2026-2027 CCSD Athletic Handbook

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MISSION STATEMENT

"The ideal of good sportsmanship, ethical behavior and integrity permeates our culture. The values of good citizenship and behavioral standards apply equally to all activity disciplines, in perception and practice. Good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact, or an individual's influence, on the behavior of others. Good sportsmanship is viewed by the National Federation as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity."

National Federation of State High School Associations

CHEROKEE COUNTY SCHOOL DISTRICT EXTRACURRICULAR ACTIVITIES

Interscholastic athletics and other extracurricular activities in the Cherokee County School District (CCSD) will be administered as a part of the total school program under the same administrative guidelines as other parts of the educational program. All events in which CCSD schools participate will be conducted under the rules and regulations of:

- Cherokee County School Board State School Board Policy
- State School Standards
- Georgia High School Association
- AdvancED Accrediting Agency

ADVISOR

The term **Advisor** will be used to refer to coaches, directors (i.e., band, chorus, etc.), sponsors (i.e., cheerleaders, drill team, etc.) and any other person who is assigned to supervise extracurricular or performance type activities. An athletic coach/advisor must be a certified employee of the CCSD and meet the qualifications of the Georgia High School Association (GHSA).

Each advisor will be responsible for reviewing and becoming familiar with the CCSD Student Activities and Athletics Handbook and the GHSA Constitution and By-Laws. The advisor will also be responsible for reviewing and becoming familiar with the specific interpretations of the rules pertaining to their particular sport or activity. If applicable, coaches must complete a GHSA-sponsored rules clinic.

The activities program is an integral part of school culture. All advisors must be considered as teachers first and advisors second, even though the two aspects of the program are interrelated. Advisors will exhibit interest in the total school program and have the same responsibility toward the faculty meetings, in-service meetings, assemblies, PTA and other school activities as other teachers.

In contact with patrons outside the school program, it is the responsibility of the advisor to interpret school regulations and policies and to ensure that they are followed. Good judgment on the part of advisors may avoid embarrassment or the creation of friction and misunderstandings. Advisors have great influence on the schools' public relations.

Advisors are in a unique position to influence behavior and character development. Therefore, it is essential the advisor's conduct is of the highest standard and that they assume responsibility for assuring equally desirable conduct from the members of their teams/student groups. Specific areas of emphasis are:

- Use of **profanity** by advisors and coaches while in the performance of duties **will not be permitted**.
- **Use of tobacco** by staff **will not be permitted** while on school grounds or in the presence of, and while working with, students and/or supervising student activities or school-sponsored events.
- Advisors and students will not be allowed to argue with officials or display other unsportsmanlike acts before, during or after an event.
- Advisors are expected to be well-groomed and appropriately dressed at all times.
- Advisors are expected to be supportive of administrative decisions, even those with which they may disagree.
- CCSD administrators may be permitted to serve as an advisor of an extracurricular activity if the local school administrator determines that extenuating circumstances exist, and the Superintendent approves.
- Middle/high school teachers applying to serve as an advisor at another CCSD middle/high school must have the consent of the Principal at the school where the teacher is employed. If the consent is not given, an appeal may be made to the Chief of Human Resource Officer.
- Copies of all GHSA documents, including submissions to and correspondence from, will be forwarded to the Office of School Leadership and Operations.

Coaches Education Requirements per GHSA

GHSA requires that an athletic coach be a professional teacher meeting the teaching requirements and be employed by only one Board of Education or similar governing authority, regardless of whether or not they are paid for their services (Note: exception when all Boards of Education or similar governing authorities and all Principals/headmasters involved sign a consent form on an annual basis, he or she may coach at another School District), and:

- Employed for 20 or more hours per week on a regular basis in a professional contracted position and hold a teaching certificate or leadership certificate issued by the State of Georgia, or
- Employed for 20 or more hours per week on a regular basis as a JROTC Instructor in the school's JROTC program, or
- Assigned as a student intern in a practice teaching situation under the guidance of a college or university teacher training program, or
- A retired teacher teaching or supervising less than one-half time (40 hours considered full time), or
- A certified teacher or administrator at a member school on medical leave governed by the "Family Medical Leave Act" and/or the "Georgia Teacher Maternity Leave of Absence" policy.

ACTIVITIES AND ATHLETICS

Activities and Athletics by Season

Fall	Winter	Spring	Activities
Cheerleading	Basketball	Baseball	Band
Cross Country	Bass Fishing	Esports	Chorus
Esports	Dance	Golf	Color Guard
Fast-Pitch Softball	Game Day Cheer	Gymnastics	Drama
Flag Football	Literary	Lacrosse	Drum Line
Football	Swimming & Diving	Riflery	Forensic Science
One Act Play	Wrestling	Soccer	JROTC
Volleyball		Tennis	Winter Guard
		Track and Field	
		Adapted Track and Field	

Athletic Trainer

No person shall represent himself or herself as an athletic trainer, or perform the services of an athletic trainer, without first obtaining a license from the Georgia Board of Athletic Trainers pursuant with the requirements of O.C.G.A. § 43- 5-1 through O.C.G.A § 43-5-14.

An athletic trainer shall be a person licensed by The Georgia Board of Athletic Trainers who, upon the advice and consent of a physician, carries out the practice of prevention, recognition, evaluation, management, disposition, treatment or rehabilitation of athletic injuries; and, in carrying out these functions, the athletic trainer is authorized to use physical modalities, such as heat, light, sound, cold, electricity or mechanical devices related to prevention, recognition, evaluation, management, disposition, rehabilitation and treatment. This code does not preclude schools/teams from utilizing a team doctor.

Athletic Trainers are interviewed and awarded contracts through the CCSD Purchasing Department program, the Office of Risk Management and the Office of School Leadership and Operations. The addition of athletic trainers outside those awarded by the District is prohibited.

Students may work as student trainers to assist the Certified Athletic Trainer with duties related to an athletic team. They may not perform medical procedures or assume medical responsibility for treating student athletes without supervision of the Certified Athletic Trainer.

Complimentary Passes to Athletic/Extracurricular Events

CCSD employee/retiree photo identification badges: Will serve as a complimentary pass for the bearer, plus one, for admission to CCSD athletic/extracurricular events, (including booster club sponsored Junior Programs). Complimentary passes are not valid at Region or State playoff contests. The employee must be present for the pass to be valid for entry.

GHSA Pass: Only the bearer of this pass, plus one, will be admitted. A photo ID must be presented for state tournament level events.

CCSD Spirit Passes: (issued in accordance with Board Policy DFGA) are available at the front desk of the CCSD Central Office for those who qualify. Persons must be age 65 or older and show proof of Cherokee County residence. A senior spirit pass will admit the card holder with up to one guest at no charge to all activities of the Cherokee County School District. Photo ID may be required. Complimentary passes are not valid at Region or State playoff contests.

Expansion of Interscholastic Activity/Athletic Programs

The Principal will submit a written proposal for expansion of interscholastic athletic/activity programs to the Director of School Support and Athletics. Proposals will be submitted no later than the end of the first semester for the current school year in order to be considered for implementation in the next school year. Proposals must be submitted on the Evaluation Form for Proposed Expansion of Interscholastic Athletic and/or Activity. The Principal will submit all appropriate supporting data, such as data from the school district's most current official athletic interest survey.

An Interscholastic Athletic/Activity Review Committee, appointed by the Superintendent of Schools, will review and evaluate current programs and proposed expansion of programs. This committee will submit proposed recommendations to the Superintendent of Schools.

The Interscholastic Athletic/Activity Review Committee will review proposals and the related impact on the following areas:

- The impact on Gender Equity;
- A sanctioned GHSA activity meeting all GHSA guidelines;
- The impact on existing programs;

- The impact on current fields and/or facilities, including but not limited to availability of adequate practice and game fields and/or facilities and dressing facilities;
- The travel distance and time to competitions and/or practice;
- Potential scheduling problems such as scheduling adequate competition;
- The financial considerations, such as but not limited to, the start-up costs and annual costs, including coach/sponsor supplements, uniforms, equipment, game officials, game administration, travel costs, security costs, clean-up costs and maintenance costs of fields and/or facilities;
- The source of income; and,
- The availability of certified positions as related to a pool of available coaches/sponsors.

If a new athletic/activity program is approved, the program must be implemented within a two-year time frame. Failure to implement the program within that time frame will necessitate the need for resubmission of the proposal. If a proposal is denied, a new proposal may not be submitted until significant changes have been made to the original proposal.

The deadline may be waived upon submission of an Expansion of Athletics Program - Waiver Request Form if the following provisions are met:

- A proposal was originally presented and denied.
- There have been significant changes made to the original proposal.
- The deadline for notification of participation to GHSA is later than the deadline set forth in these guidelines.
- The requested action represents no additional cost to the school district.
- Other schools in the school district are not impacted by the decision.
- Submission of the aforementioned *Waiver Request*, along with a copy of the original and revised proposals, to the Office of School Leadership and Operations.

Officials

The head coach is responsible for securing officials but must receive administrative approval before confirmation.

- Written contracts will be made with the officials and signed by the Principal.
- All varsity athletic events hosted by a GHSA-member school in football, flag football, softball, soccer, cross country, track, gymnastics, lacrosse, swimming, golf, tennis, volleyball, competitive cheerleading, basketball, wrestling, dance, game day cheer and baseball will be officiated by officials who are members of GHSA approved associations.
- GHSA requires the host school to provide a safe and secure changing area for contest officials, free from traffic by school staff, students and spectators.
- 9th grade and JV contests may use non-GHSA officials, although NOT RECOMMENDED.
- Officials may not have present or recent affiliation with a participating school.
- The officials' dressing area is "off limits" to school staff, students and spectators one hour prior to game time, during the duration of the contest and until the contest officials depart the facility.
- Security escorts must be provided to game officials by the host school at all GHSA sanctioned contests, before, during and following the contest – including to their vehicles.
- Participants are not allowed to argue with the officials or display other unsportsmanlike acts.
- Contest officials have the authority to have any and all individuals removed from the confines of the contest whose behavior has become a distraction and/or hindrance to the administration of the event. This may include, but is not limited to, verbal and visual gestures.
- The GHSA Constitution states: "*Coaches, administrators or players are not to make comments to the media that are critical of officials and/or their calls in a game. Penalties that could be imposed by the Executive Director will include fines and/or suspensions.*" ***Coaches who violate this rule will pay any fines personally.***

Listed below are suggestions for establishing a courteous professional relationship between the school and officials assigned to their event:

- Provide a specific parking space if parking is a potential problem.
- Have someone available to greet officials and escort them to the dressing area.
- Confirm that the officials have immediate access to the dressing area.
- Provide appropriate refreshments (i.e., soft drinks, etc.).
- Monitor possible spectator problem areas.
- Express appreciation to the officials at the end of the contest.

Practice Sessions

Schools will not conduct an illegal practice as defined in the GHSA Constitution and By-Laws.

- Practice sessions will comply with local and state starting and ending dates and with all CCSD, GHSA and GaDOE rules and guidelines.

- Practice sessions/meetings will be made as convenient as possible for participants and their families. The physical endurance ability needed for study time, final exams and social needs of the students will be considered when planning meetings or the length of practice sessions. No regular school day time may be used for practice.
- Sunday practice/meetings for students are prohibited without written permission by the Director of School Support and Athletics, whether voluntary or mandatory.
- Practice sessions will be conducted in a manner that exemplifies high standards of conduct, sportsmanship and coaching ethics.
- The advisor of each team/group is in charge of the practice session/meeting.
- All advisors must meet GHSA qualifications. If coaches do not attend the GHSA clinic or pass the coaching exam, the coach must pay the fine levied by GHSA.
- A certified professional must supervise all lay coaches during practice sessions.
- Questions regarding time and facilities for practice must be cleared through the Principal or his/her designee.
- When Cherokee County Schools are closed because of inclement weather, all activities including practice sessions are canceled unless notified otherwise by the school Principal.
- Students participating in summer practices will be monitored closely for dehydration and/or other heat-related complications.
- A player who participates in a GHSA sport may not participate in practices that occur during the school day. Practice is defined as any activity that is school-initiated, organized, coordinated or supported.

Practice Sessions (Out-of-Season)

Coaches, teachers or sponsors of extracurricular activities will not require students to participate in out-of-season (including summer) practice/program as a condition of school-year participation.

Coaches are not allowed to coach a community team, which consists of any members of their high school team during the school year. This does not prohibit a coach from coaching members of his team from the time school is out until the beginning of the next school year (GHSA defines the beginning of each school year as the first date of practice for the earliest GHSA sport). From the beginning of the school year, as designated by GHSA, until the last day of school, no coach is allowed to work in a camp or clinic if members of their team are participants, unless it is during their designated season as established by the GHSA.

Press Area, Press Box, Scoring Tables

Only those people who have a job to preform which requires them to be in the press/scoring area will be allowed to enter. A reasonable effort will be made to assure that the media have a place to sit and work when covering a game.

Public Address Announcer Guidelines

Public address announcers at CCSD athletic events are expected to utilize the Pre-Game Announcement and follow the National Association of Sports Public Address Announcer (NASPAA) Code of Conduct.

