



**BUNCOMBE**  
**COUNTY SCHOOLS**

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**PREPARING STUDENTS FOR THEIR TOMORROW**

# **2023-2024**

# **Athletic Directors' Handbook**

Rob Jackson, Ed.D.  
Superintendent

David Ball, M.A.Ed., C.M.A.A.  
District Athletic Specialist

In compliance with federal laws, Buncombe County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law. All Buncombe County Schools facilities, both educational and athletic, are tobacco-free learning environments.

BCS Administration will provide the leadership to ensure a wholesome, equitable setting so student-athletes in our programs can enjoy the many positive benefits of participation in interscholastic activities. BCS administration supports the values of sportsmanship, ethics, and integrity.

**Buncombe County Schools**  
**Athletic Procedures and Guidelines**

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## **Buncombe County Schools Athletic Vision Statement**

Buncombe County Schools' Athletic Programs strive to be a model of excellence in academics and athletics helping each student-athlete reach their full potential as successful, responsible citizens.

## **Buncombe County Schools Athletic Philosophy**

We believe that participation in interscholastic athletics is a dynamic part of the total educational experience. It is our aim to make available the opportunity to participate in athletics to all students of Buncombe County Schools. With this premise, the athletic programs of Buncombe County Schools will be administered on the basis of educational values. These will include academic, attendance, and behavioral requirements, as well as adherence to North Carolina High School and National Federation of State High School rules. Within the framework of these regulations, the primary goal of athletic programs in Buncombe County Schools will be to provide for the growth and development of student athletes in a positive atmosphere that nurtures a positive self-concept. Emphasis will be placed on the physical, social, emotional, and academic growth of each student athlete. Our athletic programs will seek for each participant to reach his or her fullest potential as a high school student athlete while always respecting the individual dignity of every athlete. We want to provide the best possible opportunity for our athletes to have a positive learning experience through interscholastic athletics.

# **Buncombe County Schools Athletic Mission Statement**

The mission of athletic programs in Buncombe County Schools is to strive for excellence in the educational and athletic arenas within an atmosphere of sportsmanship. Our programs will strive to develop individual and team potential by promoting high standards of competence, character, civility, and citizenship.

## **Core Values of Athletic Programs In Buncombe County Schools**

### **Competence**

We will strive for an athlete in our programs to be competent in terms of:

Skill Development  
Knowledge of the game  
Fitness & Conditioning

Fundamentals  
Strategies  
Healthy Behavior

### **Character**

We will strive for an athlete in our programs to demonstrate the following virtues:

Responsibility  
Accountability  
Trustworthiness  
Self-Control

Integrity  
Dedication  
Fair Play

### **Civility**

We will strive for an athlete in our programs to demonstrate civility toward others, showing:

Respect  
Fairness  
Caring

Honesty  
Sportsmanship  
Equity

### **Citizenship**

We will strive for an athlete in our programs to demonstrate citizenship through actions showing evidence of:

Loyalty  
Teamwork  
Role Modeling

Commitment  
Community Service

# **Buncombe County Schools**

## **Athletic Director - Code of Ethics**

**(Based on NIAAA Code of Ethics)**

The Athletic Administrator serves as an educational leader who oversees a highly visible part of the school community. Athletic Administrators realize that athletics is an extension of a dynamic educational program. As such, the Athletic Administrator will be guided by the standards expressed in this “Code of Ethics.” The following standards will clarify the mission, values and principles of educational athletics and how they translate into everyday decisions and actions.

The Athletic Administrator is committed to helping student-athletes reach their full potential as successful, responsible citizens.

- Develops and maintains a comprehensive education-based athletic program which seeks the highest development of all participants, and which respects the individual dignity, self-worth, and safety of every student-athlete.
- Considers the health and well-being of the entire school population as fundamental in all decisions and actions.
- Supports the principle of due process, protects the civil and human rights of all individuals, and endeavors to understand and respect the values and traditions of the diverse cultures represented in the school community.
- Strives to provide inclusive education-based athletic opportunities which provide participation opportunities to student-athletes of all abilities and backgrounds.

The Athletic Administrator is committed to an educational-based athletic program.

- Organizes, directs and promotes an athletic program that is an integral part of the total educational program and enhances the learning process.
- Cooperates with the staff and school administration in establishing, implementing and supporting school policies.

- Promotes high standards of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, student-athletes, and community to commit to these high standards.
- Acts impartially in the execution of basic policies and in the enforcement of local, district, state and national governing body's rules and regulations.

The Athletic Administrator is committed to the advancement of the profession.

- Fulfills professional responsibilities with honesty, integrity and a commitment to equity and fairness.
- Upholds the honor of the profession in all relations (both personal and digital) with students, colleagues, coaches, contest officials, members of the media, administrators, and the public.
- Improves the professional status and effectiveness of the athletic administrator through participation in local, state, and national professional development programs.
- Selfless, dedicated to helping others achieve their goals.



# **Buncombe County Schools**

## **Athletic Director – Duties and Responsibilities**

Under the direction of the school principal, the primary role of the school athletic director is to manage and oversee the school's athletic program to provide student-athletes worthwhile educational and athletic experiences. The school athletic director will administer an athletic program based on educational values that will help each student-athlete reach their full potential as successful, responsible citizens.

