follow the training rules as outlined by their coaches and/or sponsors. Athletes who feel they cannot follow these rules should not go out for athletics. Violation of the training rules cheats yourself, your school, your teammates and your community.

In order to participate, a student must attend school a minimum of ½ day

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**
 - **1st 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)**
 - **2nd Offense – In or out of season, 50% disqualification from all sports played for 365 days.**
 - **3rd Offense – Disqualification from all sports for 365 days.**
 - **4th 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**
 - **1st 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)

- o 2nd Offense Disqualification from all sports for 365 days.
- o 3rd 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.**

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.

As stated in Colorado School Law, CRS 22-32-116.5, any student may participate in an activity through any amateur association or league, of which the school or school district is not a member, and such participation shall not prevent the student from participating or affect the student's eligibility to participate in the same activity at any school, subject to the limitations specified in this section. Prior to participating in any activity through such an amateur association or league, the student shall obtain the express written permission of the principal of the school at which the student participates in the activity, which permission shall be granted if:

- The student's class attendance is not compromised, and
- The student is in good academic standing under the school's activities policy applicable to all students.
- A non-enrolled student will pay 150% of the cost of the activity fee that enrolled students pay (refer to Non-Enrolled Student sheet)

No Pueblo County School District 70 school shall belong to any organization or association nor enforce any rule of a coach or principal that would prohibit a student's participation in any school or interscholastic school activity based upon the student's participation in lawful activities during out-of-school hours and off-of-school property.

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.
- 6.

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 green form will then be taken by the student athlete 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.******

Extracurricular and Interscholastic Activities- TRANSFER FROM ANOTHER DISTRICT OR PROGRAM

As indicated in Colorado School Law, CRS 22-32-116.5, notwithstanding any other provision of this article, each school district and each public school, subject to the requirements of this section, shall allow any student enrolled in a school or participating in a nonpublic home-based educational program to participate on an equal basis in any activity offered by the school district or the public school that is not offered at the student's school of attendance or through the student's nonpublic home-based education program. (See CRS 22-32-116.5, articles 2-10 and all sub-points for limitations and further clarification).

CONDUCT OF COACHES

Let it be said that athletes conduct themselves as gentlemen or ladies, display the best sportsmanship, and give maximum effort in all athletic events in which they participate. It is also the responsibility of coaches to establish a standard of conduct for student athletes. As adults, it is expected that we will model the desired behavior. If a coach is ejected from an athletic contest for "unsportsmanlike conduct" the following consequences will be enforced.

- **1st offense:** a mandatory meeting between the principal and coach to review the incident and to reach an understanding regarding demeanor before student athletes, parents, and spectators. Also a letter by the coach to the principal explaining the ejection. The coach will miss the next contest at the same level. He/She may not coach in any other contests at any level during this time. ***A serious enough violation could result in going straight to step 3.
- **2nd offense:** same process, as first offence except the coach will now miss two contests.
- **3rd offense:** A coach may be suspended for remainder of that sport season. The coach will meet with the Administrative Committee (principal, MS athletic director and Mr. Smith). Procedures and a plan will be developed from that meeting.

Poor coach conduct and subsequent incidents during the same school year or season may result in disciplinary action. The principal must relay the incident, via memo, to the associate Superintendent of Educational Programs, and an explanation of action(s) taken.

Game sportsmanship: It is the responsibility of the head coach to monitor and make adjustments to the game to prevent running up the score on teams. The intent of Middle School Athletics is NOT to embarrass any team, school, or player. An example of adjusting to situations like that might be to substitute varsity starters in the fourth quarter, pull the press off as soon as possible, play a zone defense in basketball, do not pass the football in the second half, etc. Prior to the game if both coaches realize that it might be a lopsided game, agreements about managing the game should be made.

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.

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.

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?

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.

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.

EVALUATION OF COACHES

The purpose of the coach evaluation process is to improve coaching effectiveness. Effective coaches will achieve and maintain competency standards in the performance of their coaching duties. Certified coaches will be evaluated annually over a three-year period of time. A coach can be placed on an Assistance Plan at any time he/she fails to meet school district standards. In this instance, he/she will be evaluated annually until such time as they are removed from the Assistance program. Non-certified coaches will be evaluated every year. A coach may be placed on evaluation any time that it is determined there is a need to do so. Evaluation of coaches must be completed within 30 days of the conclusion of the sport season and forwarded to the Personnel Services office.

CUTTING PROCEDURES

Because of limited facilities, schedules and financial resources, certain programs will require cutting of participants. The number of student athletes to be kept in each sport should be stated and made public prior to tryouts. Coaches are responsible for communicating to parents and student athletes the criteria to be used to

determine how cuts will be made. Each program is unique and will develop specific written criteria related to the evaluation process that will be used to make cuts. When it has been determined that cuts will be necessary, the coach will consult with the principal regarding the process/procedures to be used. Where provided by the District, all schools will utilize District Player Evaluation Forms and follow tryout procedures established by the District. For the 2019-2020 School Year, this is specifically applicable to Volleyball and Basketball. Written documentation relating to cuts (method used and results) will be kept on file with the coach and a copy submitted to the principal. These records must be preserved/archived for a minimum of seven (7) years. It shall be the discretion of each individual school administration to determine the method for preserving these records. Names of participants who are cut from a program will NOT be posted. Coaches will discuss with each individual who has been cut, the reason(s) for being cut. The participation fee will be refunded if a participant is cut from a program. **Refunds MUST be requested by the participant within ONE (1) week of being cut or injured.**

AWARDS

Each school may provide an award plaque displaying permanently their history of athletic accomplishments. Medals and/or ribbons will be awarded in track at the District Meet. Each school will present awards, either year-end or at the conclusion of each season, in the form of certificates only (there are to be no special awards, such as MVP, most improved, etc.) in any and all sports and/or activities. Coaches may also choose to credit student athletes on a weekly basis through recognition and motivational citations.