NASPAA Code of Conduct

1. *Announcers shall understand that their role is to provide pertinent information in a timely manner and to do so professionally and not attempt to be bigger than the game or event by doing play-by-play or by providing commentary in an effort to entertain or to draw attention to himself or herself.*
2. *Announcers shall understand that because they have a tremendous influence on the crowd and that cheerleading, or antics designed to incite the crowd for the purpose of gaining an advantage for their team is inappropriate.*
3. *Announcers shall promote good sportsmanship and a positive environment by what they say and how they act.*
4. *Announcers shall treat the opponents and their fans as guests, not the enemy.*
5. *Announcers shall respect the individuals who are responsible for the conduct and administration of athletic games and events, such as coaches, officials and administrators and avoid making any comments that reflect positively or negatively on them.*
6. *Announcers shall respect the participants of all teams and remain neutral when introducing the starting participants, announcing substitutions and the outcome of plays or performances of the participants.*
7. *Announcers shall be competent. This means following approved announcing guidelines, expectations and policies, such as emergency procedures, provided by the administration or the host facility.*
8. *Announcers shall be prepared, such as being familiar with the correct pronunciations of the participants' names, knowing the rules of the sport, the officials' signals and how the game is played.*
9. *Announcers shall exhibit professional behavior and represent their school, organizations or association with the respect and dignity at all times by what they say, how they act and how they appear.*
10. *Announcers shall not use alcohol and tobacco products at the venue. **

**No person shall possess any alcoholic beverages upon the grounds or within any structure of a public school. Persons shall refrain from the use of alcohol, or illegal or unauthorized drugs, before or during the course of professional practice.*

Publicity

Advisors will ensure their teams and/or individuals receive proper recognition at both the local school level and from the media. Advisors will refrain from making negative comments about parents, students or officials. A prompt reply is required to request information from the media or from the District Office.

Recruiting

Refer to GHSA By-Law 1.70 regarding recruiting at the following link www.ghsa.net/constitution.

- When advisors receive inquiries from parents or students from a Cherokee County school, or other regional school, regarding the possibility of transferring to your school district:
  - Refrain from giving information as this could be interpreted as undue influence on your part and/or a recruiting violation, which would place you and your school and students in jeopardy.
  - Direct all such inquiries to your Principal or his/her designee.
- Recruiting of students by advisors within a school at the expense of another advisor, team or group will be considered a serious breach of professional ethics.
- Cooperation between members of the staff is essential for the success of the total program. Lack of cooperation will not be tolerated.
- It is the responsibility of the local school administration to ensure that undue pressure is not placed upon the student either directly or indirectly in his/her choice of activities.

Scheduling Athletic Events

The head coach is responsible for planning a tentative schedule for his/her team. No games, practices or meetings will be scheduled if there is a conflict with a regular school day without prior administrative approval from the Office of School Leadership and Operations. After the Principal or his/her designee approves the tentative schedule, it must be submitted to the Office of School Leadership and Operations for review and approval prior to publication. When scheduling athletics, all state, county and region requirements must be met. The GHSA Handbook will be used as a guide.

- Recognizing that assessment is an important part of a high school's ongoing academic program, effort will be made to avoid scheduling extracurricular events during high stakes testing, in particular EOC Milestones and the Advanced Placement Exams.
- The administration will collaborate with administrators from other schools to assist coaches/sponsors of school competitions and performances to avoid scheduling which would conflict with important testing dates.
- The Principal will work cooperatively with the coaches/sponsors to minimize the amount of late night events that precedes one of the high stakes testing dates.
- A priority will be placed on scheduling each of the other county schools. If circumstances beyond control exist that, prevent a school from meeting this scheduling criteria, list any and all reasons and forward this information to the Director of School Support and Athletics for review and approval.
- Sub-varsity athletic teams must schedule all other CCSD sub-varsity athletic teams in the same sport before considering an opponent outside of the school district. Only after fulfilling this CCSD scheduling commitment may a team outside of the school district be considered as an opponent. All out-of-district opponents must be of the same competitive level and closest geographically to the school.
- Marching Bands are encouraged to select at least three of five regular season away football games to attend and perform. Considerations in making this decision are travel distance and cost, time allotted to perform (in the case of home team's homecoming activities, etc.), other scheduled events such as following day competitions, or other conflicting school scheduled activities. The marching band may travel to more than three selected games when: (1) the Band Director and Principal have approved these trips, and (2) the band boosters organization provides full funding for the cost of travel.
- Marching bands may attend festival competitions when (1) the Band Director and Principal have approved the trip, and (2) the band booster organization provides full funding for the cost of travel.
- Coaches/sponsors are expected to hold travel to a minimum.
- Coaches/sponsors are required to avoid scheduling competitions and performances during school holidays, understanding that unique circumstances may exist, which will require some student participation in certain competitions, and/or performances on these dates. Also, when a school holiday must be used for competition or practice, coaches/sponsors will not exceed the competition or practice time normally required for the student participation on a regular school day.
- Contracts for athletic events will be made and filed by the Principal or designee.
  - Contracts will be for two years to avoid excessive paperwork.
  - Contracts will be made for games, matches or meets including schools in the CCSD.
- GHSA regulations, which pertain to the number of contests per week and the number of contests per season, will be strictly enforced.
- The Principal or the athletic/activities director designee will make arrangements for transportation, food, lodging, etc.
- Scheduling of Fine Art events for band, chorus, drama and orchestra productions are permitted on Sundays with the permission of the school Principal. (Exception: GHSA One-Act)

Summer Camps

Participation in summer leagues or summer camps may be encouraged but cannot be used as a prerequisite for participation in an athletic or performance activity. Students may attend no more than two school-sponsored overnight camps per sport per year.

From the first day of the school year as defined by GHSA until the last day of school, no coach is allowed to work in a camp or a clinic if members of their team are participants unless it's during their designated season as established by GHSA. The school employee is also directed not to require, encourage or expect participation of his/her students in a camp/clinic if the employee receives any compensation beyond his/her contracted salary. The school's transportation allotment cannot be used to pay for transportation costs for summer camps.

The system Facilities Use Policy KG, located on the CCSD website under Board Policies, requires a Special Lease Agreement when the School District facilities and fields are used by for-profit sports summer camps, summer recreational leagues and any other activities where CCSD employees are compensated.

For further clarification, the following information is from GHSA regarding summer activities:

Each year there are many questions regarding students and coaches' activities during the summer months of June and July. These statements do not indicate that GHSA endorses the encouragement of camps, clinics or non- required practices. ***Please be aware that GHSA insurance does not cover summer camps, clinics or practices!***

1. *Catastrophic Insurance expires when school is out and does not resume until the first day of football conditioning. Normally, any school insurance that a student has obtained also expires with the end of school (this includes School Insurance that students purchase).*
2. ***Non-mandatory practices*** *may be held during the summer months in any activity.*
3. *Students may attend camps, clinics and practices from the first day school is out until the first day of the next school year, as defined by GHSA and/or during any dates which GHSA may set from year-to-year.*
4. *Students may participate in football passing leagues, basketball leagues, baseball leagues, etc. during the summer months.*
5. *Practices, camps and/or clinics may or may not be taught by coaches of the high school team.*
6. *These camps, clinics or practices may not be exclusive (i.e., any student who wishes to attend must be allowed to attend).*
7. *Camps, clinics or practices may occur on or off school property. If they occur on school property, arrangements must be made with the proper school authorities for the use of school facilities.*
8. *Students may play on a summer league team that is coached by the high school coach* ***after the first day school is out until the first day of the next school year as defined by GHSA except during the GHSA defined Dead Weeks.***
9. *Coaches may coach summer league teams consisting of participants* ***not*** *in their high school program prior to the end of school.*

Out of Season Training

Conditioning outside the season may be encouraged, but not required, as a prerequisite for participation in an athletic performance activity. Students will not be required to participate in conditioning during the time they are engaged in another school-sponsored sport. This does not include weight-training classes as a part of a student's curriculum.

GEORGIA DEPARTMENT OF EDUCATION RULES

Competitive Interscholastic Activities in Grades 6 -12

Competitive Interscholastic Activities in Grades 6-12 are governed by CCSD Policy IDE located on the CCSD website under Board Policies and State Board of Education Rule 160-5-1-.18.

GEORGIA HIGH SCHOOL ASSOCIATION

The GHSA Constitutions and By-Laws govern high school athletics and activities and may be found on the GHSA website. By-Law 1.00 governs Student Participation in all GHSA sanctioned athletics and activities and is located at the link above.

FACILITIES

Facilities/Equipment Use and Care

Board Policy, Use of School Facilities, Descriptor Code: KG located on the CCSD website under Board Policies, Effective 07-18-19, shall be the governing authority. A copy of this policy shall be provided to all facility use applicants. The Principal/facility supervisor must meet with the applicant and review the terms of the Facility Use Application and Special Lease Agreement, obtain the required documentation as outlined in the Agreements and distribute copies of the agreement to appropriate parties.

Requirements/Guidelines for the use of school facilities by outside groups or booster clubs are available on the CCSD website under Support Services – Facility Use Guidelines and Forms. Please refer to these guidelines **BEFORE** scheduling the use of school facilities.

Facilities Used for Indoor Athletic/Interscholastic Activities

Sport/Activity	Practice	Competition/Performance
Color/Winter Guard	Gym/Open space with high ceilings	Gym
Band Concert	Auditorium/Band Room	Auditorium
Basketball	Gym	Gym
Cheerleading – Spirit, Competition, and Game Day	Gym/Open space with high ceilings	Gym
Chorus	Auditorium/Chorus Room	Auditorium
Dance	Gym/Open Area	Gym and Off Site Venue
Debate	Classrooms/Cafeteria/Auditorium	Auditorium
Esports	Designated Classroom	Designated Classrooms
Gymnastics	Off Site Venue	Off Site Venue
Literary	Auditorium/Classrooms	Auditorium
Riflery	Designated Area	Designated Area
Volleyball	Gym	Gym
Wrestling	Gym or Wrestling Room/Facility	Gym

Facilities Used for Outdoor Athletic/Interscholastic Activities

Sport/Activity	Practice	Competition/Performance
Band Marching	Field space or marked paved space	Stadium Field
Baseball	Baseball Field	Baseball Field
Cheerleading – Spirit and Competition	Field Space	Stadium Field
Cross Country	Cross Country Course	Cross Country Course
Flag Football	Practice Field Space	Stadium Field
Football	Field Space	Stadium Field
JROTC	Designated Area	Designated Area
Lacrosse	Field Space	Stadium Field
Softball	Softball Field	Softball Field
Soccer	Field Space	Stadium Field
Tennis	Tennis Courts	Tennis Courts
Track	Track Field	Track Field

Note: Golf, Gymnastics and Swimming use off-campus facilities.

FINANCE

Financial Guidelines

Advisors will maintain an account of expenditures and will not make requests that exceed the assigned allotment. Guidelines to follow include:

- All funds collected from students will be properly receipted and submitted to the school bookkeeper.
- All purchases (paid for by the school) must have advance administrative approval. The school is not responsible for payment unless purchases have prior approval by the appropriate administrator.
- All purchases of a single item of between $500 and $999 (unit cost) must receive two written price quotes or bids. For purchases of a single item of $1000 or greater (unit cost), three written price quotes or bids must be obtained. The quotes must be documented on a Bid Form.
- The Principal or designee must approve reimbursable travel expenses in advance.

Booster Clubs

Booster clubs play an important role in supporting, encouraging and in advancing extracurricular programs. The Principal of each school must approve all booster clubs. The Principal of each school will address questions regarding booster clubs. The following rules and regulations are basic and broad guidelines for the establishment and operation of all booster clubs that support Cherokee County Schools.

- Booster clubs exist only to support the school and its program.
- A copy of each booster club's constitution, by-laws and annual budget must be submitted to the Principal and Director of School Support and Athletics before club activities each year. Each booster club will have a written philosophy with clear-cut objectives to be carried out by the club.
- Each booster club will have in its constitution procedures for an annual audit. The Principal has the right and the authority to audit booster club financial records.
- Each booster club will develop an annual budget with input from the coach or sponsor and submit it to the Principal for approval prior to the start of the season. A final annual financial report will be submitted to the Principal and Director of School Support and Athletics at the conclusion of the season.
- The booster clubs will provide a copy of their treasurer's report at each meeting.
- The Principal or his/her designated representative will approve all booster club meeting dates, the meeting site and the time of the meeting.
- Coaches or sponsors of each individual activity will attend booster club meetings.
- All fundraisers and projects conducted by booster club must have prior written approval of the Principal or his/her designee. Booster clubs must follow all CCSD guidelines pertaining to fundraising activities and facilities usage. *The Georgia Sales and Use Tax Regulations Prohibit Booster Clubs Access to the School's Sales Tax Exemption Form.*
- Booster clubs must abide by all guidelines, rules and policies set forth by Cherokee County School Board of Education, State Board of Education, GHSA and all local, state and federal laws.
- All gifts or donations given to the school by the booster club will be accepted by the Principal with a signed statement indicating that it will become the property of the school.
- Certified employees of CCSD shall adhere to guidelines established in CCSD Policy GAG with regard to any gifts from any booster club, parent organization or groups, students or parents of students.

Booster Club Guidelines
Booster Club Budget Form
Booster Club Information Form

Fee Guidelines

At the beginning of each school year, all traditional high schools in the School District will host an informational meeting for parents/guardians regarding student activities and athletics. Listed below are discussion items and meeting guidelines pertaining specifically to the issue of participation-based fees for student activities and athletics:

- The fee amounts for each activity/sport will be determined by the head coach/sponsor and school's Athletic Director (with the school's Athletic Director having final approval). These fees will not exceed the maximum amounts allowable, as provided below.
- The activity's/sport's "Participation Verification Form" will include the following statement: "Students have been informed in writing of cost to participate in sport." (as revised on 7/1/22)
- The activity's advisor will discuss with participants and their parents/guardians all costs associated with the given activity or sport, including mandatory obligations as defined in the CCSD Student Activities and Athletic Fee Schedule.
- The school will provide a written summary outlining all expenses for participants.
- The summary will break down expenses so that the parent/guardian can easily differentiate between mandatory fees (i.e., booster fees, player packs, etc.) and optional fees (i.e., camps, transportation, banquet/award ceremonies, spirit shirts, etc.).
- Payment or non-payment of fees shall not impact student participation in activity/athletic program.