### **Performance Responsibilities**

1. To have top priority of protecting the health, safety and well-being of all student-athletes.
2. To coordinate and provide input in the formation of coaching staffs.
3. To ensure the maintenance and safety of all athletic facilities and athletic equipment.
4. Maintains fiscal responsibility for the school's athletic department following all Buncombe County Schools' accounting procedures.
5. Verifies compliance with all Buncombe County Board of Education, Conference, NCHSAA, NFHS and NCDPI rules and regulations as well as all state and federal laws. Maintains required documentation and records.
6. Represents school at all county, conference and state athletic meetings.
7. Coordinates the transportation of all athletic teams.
8. Oversees the formation of all athletic game and practice schedules with the appropriate contracts and records maintained.
9. Provides supervision for all home athletic events and acts as host to officials and visiting schools. Oversees the supervision of contest employees and volunteers. Responsible for a safe contest environment for all participants and attendees.
10. Provides leadership and serves as liaison to athletic booster club(s).
11. Promotes professional development and growth of athletic staff.
12. Maintains good public relations with all stakeholders/organizations and serves as a point of contact for athletic issues.
13. Promotes sportsmanship initiatives and community service activities.

14. Coordinates school sponsored athletic banquet(s) or awards program(s) for athletics.
15. Develops system to monitor attendance, academic performance and personal conduct of student-athletes. Promotes the total development and well-being of all student-athletes. Promotes the educational values of interscholastic athletics.
16. Develop a Staff Athletic Handbook and a Parent/Athlete Athletic Handbook.
17. Responsible for the dissemination of athletic information on school athletic websites.
18. Works with athletic training staff in the development and display of Emergency Action Plans. Works with school administration and staff in the development of Crisis Management Plans.
19. Promotes the accommodations of interests and abilities (participation opportunities) of all groups and assesses the other benefits and opportunities (treatment) of all groups participating in the school's athletic program.
20. Facilitates the implementation of all requirements requested from the NCAA Eligibility Center.
21. Visionary responsibilities in developing a strategic plan and goals of the athletic program, projecting future needs and identifying steps for successful growth.
22. Perform other duties as assigned by the Principal.

# **Buncombe County Schools**

## **Athletic Coach – Code of Ethics**

**(Modeled after NFHS Code of Ethics)**

The function of a coach is to educate students through participation in interscholastic competition. Emphasis should be placed on the physical, social, emotional and academic growth of each student athlete. The coach should strive to develop individual and team potential by promoting high standards of competence, character, civility and citizenship. Accordingly, the following guidelines for coaches have been adopted.

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with athletes.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall model sportsmanship and use his influence to enhance sportsmanship by spectators, cheerleaders, booster clubs and other groups associated with the athletic program.

- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- The coach should not exert pressure on faculty members to give student-athletes special consideration.

## **Buncombe County Schools Athletic Coach – Duties and Responsibilities**

Under the direction and supervision of the school principal and school athletic director, the primary role of the coach is to provide leadership and instruction in their assigned sport(s) to help student-athletes achieve worthwhile educational and athletic experiences. The school coach will administer his individual sport program based on educational values that will help each student-athlete reach their full potential as successful, responsible citizens.

### **Performance Responsibilities**

1. Will have top priority of protecting the health, safety and well-being of all student-athletes.
2. Will help in the development of schedules for their sport.
3. Will plan practices and activities with a demonstrated awareness of the maturity, physical development, and readiness of athletes with appropriate plans for instruction, conditioning and supervision.
4. Provides supervision of all conditioning sessions, practices, competitive events or team functions. Adequate supervision requires the physical presence of a member of the coaching staff before, during and after all scheduled team activities.
5. Informs athletes of the inherent risks of the sport and ways they can participate more safely.
6. Promotes good sportsmanship to the team and sets a positive example of sportsmanship in all relations with officials and opponents.
7. Serves as role model and uses appropriate language in all interactions.
8. Demonstrates respect for the game and knowledge of the game rules. Adheres to all rules and regulations governing their sport. Responsible for teaching game rules to team members.
9. Takes an active role in the prevention of alcohol, tobacco, and other drug use by team members while stressing the importance of a healthy lifestyle.
10. Ensures the safety of all team uniforms, equipment and playing surfaces. Responsible for the inventory and issuance/collection of equipment and uniforms.

11. Responsible for preparation of field(s) or facilities for practice(s)/game(s).
12. Assists in the verification of eligibility and medical requirements. Maintains appropriate documentation of emergency information of team members.
13. Monitors academic and behavioral expectations of student-athletes throughout the year.
14. Verifies and maintains compliance with all Buncombe County Board of Education, Conference, NCHSAA, NFHS, NCDPI rules and regulations as well as all state and federal laws. Maintains required documentation and records.
15. Develops good public relations with all stakeholders including athletes, parents, fans, media, press, colleagues and administration.
16. Maintains all coaching requirements of the NCHSAA and of Buncombe County Schools.
17. Promotes the educational and athletic achievements of team members and the team.
18. Seeks professional growth opportunities for self and staff.
19. Promotes all sports in the athletic program. Does not encourage specialization by athletes. Works in harmony with the entire interscholastic program of the school.
20. Conducts all fundraising events according to school policy and handles all money according to Buncombe County Schools' accounting procedures.
21. In coordination with their Athletic Director, promotes their sport and athletic program through various social media platforms.
22. Perform other duties as assigned by the Principal, Head Coach or Athletic Director.