MODIFICATIONS

The Middle School Athletic Board of Control members comprised of principals from the schools of the Pueblo County School District 70 Middle School League and Central Administration may elect to adapt or modify national, state and district guidelines to meet the needs and objectives of participating schools.

PRACTICE TIMES

All athletes should complete the minimum number required practice sessions, by each sport season (one of which may be an organizational meeting) prior to entering his/her first game in all sport activities. The maximum length for any sport practice session shall be two hours. Practice on non-attendance days is encouraged and permitted, providing coaches attend the regularly scheduled times. No Sunday practice or Sunday contact is allowed. Practice may not commence until the end of the regularly scheduled workday for teachers.

COACHING ALLOTMENTS/RATIOS

For the 2020-21 school year, each school with the full complement of sports (football, volleyball, basketball, softball, wrestling and track,) will be limited to up to 17 contracted, paid coaching positions. Each building administrator can use these positions as they desire. All schools will coordinate specific allotments (up to 17) with the Director of Business Services prior to exceeding the prior year's staffing level.

PAYMENT FOR EXTRACURRICULAR CONTRACTS

Coach's Pay Schedule

Coaches that are employees in the district will be paid in a 12-month disbursement. **(during COVID they will receive 4 monthly payments per sport.) Any cancellation of contracts due to COVID all signed contracts will be prorated.**

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 (Boys Basketball will be at the end of December)
- 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.**

COMPENSATION FOR GAME PERSONNEL

In the event that volunteers are not available game workers will be compensated as follows. Game/contest workers shall be compensated for their time according to the following schedule: \$20 per night per worker- \$40 per night for tournaments per worker for 3 or more games. (Tournaments of 1-2 games will be \$20 per person) Classified employees are subject to the Fair Labor Standards Act concerning game workers. Administration reserves the right to make final decisions on the use and payment of workers

FEES

PARTICIPATION FEE. : A participation fee, determined by the Board of Education of Pueblo County School District 70 will be charged to all students for each sport in which they choose to participate. This fee is mandated by the Pueblo School District No.70 Board of Education and is payable prior to the first day of practice unless special arrangements have been made with the building principal.

These fees are:

\$60.00 per child per sport

The participation fee is refundable if the student is "cut" from a sport, injured, or he/she quits prior to the first competitive event (game or scrimmage). **Refunds MUST be requested by the participant within ONE (1) week of being cut or injured.** There are no refunds for students who quit during the season. Cheerleaders will be exempt from the participation fee, but will be responsible for purchasing their own uniforms

LIMITATIONS

The guidelines or by-laws contained within this handbook reflect only the minimum regulations desired in governing the Pueblo County School District 70 Middle School Athletic Program. Stricter regulations may be imposed if an individual school chooses to do so.

ELIGIBILITY

Students who represent a school in any Pueblo County School District 70 Middle School Athletic Program sports activity or contest, must comply with the following regulations in order to be eligible for participation:

- In order to participate in Pueblo County School District 70 middle school athletics, a student must be a 6th, 7th or 8th grader and may not have reached the age of 15 by the first day of the School as established on the Pueblo County School District 70 calendar for that school year. Exception: An eighth grade student who exceeds the age limit by no more than one year (may not have reached the age of 16 by the first day of school) may become eligible by petitioning the Pueblo County School District 70 Middle School Athletic Director for a waiver of the age restriction.
- A parental permission form and a physician's physical examination, good for one calendar year from the date the participant was examined, must be on file in the principal's office before the student will be allowed to practice or play.
- A student cannot be failing one or more subject(s) on a cumulative basis and participate for that current week. The cumulative grade per subject will be the final determining factor for eligibility. Eligibility lists will be determined weekly and must be submitted to the principal. Eligibility requirements will begin the first day of practice of each sport season.
- **Any student who has two(2) or more cumulative class grades of "D" shall serve on probation for one (1) week per season of sport. This student is still eligible to participate during this**

probationary week, however, should a second occurrence of two (2) or more cumulative class grades of "D" occur, the student shall be ineligible for one week. As per the requirement above, any student failing one or more classes is not eligible for participation.

- Student athletes declared ineligible will not participate in games or contests that week. The individual schools will communicate policies regarding practice when student athletes are declared ineligible.
- **Upon the third week of ineligibility the student will be dismissed from the team. If there is an extenuating circumstance the parent may contact the school (as soon as it becomes an issue) and it will be handled on a case by case basis. This may involve a meeting consisting of the parent, coach and the athletic director/principal to determine the merit of the ineligibility and whether the student should be removed from the team for the remainder of the sport season.**
- Each school, via a participation contract that must be signed by each student athlete and parent and returned to the school, will communicate the eligibility policy as stated in this handbook. It is the responsibility of the Head Coach to communicate to parents that a student athlete is ineligible.
- The Principal or designee has authority to declare a student athlete ineligible for participation in Pueblo County School District 70 athletic activities based on poor citizenship.
- **Swallows Charter Academy** - The expectation for participation is no student shall have more than one D at a time. In the event a student has more than one D or has an F they will become ineligible for the period of one week. If a student becomes ineligible three consecutive grade checks, they will be dismissed from the team for the remainder of that sport season.