Addressing Financial Hardship

No student will be prevented from participating in a sport/activity due to financial hardship. Because it is important to protect the privacy of students relative to financial hardship, each school must develop protocol to ensure confidentiality. Such protocol may include, but is not limited to the following:

- Student and/or parent/guardian contacts the head coach/sponsor;
- The head coach/sponsor discusses the situation with the school's Athletic Director;
- The school's Athletic Director determines the appropriate course of action (i.e., develop payment plan, ask for assistance from booster club, etc.);
- The head coach contacts the student and/or parent/guardian to review and explain any accommodations or actions approved.

Student Activity and Athletic Fee Schedules

The following schedule indicates **maximum limits on fees** that can be **mandated** for participants in the various student activities and athletics; it should be noted that this fee schedule **does not include optional fees:**

Baseball	$600
Basketball	$500
Band, Color Guard	$800
Band, Concert	$150
Band, Marching	$800
Cheerleading (basketball)	$400
Cheerleading (football)	$400
Cheerleading (Game Day)	$300*
Cheerleading (competitive)	$850
Chorus	$300
Cross Country	$300
Dance	$600
Drama	$300
E-Sports	$250
Flag Football	$300
Football	$600
Golf	$400
Gymnastics	$500
Lacrosse	$600
Orchestra	$150
Riflery	$300
Soccer	$400
Softball FP	$600
Softball SP	$200
Swimming	$400
Tennis	$300
Track	$300
Volleyball	$400
Winter Guard	$800
Wrestling	$500

*$300 fee is in addition to the Basketball and/or Football Sideline Cheer fee

To ensure internal and external consistency and compatibility, any optional fees for each sport/activity must be approved in advance by each school's Athletic Director and the school district's Director of School Support and Athletics.

Fundraising

The Principal must approve all fundraising activities (including Booster Clubs) in advance. All student fundraising must be approved by the Cherokee County School Board prior to the activity and accounted separately on the school's accounting record. Students will not be required to participate in fundraising in order to participate in extracurricular activities. The Office of Financial Management updates the pre-approved fundraisers annually. This list may be accessed through your school bookkeeper.

Gate Records

Gate receipts will be properly accounted for by the sale of tickets and documented through the use of gate receipt forms as indicated in Section 5.3 "Admission and Ticket Sales" of the School Activity Fund Accounting Manual.

Guidelines for Sales by Schools

- All school sales/fundraiser projects by schools and/or organizations representing schools must have prior approval by the Principal.
- Sales projects that require student participation must have board approval. This includes, but is not limited to, sales projects under the sponsorship of booster clubs and PTA (BOE Policy KDC/JK).
- No sales/fundraiser projects that are associated with the sale and/or advertisement of alcoholic beverages will be allowed by schools and/or organizations representing schools.
- Certain sales that generate funds that have a direct financial benefit to the school do not require board approval. These include but are not limited to sales of spirit wear, student dances and school annuals/yearbooks.
- School sales that are not designed to generate a profit for the school, or any school group, do not require board approval: (1) Yearbook sales and (2) Charity collections that are not deposited to school accounts.
- Commercial advertising materials that have no educational value will not be distributed in the schools (BOE Policy KJA). Commercial endeavors are not to solicit, advertise services or sell goods on school property unless given approval by the BOE.

Parking Fee

The decision to charge parking fees for an athletic event will be made by the school Principal. If fees are charged, the receipts will be deposited into the general athletic fund. Parking fees will not exceed $5.00 per vehicle. The parking fee for state playoff competition will be $5.00 per vehicle.

Salary Supplement

All salary supplements will be paid by the Cherokee County Board of Education. Coaches/Advisors must follow CCSD Board Policy GAG located on the CCSD website under Board Policies in agreement with any individual or group (i.e., booster club) for extra compensation for coaching or serving as a coach/advisor to any school team/group or club (i.e., summer camp). CPR certification/Concussion certification is required in order to receive a salary supplement. Returning personnel must be certified by August 1st, new hires must be certified by September 1st.

Ticket Prices for High School Athletic Events

Ticket prices at the gate remain consistent; however, a school may sell tickets at a discount for pre-sale, which may include individual games, season passes, school activity passes, or any package of tickets as determined by the Principal. Ticket sales will be properly accounted for and receipts deposited in the appropriate school account. Guidelines are in the School Activity Funds Accounting Manual. Ticket prices for out-of-county events and Region playoff events may vary. GHSA will set ticket prices for State events.

Varsity Football		*9th and JV Football*	
All Tickets	$10.00	All Tickets	$7.00

Baseball and Fast Pitch Softball Double Header Games	
All Tickets	$12.00

Basketball	
All Tickets	$8.00

All Other High School Sports/All Levels	
All Tickets	$7.00

Middle School Basketball	
All Tickets	$6.00

HEALTH AND SAFETY

Automatic External Defibrillators (AED) Guidelines

Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's rhythm. This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time onset of SCA. An AED is to be used on a victim of SCA, who is unconscious, without pulse, signs of circulation, signs of circulation and normal breathing.

Purpose

To provide trained employees of the Cherokee County School District with uniform guidelines to follow when responding to a Sudden Cardiac Arrest (SCA) and intervening with an AED.

Authority

Pursuant to Georgia law O.C.G.A. 31-11-53.2, coaches of the Cherokee County School District who may respond to an SCA incident must be trained and certified in cardiopulmonary resuscitation and the use of automated external defibrillator through a nationally recognized course such as the American Heart Association or American Red Cross.

Any employee of the Cherokee County School District trained in compliance with O.C.G.A. 31-11-53.2 who responds to an SCA incident and renders emergency care or treatment by the use of or provision of an automated external defibrillator shall be immune from civil liability pursuant to O.C.G.A. 51-1-29.3

Sudden Cardiac Arrest Prevention Act (SB60)

SB60, Jeremy Nelson and Nick Blakely Sudden Cardiac Arrest Prevention Act requires schools to "hold an informational meeting twice per year regarding the symptoms and warning signs of sudden cardiac arrest. At such informational meeting, an information sheet on sudden cardiac arrest symptoms and warning signs shall be provided to each student's parent or guardian. In addition to students, parents or guardians, coaches and other school officials, such informational meetings may include physicians, pediatric cardiologists and athletic trainers."

Links:
Sudden Cardiac Arrest Awareness Form
Sudden Cardiac Arrest Meeting Sign-In Form

Equipment

The Automated External Defibrillator (AED) approved by the School District for this program conforms to all federal and state standards. Before a school can purchase an AED device, the Principal or designee must complete the Automated External Defibrillator Request form and submit it to the Office of School Leadership and Operations for approval.

Location of AEDs

The AED will be placed in a designated location(s) throughout the school and will allow trained staff to easily access the device during and after school hours.

Maintenance

The AED will perform self-diagnostic test every 24 hours that includes a check of the battery strength and an evaluation of the internal components.

Annual System Assessments

Once each school year, the Principal or designee will conduct with the cooperation of the AED Program Coordinator a system readiness review. This review will include a review of:

- Training records of personnel related to CPR/AED certification.
- School Safety Plan related to AED System Activation.
- Equipment operation and maintenance records.

Use During School Hours

1. Assess scene safety. Employees are not expected to place themselves at risk to provide aid to others; the area or environment must be made safe prior to attempts to assist.
2. Determine the Responsiveness of the victim.
3. If Unresponsive, Activate the system:
   - ✓ Have someone Dial 9-1-1 to report the emergency.
   - ✓ Have someone notify the Principal's Office of the emergency.
   - ✓ Have someone retrieve the AED and meet trained employees at the emergency site.

- ✓ Employees trained in CPR will assess the emergency, if needed will begin CPR until the AED arrives. Observe universal precautions using gloves and ventilation mask.
  - ➢ Open Airway
  - ➢ Check Breathing: If not breathing or if breathing is ineffective, give two short breaths. If breathing, place in a recovery position (roll victim to left side) and monitor breathing closely.
  - ➢ Check for Circulation; if no signs of circulation, begin chest compressions and breathing (CPR) immediately until AED arrives.
- ✓ Turn on AED. Do not touch the victim unless instructed to do so.
- ✓ Apply electrode pads (according to diagram on back of electrode pads) to victim's bare chest. Shave or clip chest hair if required to ensure good seal between electrode pads and skin.
- ✓ Stand clear of victim while AED evaluates the victim's heart rhythm.
- ✓ Refrain from using portable radios or cell phones within 4 feet of victim while AED is evaluating heart rhythm.

SHOCK
- ➢ Clear area; be sure no one is touching the victim.
- ➢ AED will automatically initiate shock to victim.
- ➢ AED will analyze the victim's heart rhythm and shock up to 3 times.
- ➢ After 3 shocks, device will prompt user to check for pulse, breathing and movement; If absent initiate CPR.
- ➢ AED will evaluate the CPR measures.

NO SHOCK
- ➢ AED will prompt user to check pulse, breathing and movement and if absent, begin CPR.
- ➢ If pulse or signs of circulation are present, check for normal breathing.
- ➢ If victim is not breathing normally, give rescue breaths.
- ➢ AED will analyze the victim's heart rhythm.
- ➢ If victim regains signs of circulation, breathing and movement, place them on their left side, in a recovery position and monitor breathing.
- ➢ Continue to monitor heart rhythm, shocks and CPR until professional EMS personnel can arrive.
- ➢ Follow direction of professional EMS personnel upon arrival.

Use After School Hours

1. Access scene safety. Employees are not expected to place themselves at risk in order to provide aid to others; the area or environment must be made safe prior to attempts to assist.
2. Determine the Responsiveness of the victim.
3. If Unresponsive, Activate the system:
   - ✓ Have someone Dial 9-1-1 to report the emergency.
   - ✓ Have someone notify the supervising staff member of the emergency.
   - ✓ Have someone retrieve the AED and meet trained employees at the emergency site.
   - ✓ Employees trained in CPR will assess the emergency and, if needed will begin CPR until the AED arrives, observe universal precautions using gloves and ventilation mask.
     - ➢ Open Airway
     - ➢ Check for Breathing: If not breathing or if breathing is ineffective, give two short breaths. If breathing, place in a recovery position (roll victim to left side) and monitor breathing closely.
     - ➢ Check for Circulation; if no signs of circulation, begin chest compressions and breathing (CPR) immediately until AED arrives.
   - ✓ Turn on the AED. Do not touch victim unless instructed to do so.
   - ✓ Apply electrode pads (according to diagram on back of electrodes pads) to victim's bare chest. Shave or clip chest hair if required to ensure good seal between electrode pads and skin.
   - ✓ Stand clear of victim while AED evaluates the victim's heart rhythm.
   - ✓ Refrain from using portable radios or cell phones within 4 feet of victim while AED is evaluating heart rhythm

   SHOCK
   - ➢ Clear area; be sure no one is touching the victim.
   - ➢ AED will automatically initiate shock to the victim.
   - ➢ AED will analyze the victim's heart rhythm and shock up to 3 times.
   - ➢ After 3 shocks, device will prompt user to check for pulse, breathing and movement; if absent initiate CPR.
   - ➢ AED will evaluate the CPR measures.

   NO SHOCK
   - ➢ AED will prompt user to check pulse, breathing and movement and if absent, begin CPR.
   - ➢ If pulse or signs of circulation are present, check for normal breathing.
   - ➢ If victim is not breathing normally, give rescue breaths.
   - ➢ AED will analyze the victim's heart rhythm.
   - ➢ If victim regains signs of circulation, breathing and movement, place them on their left side, in a recovery position and monitor breathing.
   - ➢ Continue to monitor heart rhythm, shocks and CPR until professional EMS personnel can arrive.
   - ➢ Follow direction of professional EMS personnel upon arrival.

Follow-up

1. The use of an AED will be documented on the appropriate form(s) and forwarded to the Office of Risk Management and the Office of School Nursing within one business day of the incident/event.
2. Notification of AED use will be made to the licensed physician supervising the program within one business day of the incident/event.
3. The AED will be cleaned and/or decontaminated prior to storage.
4. Electrode pads will be replaced.
5. Content of the resuscitation kit must be replaced if used.
6. Critical Incident Stress Debriefing will be coordinated by the Office of Risk Management following the incident/event.

Community Acquired Methicillin Resistant Staphylococcus Aureus (CA-MRSA)

According to the Centers for Disease Control and Prevention, participants in competitive sports are at-risk for skin infections because of physical contact, skin damage and sharing of equipment. Humid, crowded conditions such as those found in locker rooms and gyms provide a good place for Staphylococcus Aureus (Staph) to grow. The following will provide the **student and parent** with practical information:

- Staph is commonly carried in nasal passages, under fingernails or on the skin without any medical problems. It can enter the body from a cut, insect bite or surgical incision. Normally a minor infection occurs. However, if a person has a weakened immune system from an illness, the infection could become more serious.
- Prevention involves players, coaches, parents and the school. The following practices are highly recommended to parents of players when the conditions warrant:
    - The player should wash hands thoroughly with soap and water during the day. Waterless hand cleanser can be used.
    - The player should practice good hygiene to include showering/bathing with soap and water after all practices and competitions. Previously worn protective clothing can be hot and cause chafing which results in broken skin. Skin trauma from turf or mat burns are other risk factors.
    - Use liquid soap in showers instead of sharing bar soaps; sharing can spread bacteria to other family members. Shower as soon as possible after practice/working out/competitions.
    - It is suggested to wash towels after each use and avoid sharing bed liners, razors and other personal items.
    - The player should not store or wear previously worn wet clothing. Wet or damp clothing/equipment is a breeding ground for bacteria and fungus.
    - The player will cover all open wounds. If a wound cannot be covered, there is a possibility that the player will need to be excluded from practice/ workout/ competition until the wound heals.
    - Players should report skin lesions to the parent as well as the coach. Parents and coaches will check a lesion that is potentially infected.
    - The player and parents should understand the importance of seeking medical attention at the first sign of infection. Early signs are redness and swelling of the affected area, pain, drainage (pus) around the area of an insect bite, cut or abrasion.
    - If medication is prescribed by a physician, the player should take the entire amount of medication in the prescribed amount of time.
    - The player should avoid getting into a hot tub or whirlpool until all wounds are healed.