## **Athletic Directors Contact Information**

### **High Schools**

**Kevin Keen**

Roberson High School  
828-654-1765 (office)  
kevin.keen@bcsemail.org

**Brian Carver**

Enka High School  
828-670-5000 (office)  
brian.carver@bcsemail.org

**Chris Collins**

Owen High School  
828-686-3852 (office)  
chris.collins@bcsemail.org

**Steve McCurry**

Reynolds High School  
828-298-2500 (office)  
charles.mccurry@bcsemail.org

**David Hines**

North Buncombe High School  
828-645-4221 (office)  
jonathan.hines@bcsemail.org

**Matt Carpenter**

Erwin High School  
828-232-4251 (office)  
matt.carpenter@bcsemail.org

### **Middle Schools**

**Laura Greb**

North Buncombe Middle School  
828-645-7944 (office)  
laura.greb@bcsemail.org

**William Hoke**

Cane Creek Middle School  
828-628-0824 (office)  
william.hoke@bcsemail.org

**Corey Thurman**

Enka Middle School  
828-670-5010 (office)  
corey.thurman@bcsemail.org

**Troy Grayson**

Owen Middle School  
828-686-7739 (office)  
troy.grayson@bcsemail.org

**Allan Tenney**

Valley Springs Middle School  
828-654-1785 (office)  
allan.tenney@bcsemail.org

**Andrew Rogers**

Erwin Middle School  
828-232-4264 (office)  
andrew.rogers@bcsemail.org

**Joseph Barber**

Reynolds Middle School  
282-298-7484 (office)  
joseph.barber@bcsemail.org

# **Buncombe County Schools**

## **Athletic Procedures and Guidelines**

### **I. Accountability for Athletic Facilities, Equipment & Supplies**

- A. The Principal and Athletic Director are responsible for the condition and maintenance of athletic facilities.
- B. The Principal and Athletic Director are accountable for the storage and maintenance of all equipment and supplies. Athletic equipment and supplies should be stored in safe and secure locations.
- C. The responsibility for maintenance of facilities, and storage of athletic equipment and supplies may be delegated to specific coaches.
- D. Athletic equipment and supplies are the property of Buncombe County Schools and in the case of loss, intentional damage, theft, misappropriation, or destruction the Principal and Athletic Director should determine accountability and appropriate actions for such.

### **II. Artificial Noisemakers**

- A. Spectators are not permitted to use air horns, electronic amplifiers, sirens, and non-approved artificial noisemakers at athletic events hosted by Buncombe County Schools. Inappropriate noisemakers should be removed by game administration when detected.
- B. This prohibition applies to both outside and inside events being hosted by Buncombe County Schools.

### **III. Athletic Fee**

- A. The Buncombe County Board of Education has approved an athletic fee of \$50.00 for student-athletes in high school and \$40.00 for student-athletes in middle schools. This is a one-time per year fee regardless of how many sports the athlete participates in during the school year.
- B. The athletic fee covers the cost of a limited benefit secondary athletic health insurance policy provided to each student-athlete by Buncombe County Schools and helps each individual school with athletic transportation expenses.
- C. Schools may establish hardship procedures for potential student-athletes who are unable to pay the participation fee.



#### **IV. Athletic Insurance**

- A. All athletes listed on eligibility sheets are covered by the LEA's athletic insurance policy. Schools will be provided Information sheets for Parents/Athletes, benefit and claim forms in August of each year from the insurance provider selected to serve Buncombe County Schools.
- B. Athletic Directors should have insurance claim forms displayed on their school's website and hard copies available at their school.
- C. Athletic Directors or School Administrators are required to verify all athletic injuries and sign all claim forms submitted by injured athletes to the insurance company. A copy of each claim form submitted should be kept on file by the Athletic Director or school.

#### **V. Attendance**

- A. Buncombe County Schools Board Policy 4400 and Administrative Regulation 4400-R are in effect regarding the attendance of student-athletes.
- B. Per Board Policy, waived absences by a school's attendance team, do not count against the student-athlete in determining athletic eligibility.
- C. Per BCS athletic policy, a student-athlete who is ineligible because of attendance at the end of a previous semester, has a maximum of 30 school days to regain athletic eligibility by fulfilling approved attendance make-up requirements as determined by the school's attendance team and principal.

#### **VI. Budget and Finances**

- A. The Principal and Athletic Director are primarily responsible for the financial affairs of the athletic department of each school.
- B. All purchases by the athletic department of a school must be approved by the Athletic Director prior to purchase and follow all purchasing procedures mandated by the Buncombe County Board of Education/Central Office.
- C. The Athletic Director is responsible for cash boxes for athletic events that the school is hosting. All gate receipts and monies should be receipted and deposited daily following appropriate procedures established by Buncombe County Schools. Schools have the option of using digital tickets only, cash tickets only, or digital tickets and cash tickets at their athletic events.

- D. Any fundraising activities by the athletic program, or teams within the athletic program, should be approved in advance by the Athletic Director and/or the Assistant Principal in charge of fundraising. All fundraising funds and monies collected should be receipted and deposited daily following appropriate procedures established by the Buncombe County Board of Education/Central Office.
- E. Fundraising activities conducted by athletic booster clubs should be approved by the athletic administration of the school (Principal and Athletic Director) in advance and be consistent and reflect positively on the mission of athletics in Buncombe County Schools.

## **VII. Cheerleading**

- A. Cheerleading is regulated by the NCHSAA in two areas – eligibility and health and safety guidelines (including Return to Play form, etc.). All eligibility requirements for athletics must be met and maintained by participants in cheerleading. All health and safety mandates (physical, Gfeller-Waller Forms, Return to Play) should be met by all participants in cheerleading.
- B. All coaches are required to complete the NFHS “American Association of Cheerleading Coaches Spirit Safety Certification” course prior to coaching.
- C. The cheer sport seasons are the fall and winter seasons. Every effort should be made to end cheerleading by the end of the winter season. Cheer participants should feel free to participate in a spring sport or to take a season off.
- D. Cheer tryouts for the next year should not occur until the day after the last school day of the current year for students.

## **VIII. Coaching Requirements**

- A. All high school coaches, paid or volunteer, must be twenty-one years of age and must fulfill all coaching requirements of the NCHSAA and Buncombe County Schools. The Athletic Director is responsible for verification of all coaching certifications of the school’s coaching staff. (Written permission is required from Principal and District Athletic Specialist for exception to age requirement)
- B. All paid middle school coaches are required to complete the “Fundamentals of Coaching” course, the “Protecting Students From Abuse” course, and to annually take the “Concussion in Sport” course or an equivalent course/training before the first practice date. AED/CPR certification is also required. Volunteer coaches have the same requirements with the exception that the NFHS “Sudden Cardiac Arrest” course can be taken annually in the place of AED/CPR certification. The Athletic Director is responsible for verification of all coaching certifications of the school’s coaching staff.