TRANSFERS

Any student who transfers to another in-district school during the season of any activity they participate in will be ineligible for half of whatever games are left in that season. The only exception will be based on an involuntary transfer dictated by the district.

PROVISIONS GOVERNING CONTESTS

- CHSAA: All athletic contests shall be conducted under the official rules as published by the National Federation of State High School Associations and will be governed by all rules established by CHSAA that govern high school activities, except where altered by Pueblo County School District 70 middle school guidelines.
- COACHES AND SPONSORS: The Pueblo County School District 70 Board of Education shall approve all coaches and sponsors, including volunteer coaches and sponsors, of Pueblo County School District 70 middle school interscholastic activities or athletic teams. **(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.)**
- RULES AND EQUIPMENT: All protective equipment issued by Pueblo County School District 70 will meet the requirements of the National Federation and CHSAA.
- OFFICIALS: Every attempt will be made to secure registered officials for each Pueblo County School District 70 middle school activity.
- **ADMISSIONS: Admission price for all athletic contests shall be \$ 2.00 per Student (grades PK-12), \$ 2.00 per Senior Citizen, and \$ 4.00 for Adult, as approved by the Pueblo County School District 70 Board of Education. Admission to any play-off game in any sport will be \$5.00 adults and \$2.00 students/senior citizens.**
- SPORTSMANSHIP: The athletic by-laws of CHSAA provide that the responsibility for the conduct of coaches, players and spectators at any athletic contest shall lie with the officials of the schools whose teams are participating in the contest. In keeping with the spirit of this rule, it is the policy of the Board of Education of Pueblo County School District 70 that very strict control be maintained at all athletic

events. Should the participants or spectators engage in any activity that would tend to inflame the emotions of others, such individuals shall be required to withdraw. Any unseemly conduct, such as fighting or otherwise interfering with the course of the event, shall be grounds for suspension of any participant from further participation in that activity. (Pursuant to Pueblo County School District 70 Board Policy) Please see “Public Conduct on School Property or at School Activities” section for more information.

- SUPERVISION: The school building or ticket area will be open fifteen minutes following the conclusion of the event. The school will not provide nor assume supervisory responsibility beyond these times. It is to be understood, however, that no child is to be left neither unsupervised nor unattended beyond these times.

PARTICIPATION IN OTHER ACTIVITIES

Student participation in non-athletic events (Math Bowl, Spelling Bee, Science Fair, music events, speech/drama) is strongly recommended and should be greatly emphasized.

CHEERLEADING

Cheerleading, when offered by a school, is open to 6th, 7th and 8th grade students. Tryouts are held each spring to determine the squad for the following school year. Tryouts may be held anytime between the end of the 3rd sport season (8th grade basketball) and the last day of school. Tryouts are open to all eligible 6th and 7th grade students who meet the following criteria:

- Must have parent permission.
- May not be failing any classes at the time of tryouts and must have a cumulative GPA of 2.5 or higher over the first three academic quarters.
- Must be in good health as indicated by a current physical examination that must be on file with the school prior to tryouts.
- Must be responsible for purchasing a uniform.
- The participation fee charged for participation in other middle school activities is not required because of the cost of the uniform.

Each school will determine the number of cheerleaders that will make up their squad. The method used to conduct tryouts; the selection of judges and the system used to score cheerleading candidates will be left to the discretion of the individual schools. Each individual school will create a participation contract or “Cheerleader Constitution” which must be signed by the cheerleader and parent, and by which each cheerleader must abide. Summer contact: Contact between sponsor and cheerleaders during the summer (prior to the first official practice day) shall be completely optional and unrestricted, and will not be regulated by Pueblo County School District 70.

SPORT-SPECIFIC PARENT INFORMATION

Every coach will be required to give their sport-specific information to students and parents prior to the sport season. Information in the handout should include:

- Your attendance policy
- Practice/participation policy
- Behavior/academic - expectations/consequences
- Personal coaching philosophy in conjunction with the Pueblo County School District 70 Middle School Athletic Philosophy
- Player evaluation forms
- Any other item that might be pertinent to your program
- Game schedules or information for the site that the schedules can be found

Parents need to return a sign-off agreement sheet stating that they have received and understand the material before the student is allowed to practice. This sheet will be part of their regular paperwork required for participation. Clearance materials include:

- Physical form
- Participation fees
- School participation contract (signed by student and parent)

SPORT SEASONS

1. **Season #1:** Boys Football, Cross Country, Girls Softball and Girls Volleyball.
2. **Season # 2:** Boys Basketball. Begins with the conclusion of the volleyball and ends prior to Christmas vacation.
3. **Season #3:** Girls Basketball and Wrestling. Begins upon return to school following the Christmas break and lasts nine weeks.
4. **Season #4:** Boys and Girls Track. Begins upon return to school following spring break.

LEAGUE AND TOURNAMENT PLACEMENTS

Schools must declare teams for all tournaments. Swing players must declare a single team for all tournaments, which should coincide with the level they played at for the majority of the season. If numbers dictate one team, schools must declare the level prior to the beginning of the tournament-scheduling window. The Middle School Athletic Director, in conjunction with school administration and the District Athletic Director, will make the decision as to the placement of teams in league and tournament play.