Information obtained from the Centers for Disease Control and Prevention and State Epidemiologist Cristina Pasa. For more information visit the Centers for Disease Control and Prevention website.

Concussion Management

The Cherokee County School District is dedicated to the health and safety of all student athletes. Therefore, CCSD seeks to provide programs and practices that work towards providing the safest possible environment for all student athletes.

The ImPACT Concussion Management program is one of the leading concussion evaluation programs used in sport today. The ImPACT program provides a computerized neurological test to establish a baseline of brain activity for each athlete. In the event that a head injury/concussion is suspected, a second test is administered to evaluate inconsistencies in brain performance. Through this analysis, trained medical professionals can make appropriate decisions related to return to practice and play for athletes. All athletes identified as having sustained a possible concussion or head injury by the athletic trainer or medical doctor, will be required to have a medical doctor's signature for clearance to return to practice and/or play.

The parents or legal guardians of all CCSD athletes are required to complete the ImPACT Consent portion of the Information and Consent form to identify their choice to participate in this program or not to participate.

GHSA Emergency Action Plan

GHSA 2.21 The administrative head of each school shall have on file in the school office a written Emergency Action Plan for athletic practices and games. This plan must include responses to natural disasters, serious illnesses/injuries and terroristic events, and must have the involvement of local law enforcement agencies, rescue agencies, medical doctors and hospital personnel. The Emergency Action Plan (EAP) shall include the following:

1. The venue specific EAP shall be reviewed and rehearsed annually and prior to each sport season.
    a) Recommended personnel include local Emergency Medical Services (EMS), school public safety officials, school administrators, on-site medical personnel or school medical staff (team physicians or athletic trainers) and all pertinent coaching staff members.
2. The venue-specific EAP shall be accessible to all involved in a potential emergent situation.
3. All emergency equipment, including Automatic External Defibrillators (AED), which is available on-site shall be listed on the EAP.
4. The EAP shall identify key personnel and their responsibilities to carry out the plan of action with a designated chain of command.
5. The EAP shall contain appropriate contact information for the local and/or responding EMS personnel.
6. The EAP shall contain the facility address, GPS coordinates, location and contact information.
7. A medical timeout is recommended prior to all GHSA sanctioned events and games to review EAP.

Emergency Plan Standards

1. Each coach/sponsor will have immediate access to the Emergency Plan Quick Reference Card that has been developed for each individual team and/or athletic game or practice venue. In addition, they will have immediate access and be familiar with the school's Emergency Action Plan and Procedures.
2. Each practice or game venue will be equipped with telephone communications, either a landline or a cellular phone.
3. A bullhorn will be available for home games.
4. Each school bus used for athletic or extracurricular event will be equipped with a two-way communication device.
5. Each school bus will be equipped with a basic first-aid kit and blood borne pathogens kit.
6. Each coach/sponsor will keep up-to-date pertinent medical information on participants as provided on the physical form.
7. Each athletic team will have immediate access to a well-equipped first-aid kit and access to ice or an ice pack.
8. Each coach/sponsor will keep all medications and/or first-aid supplies and equipment in a locked and secure location, yet accessible when needed.
9. All emergency and/or communication equipment will be operationally maintained.

First-Aid/CPR– Concussion Certification Requirement

All coaches, as well as band, chorus and JROTC sponsors, must have First-Aid/CPR and Concussion certification by August 1st of each school year. Newly-hired coaches and sponsors will have until September 1st of each school year to obtain their certification. A salary supplement for their position will not commence until this certification is verified by the employing school, and the certification date is forwarded to the Office of School Leadership and Operations.

First-Aid/CPR classes will be arranged and scheduled with District Personnel. These classes will be available during post-planning and pre-planning. Certification through CCSD is for a period of two years. Classes for certification may also be taken through the American Red Cross.

Concussion management courses are prepared through the NFHS. Concussion certification is to be renewed every two years.

Information and Consent

No student will be allowed to participate in conditioning, tryouts, practice or contest until the Information and Consent Forms are completed and signed by the parent/guardian and this form has been placed on file at the school.

Insurance/Medical Coverage

No student will be allowed to participate in conditioning, tryouts, practice or contest until an insurance/medical coverage form, signed by the parent/guardian, has been placed on file at the school.

Performance Enhancing Drugs (PEDs)/Supplements

Recognizing potential harm to the health and welfare of student-athletes, as well as the detrimental impact to the fairness of competition and overall spirit of athletic games, the Cherokee County School District prohibits and discourages the use of Performance Enhancing Drugs (PEDs) in any personal, community or school-sponsored student activities and/or athletics. Furthermore, the School District encourages student-athletes, parents, coaches and sponsors to educate themselves regarding the dangers of such use, which is the antithesis of healthy living, positive competition and love of sport.

Introduction and General Definition of PEDs:
PED usage by student-athletes is a significant concern to schools, parents and society due to the possibility of adverse health consequences, non-productive effects that such practices have on the moral development of individual athletes and the spirit of fair competition for all individuals and teams.

PEDs are substances taken in nonpharmacologic doses specifically for the purpose of improving athletic performance. A substance should be considered performance enhancing if its primary function it to benefit athletic performance by increasing speed, strength, power or endurance by altering body weight or body composition. Furthermore, substances that improve performance by causing changes in behavior should also be considered performance enhancing.

For student-athletes, the pursuit of excellence in sports is an endeavor to be admired and encouraged. Success in athletics often involves obtaining an "edge" over the competition. However, the drive for success should not be so engrossing and so compelling that a student-athlete loses sight of what is fair and right. For example, they should not view the use of PEDs as a substitute of hard work; also, PEDs should not be considered a necessary supplement to hard-work or part of the price of success. The prospects for success in athletics should never outweigh the prospects of serious medical complications and other negative consequences associated with the use of PEDs.

Expected Actions for Athletic Directors, Head Coaches and Sponsors:
1. Provide educational information to students, parents and call coaches and sponsors regarding the adverse health effects of PEDs;
2. Prohibit the use of PEDs by incorporating these guidelines into daily policies, protocols and practices related to athletics;
3. Develop interventions encouraging substance-free competition, such as programs that teach sound nutrition and training practices, along with skills to resist social pressures to use PEDs;
4. Develop interventions encouraging open and frank discussion of issues relating to PEDs with the aim of promoting sound decisions about drug use and abuse based on principals of fair competition and character rather than the fear of getting caught;
5. Encourage wholesome and fair competition by emphasizing healthy nutrition and training practices while taking a strong stand against cheating and avoiding the "win at all costs" philosophy;
6. Describe the correlation between inquiries into possible student-athlete usage of PEDs and abuses of tobacco, alcohol and other substances; and
7. Consider usage of the Athletic Trainer program as an additional vehicle for further awareness, observation and reporting of potential PED usage to appropriate school staff an administration.

Physical Care of Participants

At practice and games, the advisor will have a copy of the physical form in his/her possession in case of emergency. Advisors will confirm that the facilities are safe and free of hazards, that each participant's equipment is in good condition, properly fitted and meets required safety standards. When necessary, a health advisory will be issued to address the control and prevention of communicable diseases.
It is recommended that a physician be present (if possible) at all home football games. It is the responsibility of the Principal or designee to ensure that an ambulance EMS is present at all home varsity football games.

Each public high school, that has an interscholastic athletics program, must have at least one functional automated external defibrillator (AED) on-site at all times for use during emergencies. AED, a medical device for use on a victim of sudden cardiac arrest who is unconscious, without pulse, signs of circulation and normal breathing, is located in secure designated location(s) throughout the high schools.

Physical Examinations

Students participating in athletics must pass an annual physical examination as required by GHSA prior to participating in any athletic try-outs, practices, voluntary workouts or games. Copies of the physical examination form and all other Permission and Consent forms required by CCSD for participation are electronic and may be accessed via Rank One. Registration instructions are administered via the local school athletic office.

A physical examination is required for participation in marching band and JROTC. Physical forms and all other Consent Forms shall be completed and submitted to the school athletic office via Rank One prior to participation in summer marching activities for the upcoming school year.

The Physical Forms may be accessed at the following links (all forms are required for a complete physical participation packet)

- GHSA Physical Form
- Athletic Information Consent Form

Blood Donation

Athletes who participate in blood drives should expect to not participate in same day practices or competitions. The American Red Cross recommends avoiding heavy lifting or vigorous exercise for at least the rest of the day after donating blood.

Maintenance/Utility Motorized Vehicles Guidelines

The school will maintain a list of all maintenance/utility motorized vehicles operated at the school. This will include vehicles owned, leased, rented, etc. either by the school or by a school agent (i.e., booster club). The list will include a description of the vehicle along with the make, model and identification numbers. The school will keep on file copies of the bill of sale and/or lease/rental agreements, including copies of the titles and the operation manuals on all motorized vehicles under the care and control of the school.

Only school personnel with a valid driver's license who have been trained on the basic operation of the vehicle may operate the vehicles. The school will maintain a list of the trained personnel including date of training. The administration will designate personnel to monitor the use of these vehicles.

The school will identify who is responsible for the maintenance of the vehicles and update maintenance records on each vehicle under their responsibility. Guidelines will be developed by the school establishing the proper use of maintenance/utility motorized vehicles at home football games and other events at the school.

Students are not allowed to drive/operate any maintenance/utility motorized vehicle.

JUNIOR PROGRAMS

Guidelines

CCSD Junior Programs are an entity of the high school booster club associated with the sport/activity and are governed by the league in which they receive membership status (i.e., Georgia Middle School Athletic Association (GMSAA)).

Participation

Students must participate in the Junior Program associated with the high school they will attend based on their current enrollment status and/or attendance zone.

LAY COACH

A Volunteer Lay Coach is defined as a person outside the employment of CCSD or a non-certified employee who has completed all GHSA certification requirements and has entered into a written agreement with CCSD to coach at the middle or high school level. The Lay Coach must be referred to the Office of School Leadership and Operations for the position by the Principal of the middle and high school for which he/she has applied.

Non-exempt employees of the school district may volunteer as a lay coach if the job is not the same job or similar for which he/she is employed. Non-exempt employees must follow the same process for becoming a lay coach as a non- employee.

Lay Coach Guidelines

- A Lay Coach must apply for this position under the School District's Lay Coach Application and criminal background check process, including fingerprinting by the Cherokee County School Police Department. A Lay Coach is not authorized to work with students until the application and screening process is completed and a written approval is granted by the Office of School Leadership and Operations.
- A Lay Coach must complete all requirements set forth in GHSA and CCSD policies and guidelines.
- A non-certified CCSD employee applying for a Lay Coach position must also have prior written recommendation and approval from his/her current Principal/Work Location Supervisor that he/she is a qualified candidate available for the volunteer position.
    - Non-certified employees must complete all daily/weekly assigned duties and responsibilities of their regular position before performing any activities as a Lay Coach.
    - All volunteer activities must be performed outside the non-certified employee's work hours, as assigned by their Principal/Work Location Supervisor.
    - A non-certified employee may only use available Personal Leave to attend coaching activities, which occur during assigned work hours, with prior written approval from the employee's Principal/Work Location Supervisor.
    - A non-certified employee of CCSD must sign a Volunteer Agreement if they choose to volunteer their services.
- Lay Coaches will strictly be considered as volunteers and will not receive any salary supplement or other CCSD compensation, including compensatory time for such activities.
- Lay Coaches are not authorized to function without the immediate supervision of a licensed professional educator (State of Georgia Certificate).
- A Lay Coach is not authorized to serve as a Head Coach.
- A Lay Coach is not authorized to coach in a sport where a member of their immediate family (i.e., son, daughter, grandchild, sibling or others living within their immediate household or family unit) is a participant in that sport at that school. Principals and Athletic Directors may apply for a waiver of this rule based on (a) extraordinary need and (b) substantial evidence that the Lay Coach can successfully complete the duties assigned. Items to be considered in this appeal may include, but not limited to the following:

- A record of previous successful coaching assignments that indicate the prospective Lay Coach has the ability to function successfully in a team atmosphere.
- A record of previous athletic experiences as a player that indicate the prospective Lay Coach has the ability to function successfully in a team atmosphere.
- A record of previous success in a community of school volunteer program that indicate the prospective Lay Coach has the ability to work within the assigned parameters without disruption to the program.
- Evidence the school's Head Coach has the strength and ability to provide leadership, guidance and control over the prospective Lay Coach and other staff members so as to maintain the appropriate relationship between team members and staff.