## **IX. Coaching Staff-Student Relations**

- A. Buncombe County School Board Policy 7310 regarding Staff-Student Relations applies to all coaches (employee, non-employee or volunteer).
- B. All coaches (employee, non-employee or volunteer) shall maintain appropriate interactions and relationships with students based upon cooperation, mutual respect, and an understanding of the appropriate boundaries between adults and students in and outside of the educational setting. Coaches shall consult the Principal or Athletic Director anytime they suspect or are unsure whether conduct is inappropriate.
- C. All coaches (employee, non-employee or volunteer) are prohibited from dating, courting or entering into a romantic or sexual relationship with any student enrolled in the school system regardless of the student's age. Coaches engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal, and may be subject to criminal action as provided in G.S. 14-202.4 and 14-27.7.
- D. Any coach who witnesses inappropriate behavior between another coach and a student or has reason to suspect inappropriate behavior is occurring between another coach and a student shall immediately report the information to the Principal or Athletic Director.
- E. Any Principal or Athletic Director who has reason to believe that a student has been the victim of criminal conduct shall report the incident in accordance with Buncombe County Board Policy 4335, Criminal Behavior.

## **X. Confrontation Policy**

- A. Any situation/conversation with a parent/guardian, or person, concerning athletics that becomes confrontational should be ended immediately by the affected school personnel. The confrontational person should be instructed that they will need to call and schedule an appointment or conference. If appropriate, a conference will be scheduled with the concerned individual, school personnel and Athletic Administration present.
- B. School athletic personnel should report any confrontational situations to their Athletic Director or Principal within twelve hours.

## **XI. Dual-Sport Participation**

- A. Each school should develop a dual-sport athletic policy regarding a student-athlete participating on two or more school teams in the same season.

- B. Each school should develop a dual-sport athletic policy regarding a student-athlete participating on a school and non-school team in the same season.

## **XII. Ejection/Disqualification of Coaches**

- A. Any coach ejected or disqualified from an interscholastic contest should notify his Athletic Director within twenty-four hours of the incident.
- B. The Athletic Director should notify the Central Office (District Athletic Specialist) the name of the ejected or disqualified coach.
- C. The ejected coach should fulfill all the requirements of the NCHSAA before being eligible to return to coaching in competition.
- D. The ejected coach and the school's Athletic Director must have a conference with the District Athletic Specialist/Superintendent before being eligible to return to coaching in competition.
- E. The disqualified coach, through the school's Athletic Director, should send a written explanation of their disqualification to the District Athletic Specialist before being eligible to return to coaching in competition. A conference may or may not be necessary.

## **XIII. Eligibility**

- A. The Principal and the Athletic Director are responsible for verifying the eligibility of all student-athletes per NCHSAA eligibility requirements.
- B. NCHSAA Eligibility Forms should be kept on file at the school and be available upon request.

## **XIV. Evaluation, Selection & Release of Coaches**

- A. The Principal of the school, in consultation with the Athletic Director and/or an Athletic/Teacher Interview Team, is responsible for the selection of all coaches.
- B. The Principal of the school, in consultation with the Athletic Director and/or Head Coaches is responsible for the evaluation of coaches. Since Buncombe County Schools does not have a formal evaluation process for coaches, all evaluations are informal and at the pleasure of the Principal.
- C. The Principal of the school, or his designee, is ultimately responsible for the release or non-retention of coaches. Any decision to not retain a coach should be made in consultation with the District Athletic Specialist, Human Resources Director, and/or Central Office Administration.

## **XV. Face and/or Body Paint**

- A. According to NCHSAA rules, no face/body paint is allowed during the regular season or playoffs.
- B. No one should have their complete face painted or covered (this includes athletes, cheerleaders, faculty or fans). This is a security issue and should never be allowed. This applies to masks or hoods that conceal or cover the face.
- C. Body paint on chest, torso or arms is also not allowed. When noticed by school administration, violators should be instructed to put their shirts/jackets back on or told to leave. If detected before entry to athletic events, violators should not be allowed entrance.

## **XVI. Game Administration**

- A. The Principal, Athletic Director and athletic staff, working with event workers and employed security, are responsible for providing safe athletic events for athletes, coaches, officials, spectators and all others in attendance at athletic events of Buncombe County Schools.
- B. The monitoring of athletic facilities, sportsmanship of participants and crowd control are primary responsibilities of excellent game administration.

## **XVII. Handbooks**

- A. The Athletic Director of each school should develop a staff athletic handbook.
- B. The Athletic Director of each school should develop a Parent/Athlete Athletic Handbook.

## **XVIII. Hazing**

- A. Hazing will be defined as any activity expected of someone joining or participating in an athletic team that humiliates, degrades, abuses, endangers or physically harms them regardless of a person's willingness to participate.
- B. NC General Statute 14-35 states – It is unlawful for any student in attendance at any university, college, or school in North Carolina to engage in hazing, or to aid or abet any student in the commission of this offense. Hazing is defined as follows: to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any group, including any society, athletic team, fraternity or sorority, or other similar group. (Violation shall constitute a Class 2 Misdemeanor.)

- C. No activities of athletic teams or athletic team members should compromise the Academic/Athletic Mission of Buncombe County Schools. Activities associated with hazing obstructs the development of good citizens, escalates the risk of participation, negates positive contributions, and destroys respect for self, others, and a wholesome athletic environment. Athletic Directors and coaches must be proactive in preventing any activities associated with hazing.
- D. Student-athletes and their parents should be instructed to report any incident of hazing immediately to their coach, athletic director, guidance counselor, school resource officer, or other appropriate school officials.
- E. School personnel should immediately report to law enforcement any potentially criminal activity observed or reported to them. In consultation with law enforcement, it will be determined if a school investigation is appropriate.