BOYS FOOTBALL POLICIES

- Football practice will start in late July or early August. Please contact buildings for dates and times.
- Participation in Football will be limited to 7th and 8th grade students.
- Each participant is required to have nine (9) practices sessions prior to playing his/her first game.
- Each Pueblo County School District 70 middle school will be limited to a maximum season schedule of eight football games plus playoffs. Individual schools may schedule additional scrimmages at their discretion (refer to Definition of Scrimmage).
- The length of a quarter for football games shall be eight minutes. Regulation timing (starting and stopping clock as indicated by rule) may be altered (a running clock may be applied) by mutual agreement of the opposing coaches and administrator when a significant point differential exists.
- Games ending in a tie will continue, using the tie-breaking procedure outlined in the National Federation Rule Book, until the tie is broken.
- To assure greater participation, whenever possible, a JV schedule will be developed.

VOLLEYBALL POLICIES

- Practice will start in early August. Please contact buildings for dates and times.
- Participation in Volleyball will be limited to four teams (Varsity A & B, Junior Varsity A & B) of up to twelve players, comprised of 6th, 7th, and/or 8th graders. The total number of participants should not exceed 48. If cutting down to these numbers becomes necessary, each coach will communicate through the student/parent handbook for their sport:

1. The number of participants to be kept on each team
 2. The criteria to be used to determine how cuts will be made (Evaluation Form)
 3. That written records relating to the cuts are on file in the school office and will be preserved for a minimum of seven years
- Opportunity for meaningful playing time is the responsibility of the coach. The reserve rule no longer applies.

BASKETBALL POLICIES

- Practice for boys will begin in October. Please contact buildings for dates and time.
- Practice for girls will begin the first day of regularly scheduled classes following the Christmas vacation.
- Participation in Basketball will be limited to four teams (Varsity A & B, Junior Varsity A & B) of up to ten players, comprised of 6th, 7th, and/or 8th graders. The total number of participants should not exceed 40. If cutting down to these numbers becomes necessary, each coach will communicate through the student/parent handbook for their sport:
 1. The number of participants to be kept on each team
 2. The criteria to be used to determine how cuts will be made (Evaluation Form)
 3. That written records relating to the cuts is on file in the school office and will be preserved for a minimum of seven years.
- Game length of time shall be four quarters of six minutes. Intermissions of one minute between quarters and five minutes between halves (intermission between halves may be reduced or extended with mutual agreement of coaches and administrator). Regulation timing (starting and stopping the clock as indicated by rule) may be altered (a running clock may be applied) by mutual agreement of opposing coaches and administrator when a significant point differential exists

TRACK POLICIES

- Practice may start the week before Spring Break.
- Participation in Track is open to 6th, 7th and 8th grade students.
- Each participant is required to have 5 practices sessions prior to his or her first meet.
- Each Pueblo County School District 70 middle school will be limited to five meets and the district meet, the City-County meet (where applicable), and 1 practice meet.
- Each individual participant is limited to four events in any track meet.
- Admission will be charged for ALL Pueblo County School District 70 middle school track meets.

WRESTLING POLICIES

- Participation in Wrestling is available to 6th, 7th and 8th grade students.
- Each participant is required to have 5 practices sessions prior to his or her first meet.
- Students in Pueblo West shall participate in a cooperative team hosted by Liberty Point International School. Should participation numbers allow, the formation of separate teams by school will occur.
- Students in the St. Charles Mesa east of Pueblo shall participate in a cooperative team hosted by Pleasant View Middle School. Should participation numbers allow, the formation of separate teams by school will occur.
- Craver Middle School shall host a team when participation numbers allow. Should Craver not have sufficient numbers for a team, students from Craver and Beulah School shall participate with the "Mesa" team hosted at Pleasant View Middle School.

SOFTBALL POLICIES

- Participation in Softball is available to 6th, 7th and 8th grade students.
- Each participant is required to have 5 practice sessions prior to his or her first game
- Students in Pueblo West shall participate in a cooperative team hosted by Skyview Middle School.

- Should participation numbers allow, the formation of separate teams by school will occur.
- Students in the St. Charles Mesa east of Pueblo shall participate in a cooperative team hosted by Pleasant View Middle School. Should participation numbers allow, the formation of separate teams by school will occur.
 - Craver Middle School shall host a team when participation numbers allow. Should Craver not have sufficient numbers for a team, students from Craver and Beulah School shall participate with the “Mesa” team hosted at Pleasant View Middle School.

CROSS COUNTRY POLICIES

- Where a Cross Country program is offered, practice will start in early August. Please contact buildings for dates and times.
- Participation in Cross Country is available to 6th, 7th and 8th grade students.
- Each participant is required to have 5 practices sessions prior to his or her first meet.

DEFINITION OF SCRIMMAGE

The following definition of a “Scrimmage” comes from the CHSAA Handbook. We are not sanctioned by CHSAA, but nearly always follow CHSAA policies regarding athletic participation. This definition would apply to all games, matches, and/or contests that exceed the allowable schedule for each sport. The conditions for scrimmages are as follows:

- All participants in interscholastic scrimmages must have completed 5 days of formal practice in the sport they are representing. (EXCEPTION IS FOOTBALL which requires 9 days of practice)
- All participants in interscholastic scrimmages must be eligible in accordance with the Pueblo County School District 70 Middle School Eligibility Policy.
- No score may be kept. Instruction is the primary reason for a scrimmage.
- The scrimmage may not be advertised and no admission may be charged. This does not prohibit the presence of spectators.
- No officials may be paid. (Certified officials may work scrimmages, but may not be paid.)
- School administrators must be notified prior to the scheduling of any scrimmage.
- Schools are limited to two scrimmage dates in each sport.

COACHING RESPONSIBILITIES

At all times, be a positive role model for student-athletes

General

- Follow the guidelines and expectations outlined in the Middle School Athletic Handbook
- Head coaches will assist the principal in selecting assistant coaches. If coaching positions are not filled, H.R. will post and advertise the position.
- DO NOT GIVE students your keys. If they need something, open doors for them.