In order for an exception to the current Student Activity/Athletic guidelines to be considered, the school's Principal and Athletic Director must submit a letter requesting such a waiver, clearly identifying the prospective Lay Coach and the reasons for consideration of the waiver. This letter of request must be submitted to the Office of School Leadership and Operations (OSLO) for consideration. The decision of OSLO will be final and will only be authorized for the designated year/season. APPROVAL OF SUCH A WAIVER TO ALLOW THE PROSPECTIVE LAY COACH TO PARTICIPATE, DOES NOT REPLACE OR REMOVE ANY OTHER CCSD OR GHSA REQUIREMENTS. ALL PRE-ESTABLISHED DEADLINES FOR APPLICATION, BACKGROUND CHECKS AND COMPLETION OF CERTIFICATION MUST BE MET BEFORE A WAIVER IN THIS REGARD WILL BE GRANTED.

- A GHSA coach (certified teacher or community lay coach) may not coach a non-GHSA team in a competitive setting *during the school year* that includes any player(s) who participate in the sport he/she coaches at the member school. EXCEPTION: In a situation in which the child or step-child of the coach is the only player on a non-school team from the coach's school, the coach would be exempted from this rule.
- The number of Community/Lay Coaches allowed for each sport are limited by the Office of School Leadership and Operations and each coach must be approved by the Office of School Leadership and Operations, the School Principal and the school's Athletic Director.
- Each Lay Coach must sign a contract with CCSD prior to serving in this capacity. Such contract must be renewed annually. The contract will include an agreement by the Lay Coach that he/she will abide by State of Georgia and CCSD policies, as well as GHSA By-Laws and Guidelines regarding Lay Coaches.
- A Lay Coach must be certified by GHSA which requires successful completion (grade of 80% or higher) of the required NFHS Coaches' Education Training and Testing Program in "Sport First Aid" and "Coaching Principals." Information in this regard may be obtained from the high school Principal or Athletic Director.
  - The required GHSA application fee will be processed by the local school.
  - The Principal (or designee) will notify applicants of training site(s) and date(s).
- Current certified employees of CCSD will be given strong consideration before recommending a Lay Coach.
- Lay Coaches may be eligible to receive "gift money" from the sport's booster club not to exceed the designated approved limit for each academic year. The payment of "gift money" to coaches is subject to guidelines established by the Office of Finance and the Office of School Leadership and Operations. The Principal and Athletic Director should provide guidance to make sure that the gift amounts, if any, are consistent with those of other similarly demanding sports according to CCSD Policy GAG.
- Lay Coaches must complete a GHSA-sponsored rules clinic if he/she coaches the following sports: football, flag football, golf, softball, volleyball, riflery, dance, cheerleading (game day, spirit, and/or competitive), basketball, lacrosse, wrestling, swim and dive, track, baseball, soccer and gymnastics.
- In accordance with GHSA recommendations, CCSD requires all Lay Coaches to be over 21 years of age.

Lay Coach Class Registration Deadlines

Applications must be in the Office of School Leadership and Operations two weeks prior to the registration deadline. Any application that does not meet the deadline will be returned to the school.

FALL SPORTS (cheerleading, cross country, esports, flag football, football, softball, volleyball)
- To coach a fall sport and start on the first day of practice, the registration deadline for June classes must be met.
- To coach a fall sport and start on the first date of game/contest, the registration deadline for July classes must be met.

WINTER SPORTS (basketball, dance, game day cheer, gymnastics, swim & dive, wrestling)
- To coach a winter sport and start on the first day of practice, the registration deadline for September classes must be met.
- To coach a winter sport and start on the first day of game/contest, the registration deadline for October classes must be met.

SPRING SPORTS (baseball, esports, golf, lacrosse, soccer, tennis, track and field)
- To coach a spring sport and start on the first day of practice, the registration deadline for November classes must be met.
- To coach a spring sport and start on the first day of game/contest, the registration deadline for January classes must be met.

Lay Coach Waiver Request

For those situations where application of the Volunteer Lay Coach Rules and Guidelines may lead to substantial hardship, the Principal of the School may request a waiver of such rules and guidelines outlined above by submitting to the Director of School Support and Athletics or designee a written waiver request that specifies the following:

1. The specific rule for which a waiver is requested; and,
2. The specific facts constituting a substantial hardship which would justify a waiver; and,
3. The type of action/authority requested and proposed duration of the waiver; and,
4. The alternative standard(s), which the Principal seeking the waiver agrees to meet and assurance that such alternative standard(s) will continue to provide appropriate supervision for the health, safety and welfare of students.

After reviewing such waiver requests, the Director of School Support & Athletics will make a recommendation in this regard to the Chief of School Leadership and Operations for review and, if deemed appropriate, recommendation to the Superintendent of Schools.

STUDENTS

Student Attendance

Students will be permitted to participate in conditioning, tryouts and games or practice for extracurricular activities only if they have been in attendance at least one-half (4 class periods) of the day. Exceptions must have administrative approval.

Extracurricular actives must not interfere with the regular school day. Exceptions must have administrative approval. The advisor will monitor all students participating in performance activities and encourage proper emphasis on scholastic achievement.

Student Awards and Letters

- Varsity-Level Athletics Letters: The School District allows each high school to set requirements for students earning letters for achievements related to Varsity-level athletic events/teams. The determination of criteria is to be the responsibility of the school's Principal, Athletic Director and Head Coach (for each respective athletic team).
- Club/Activity Letters: The practice of awarding Varsity-level athletic letters to students who participate in clubs/activities is not recommended or authorized at this time. However, each approved club/activity seeking to honor students in a similar manner will work with the school's Principal and Athletic Director to develop guidelines for the issuance of a "Club Letter" for such participation in activities and/or competitions. The Club sponsoring such activities/events will be responsible for the cost and the distribution of such letters.

Student Activity Code of Conduct

Each school that offers the opportunity for extracurricular/interscholastic activities will implement a Student Activity Code of Conduct. This Code of Conduct reflects the mores and sensibilities of each individual school community and is consistently applied throughout all extracurricular and interscholastic programs. The CCSD Student Activity Code of Conduct will include an explanation of the Rules of Conduct, Methods of Enforcement and Dispositions of Infractions. Every Code will include the following:

- A commitment to establishing and promoting a positive image of the program, the school and the school district;
- The expectation of sportsmanlike conduct from participants;
- Adherence to the CCSD's Code of Conduct;
- The expectation that students will not be involved in criminal acts or acts of moral turpitude; and,
- The establishment of team/activity rules.

Violations of the Student Activity Code of Conduct that are verified through a reliable source (school administrator, teacher, coach/sponsor, staff member, parent of involved student, law enforcement agency, etc.) will be investigated thoroughly by the school administration or designee. The violation(s) may result in disciplinary action and/or suspension from extracurricular/interscholastic activities regardless of whether the offense occurred at a school-related or non-school related activity.

Based on the decision of the Principal or designee, a participant in extracurricular/interscholastic activities may encounter one or more of the following dispositions for Code of Conduct infractions:

- Extra practice time, lap time or other forms of conditioning;
- Sponsor/student conference;
- Sponsor/parent conference;
- Loss of position;
- Loss of awards privilege;
- Loss of performance or participation privilege which can include a suspension of part or all of current season, and/or part or all of the next season in which he/she is a participant;
- Permanent suspension for all extracurricular/interscholastic programs for the remainder of their school career;

- The school reserves the right to permanently dismiss a student from all extracurricular/interscholastic programs for the remainder of their school career upon arrest or conviction of felony crimes or crimes of moral turpitude.

Reporting Suspensions

In the event of disciplinary actions including suspensions and/or dismissal, the parent/guardian will be notified of the student's suspension and/or dismissal. A copy of the suspension report will be filed with the Office of School Leadership and Operations.

Duration

This policy will be in effect year-round.
In establishing to the above minimum guidelines, students will abide by all standards and guidelines established in the GHSA Constitution and By-Laws and the CCSD Student Activities and Athletics Handbook.

Each student participating in an extracurricular /interscholastic activity will be given a Code of Conduct that has been approved by the Principal and meets minimum guidelines set forth in this policy. This Code of Conduct must be signed by both the student and the parent/guardian and returned to the Coach/Sponsor prior to participation.

Students removed, suspended or dismissed from activities because of violations of CCSD Discipline code and/or local, state or federal Laws will not regain eligibility transferring to another Cherokee County School. Concerns related to these types of actions may be specifically addressed to the Principal/Designee.

Alternative School/Program Eligibility

Students assigned to alternative educational programs in CCSD due to behavioral issues are not eligible for participation in GHSA sanctioned activities unless specifically identified in the student's Individual Educational Plan (IEP). Students with disabilities, subject to IEP requirements and deemed eligible for GHSA participation, are subject to all other requirements for participation such as try-outs and the selection process. Students with disabilities and deemed eligible for GHSA participation are in no way guaranteed positions on any team or any activity.

Student Eligibility

Each coach/advisor is responsible for becoming familiar with the state, county and GHSA eligibility requirements and assuring the local administration that there are no violations. An eligibility report must be filed at least twenty days prior to the calendar date for the first game or contest in any activity. Each school is responsible for filing with GHSA the required eligibility papers (Form A for all students and Form B for transfer students). This form must be signed by the Principal or designee.

CCSD Participation Verification Forms must be in the Office of School Leadership and Operations prior to the first contest. Each school must adhere to school board policy regarding student's enrollment verification to ensure that each team member lives in the district with his/her legal guardian or parents. ***Student reassignment does not carry GHSA eligibility.*** Interscholastic/performance activities must be in compliance with the CCSD Eligibility Policies and State Board Policies.

Home Study Participation

The Cherokee County School District (CCSD) recognizes the need for home study students to be offered support services and afforded the opportunity to participate in designated school activities as a vehicle to develop and enhance their educational experience, as well as for social and community relations. In accordance with Senate Bill 42: "The Dexter Mosley" Act, a home school student may enroll in a qualifying course at his/her designated school within the attendance area of the student's custodial parent's primary residence and participate in extracurricular or interscholastic activities. Administrative Guidelines regarding Home Study are located on the CCSD website under the Forms icon.

Specialty Schools

Cherokee County School Board supports the Georgia High School Association Constitution modification to by-law 1.62 (n) allowing students enrolled in CCSD specialty schools (i.e. i-Grad) to participate in GHSA extracurricular activities as a member of the school team for the school which they would ordinarily attend.

Student Participation

Students are encouraged to participate in as many activities as the student and parent desire.

- Advisors will not prohibit or discourage participation in another school-sponsored activity.
- Students will not be required to participate in one sport in order to be eligible to participate in another sport.
- Students will not be required to attend conditioning activities during the season when they are participating in another school-sponsored sport.
- Student participation in out-of-season All-Star/Showcase events is addressed in the GHSA Constitution and By-Laws.
- Eighth graders cannot participate if their participation results in a high school student being cut from the team.
    - Eighth graders will only be allowed to try out after it is determined that regular tryouts do not yield an adequate number of players to the field a sub-varsity high school team. As previously stated, no high school student may be cut from the team. This also means that upper grade students at the varsity and JV levels cannot be cut and lower grade students moved up making room for the 8th graders on the 9th grade and/or JV teams.

- CCSD Middle Schools have basketball and basketball cheer programs. Therefore, 8th grade participation in these high school programs is prohibited.
- If an eighth-grade student is allowed to participate at the sub-varsity high school level, it is the high school's responsibility to assure that the student is in compliance with State and Local Board rules. School must file an Eligibility Form D with Georgia High School Association and submit a copy to the Office of School Leadership and Operations.
- If it becomes necessary for 8th grade students to try out at the high school level, notification must be made to the Office of School Leadership and Operations including the number of students involved in tryouts per grade level and per team. Eighth graders will not be allowed to check out of school early in order to participate in sub-varsity athletic events.
- Eighth graders must provide their own transportation to sub-varsity athletic events, including practice, unless space is available on the team bus.

Student Athlete/Team Recognition

Student athletes/teams who place first in Region competition and/or in State competition will be recognized at the regularly scheduled Board Meeting. State Champions, State Players of the Year and State Coaches of the Year will also be recognized. A specific athletic recognition exception has been approved for high school swim teams to allow recognition of students who receive first-place County recognition due to the absence of GHSA Regional competition. It is the responsibility of the head coach/sponsor to notify the Office of School Leadership and Operations if their student athletes/teams qualify for this recognition.

The Board Recognition Submission Form must be submitted to the Office of School Leadership and Operations to be added to the Board Agenda for recognition.

Student Athletes and Athletic Agents

Georgia Law Regulating Agreements Between Student Athletes and Athletic Agents

Each public and private high school in the state will advise in writing the provisions of State Laws ***§ 20-2-317, § 20-2-318*** and ***§ 43-4A-2 through § 43-4A-20*** (see below) concerning the effect of receiving money or other things of value on the student's future eligibility to participate in intercollegiate athletics. It is, therefore, the responsibility of each school to distribute the appropriate information to each athlete and ensure that the student signs upon receipt. This will be done at the beginning of each sports season.

Training and Conduct Rules

The administration expects all staff members engaged in performance activities to exert every effort to establish and enforce consistent rules for all activities.

- Coaches, participants and school officials will not approach officials or enter an official's dressing area for complaints immediately after the game.
- When it is necessary to take disciplinary, such as lengthy suspension or expulsion of a participant, the Principal must be consulted to assure that he/she supports the recommended action.
- Externally suspended students and students in alternative school for disciplinary reasons may not condition, try out, practice or participate in extracurricular activities.
- CCSD's Code of Conduct will be strictly enforced at all times.
- Students involved in performance activities will not use tobacco, illegal drugs, performance enhancing drugs or alcohol.
- If a student who participates in extracurricular activities is discovered using tobacco, illegal drugs, performance enhancing drugs or alcohol, he/she will receive the same disciplinary action as any other student, and any additional punishment, which is considered appropriate by the advisor. The Principal must be consulted of any additional punishment to assure that he/she supports the recommended action.
- Students who have been properly notified of this requirement may even be prohibited from participating in performance activities.
- Whenever there are problems of such consequence that may bring appeals or protests to the administration, whether in practice, games or in the dressing rooms (i.e., fights, destruction of facilities or equipment, confrontations with officials or parents, technical fouls, expulsion from a game or contest, etc.), a written report must be submitted to the Principal the morning after the occurrence.
- If as a result of student misconduct a GHSA fine is incurred, a copy of the letter must be submitted to the Office of School Leadership and Operations.