#### **XIX. Home School Dual Enrollment for Athletics**

- A. Home school students can be dual enrolled in BCS High Schools and participate in athletics provided they meet all the requirements of BCS Board Policy 3105 and all NCHSAA requirements regarding home school students and dual enrollment.
- B. School administrators and guidance counselors are responsible for verifying the home school student meets all requirements of dual enrollment per BCS Policy 3105 during the initial enrollment process of the home school student.
- C. The Principal and Athletic Director should verify the eligibility of the dual enrolled student-athlete before allowing the student to participate in athletics. Principals and Athletic Directors should note the NCHSAA requirements for home school dual enrolled student-athletes maintaining eligibility from one semester to the next.

#### **XX. Lightning and Thunder Policy**

- A. A staff member, coach, athletic trainer, or school personnel should be assigned to monitor conditions before and during practices and contests.
- B. NFHS and NCHSAA guidelines (see NCHSAA Handbook) should be followed whenever lightning, and thunder are present. A site-specific plan should be developed for each athletic venue at each school.
- C. Evacuation areas should be determined in advance. Evacuation plans should include athletes, coaches, and all spectators in your athletic venues.
- D. Schools should review annually their lightning and thunder policy.

## **XXI. News Media**

- A. It is incumbent on all schools to establish a positive working relationship with all news media groups seeking to cover athletics of Buncombe County Schools.
- B. Athletic Directors should verify that all their school coaches are reporting scores in Max Preps (as required by the NCHSAA) and with all other proper news media (newspaper, television or other).
- C. Athletic Directors should verify that their head coaches are nominating their student-athletes for appropriate conference, district, state, and national awards.
- D. It is the responsibility of Athletic Directors and coaches to promote the athletic accomplishments of their athletes and their school. Pictures, videos and information should be maintained for appropriate publication.

## **XXII. Non-Discrimination Policy**

- A. In compliance with federal law, Buncombe County Schools administers all education programs including its Career and Technical Education Programs, employment, activities (including athletics), and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.
- B. The Principal and Athletic Director should monitor compliance with federal law.

## **XXIII. Non-Faculty Coaches**

- A. The Athletic Director should submit a Coaching Verification Form and Volunteer/Non-Faculty Coach Agreement Form for all new non-faculty coaches (paid or unpaid) to the Assistant Superintendent's office.
- B. All paid non-faculty coaches are required to submit an online application in AppliTrack. Athletic Directors should notify the District Athletic Specialist once the application has been submitted and the coaching position has been offered and accepted. At this point a BCS Onboarding Packet (tax forms, etc.) will be sent. The potential coach will then have 48 hours to complete these online forms. The potential coach is also required to bring a copy of their Social Security Card and their Driver's License to HR (copies can no longer be emailed).

- C. The potential non-faculty coach must have a clear background check, completed Onboarding Packet, and Driver's License and Social Security Card on file with HR before they can begin any coaching duties. Background check results will not be released until all online forms required are completed. **Do not allow any new non-faculty coach to perform any coaching duties until notified by the Assistant Superintendent's office that all requirements have been met.** All new non-faculty coaches, paid or nonpaid, will be required to fill out and submit an application in Volunteer Tracker to begin the background check process. The Volunteer Tracker application for a background check that must be completed is an entirely separate process from the AppliTrack application. The potential coach will be required to renew their background check application each year in Volunteer Tracker in order to be eligible to continue coaching from one year to the next.
- D. Once a non-faculty coach is cleared to start, they will be bound by the same rules and regulations as faculty coaches. It is the responsibility of the Athletic Director to review coaching responsibilities, code of conduct and ethics with the new non-faculty coach.

#### **XXIV. Parent Meetings**

- A. Pre-season parent meetings are required to be held before each new sport season. The Athletic Director is responsible for scheduling and facilitating these meetings.
- B. Attendance at pre-season meetings for parents, coaches and athletes should be required. Athletic Directors should have a general session with all parents, coaches and athletes present to be followed by each head coach conducting a sport specific meeting for the parents of the athletes on their team.
- C. Individual meetings with parents should be facilitated and scheduled by the coach and/or Athletic Director when requested or needed.

#### **XXV. Performance Enhancing Substances**

- A. School personnel and coaches should never supply, recommend, or permit use of any drug, medication or food supplement solely for recovery enhancement or performance-enhancing purposes.
- B. School personnel and coaches should never be in possession of or use performance-enhancing substances on school property or in the performance of their duties.



## **XXVI. Personal**

- A. Athletic Directors and coaches should serve as positive role models for students, athletes, and the public. Just as athletes are held to a higher standard of behavior, Athletic Directors and coaches must be aware of the perception of their actions and should exhibit appropriate behaviors.
- B. In accordance with Buncombe County School Board policy, Athletic Directors and coaches are to maintain a drug-free and alcohol-free workplace (Policy 7240). In addition, tobacco use is prohibited by Athletic Directors and Coaches in the performance of their school/coaching duties (Policy 7250/5026).
- C. Any use of profanity by Athletic Directors and coaches is highly discouraged and should be avoided.

## **XXVII. Pets and Athletic Events**

- A. Except as otherwise stated herein, no pets are permitted at any athletic event (practice, game or special event) hosted by Buncombe County Schools. Any persons found with a pet will be asked to leave the premises. Exception to this policy would include the following: an individual with a disability may be accompanied by his or her “service animal” on school property per Buncombe County School Board Policy 4202.
- B. A “service animal” is defined as a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. No other species of animal will be considered as a service animal.
- C. The owner or handler of the service animal is responsible for any property damage caused by the animal and any personal injury caused by the animal or related to the presence of the animal on school property.
- D. All BCS athletic venues should have appropriate signage regarding this No-Pet policy.