Pre-Season

- Prepare team handout of rules and expectations for your sport/activity. They are in addition to the School Athletic Participation Contract.
- Discuss the purchase order process of your school with the principal, if there are any questions, so that conflicts will be avoided. DO NOT shortcut the procedure set by the school and/or district.
- Meet with the principal to discuss the following:
 - Secure and review all paperwork necessary for student-athletes to participate in your sport/activity
 - Review eligibility requirements of the school
 - Review season schedules for contests and transportation
 - Review evaluation system for making and documenting cuts, if applicable

- Review and plan any fundraising ideas you may have
- Meet with assistant coach that will be coaching with you to review expectation, policies, procedures and evaluation.
- Check medical kits and supplies.
- Review athletic/activities of the school, your sport and particularly, the Pueblo County School District 70 Middle School Athletic Handbook.
- Complete required training related to concussions.
- Before beginning practice, check with the office to make sure that all participants have completed and returned all paperwork and fees including:
 - Current physical exam, no older than 365 days
 - Participation Fee
 - Participation Contract, signed by both the student and parent
 - Completed emergency information card

Season

- On a regular basis, communicate with the principal about procedures, practice times, activities, problems, etc.
- Participant Orientation
 - Coach/sponsor expectations of participants
 - Review sport/activity handbook or rules sheet
 - Eligibility requirements
 - Practice and game attendance expectations
 - Attendance requirements for participation (1/2 day)
 - Procedures for team selection and cuts, if applicable
- Selection of appropriate teams. Documentation of rationale and criteria for selection and cuts should be available, if questioned.
- DO NOT post cut lists, if applicable. Personally talk with each individual who has been cut, giving him/her the rationale for the cut.
- Hand out all equipment and uniforms necessary for your sport. Please keep accurate records of the equipment checked out to an individual athlete.
- Check progress and grades for the athletes.
- Make sure all students are cleared out of the school 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 have been picked up. Never leave students alone.

Post Season

- Equipment:
 - Check in
 - Inventory
 - Turn into principal a list of participants who have not paid fines or turned in equipment
 - Organize equipment and uniforms and store in the designated storage area
- Lists to prepare and present to the principal:
 - Budget
 - Inventory of equipment and uniforms
 - Final roster of participants who completed the season
 - FOOTBALL – A list of helmets to be recertified and/or disposed of should be submitted immediately after the season for budget purposes. Set the helmets aside and designate helmets to be re-certified and/or disposed of.
- Plan with the principal, awards banquets or assemblies.
- Turn in evaluations of assistant coaches one week after the season.

GENERAL TIPS FOR THE SEASON

- **Fundraisers** – District policy requires that all money raised for an individual sport, club or activity be deposited into an activity fund that is managed by the School District. Under no circumstances are coaches/sponsors allowed to open an account at a banking institution to manage fund-raised dollars. All proceeds/revenue generated through fundraising activities must be turned in to the front office for deposit within 48 hours of the conclusion of the fundraiser. Failing to follow District policy regarding this issue could result in dismissal from the coach/sponsor position. (Refer to Appendix-Fund Raising)
- **Keys** – Make sure that you have the necessary keys to get into the building, locker room, coaches’ office and equipment room. If you do not have the appropriate keys, contact the principal. NEVER GIVE YOUR KEYS TO STUDENTS, REGARDLESS IF THEY ARE MANAGERS.
- **Equipment Check Out** – Keep accurate records and be very strict about equipment and uniforms.
- **Eligibility** – Make sure you understand the eligibility requirement for middle school athletics. Carefully check the eligibility of the participants each week for which you are responsible.
- **Team Roster** – submit to the principal a list of participants for the sport/activity you are coaching/sponsoring. ALL PAPERWORK MUST BE COMPLETED AND FEES PAID BEFORE PARTICIPANTS ARE ALLOWED TO PRACTICE, UNLESS ARRANGEMENTS HAVE BEEN MADE WITH THE PRINCIPAL.
- **Handbook** – Hand out all information and review with participants and parents.
- **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 principal concerning facility use and practice times.
- **Bus Times** – make sure your bus times and dates correspond with your schedule. Check your game/contest schedules. Confirm bus times with the principal. If the principal is not available, please call the First Student to confirm the scheduled departure time and the number of people riding the bus.

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:

- A. The head coach for players and other team personnel.
- B. Game management guiding spectators and personnel to safe areas
- C. 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.

A Person Struck by Lightning

1. People who have been struck by lightning do not carry an electrical charge and are safe to be touched by others.
2. Call 911
3. Cardiopulmonary resuscitation (CPR) is safe for the first responder.
 - b. If possible, an injured person should be moved to a safer location before starting CPR.
 - c. Lightning-strike victims with signs of cardiac or respiratory arrest need immediate emergency help.
 - d. 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.

Tornado Specific EAP

1. Definitions:

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

2. Emergency Action Plan:

- g. Develop a tornado specific EAP for each venue or event.
- h. Designated weather watcher (above) notifies site or athletic director of approaching storm and communicates direction and speed of storm.
- i. 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.
- j. 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.
- k. 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.
- l. 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.

IMPORTANT COACHING POINTS

Stay the Course!

APPLY THE COMMITMENT THROUGH LEADERSHIP THAT
YOU EXPECT YOUR ATHLETES TO HAVE!

Give clear messages:

Don't let athletes and parents draw their own conclusions. Let
them **KNOW** where they stand.