Process for Athletic/Extra-Curricular Discipline Appeals

Conduct of students participating in athletics and/or extra-curricular activities is governed by the CCSD Code of Conduct. School coaches and activity sponsors are authorized to issue discipline for violations of this Code of Conduct, including removal from activities and dismissal from the team or activity group. Any student wishing to appeal an athletic or extra-curricular activity suspension or other disciplinary action must:

1. Within five school days of the discipline being assigned, submit in writing to the school Principal reason(s) why he/she should not be disciplined as determined by the head coach / activity sponsor.
2. Once an appeal has been filed, the Principal will authorize the school-level Athletic Director to convene a discipline committee comprised of the Athletic Director, one head coach from another sport on campus (this coach may not be an assistant coach in the sport being reviewed), and a certified, non-coach faculty representative. This committee will hear the appeal from the student and make a written recommendation to the Principal for appropriate discipline. The committee may choose to: (a) uphold the decision of the head coach, (b) recommend additional discipline for the student, or (c) recommend that the discipline be reduced with specific discipline items.
3. The Principal will receive and review the recommendation from the committee. The Principal may accept the recommendation of the committee or may rule as to appropriate discipline for the incident. The decision of the Principal will be the final decision of the school.
4. After review of the Principal and a final decision has been made, the Principal will issue a written statement to the student outlining the final decision of the school regarding the discipline.
5. Copies of all written statements will be submitted to the Office of School Leadership and Operations.

TITLE IX GENDER EQUITY IN SPORTS

The CCSD does not discriminate on the basis of gender in its athletic programs. The Sports Equity Coordinator for this school district is the Director of School Support & Athletics within the School Leadership & Operations division. Inquiries or complaints regarding sports equity in this school district may be submitted to the Sports Equity Coordinator.

Gender Equity in Sports Grievance Procedures

It is the policy of the Cherokee County Board of Education ("Board") to prohibit discrimination based on gender in its elementary and secondary school athletic programs, in accordance with the Georgia Equity in Sports Act. The following grievance procedures are used to provide for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action, which would be a violation of the Georgia Equity in Sports Act.

1. The student, parent or guardian must submit a complaint on the Gender Equity in Sports Grievance Form and submit the completed form to the Sports Equity Coordinator. The Sports Equity Coordinator will date-stamp the complaint when received.
2. The Sports Equity Coordinator will take all reasonably necessary steps to ascertain the essential facts regarding the circumstances surrounding the complaint. The Sports Equity Coordinator may obtain additional information from the complainant and/or other individuals who may have knowledge of the circumstances surrounding the alleged violation. The confidentiality of any information obtained will be maintained in accordance with federal and state law and the District's policies on confidentiality of student and employee information.
3. The Sports Equity Coordinator will render a decision in writing no later than 30 calendar days after receipt of the complaint, and such decision will set forth the essential facts and rationale for the decision.
4. A copy of such decision will be provided to the complainant within five calendar days of the date of the decision, either by certified mail or hand delivery to the address provided by the complainant on the complaint form.
5. A complainant has the right to appeal such decision to the Board within 35 calendar days of the date of the decision. The request for the appeal must be submitted by the complainant in writing to the Superintendent. The Superintendent's office will date-stamp the complaint when received.
6. The Board will review all materials related to the matter and render a decision in writing no later than 30 calendar days or at the regularly scheduled Board meeting after receipt of the appeal, whichever is later, and such decision will set forth the essential facts and rationale for the decision.
7. A copy of such decision will be provided to the complainant within five calendar days of the date of the decision, either by certified mail or hand delivery to the address.
8. A complainant may appeal a decision of the Board to the State Board of Education in accordance with the procedures specified in O.C.G.A. § 20-2-1160.

CCSD Non-Discrimination Notice

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. § 20-2-315). Students are hereby notified that Cherokee County School District does not discriminate upon a person's race, ethnic heritage, national origin, religion, gender, gender identity, disability or handicapping conditions ("Constitutionally Protected Differences") in its athletic programs. The Sports Equity Coordinator for the school district is:

Tia Bryller
Sports Equity Coordinator
Cherokee County School District
1205 Bluffs Parkway
Canton, Georgia 30114
(770) 479-1871

Inquires or complaints regarding sports equity in this school district may be submitted to the Sports Equity Coordinator by completing the Gender Equity in Sports Grievance Form.

TRANSPORTATION

When the school provides transportation to an athletic event that is held off-campus, no student will be allowed to drive his/her own vehicle. If transportation is not provided by the school, parents will be given prior notice and will be responsible for their student athlete's transportation to and from the event.

Student-athletes will only be released to their parent/guardian at an off-campus event. The parent/guardian must notify the coach and obtain permission before exiting the activity venue.

Due to extenuating circumstances (i.e., family emergency, doctor's appointment, etc.); it may become necessary for the parent of a student-athlete to arrange individual transportation to an athletic event.

Each school will be responsible for the transportation cost of their athletic programs. Each sport within the school's athletic program will determine the cost of travel for the season, and the school administrator will select one of the methods listed below to cover this expense:

- Divide cost of travel equally among all team members. *
- Booster Club will pay cost of transportation through club activities and fundraisers.
- School Athletic Department and Administration will provide funding from other available revenue/sources.

*In the case of multiple sport athletes, the athlete will be responsible for their share of funding for every sport in which he/she participates. For example, if a student participates in basketball and soccer, he/she would be required to pay the transportation fee for each sport, (i.e. basketball fee and soccer fee).

The Transportation Department will bill each school for transportation fees at the end of each season:

Fall – December 1st
Winter – April 1st
Spring – June 1st

In extenuating circumstances, a school team, squad or individual(s) may qualify for a state, regional or national competition, which may necessitate an out-of-state and overnight field trip. If this occurs, and the Superintendent/designee will review the Principal's request and approve or deny the request.

The use of vans to transport students to and from school related functions is inconsistent with the School District's priority of assuring the safety and security of students; and as such, van use is not permitted. *This restriction is intended to apply to large vans (those with a capacity of more than 10-including the driver). This is consistent with federal laws, which regulate vehicles that carry 11 or more persons, and that are sold for the purpose of transporting students to or from school or school related events. The use of 15-passenger vans is prohibited.*

Field Trips

Athletic events such as a tournament or camp may require and out-of-state and/or overnight trip. When a trip is both overnight and out-of-state, these trips require Board notification and must follow the guidelines below:

- Field Trip Request Forms (for out-of-state and overnight trips) must be submitted to the Office of School Leadership and Operations six weeks prior.
- The Principal must approve and sign this request before it is forwarded to the Office of School Leadership and Operations.
- The Field Trip Request Form must be completely filled out or it will be returned.
- Due to the acceleration of playoff competition and potential time constraints, student athletes/teams that advance in playoff competition are exempt from Board notification; however, a Field Trip Request is still required.

Field Trips and Excursions Administrative Guidelines *(C&I – July 2021)*

1. The State Department of Education allows students to be counted present for up to 10 non-instructional (i.e., pep-rallies, school pictures, field trips, etc.) days per year. Field trips may be instructional in some classes and not in others. Any student exceeding the 10 non-instructional days will be counted absent for the additional days.
2. Field trips can be either curricular or extracurricular activities. On an annual basis, the Division of Academics and Accountability will publish a list of curricular field trips (by grade level).

3. Participation in any field trip is voluntary and a quality alternative instructional plan must be provided for those students choosing not to attend.
4. Curricular field trips are funded by parent donations and/or civic and community sponsors. Individual students cannot be excluded regardless of the ability or willingness of their parents/guardians to donate funds in support of the field trip. However, field trips are subject to funding limitations and budget guidelines.
5. The total cost of a field trip shall be considered to be those expenses incurred by students and chaperones in the normal execution of the trip. All revenue collected and incentives received in that regard must be utilized toward offsetting the aforementioned expenses.
6. Any benefits that accrue to the sponsor as a result of the field trip arrangements (i.e., free or discounted tickets, etc.) must be disclosed to the principal/work location administrator. In order to increase accountability, the following disclosure will be provided for review and approval by the Principal:
    - Scholarship donations
    - Business/corporate donations
    - Any booking incentives
    - Earned "compensation" / free slots

    A disclosure form will be submitted to, and be on file with, the appropriate administrator in all cases when the revenue incentives received in the above-mentioned categories exceed $500.
7. No profit shall be realized in excess of the cost of the trip. When funds collected exceed cost projections, the excess funds will be deposited in the school's field trip account and used for scholarships for all students who cannot afford field trips. If excess funds are greater than $10 per student, then refund to the parents who paid is required.
8. The Principal will ensure that records of funds collected are kept according to guidelines provided by the Division of Financial Management.
9. Administrators have the authority to exclude the participation of students who do not have a 504 Plan or IEP, whose documented behavioral history suggest the possibility that they may endanger themselves or others or cause a substantial disruption while on a field trip.
10. Pursuant to Section 504 and IDEA, students with disabilities will not be excluded from field trips because of transportation arrangements or accommodations, services and/or supports.
11. When Community-Based Instructional (CBI) field trips/excursions are included within the IEP for students eligible for special education services under IDEA, a monthly calendar of such curricular excursions is developed to conform to IEP requirements and submitted for review and approval to the school Principal, the Office of Special Education and the Office of Transportation.
12. When an activity associated with a required signed waiver or contract of liability form is included in a proposed field trip agenda, prior approval must be received by either Division of School Leadership and Operations (Athletic Field Trip) or by Division of Academics and Accountability (Academic Field Trip).
13. The completed Field Trip Request Form must be sent to the Transportation Department 10 school days prior to the proposed trip.
14. Use of a travel agent other than an approved CCSD vendor to coordinate the field trip (or some facet of the trip) must be discussed in advance with the Division of Academics and Accountability. If allowed to proceed, the travel agent's proposed contract must be submitted with the field trip application in a timely manner so that the Office of Risk Management, Safety and Employee Benefits may properly review.
15. Field trips will not be scheduled for the last week of school or on Districtwide testing dates, except with the approval of the Superintendent of Schools.
16. Field trip applications that are both out-of-state and overnight must be submitted to the appropriate District-level office at least six weeks prior to a regularly scheduled board meeting for the Superintendent's recommendation and Board approval. (Curriculum-based field trip requests will be sent to the Division of Academics and Accountability and Athletic/Activity-based field trip requests will be sent to the Division of School Leadership and Operations.) Applications for overnight field trips for grades K-3 will not be approved. Applications must be accompanied by a Field Trip Disclosure Form. Applications must also include a detailed trip itinerary and plans for student safety, supervision and emergency response with the Request:
    - Departure date, time and location
    - Major events/activities including tours
    - Educational benefit/goals
    - Travel arrangements
    - Housing/sleeping arrangements
    - Eating arrangements
    - Planned stops and locations to be visited
    - Date, time and location for return
    - Pricing quote

IMPORTANT NOTE ON OUT-OF-COUNTRY TRAVEL: Field trip applications must be submitted to the appropriate District-level office at least six months prior to a regularly scheduled board meeting for the Superintendent's recommendation and Board notification. Refer to CCSD ADMINISTRATIVE GUIDELINES Addendum A: OUT-OF-COUNTRY TRAVEL.

17. When out-of-state and overnight field trip reservations are being finalized, the Principal or field trip sponsor must secure an opt-out clause, which provides for full reimbursement of all travel and itinerary costs, relative to a Federal or a State Department issuance of a safety-related travel advisory (e.g. heightened terroristic threat level).
18. The Office of Transportation will review all field trip requests to determine transportation safety issues. Field trips determined to be unsafe by the Transportation Department will not be approved.
19. The Offices of School Leadership & Operations, Academics & Accountability and Risk Management will work cooperatively to review the proposed travel agent contract (if and when applicable) and provide any necessary feedback to the Principal prior to the finalization of that document.
20. Any field trips that are both overnight and out-of-state must have Board notification before the Permission Forms are sent out. The Principal must approve all other field trip requests before the Permission Forms are sent out.
21. If school is closed due to inclement weather or conditions occur making the field trip inadvisable or potentially hazardous, the Superintendent/designee may postpone the field trip. Postponed field trips must be taken within the next five school days or a new request must be submitted for approval.
22. An adequate number of chaperones, which includes teachers, must accompany students on field trips. The chaperones are to be equally divided on the buses. The bus driver will not be considered as one of the chaperones. The minimum required number is:

    K-3 grades – 1 per 5 students
    4-8 grades – 1 per 10 students
    9-12 grades – 1 per 12 students

    Specific written justification to waive the above requirements must be attached to the field trip request form and approved by the Principal.
23. A complete roster of students and chaperones on each bus must be completed before the buses leave the school. One copy must be turned into the Principal/designee, one copy must be given to the bus driver and one copy must be on the bus with the designated teacher/field trip coordinator.
24. The bus driver's per hour pay rate and mileage cost will be established through the annual budget process and will be detailed in the Cherokee County School District Allocation/Salary Handbook and Annual Operating Budget. A field trip/mileage report form must accompany payment of the transportation cost and be sent to the Transportation Department within five days following the trip.
25. Neither curricular nor extracurricular field trips shall interfere with any regular daily bus routes and/or any regular driver assignments.
26. When there is a field trip requested to attend an event or program which on the surface would appear to represent entertainment as opposed to educational inquiry and instruction, there must be written justification that clearly demonstrates the advisability and intended positive result of such a field trip. If the field trip is related to a performance by the requesting group, the Principal will also include the letter of invitation with the Field Trip Request Form.
27. The use of bus transportation, contracted carriers and/or private vehicles for any school-related activity requires written consent from each student's parent or guardian.