## **XXVIII. Physical Forms**

- A. It is preferred that all physicals be documented on the approved NCHSAA Physical Form. Hard copies of these forms for athletes must be kept on file at each school.
- B. Physicals that are not completed/documented on the approved NCHSAA Physical Form may be used provided the following two conditions are met.
  - 1. The physical form being used for documentation must indicate that the athlete is cleared/approved for all sports participation.

2. The approved NCHSAA Sport Participation Examination Medical History Form must still be completed and be on file with the physical documentation.

#### **XXIX. Playoff Reimbursement to Schools**

- A. Schools will receive reimbursement from the central office for the expenses of motel, meals and travel related to participation in the NCHSAA Playoffs. Reimbursement is limited to the amounts listed on the Athletic Playoff Reimbursement Claim Form and is intended to help schools offset the costs of playoff participation.
- B. Athletic Directors should submit all Athletic Playoff Reimbursement Claim Forms, with supporting documentation, within two weeks of the end of each sports season.

#### **XXX. Playoff Supplements**

- A. All coaches and Athletic Directors will be paid an extra supplement for the additional work required by participation in the NCHSAA playoffs. Coaches and Athletic Directors will be compensated for each additional week of work in the playoffs.
- B. Athletic Directors should submit the playoff supplement sheet for each season by the appropriate deadline to the central office.

#### **XXXI. Professional Development**

- A. Athletic Directors and coaches are encouraged to seek professional growth opportunities.
- B. Athletic Directors are encouraged to attain membership in the NIAAA and to attain NIAAA Certifications in athletic administration.
- C. Athletic Directors and coaches should seek leadership opportunities in state organizations, on state committees or with national organizations.

#### **XXXII. Promotion Requirements for Buncombe County Schools**

- A. A student-athlete must have six (6) credits to be promoted to sophomore.
- B. A student-athlete must have thirteen (13) credits to be promoted to junior.
- C. A student-athlete must have twenty (20) credits to be promoted to senior.

### **XXXIII. Return to Play**

- A. The attending team physician has first priority in determining the ability of an athlete to return to play after being injured in a practice or a game.
- B. In the absence of a team physician, the Certified Athletic Trainer/First Responder on site has first priority in determining the ability of an athlete to return to play after being injured in a practice or game.
- C. In the absence of a team physician and Certified Athletic Trainer/First Responder on site, the head coach has first priority in determining the ability of an athlete to return to play after being injured in a practice or game.

### **XXXIV. Social Media Policy**

- A. All employees and coaches are subject to Board Policy 7335, Employee Use of Social Media; Board Policy 3320, Technology in the Educational Program; and Board Policy 3225/4312/7320, Technology Responsible Use. Employees and coaches are also subject to Board Policy 4040/7310, Staff Student Relations; when communicating with individual student-athletes through electronic means, such as voice, email, text, or video-conferencing platforms, and any information posted on a public domain. All electronic interactions should conform to these policies, to ethical and legal standards, and reflect standards consistent with sportsmanlike conduct.
- B. Employees and coaches should report to their immediate supervisor any conduct posted through social media that is in violation of BCS Board Policy, illegal, threatening, harassing, unsportsmanlike, or unethical. Those found to have violated Board Policy may be subject to disciplinary action, up to and including dismissal and/or removal from a coaching position.

### **XXXV. Sportsmanship**

- A. School personnel and coaches should model behaviors characterized by a spirit of generosity and a genuine concern for opponents, officials, and teammates. The highest ethical and moral conduct should be exhibited in all behaviors and serve as a model to student-athletes, parents, and spectators.
- B. All coaches should review the Buncombe County Schools Coaches Code of Conduct.
- C. Good sportsmanship is expected from athletes, coaches, officials, spectators/fans, administrators, students, and all people in attendance at athletic events in Buncombe County. This expectation should be clearly obvious and implemented at each school. Athletic Directors, coaches and school personnel are responsible for monitoring sportsmanship at all athletic events.

## **XXXVI. Student Use of Board Owned Vehicles/Motorized Equipment**

- A. Students are prohibited from driving board owned vehicles/motorized equipment unless the student's operation of the vehicle/motorized equipment is identified within a course curriculum approved by the State. A pre-requisite component of the curriculum prior to operation will consist of instruction in the safe operation of the vehicle/motorized equipment by the student. Board owned vehicles/motorized equipment that are not associated with a State approved curriculum are to be operated solely by Buncombe County School employees or system approved adult volunteers. Operation is contingent upon the employee or adult volunteer possessing the correct license per State law. (Board Policy 4313)
- B. Any motorized piece of equipment or vehicle that might be used in the maintenance of athletic fields or in the conducting of athletic practices or events, is prohibited for students to use. This includes three-wheelers, mowers, gators, four-wheelers or any type of motorized equipment/vehicle.

## **XXXVII. Summer Camps**

- A. All schools are allowed to conduct summer camps for athletes of all ages if the camp is being conducted by school coaches/personnel.
- B. All monies processed from any camp must be handled through either the school's booster club or through the athletic accounts of the school.
- C. Staff members of any camp are recommended to be employees of Buncombe County Schools. As such, salaries for all camp staff should be run through Buncombe County Schools payroll and must adhere to all guidelines for payment of coaches during the summer.
- D. Buncombe County School employees may be paid a salary or wage for working summer camps not to exceed their hourly or daily rate of pay for their normal employment position. Monies for this salary or wage may come from the proceeds of the camp or from the school's booster club.
- E. Summer Camp workers, who are non-employees, should be paid only after they have completed a Personal Services Contract (available from District Athletic Specialist), received a cleared background check, and have submitted all required documentation to the school.