Write it down for them to read and sign.

- **SAY what you mean**
- **Mean what you SAY**
- **Live with what you SAY**

REMEMBER: YOU CAN'T PLEASE EVERYONE!

Pueblo County School District 70

Coaching Certification

24951 East Highway 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 for ALL 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 fingerprinted and district/school board approved. Fingerprinting can be done at the Pueblo County Sheriff Department (11th & Grand) or the Pueblo Police Department (Main Street). Contact them for available times.

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 every year. If you need to get CHSAA certified or recertified contact the school athletic office for the proper forms and material. **CHSAA application for certification must be sent directly to CHSAA** along with the application/certification fee.

- **CHSAA certification now requires ALL 1st year coaches/ sponsors or any coach/sponsor who has not coached in 4 years to complete a CHSAA 1st year coaches course**
- CHSAA test
- Concussion certification
- CHSAA Application and fee

Head Coach After-Season Evaluation

School _____

Year _____

Coach _____

Date _____

Years at current school _____

Total years Head Coach _____

*****Final evaluation will be made at the end of the school year**

(Coaches can be put on an improvement plan or evaluated at any time)

Any "U" or "N" may require an improvement plan

Rating Scale: S= Satisfactory N= Needs Improvement U= Unsatisfactory S N U

I. Professional and Personal Relationships

1. Submits team rosters, bus requests, travel lists, year-end reports, and program information on due dates as required.
2. Understands and follows rules and regulations as set by CHSAA and Pueblo County School District 70.
3. Works cooperatively with Athletic Director, Maintenance Staff, and other personnel.
4. Shows self-control and pose in areas related to role-modeling for players.
5. Maintains suitable sideline conduct
6. Works with team/individuals to develop appropriate goals
7. Provides rules and expectations to team members in writing and enforces them
8. Effectively develops team spirit and unity
9. Has confidence and respect of student-athlete
10. Participates in coaching clinics and other activities to improve coaching performance
11. Communicates effectively with parents

III. Related Coaching Responsibilities

1. Inventories and cares properly for equipment
2. Follows proper procedure to purchase equipment
3. Attends to factors (ie. Equipment, injury, prevention reports), which relate to athletic safety
4. Provides proper supervision and security of athletic trips, practice and locker rooms

Comments: _____

Signature _____

Athletic Director

Date

Signature _____

Coach

Date

(by signing, this simply means you received the evaluation, not that you necessarily agree with it)

II. Coaching Performance

1. Is well versed and knowledgeable in all aspects of assigned sport and can effectively teach
2. Establishes the fundamental philosophy, skills and techniques to be taught by staff
3. Holds staff meetings, including MS coaches, to implement #2 above
4. Develops a well-organized practice schedule which utilizes staff and team to its maximum
5. Effectively utilizes practice time for both individual and team development
6. Provides leadership and attitudes that produce positive efforts by participants
7. Delegates authority with responsibility while remaining accountable for such delegations
8. Develops integrity within the coaching staff and works to make better coaches
9. Team performance consistent with quality of athletes available (all conf could be a measure)
10. Has individual and team discipline and control
11. Develops respect by example in appearance, manners, behavior, language and conduct
12. Provides an atmosphere of cooperation in being receptive to suggestions
13. Is fair, understanding, and patient with team members
14. Shows an interest in athletes in off-season and classroom efforts

Professional and Personal Relationships

Coaching Performance

Related Coaching Responsibilities

EVALUATION OF ATHLETIC COACH'S TARGET OBJECTIVES

Principal _____ Date: _____

Coach's Name _____ Sport: _____

Rating Scale:

A = Attained goal

S = Satisfactory progress toward attaining goal

N = Needs more progress toward attaining goal

C/E = Cannot evaluate

	A	S	N	C/E
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Pueblo County School District 70
Athletic Budget

School: _____ Year: _____

Sport: _____

General Supply Budget: _____

Purchasing and Budget reminders:

- Get bids for supplies but do not order without authorization
- Obtain authorization for the purchase through school administration
- Consult with school administration and clerical staff to determine if the supply/equipment should be purchased utilizing a Purchase Order or a Procurement Card.
- Use correct PO form and make sure all information is complete. Consult with school office staff to obtain the proper form(s)
- Make contact with vendor to make sure they have the order correct
- Order in time to have equipment on time for your sport/activity
- Keep a running balance of what you spend. **DO NOT EXCEED YOUR BUDGET**
- When a purchase order is utilized, do not order, receive, or pickup equipment or supplies before your vendor has been issued a purchase order. If you do not follow that procedure, you could be personally responsible for the payment.
- Event managerial costs will be taken care of by the administrative and support staff
- All funds are publicly accountable

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 teams 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)

- o 1st time: Verbal warning from AD/Principal.
- o 2nd time: Written warning-coach must fill out form as to why policy was not followed. Written Warning will come from Administration Personnel (District AD)
- o 3rd 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)

- o 1st 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.
- o 2nd 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)
- o 3rd 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: _____

Final End-of-Year Coach Recommendation

Date: _____

School: _____

Activity: _____

Head Coach: _____

I recommend the following assistant coaches be given contracts for the _____
School year. They have been notified and approved by the Principal and Activities Director.

Assistant Coach _____

Assistant Coach _____

Assistant Coach _____

Assistant Coach _____

Assistant Coach _____

Assistant Coach _____

Assistant Coach _____

Assistant Coach _____

Head Coach _____

Date _____

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 _____

COMMUNICATION AND CONFLICT

Chain of Command

This is an essential part of communication and the “chain of command” that we expect our athletes/parents/coaches to follow. Most conflicts are resolved at the student-athlete and coach level of communication. Please address the following chain of command procedures. Thank you for your cooperation.

Student-Athlete and Coach

Student-Athlete and Principal

Parent and Coach

Parent and Principal or Designee

Parent and Principal

Parent and District Athletic Director

Parent and Superintendent

Parent and Board of Education

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

NON-ENROLLED DISTRICT ACTIVITY PARTICIPANTS

School Law 22-32-116.5 – Extracurricular and interscholastic activities

6a.

A school may charge any student participating in an activity a participation fee as a prerequisite to participation. The fee amount that a school of participation charges a non-enrolled student shall not exceed one hundred fifty percent of the fee amount the school enrolled students who participate in the activity.

Non-enrolled students who participate in activities will be charged at the following rate:

High School

\$ 150.00 per sport per child

Middle School

\$90.00 per sport per child

6c

Post Season

In addition to the fees listed above, a school may charge a non-enrolled student participating in postseason competition in an individual activity the actual cost of that postseason participation if they are the only student(s) involved in that postseason activity.

**Pueblo County School District 70
Athletic Cut Policy/Procedure**

Sport _____

Student Name _____ Grade _____

School _____ Date _____

Pueblo County School District 70 and _____ middle/high school want to take this opportunity to thank you for your participation in _____. After all evaluation procedures have taken place and have been documented, the decision to dismiss you is always very difficult. We appreciate you trying out and hope that in the future you will again try out for our team. We also hope that you will be an advocate for our program. If there are any questions about what kind of things that you might do to improve, please do not hesitate to call us. Thank you for your effort.

**** Upon your request the participation fee will be refunded to you prior to the 1st official contest.**

Coach

Date

Participant

Date

Pueblo County School District 70
Code Of Conduct Policy Procedure

Sport _____

Student Name _____ Grade _____

School _____ Date _____

Code of Conduct Violation

After investigations have taken place, it has been determined that you have violated the above code of conduct policy set by Pueblo County School District 70 and _____ Middle School. According to policy, the following consequences will take place because of that conduct violation.

Consequence:

Options:

Comments/Recommendations:

Coach

Date

Participant

Date

Administrator

Date

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 submitted

Total \$ turned in

=Checks

=Cash

=Coin

Date

Sponsor initials

Office initials

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.

Pueblo County School District 70
CODE OF CONDUCT FOR PARENTS OF ATHLETES

Foreword

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and four core principles: caring, honesty, respect and responsibility. The highest potential of sports is achieved when athletic competition reflects these “four pillars of character.”

I therefore agree:

1. I will not force my son/daughter to participate in sports, but will support and encourage any interest and commitment they demonstrate.
2. I will remember youth participate to have fun and the game is for the youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my son/daughter or the safety of others.
4. I will learn the rules of the game and the philosophy and policies of Pueblo County School District 70 Middle/High School Athletic Program.
5. I (and my guests) will be a positive role model for my son/daughter and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing and/or taunting, refusing to shake hands, or using profane language or gestures.
7. I will not encourage any behaviors or practices endangering the health and well-being of the athletes.
8. I will teach my son/daughter to abide by the rules and to resolve conflicts without resorting to hostility, aggression or violence.
9. I will demand my son/daughter treat other players, coaches, officials and spectators with respect, regardless of race, color, creed, sex or ability.
10. I will communicate to my son/daughter that doing one’s best is more important than winning, so my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my son/daughter for competing fairly and giving their best effort, and make him/her feel like a winner every time.
12. I will never ridicule or yell at my son/daughter or the other participants for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my son/daughter over winning.
14. I will promote the emotional and physical well-being of the student athletes ahead of any personal desire that I may have for my son/daughter to win.
15. I will respect the officials and coaches and their authority during games and will never question, discuss or confront officials or coaches at any athletic event, and will take the time to speak with coaches at an agreed upon time and place in the event I have any concerns.
16. I will demand a sports environment for my son/daughter free from drugs, tobacco and alcohol, and I will refrain from their use at all athletic events.
17. I will refrain from coaching my son/daughter or other players during games and practices unless I am one of the approved coaches of the team.

I also agree that if I fail to abide by the aforementioned articles and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by a school official or his/her designee.
- Written warning.
- Parental game suspension with written documentation of the incident kept on file by the Pueblo County School District 70 Office of the Director of Business Services.
- Suspension of attendance for the remainder of the sport season.
- Son/daughter removed from the team for the remainder of the sport season.

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.

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

All money collected from any source must be substantiated by prenumbered student activity receipts, class receipt records, collection envelopes, pre numbered tickets or other verifiable record. 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.

Any requisition for which a check must be issued must be received by the central accounting office at least 24 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

Financial statements of income and expenditures should be sent monthly by the central accounting office 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

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

File: ADC

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.

Adopted: February 4, 1992
Revised: November 1, 1994
Revised: November 5, 2003
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

File: GBEC

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

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*)

Pueblo County School District 70 **MIDDLE SCHOOL ATHLETIC CONTRACT**

Participation in athletics provides many opportunities for emotional, moral, and physical growth and development. Because athletics provides many positive experiences for the student, Pueblo County School District 70 supports student involvement in athletics at the middle school level. Athletes are expected to conduct themselves as gentlemen or ladies; display the best sportsmanship and give maximum effort in all athletic/academic events in which they participate.

ELIGIBILITY

The student-athlete who represents a school in any Pueblo County School District 70 middle school interscholastic athletic activity or contest must be eligible under the following policies governing the Middle School Athletic Program.

- Students are expected to maintain passing grades in all classes and exhibit positive citizenship at all times. Weekly eligibility checks are done to establish eligibility. Grades are posted on Friday afternoon. If a student has one F, they will be ineligible starting Monday for the week. If the student becomes ineligible a second time, they will be dismissed from the team for the remainder of that sport season. If a student has two (2) or more D's in one week, they will be on probation starting Monday for one week. In the event of a second occurrence of two (2) or more D's during the same season of sport, the student will be ineligible for one week.
- Have all paperwork completed prior to starting practice. Paperwork includes: 1) current physical examination (physicals are good for one calendar year from date of examination) 2) participation fee (\$ 60 per participant per sport) 3) emergency card information 4) return SIGNED Participation Agreement (last sheet of this booklet) to head coach or school office. Students will NOT be allowed to start practice without ALL paperwork being turned in. If a student is a multi-sport athlete, the

athletic contract has to be turned in for the first sport only.

- REFUNDS: I understand that if my child quits or is cut prior to the first contest a refund must be requested within a week of the date they were cut or quit.
- Participate in the minimum number of practice sessions determined by the sports season before they can participate in a game or scrimmage.
- All student-athletes must maintain good citizenship at all times. The Principal or designee, with input from teaching and coaching staff shall have sole authority to declare a student ineligible for participation based on citizenship.
- A student must be in attendance at least one-half of the school day to participate unless special permission form the Principal is granted. If permission is not granted, the student will be ineligible to participate.

TRAINING POLICIES

Students in Pueblo County School District 70 may not use or possess tobacco or tobacco-like products, drugs, or alcohol products. In addition to Pueblo County School District 70 Board of Education Policy (suspension and/or possible expulsion from school) the following school athletic penalties will be enforced.

- He/she will forfeit all awards which he/she has been awarded for the current school year.
- He/she will be suspended from further participation in activities for the remainder of the current sport season.
- Violators will be required to appear before the athletic board (consisting of the principal and coaching staff) to determine if the student will be eligible for further participation.
- A second violation during the school year will result in suspension from all athletic activities for the remainder of the school year.

TRANSPORTATION

Transportation to and/or from game events is provided on a limited basis by school bus where required for participation to be ensured as determined by the Administration. At no time will transportation be provided to and/or from practice. In the event that transportation is provided, student behavior while traveling is expected to be exceptional.

IMPORTANT RULES AND REGULATIONS

- A student will be dropped from an athletic team following two unexcused absences from practice. If in attendance that school day, a student must notify the head coach as to why he/she will not be at practice. The head coach shall have the authority to excuse a student from practice. Excessive excused absences will result in little or no participation in athletic events.
- The student-athlete must abide by any and all training rules established by the coach of the sport in which they are participating.
- Players are expected to sit together as a team, both as players and spectators. They will at all times, conduct themselves in an orderly manner.
- Players will not be allowed to enter school hallways or move around the school building when not participating in a game. Students are NOT to leave the building (home or away).
- Vandalism or any abuse of school equipment, posters, furniture, etc. will not be tolerated.
- The school building or ticket area will be open 15 minutes prior to the activity and close 15 minutes following the conclusion of the event. Parents are expected to pick up their child within these time lines.
- Practices may be scheduled after school, early evening, or morning depending on the number of teams and practices. Teams are expected to practice on Friday's. Teams are allowed to practice on Saturday's. No contact by the coaching staff and no sanctioned activities shall occur on Sunday's. Please be prepared to make arrangements for your child.

PUEBLO COUNTY SCHOOL DISTRICT 70
Extracurricular Activities Participant
Good Conduct Rules and Academic/Attendance

PARTICIPATION AGREEMENT

I/We the undersigned agree to these terms and conditions for participating in Pueblo County School District 70 athletics/activities. These terms and conditions include:

- General Participation Requirements and payment of fees
- Concussion Management Protocols
- Transfer Rules
- Code of Conduct for Parents of Athletes
- Public Conduct on School Property or at School Activities
- Communication and Conflict
- Middle School Athletic Contract
- Current Physical Form on file
- **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.**

I/We have had an opportunity to review and ask questions regarding these good conduct rules and participation policies. I/We agree to abide by all rules and accept the consequences listed for behavior that violates these conduct rules. I/We understand that my child, while participating in sport activities, will be potentially exposed to inherent risks of that activity and could suffer serious injury or death. I/We understand that personal information may be used for program information, sports statistics, and other forms of communication related to participation in athletics.

STUDENT NAME

SCHOOL

STUDENT SIGNATURE

DATE

PARENT / GUARDIAN SIGNATURE

DATE

*If a child is injured or cut from a team, a refund must be requested prior to the first contest.

Pueblo County School District 70

Activity Participation Form

Name _____

School _____

Date _____

Activity _____

This document verifies student participation in a previous activity during the _____ school year.

_____, previously signed a Pueblo County School District 70 **Parent/Student** activity handbook and all documents associated with the handbook and Pueblo County School District 70 policy. All information has been turned into the activities/athletic office.

Previous activity _____

PLEASE SIGN BELOW AND TURN THIS FORM IN AS PART OF YOUR PAPERWORK FOR THE NEXT ACTIVITY YOU PARTICIPATE IN.

Student Athlete

Parent/Guardian

Note: This form **MUST** be signed and turned in as part of the paperwork **before** the athlete will be allowed to participate in the next activity.

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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 the 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 administration, 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 form, I acknowledge reading and understand this warning and the risks I 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.

Employee signature

Date

School

Activity

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