    Type of Transportation (i.e., School Bus, CCSD Approved Coach Line, Parent provided transportation) means parents are handling the transportation requirements outside the purview of the school district (the school district, including teacher, is not involved in the sponsoring, organizing or provision of the transportation. Vans are not to be used for transporting students to and from school or school-related events).

    School District provided transportation options are either school bus or approved CCSD charter bus company.

28. A current list of approved contract carriers is maintained by the Office of Risk Management, Safety and Employee Benefits and provided to School Principals. Selection of a contracted carrier must be made from the approved list.
29. Field Trip Request Forms, the appropriate Field Trip Checklist and the Field Trip Disclosure Form (if applicable) must be completed for each trip.
30. Pursuant to statutorily required retention schedules for School District financial records (which would include all receipts and documented expenses associated with field trips), such records must be retained for a minimum of five years. The Field Trip Request files must be retained for a minimum of three years, except if a student sustains an injury on the trip, in which event the Field Trip Request file would become part of the Student Injury Case File. The Field Trip Request file includes a copy of the approved Field Trip Request Form and signed Permission Forms for each student. All of these records must be kept on file at the school site.
31. The Cherokee County School District would not exclude a student from attending an Instructional field trip because of having no insurance. The parent is personally responsible for any medical expenses that would arise because of an accident or illness.
32. Student check out and selection of chaperones during a field trip or upon returning to school is at the Principal's discretion.

Addendum A: Out-of-Country Travel Guidelines

These guidelines are in addition to the District's usual field trip procedures:

1. Use of CCSD's approved Travel Services Company is required for planning CCSD sponsored out-of-country travel through an agency. The list of approved agencies for travel services is maintained by the Purchasing Department and provided to Principals.
2. Field trip applications for out-of-country Travel Requests must be submitted to the appropriate District-level office at least six months prior to a regularly scheduled board meeting for the Superintendent's recommendation and Board notification. Applications must include a detailed trip itinerary and plans for student safety, supervision and emergency response with the Request:

    - Departure date, time and location
    - Major events/activities including tours
    - Educational benefit/goals
    - Travel arrangements
    - Housing/sleeping arrangements
    - Eating arrangements
    - Planned stops and locations to be visited
    - Date, time and location for return
    - Pricing quote

3. Once a Request for out-of-country travel is submitted as required and reviewed by the appropriate District-level Office(s), the school will be notified regarding approval to move forward with Superintendent recommendation and Board notification.
4. Following Board notification, complete required paperwork with the Travel Services Company including contract terms, and present the proposed plan to the parents/guardians of the students participating, either in writing or verbally through group meetings.
5. Retained records of the dates of group meetings, the number of parents in attendance and any handouts/information included. Provide parents/guardians and students with a planned itinerary for the trip. It is recommended that a Travel Services Company representative attend critical meetings with parents to present important information and other considerations related to foreign travel.
6. Provide information about traveling in a foreign country including:
    - Discuss potential safety risks of the particular country being visited with the students, parents/guardians and chaperones prior to departure.
    - Ensure that students and chaperones have the proper immunizations, identification (passports, visas, etc.), and knowledge of laws specific to the country regarding drugs and prescription medication.
    - Discuss insurance provisions and health insurance considerations.
    - Review information from the U.S. Department of State International Travel website at: http://travel.state.gov for tips on traveling abroad, requirements for U.S. citizens and for travel warnings.
    - Consult with the local Consulate office of the foreign country for specific requirements of visitors to that country.
    - Include information on cultural protocols specific to countries listed in itinerary.
    - Advise non-US citizens to determine their immigration status before entering a foreign country and to take appropriate credentials with them.
    - Advise all students to take appropriate identification and any required travel documents including an original passport or visa.

Field Trips and Excursions Board Policy

The Cherokee County Board of Education supports and encourages field trips and expects the Superintendent, Principals and teachers to make every effort to ensure that both curricular and extracurricular field trips are effectively planned, well organized, capably implemented, properly supervised and affordable.

Field trips are valuable options in educational programs and they can be either a curricular or extracurricular activity. Pupils may be allowed to take field trips under the guidance of a certified employee, provided written permission is given by the parent/guardian. All field trips must be approved by the school Principal.

If circumstances require an overnight and out-of-state stay, relative to the above-mentioned excursions in the paragraph, the Superintendent or designee must approve the field trip request prior to the trip.

County buses may be used, when necessary, when the appropriate request form is submitted and approved by the Superintendent or designee. The use of school system buses for field trips shall not interfere with regular daily bus routes and/or driver assignments.

The Superintendent will establish administrative guidelines for administration of field trips.

Approved Charter Bus Companies

The CCSD list of Approved Charter Bus Companies is located in the Principal's Handbook, Section 14 – Student Activities, Field Trips and Athletics.

WEATHER CONDITIONS

In compliance with GHSA Rules and By-Law 2.67, Heat Policy Procedures and Guidelines located on the GHSA website, will be distributed each year to all student athletes. These guidelines are contained in the CCSD Physical and Consent Form package.

All schools will follow the state, GHSA and CCSD guidelines for conducting practices and voluntary conditioning workouts (including during the summer) in all sports during times of extremely high heat and/or humidity that will be signed by each head coach at the beginning of each season and distributed to all players and their parents or guardians. The policy shall follow modified guidelines of the American College of Sports Medicine in regard to: (1) The scheduling of practice at various heat/humidity levels, (2) The ratio of workout time to time allotted for rest and hydration at various heat/humidity levels, and (3) The heat/humidity levels that will result in practice being terminated.

In addition to distributing these guidelines, coaches/sponsors will work with students and parents to provide information regarding heat stress possibilities and make suggestions for proper precautions. For the student's safety and well-being, students and/or parents will make the coach/sponsor aware of any medical conditions or problems the student may be experiencing.

A coach who supervises practices shall exercise good judgment in responding to a student who, at any heat index level, requests an unscheduled rest or hydration break. Additionally, a scientifically approved instrument that measures the heat index must be utilized at each practice to ensure that the written procedures and guidelines are being followed.

Guidelines for Outdoor Extracurricular Activities during Extreme Hot and Humid Weather

Each school shall have and use a digital psychrometer, or a similar device for measuring environmental factors. The digital psychrometer is used to measure the Wet Bulb Temperature (WBT), which is derived by evaluating the combined dry air temperature, humidity, ground radiated heat and the wind speed at that particular location. Conditions are subject to change during the practice/activity; therefore, measurements should be taken at regular intervals throughout the practice/activity. Measurements should be taken at the practice/activity site.

- All schools will be in compliance with GHSA By-Law 2.67 – Practice for Heat and Humidity
- All schools will utilize the GHSA Heat Index Measurement and Record
- Practices and games should be held early in the morning and later in the evening to avoid times when environmental conditions are generally more severe.
- Practices are defined as the period of time that a participant engages in a coach-supervised, school-approved sport or conditioning-related activity. Practices are timed from the time the players report to the practice or workout area until players leave that area.
- Conditioning activities include such things as weight training, wind sprints, timed runs for distance, etc., and may be part of the practice time or included in "voluntary workouts".
- All schools will be in compliance with GHSA guidelines for "cooling zones", monitoring climate conditions and practice length and frequency.
- An unlimited supply of cold water shall be available for participants during practices and games.
    - Coaches/Supervisors shall inform all students participating that cold water is always available and accessible and they will be given permission anytime he/she asks for water.
    - When the WBGT reading is over 86, ice towels and spray bottles filled with ice water should be available at the "cool zone" to aid the cooling process AND cold immersion tubs must be available for the benefit of any player showing early signs of heat illness. In the event of a serious EHI, the principle of Cool First, Transport Second should be utilized and implemented by the first medical provider onsite until cooling is completed (core temperature of 103 or less). (GHSA 2.67)
    - Hydration and fluid replacement is a daily process. Students should hydrate themselves before, during and after practice. Meals should include an appropriate amount of fluid intake in addition to a healthy diet.
- Give adequate rest periods. Remove appropriate equipment or clothing when possible. Exposed skin cools more efficiently.
    - Football players shall be allowed to remove helmets.
    - Shoulder pads should be removed if conditions warrant.
- Athletic participants should weigh in before practice and weigh out after practice to monitor water loss and to identify those who are becoming dehydrated.
- Participants should wear clothes that are light in weight and color.
- Students who need careful monitoring include:
    - Overweight students
    - Weight control problems (fluctuation)
    - Those taking over-the-counter and prescription medication

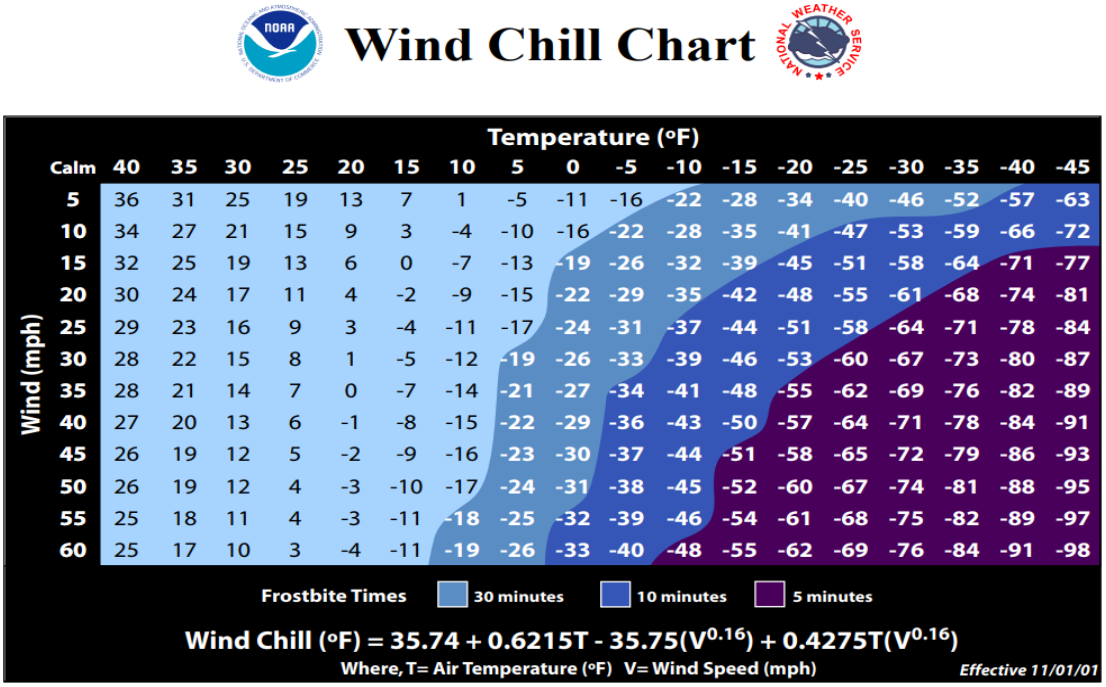
- Students who have done absolutely no exercise at all

- Be familiar with all heat related symptoms and corresponding treatments.
- Be familiar with any emergency and 911 procedures.
- Be familiar with the Wet Bulb Temperature Chart and utilize these guidelines determining length of practice and rest periods.
- Any directives from the Central Office must be strictly followed.

Guidelines for Extreme Cold Temperatures

1. When the air temperature and/ or the wind chill temperature reaches 20° F, all outdoor practices will be canceled. The local school Principal, or designee, will make the final decision as to whether outdoor practice will be allowed. The health, safety and welfare of the students should be the determining factors.
2. The wind chill factor should be used to determine the severity of the cold temperature and NOT just the temperature alone.
3. Warm-up and stretch properly until immediately before the competition or practice.
4. Clothing should be selected for comfort. Do not overdress. Multiple layers provide good insulation.
5. Properly cover the head, neck, legs and hands. Much of your body heat is lost through these areas.
6. Extreme cold blocks some sensations of pain. Thus, frostbite can easily affect the fingers, toes, ears and facial areas. Check these areas regularly.
7. Hypothermia is dangerous and can occur in cold temperatures. Add extra clothing and move to a warm environment immediately after exercising or practice. Drink warm fluids, if possible. Hypothermia has occurred in air temperatures of 50°-65°F.
8. Early signs and symptoms of hypothermia include shivering, euphoria, confusion and behavior similar to intoxication. Severe signs include lethargy, muscular weakness, disorientation, depression, hallucinations and even combative behavior.

WIND CHILL CHART



Guidelines for Smog Alert

When students are involved in outdoor activities:

- Each school will monitor the current Air Quality Index (AQI) during the Smog Season, which is currently identified as May 1 through September 30. This information is available at the State of Georgia Department of Natural Resources, Air Pollution Control website.
- The Monitor sites for metro Atlanta are used to monitor local conditions.
- Air Quality Index
  - The Air Quality Index (AQI) was developed by the U.S. Environmental Protection Agency (EPA) to provide accurate and timely information about the daily levels of air pollution. The AQI converts the measured pollutant concentration in a community's air to a number on a scale of O to 500. Refer to the enclosed AQI index. This index will be used to determine Smog Alert Days.

- When to Limit or Avoid Exposure:
  - Check for "Smog Alert Days"
    - Day's forecasted as Code Orange, Red, Purple or Black.
    - Refer to Administrative Guidelines for modifications.
  - On "Smog Alert Days" plan limited outdoor exercise and activities for students and employees, particularity between the hours of 2p.m. and 7p.m., when smog levels tend to be the highest.
  - Plan ahead for "Smog Alert Days" as you would for rainy days by setting up indoor student activities. Also, outdoor activities may be held in the morning and later in the evening to avoid conditions that are generally more severe. Finally, plan activities to reduce exertion time.
- Administrative Guidelines on Alert Days
  - Each school will alter normal outside activities and/or inform students of health risks during Code Orange, Red, Purple and Black Alert Days.
  - On Alert Days, activities will be restricted as indicated.
- AQI reading of 101 -150 (CODE ORANGE)
  - Elementary and Middle School Students - Limit outdoor activities for all students by holding outdoor activities in the morning, reducing the normal length of the activity and/or doing activities which require moderate to low level of exertion.
  - High School Students - Administration will announce the potential health risks related to outside activities during alert days. The student/parent will be responsible for the student's limitation of outside activities. The Administration will not prevent any student from limiting his/her outside activities as they so choose on alert days.
- AQI reading of 151-200 (CODE RED)
  - Elementary and Middle School Students- No scheduled outdoor activities; reschedule activities for inside as planned for a rainy day.
  - High School Students - Administration will announce potential health risks related to outside activities during alert days. The student/parent will be responsible for the student's limitation of outside activities. The Administration will not prevent any student from limiting his/her outside activities as they so choose on alert days.
  - Limit planned outdoor activities for all students on days forecasted as Code Red Alert Days. Substitute activities that require a moderate to low exertion level. Plan practice sessions before school or late afternoon after 6:00p.m.
- AQI reading of 201-300 (CODE PURPLE)
  - Elementary and Middle School- No outdoor activities for all groups.
  - High School Students- No outdoor activities for all groups. The exception will be scheduled GHSA sanctioned events governed by a required starting time. Students with an identified respiratory disease will require a medical release from their doctor in order to participate.
- AQI reading 301 - 500 (CODE BLACK)
  - Elementary, Middle and High School Students- NO outdoor activity for any individual.
  - Everyone will stay inside except when moving between buildings or when transportation is required to and from school.
  - Normal Activities for all students may be resumed on the alert days when ACTUAL AQI readings are below 100 (Code Yellow or Code Green).

Guidelines for Lightning Safety

Georgia High School Association's regulations require lightning detectors at all outdoor venues. These guidelines are designed to ensure standard compliance with this regulation by CCSD high schools.

1. General Lightening Safety Procedures
   a. Each high school Principal will make assignments for monitoring weather conditions at practices and games. The athletic staff and/or athletic trainer may be used to monitor the weather. The appropriately assigned school personnel (i.e., coach/sponsors during practice or game administrator during event) will make the decision to suspend the activity in the event of lightning or imminent lightning.
   b. The Principal will ensure that appropriate school personnel (i.e., coaches/sponsors of outside activities) are trained to understand the meaning of National Weather Service issued, "Severe Thunderstorm Watches and/or Warnings" and monitor for signs of thunderstorms developing locally. A "watch" means conditions are favorable for severe weather to

develop in the area. A "warning" means that severe weather has been reported in the area and for everyone to take proper precautions. Monitoring can be done in a number of ways (i.e., weather alert radio, Weather Channel). However, GHSA requires the use of a lightening detector for outside monitoring.

c. Administrators, coaches and athletic trainers must know where the closest, "safe structure or location" is relative to the field or playing area, as well as the likely length of time it will take to move everyone to that structure or area. For these purposes, a safe structure or location is defined as follows:
   i. Any building normally occupied or frequently used by people (e.g., a building with pluming and/or electrical wiring that acts to electronically ground the structure). Avoid using shower facilities during a thunderstorm.
   ii. In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled up windows can provide a measure of safety. Being inside a vehicle is better than remaining outdoors. It is not the rubber tires that makes a vehicle safer, but the hard metal roof, which dissipates the lighting strike around the vehicle. When taking shelter inside a vehicle, keep all windows rolled up and do not reach out to touch the sides of the vehicle.

2. Primary Lightening Detection Systems
   a. In the event of prediction of a lightning storm, the athletic staff will use an appropriate lightning detector as an early warning device. Examples of such systems include, but are not restricted to, the *Skyscan lightening Detector* and/or the *Strike Alert Detector*. The devices will be activated and monitored by appropriate athletic staff members. Prior to use, the Principal will ensure that personnel receive information and training on proper usage of these devices.
      i. If a storm approaches and it appears to be in a 10 mile range of the outside activity, the coach/sponsor will be advised by the Principal/designee that lightning is imminent, and the practice or competition will be delayed or canceled.
      ii. The team will return to play when the storm has moved beyond the three to eight-mile range and no lightning has been registered within this range for 30 minutes.
3. Back-Up Lightning Detection
   a. If the lightning detection system fails or is not available, the **flash-to-bang** method will be used as a back-up measure. Thunder always accompanies lightning, even though its audible range may be diminished due to background noise in the **immediate environment or its distance from the observer. Athletic staff members shall receive information and training** to ensure that they are making proper use of this alternate means of lightning detection.
   b. To Use the Flash-to-Bang Method:
      i. Count the seconds from the time the lightning is seen to when the clap of thunder is heard.
      ii. Divide this number by five to obtain the distance in miles from the lightning strike.
      iii. For example, if the observer counts 15 seconds between seeing the flash and hearing the bang, 15 is divided by 5 to equal 3. Therefore, the lightning flash is approximately three miles away. Team play should be halted and all participants should seek shelter.
4. Safety Protocol for Outdoor Event
   a. Prior to Outdoor Event
      i. A member of the athletic staff will greet the officials and explain the means to monitor lightning. Officials will be instructed that they will be notified during the game if there is imminent danger from lightning.
   b. Announcement of Suspension of Outdoor Event
      i. Once it is determined that there is imminent danger from lightning, the appropriate athletic staff member will notify the head coach and/or officials and subsequently summon via horn, whistle or loudspeaker all students from the playing surface.
   c. Evacuation of the Playing Field/Spectator Area
      i. Immediately following the suspension announcement, all students, coaches, officials, support personnel and spectators are to evacuate to the nearest safe structure or location. In the case of spectators, they may be allowed to return to their vehicles and re-enter if play is resumed.

Cancellation of Activities and Athletics Relative to Inclement Weather or Other Emergencies

The following are guidelines relative to cancelation of school due to inclement weather or other emergency/extreme conditions and the resulting impact upon athletics and extracurricular activities.

First Day of School Cancellation

- Cancellation of Athletics/ Activities
  - **No games, performances or practices on the first day of school cancellations.**
  - All school-based meeting/functions are canceled.

Early Dismissal of School

- Adhere to all specific instructions transmitted by the Superintendent of Schools or the appropriate designee.
- Students will go home when school dismissal occurs.
- No games/performances or practices.
- All school-based meetings/functions are canceled.

Subsequent Days of School Cancellations

Occasionally school may be canceled, but on the subsequent day, games/performances, practices and/or meetings/functions may resume if weather and/or other conditions permit. These directives must come from the Superintendent of Schools or the appropriate designee. If clearance to resume activities cannot be obtained by 2:00p.m. on the day of the scheduled activity, cancellation will continue to be in effect. This process will be repeated for all subsequent days until school is resumed. Do not resume games/performances, practice and/or meetings/functions, even if weather conditions improve without approval as denoted above.

Extracurricular Activities, Practices, and/or Games in Process

Any Principal or coach/sponsor may cancel any game, performance or practice when individual situations warrant. The primary concern is for the safety of all involved. Proceed to facilitate transfer of all students, fans, coaches/sponsors, etc. to a safe location as soon as possible. If students are traveling by bus, the bus driver can monitor weather conditions through the Transportation Department by bus radio or telephone.

Tornado Watch/Warning

A **Tornado Watch** means that weather conditions are favorable for the development of a tornado. **A Tornado Warning** means that a tornado has been sighted. Along with the Office of Communication, the Office of School Leadership and Operations will notify schools and the Transportation Department of the beginning and ending of watches/warnings in the county.

If there is a **Tornado Watch** in Cherokee County, the Principal will cease outside activities and the schools' Crisis Management Plan will be implemented. If there is a **Tornado Warning** in Cherokee County, the Principal will move all students and staff inside the main building. If the "warning" occurs during bus/car rider dismissal, students will be held on campus.

School Bus Procedures for a Tornado Watch/Warning

If there is a **Tornado Watch** in Cherokee County, buses will continue routes under extreme caution. If there is a **Tornado Warning,** the school will hold students until the warning is lifted. Drivers will wait inside the school with the students.

If a bus is already in route when the driver becomes aware of a **Tornado Warning,** the driver will go to the nearest educational facility and take the students inside. A sufficiently built public building (e.g., fire station, hospital) may be used as an alternative. The driver is to stay with the students until the warning is lifted. During a warning, drivers must communicate their location and current conditions to the Transportation Department. If weather conditions present a hazardous situation and the bus is unable to reach a safe location, drivers will implement the following procedures:

1. Pull the bus off the road to a safe location and stop the vehicle but keep the engine running.
2. Turn on the emergency flashers so other motorists can see that you are stopped.
3. Remain on the bus with the students. Have their students place their head between their legs so that they are below window level.
4. Wait until the storm blows over and then proceed with caution.
5. No students are to exit the bus to remove trees, limbs, cables, power lines or other debris. Be extremely cautious for safety of all on board.
6. If the bus cannot be removed due to blockage of roadways, radio or have a motorist call the Transportation Department for assistance.

Note: When Regional or State Competitions occur during a time of school cancellation, each individual case will be evaluated independently to determine if a particular school can participate. The directive must come from the Superintendent of Schools or the appropriate designee.

WEB PAGES

CCSD Guidelines for Web Pages

Purpose

The purpose of these websites is to educate, inform and communicate. The guidelines listed below must be used in the development of each high school athletic program's website and subsidiary webpages with an understanding that the worldwide audience will be viewing the information. All websites affiliated with CCSD or its athletic programs must reflect the professional image of the District, its employees and students. The content of all pages must be consistent with CCSD Major System Priorities and must adhere to Acceptable Use Policy.

Content

- Athletic Directors must approve all content before publishing.
- All pages and uploaded content must be proofread for grammar and spelling.
- Pages must be updated regularly to ensure current, accurate information. Rosters, schedules and other pertinent information should be updated before the start of each season.
- Websites must not have information that is defamatory, vulgar, pornographic, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal.
- All websites/pages must adhere to copyright laws.
- All content must meet Web Accessibility Guidelines.

Use of Student Names, Pictures, and Information

- Names and photos of student athletes (considered "directory information" under the Federal Education Rights and Privacy Act) can be featured on sports program websites unless parents have submitted an "opt-out" for release.
- Posting of a student's personal contact information of any kind is prohibited.
- No information about a student's personal health (including injuries) may be shared on a website.

Graphics and Picture Format

- Pictures should be sized and compressed appropriately for web pages.
- Graphics should be used judiciously.
- Each picture posted MUST have a description added in order to meet Web Accessibility Guidelines.

Use of Personal Staff Information

- Use of personal information about staff and parent volunteers such as non-district email addresses, non-district mailing address and non-district phone numbers may not be used, except as approved by the building Principal. Example: Booster Organization officer may request to have his/her personal email address listed in the appropriate area on the school's web page; the Principal may approve the request.

Links/Logos

- Links to information about fundraiser projects that have been approved by the Board of Education are allowed.
- Names and logos (if business permits) of business partners or businesses who purchase advertisements from school organizations may be used.
- Use of the CCSD logo must be in compliance with brand standards for colors and placement.

MISCELLANEOUS

Complaints

Complaints between CCSD Middle/High Schools will be handled first by the Principals and then referred to the Office of School Leadership and Operations. The guidelines for handling complaints between CCSD High Schools are as follows:

1. Call the Athletic Director and present all facts.
2. Athletic Director will notify the Principal.
3. Notify the Office of School Leadership and Operations.
4. Only after the Superintendent or the appropriate designee gives permission may a school contact GHSA regarding another Cherokee County School.

Visitors

All visitors are required to sign in at the school office and acquire a visitors' pass. Whenever possible, visitors (i.e., vendors, college coaches, etc.) during the school day will see advisors only when they do not have teaching responsibilities. When advisors are aware that someone has plans to visit them, the advisor will notify the visitor in advance of the time that he/she will be free. If it is necessary to see a visitor during class time, the advisor will make sure his/her classes are covered.

Use of CCSD Employee Identification Badges for Entry to Athletic/Extracurricular Events

Employees of the Cherokee County School District may gain entry into school sponsored athletic events with their identification badge. The employees and one guest may enter the event when the employee presents the card and the guest accompanies them. THE FOLLOWING RULES APPLY FOR EMPLOYEE USE OF CCSD BADGE:

- The employee must be present and in possession of his/her employee ID. The employee may not pass the ID card to any other person for entry.
- One guest may enter with the employee free of charge.
- The ID card is valid only for middle school basketball and high school events sponsored by the Cherokee County School District (including booster club sponsored junior programs).
- The ID card is not valid for region or state playoff games sanctioned by GHSA.
- The use of this card outside Cherokee County Schools is governed by the host school and region agreements. CCSD identification cards may not be accepted at schools outside Cherokee County. Employees should check with each school to determine use agreements with out-of-county region schools.