## **xxxviii. Supervision**

- A. Athletes should always be supervised when they are participating in school-sponsored athletic activities. This includes, but is not limited to, all practices, meetings, games, workouts, weightlifting sessions, skill development, and travel provided by the school.

- B. Supervision should be provided for all athletes for an appropriate period of time before and after all scheduled activities. No student-athlete should ever be left alone after an athletic activity while awaiting a ride.
- C. All athletic facilities (gyms, weight rooms, batting cages, athletic fields, etc.) should be supervised during athletic activities. Student-athletes should not have access to use any inside facilities without supervision by school personnel. Athletes should not be allowed to work out on their own in gyms, weight rooms, training rooms, indoor batting cages, or any indoor facility. Schools should post appropriate signage warning student-athletes not to be in certain areas without supervision by school personnel.
- D. Outside athletic facilities that are not secured and are accessible to the public for use (tracks, outdoor batting cages, athletic fields) should have appropriate emergency action plans posted and/or facility use signage posted.
- E. All athletic facilities should be inspected before the start of each new season. Facility issues should be corrected/repared before allowing use. In-season use should allow for daily inspection and monitoring of the facility by school personnel. Out-of-season facilities should be inspected or monitored at least weekly. Any problems noted should be reported to the Athletic Director and/or Assistant Principal over facilities.
- F. Athletic supervision is the responsibility of the Principal, Athletic Director, and all athletic school personnel. Supervision verification should be planned, implemented, and documented.

#### **xxxix. Supplements**

- A. Supplements for all paid coaches are paid through Buncombe County Schools and are subject to all payroll and accounting regulations.
- B. Supplements for all paid coaches are determined by the Athletic Director utilizing criteria and pay scales established by the Buncombe County Board of Education.
- C. Summer athletic supplements must be paid through Buncombe County Schools. Summer athletic supplements for a coach cannot exceed his daily rate of pay as a teacher. A coach cannot be directly paid for coaching responsibilities by any other organization (e.g. – Booster Clubs).

#### **XL. Suspension of Participant Based on School Discipline**

- A. Any student who receives an out-of-school suspension, based on school discipline procedures, will be ineligible to participate in athletics (practice or games), on days that they are suspended out-of-school.

- B. Multiple out-of-school suspensions (2 or more) during one calendar year should be reviewed individually by the Athletic Director and Principal of the school regarding continued participation in athletics for that individual.

#### **XLII. Suspension of Participants in High School Athletics**

- A. Buncombe County Schools Board Policy 4354 governs Suspension of Participants in High School Athletics related to the use of drugs and alcohol and criminal violations regarding local, state, and federal laws.
- B. Schools should keep on file the documents required by Policy 4354 for athletes who are determined to be in violation of this policy. These documents should be kept on file until the student graduates.

#### **XLII. Title IX**

- A. Buncombe County Schools does not discriminate on the basis of sex in its educational programs or activities and is required by Title IX of the Education Act of 1972 and federal regulations to not discriminate in such a manner.
- B. All BCS employees and volunteers, including all coaches, must report instances of Sexual discrimination in accordance with Title IX guidelines. (See Responsible Employee – Title IX handout in Addenda and Forms Section).
- C. Any and all information regarding sexual assault, dating/domestic violence, stalking, sexual harassment, gender discrimination, bullying, and harassing behavior should be reported to the administration of your school and to the BCS Title IX Coordinator.
- D. All reports should be made immediately to the BCS Title IX Coordinator – Shanon Martin ([shanon.martin@bcsemail.org](mailto:shanon.martin@bcsemail.org) or 828-255-5918).

#### **XLIII. Transfer Policy**

- A. After initial entry into the ninth grade, and absent a bona fide move as provided in the Residence section of the NCHSAA Handbook, a student transferring from one member school to another member school within the LEA must sit out 365 days for athletic participation. Buncombe County Schools Board Policy 4130 governs Discretionary Admission or Release of students and will be used to guide the determination of athletic eligibility as well.
- B. The NCHSAA allows the local LEA to create criteria for immediate athletic eligibility for transfers within the LEA. The Office of the Assistant Superintendent, in consultation with the Office of Student Services, both guided by Policy 4130 and NCHSAA transfer guidelines, will determine athletic eligibility on an individual basis.

#### **XLIV. Travel**

- A. The Athletic Director, coach and/or Assistant Principal over transportation will make arrangements for all athletic travel requirements.
- B. The school should provide transportation to all scheduled away athletic events. Students may use their own vehicles to travel to off campus practice facilities such as swim facilities or golf courses.
- C. All athletic travel (activity bus, car or commercial) should adhere to required Buncombe County Schools travel procedures.
- D. Each school should have a policy regarding student-athletes who do not ride school provided transportation to or from away events.





# **Addenda & Forms Section**



# **Buncombe County Schools**

## **Non-traditional High Schools & Athletic Participation**

<b>BCS Virtual Academy</b>	<b>Athletic Participation allowed at Assigned Home School.</b>
<b>Community High School</b>	<b>Athletic Participation allowed at Assigned Home School.</b>
<b>Early College</b>	<b>No athletic participation allowed for Early College Students.</b>
<b>Middle College</b>	<b>No athletic participation allowed for Middle College Students.</b>
<b>Nesbitt Academy</b>	<b>Athletic Participation allowed at Assigned Home School.</b>

## Buncombe County Schools - Middle School Athletic Eligibility List

Name of School: \_\_\_\_\_

Sport: \_\_\_\_\_

	Last Name	First Name	Date of Birth	Age	Physical Date	Grade (7 or 8)	Residence/ Academics Verified (Y)	Gfeller/Waller Forms (Y)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

I hereby certify that each person listed meets the requirements under Title 16 North Carolina Administrative Code .0202 Interscholastic Athletics as adopted by the State Board of Education regarding residence, age limit, academics, medical examinations, and attendance.

Principal's Signature: \_\_\_\_\_

AD's Signature: \_\_\_\_\_

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

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

(Please keep original on file and submit copy to the office of District Athletic Specialist)

8/26/16

# **Buncombe County Schools**

## **Fifteen Duties for Athletic Administrators and Coaches**

Several obligations or duties have been identified as absolute requirements for athletic administrators and coaches. These standards have evolved as a result of various case law proceedings and legal judgments. It is important that all school administrators, athletic administrators and coaches know and understand the following duties. While this summary is not all-inclusive, it is generally accepted by the NFHS (National Federation of High Schools) and the NIAAA (National Interscholastic Athletic Administrator Association) as the baseline of responsibilities for an athletic program.

- 1. Duty to Plan** – An athletic program must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.
- 2. Duty to Supervise** – An athletic program must have approved personnel present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. The athletic program should require that facilities are locked, and students are denied access when a competent staff member cannot be physically present to supervise. Supervision responsibility also pertains to School and Athletic Administrators supervising coaches and athletic activities.
- 3. Duty to Assess Athletes Readiness for Practice or Competition (Provide a Safe Environment)** – Athletic Administrators and coaches are required to assess the health, physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes should be medically screened in accordance with state association regulations before participating in practice or competition.
- 4. Duty to Maintain Safe Playing Conditions** – Athletic Administrators and coaches are considered *trained professionals* who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury specific to a sport and inherent in defective equipment or hazardous environments. Athletic programs are responsible for improving unsafe environments, repairing facilities, removing defective equipment or disallowing access to unsafe equipment or environments. Athletic programs are required to monitor extreme heat and humidity or conditions where frostbite might occur. A plan for monitoring and responding to dangerous weather conditions should be in place. Building codes and laws must be observed and implemented with respect to capacity, ventilation, air filtration and lighting.
- 5. Duty to Provide Proper Equipment** – Athletic programs must ensure athletes are properly equipped with equipment that is appropriate for the age and maturity of the athlete and that equipment is clean, durable and safe. Selection of equipment must consider the age and maturity of the athletes. Equipment should be checked for proper fit and wearing. Athletes must wear protective equipment anytime they are exposed to the full rigors of contact in practice or competition.

6. **Duty to Instruct Properly** – Athletic programs must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill and capability. Instruction should demonstrate appropriate and safe techniques and must include warning about unsafe techniques and prohibited practices.
7. **Duty to Match/Equate Athletes** – Athletic programs should match athletes with consideration for maturity, skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
8. **Duty to Condition Properly** – Athletic programs should conduct a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities. Consideration should be given to student readiness and maturational factors. Also, factors like heat and weather conditions that impact student health should be considered.
9. **Duty to Warn** – Athletic programs should warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.
10. **Duty to Ensure Athletes are Covered by Injury Insurance** – Athletic Administrators and coaches must screen all athletes to ensure that family and/or school insurance provides a basic level of medical coverage. Athletic participation should not be allowed without injury insurance. Deductible and co-payment requirements should be clearly explained to parents and athletes. Insurance information may need to be published in several languages.
11. **Duty to Provide Emergency Care** – Athletic programs are expected to have personnel trained to administer accepted, prioritized, standard first aid procedures to a range of traumatic injuries – including those that are potentially life-threatening. This responsibility falls most directly on athletic trainers and coaches working directly with student athletes.
12. **Duty to Develop an Emergency Response Plan** – Athletic programs must have site-specific plans (Emergency Action Plans) for managing uninjured team members while emergency care is being administered to an injured athlete. These EAPs should be posted on each site or venue and be initiated when necessary, in the treatment of injured athletes.
13. **Duty to Provide Proper Transportation** – Athletic programs should follow school district guidelines in providing transportation for athletic travel. Approved bonded commercial carriers, approved school system activity buses with approved licensed drivers, and/or school system fleet automobiles with approved drivers are recommended.
14. **Duty to Evaluate Athletes for Participation, Injury or Incapacity** – Athletic programs should require preseason physicals and screenings to detect potential health problems. Medical clearance for sports participation should be documented. Athletic personnel should evaluate athletes daily for injury or incapacity and make determination to allow or withhold participation.
15. **Duty to Select, Train and Supervise Coaches** – School and Athletic administrators should ensure that athletic personnel are capable of providing safe conditions and activities as outlined in the preceding list of fourteen duties. Regular supervision of athletic personnel is required of school and athletic administrators (Inspect what you Expect).



## Responsible Employee - Title IX

Responsible employees are all BCS employees including administration, faculty and staff, who must report instances of sexual discrimination to the Title IX Coordinator in accordance with the Title IX guidelines.

### WHAT GROUPS ARE COVERED

- Student-on-Student
- Employee-on-Student
- Employee-on-Employee
- Applicants for admission and employment
- Student organizations
- Third parties participating in an education program or activity

### WHAT TO REPORT

Any & all information regarding:

- Sexual Assault
- Dating/Domestic Violence
- Stalking
- Sexual Harassment
- Gender Discrimination
- Bullying
- Harassing Behavior

Include at **minimum**...

- Name of victim
- All details that were shared regarding the incident
- Name of alleged person (if this was shared with you)

### WHEN & HOW TO REPORT

Report **immediately** to the

BCS Title IX Coordinator – Shanon Martin

Email: [shanon.martin@bcsemail.org](mailto:shanon.martin@bcsemail.org)

Phone: 828-255-5918

*All employees should be familiar with how to direct students/parents or other employees on how to make a report. For instance, if a student informs a teacher that they have been sexually harassed, the teacher should not only report it to administration but also inform the student that the student can report it as well and who to report it to.*

### BCS Commitment to our Staff & Students

The Buncombe County Board of Education is committed to providing a school system which supports educational excellence. BCS does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment.