

Johnson County Schools
District Athletic
Handbook



EAGLE PRIDE, COUNTY WIDE

JOHNSON COUNTY SCHOOLS

Coaches' Handbook - District Athletic Program

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

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Introduction

Handbook Purpose

The purpose of the handbook is to acquaint you with general policies and procedures of the Johnson County Schools that govern and affect your responsibilities as a coach.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **NOT** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern.

Some policies refer to specific forms that are available as part of the District's administrative procedures. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office. Policies and procedures also are available on line via the District's web site or through this Internet address: <http://policy.ksba.org/J06/>. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

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

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

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

District Mission

The mission of the Johnson County Schools is to provide the ultimate educational experience for every child, every day. We are an innovative school district focused on learning without boundaries and strive to assure that all stakeholders establish great expectations for student success. These expectations have been incorporated into the Strategic Plan, encompassing core values of integrity, leadership, commitment and service.

Athletic Program Philosophy

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

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

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

Cutting of Participants

The coaching staff of each individual sport shall establish the process for deciding whether athletes will be "cut" during a tryout period during which the final composition of a team will be determined. If a coaching staff determines that "cuts" are necessary, they shall discuss with all athletes attending the tryouts the criteria to be used to evaluate the athletes during the tryout period. This procedure shall also describe the notification process that will be used to inform all athletes of their status following the tryout period. The coaching staff must make every effort to ensure that all athletes attending the tryouts clearly understand the criteria to be used to evaluate them.

The notification procedures used by the coaching staff should, if feasible, include individual conferences with each athlete that does not make the final team. These conferences shall include feedback to the athletes on the areas where they might improve athletically and always ensure the dignity and growth of the individual student.

Conduct of Program

All interscholastic and intramural athletic competition shall be in compliance with the constitution, bylaws, and competition rules of the Kentucky High School Athletic Association (KHSAA) and Title IX requirements. As a condition to KHSAA membership, each member school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX).

Coaches shall abide by:

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

STUDENTS FIRST, ATHLETES SECOND

KHSAA Imposition of Penalties

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

Please refer to KHSAA Bylaw 27.

Middle School Applicability

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

Future Changes

Although every effort will be made to update the handbook on a timely basis, the Johnson County Schools reserve the right, and have the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Central Office Personnel and School Administrators

Person/Address	Telephone/E-mail	Fax
Superintendent, Tom Salyer 253 North Mayo Trail Paintsville, KY 41240	(606) 789-2530 tom.salyer@johnson.kyschools.us	(606) 789-2506
Principal Russell Halsey 257 North Mayo Trail Paintsville, KY 41240	(606) 789-2500 russell.halsey@johnson.kyschools.us	(606) 789-2547
Athletic Director Tommy McKenzie	(606) 789-2500 tommy.mckenzie@johnson.kyschools.us	(606) 789-5355
Title IX/Equity Coordinator Thom Cochran 253 North Mayo Trail Paintsville, KY 41240	(606) 789-2530 thom.cochran@johnson.kyschools.us	(606) 789-2506
Director of Facilities/Maintenance Scott Rowland 253 North Mayo Trail Paintsville, KY 41240	(606) 789-2530 tom.salyer@johnson.kyschools.us	(606) 789-2506

Section

1

Program Guidelines

Equal Educational and Employment Opportunities

Employment

Johnson County Schools is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex or genetic information, as required by law.

Reasonable accommodations for individuals with disabilities will be made as required by law.

If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law. **03.113/03.212**

Education

No pupil shall be discriminated against because of age, color, disability, race, national origin, religion, sex, or veteran status.

Parents of students who have a temporary or permanent disability may request that the Principal or other District administrator to provide appropriate accommodations necessary for them to have an equal opportunity to participate in instructional and extracurricular activities, as required by law. Students who are at least eighteen (18) years of age may submit their own requests. **09.13**

If you have questions concerning District compliance with state and federal equal educational and employment opportunity laws, contact *Harry Burchett* at the Central Office.

Harassment/Discrimination

Johnson County Schools intend that employees and students have a safe and orderly work and learning environment. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or District, or any act prohibited by Board policy that disrupts the work place or the educational process and/or interferes with an employee's job responsibilities or student learning.

Employees or students who believe that they, or any other employee, student, or a visitor to the school or District is being or has been subjected to harassment or discrimination shall bring the matter to the attention of the Principal/immediate supervisor or the District's Title IX/Equity Coordinator as required by Board policy. The District will investigate any such concerns promptly and confidentially.

No employee or student will be subject to any form of reprisal or retaliation for having made a good-faith complaint under Board policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. **03.162/03.262/09.42811**

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973:

<u>Thom Cochran</u> <i>Title IX Coordinator</i>	<u>253 North Mayo, Paintsville</u> <i>Address</i>	<u>(606) 789-2530</u> <i>Telephone</i>
<u>Stephanie Rice</u> <i>Section 504 Coordinator</i>	<u>253 North Mayo, Paintsville</u> <i>Address</i>	<u>(606) 789-2530</u> <i>Telephone</i>

01.1

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

http://www.ascr.usda.gov/complaint_filing_cust.html

07.1

Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

Access to be Limited

Employees may only access student record information in which they have a legitimate educational interest. **03.111/03.211/09.14/09.213/09.43**

Both federal law and Board policy prohibit employees from making unauthorized disclosure, use or dissemination of personal information regarding minors over the Internet.

Coaches wishing to utilize a social networking site for instructional, administrative or other work-related communication purposes shall comply with the District's acceptable use policy, procedures and other applicable guidelines. **08.2323**

Information Security Breach

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**

Compensation

For employees who are assigned coaching responsibilities, compensation shall be made according to a schedule approved annually by the Board. Compensation for all services rendered as an employee of the District shall be processed through standard payroll procedures. **03.121/03.221**

No coach shall receive from any other source a salary supplement for coaching school-sponsored athletics. All coach compensation must be made through standard payroll, including applicable taxable benefits, to ensure compliance with state and federal law.

Please refer to KHSAA Bylaw 25.
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Reduction in Salary and Responsibilities

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

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

Section

2

Staff Responsibilities

Supervision of Coaches

Every employee is assigned an immediate supervisor. All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **03.11/03.21/03.132/03.232**

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

Please refer to KHSAA Bylaw 1.

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

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

Professional Development

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

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

Athletic Program Volunteers

Athletic program volunteers are persons who do not receive compensation for assisting in program activities. All volunteers shall work only under the direction and supervision of the coach, Principal or other designated member of the professional administrative and teaching staff. **03.6**

Age Restriction/Criminal Background Check and Testing

All coaches, assistant coaches and athletic program volunteers shall be at least twenty-one (21) years of age and must undergo a criminal history background check(s) as required by Board policy and by KRS 160.380 and KRS 161.185. **03.11/03.21/03.6/09.31**

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

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

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

Physical Examinations

Coaches

All newly employed personnel, including coaches, shall present documentation of a medical examination performed by a licensed physician, physician assistant (PA), or advanced practice registered nurse (APRN) or by a licensed medical practitioner of the employee's choice. **03.111/03.211**

Students

Each student seeking eligibility to participate in any school athletic or sport activity at the middle or high school level must pass an annual medical examination performed and signed by a physician as required by law. Consistent with guidelines issued by KHSAA or the Kentucky Board of Education (KBE), the required physical examination and parental authorization shall include acknowledgement of receipt of information on the nature and risk of concussion and head injury, including the continuance of playing after concussion or head injury.

Students participating in school athletic activities at the varsity level, other than golf, swimming, track, cross country and tennis shall make prior medical records available to the physician performing the annual medical examination upon request.

When, in the opinion of the Principal, there is evidence that a student may not be fit to participate in an extracurricular activity due to health reasons, the Principal may require the student to provide evidence of fitness in the form of an examination and report by a physician of the Principal's choosing. **09.311**

Please refer to KHSAA Bylaw 12.
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Fund-Raising Activities

All athletic booster group fund-raising activities shall be approved in advance by the Principal. Applications shall be submitted at least two (2) weeks prior to the date the activity is to begin. Approved fund-raising activities shall be conducted outside regular instructional time.

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity. Highway solicitations and door-to-door sales are prohibited.

All booster groups wishing to be recognized by and/or affiliated with the District shall adhere to applicable state and federal laws, including taxable income reporting requirements, when conducting fund-raising activities to benefit the school or District.

All funds raised for a specific purpose by athletic program booster clubs shall comply with the requirements established by the Board and shall be used for that purpose. **04.312/09.33**

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

Safe Working Environment

It is the intent of the Board to provide a safe and healthful working and learning environment for all employees and students. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor.

In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made within 24-48 hours of the occurrence and prior to leaving the work premises, UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

In order to eliminate or minimize occupational exposure to bloodborne pathogens, employees must comply with the District's Bloodborne Pathogen Control Plan. When bodily fluid spills occur, employees shall follow procedures posted in each school building or worksite. Disposable gloves and plastic bags are available in elementary classrooms and, in each school, the Principal's office, food service office, or the custodian's storage area.

For information on the District's plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, and Personal Protective Equipment (PPE) or Asbestos Management, contact the Principal or see the District's *Policy Manual* and related procedures.

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an existing emergency. **03.14/03.24/05.4**

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

- conduct that threatens the health, safety or welfare of others;
- conduct that may damage public or private property (including the property of students or staff);
- illegal activity;
- conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

03.1325/03.2325

Drug-Free/Alcohol-Free Schools

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

Employees who violates the terms of the District's drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials.

Any employee convicted of any criminal drug statute involving use of alcohol, illicit drugs, prescription drugs, or over-the-counter drugs shall, within five (5) working days after receiving notice of a conviction, provide notification of the conviction to the Superintendent.

The Johnson County Board of Education has established a random drug-testing program for all staff employed in safety-sensitive positions. The circumstances under which substance screening may be considered are limited to employee conduct on duty or during working hours, or on or in Board property, or at school-related functions of the District.

Employees who know or believe that students or other employees have violated the District's alcohol-free/drug-free policies have been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **03.13251/03.23251/09.423**

Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

Employees who know or believe that this policy has been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **05.48**

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral, written or electronic) to their immediate supervisor. A “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods. **09.425**

Tobacco Products

Federal law and Board policy prohibit the use of any tobacco product in any building owned or operated by the Board where services are provided to students. Adult employees may smoke in areas designated by the Superintendent or Principal. **03.1327/03.2327**

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, and during school-sponsored trips and activities. **09.4232**

Use of School Property

Employees are responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Employees shall immediately report to their immediate supervisor any property that is damaged, lost, stolen, or vandalized.

No employee shall perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities.

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

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

Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time. **03.1321/03.2321**

Coaches shall advise individuals with disabilities who request accommodations at District athletic activities to contact the District ADA/504 Coordinator for assistance and guidance. **10.5**

Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor. Such devices include, but are not limited to, personal cell phones and tablets.

For exceptions, see Board Policies **03.13214/03.23214**.

Athletic Camps and Competitions

Coaches in all sports may organize and operate youth sports camps in their respective sports if approved by their immediate supervisor. All camps must be operated as a school-sponsored activity and comply with all relevant policies and procedures as described in other sections of this handbook or in District policy and procedures. All personnel serving as camp instructors shall be:

1. Currently employed coaches of the school,
2. Volunteers as described in previous handbook sections, or
3. Student-athlete members of the respective athletic team offering the camps.

All revenues and expenditures for athletic camps shall comply with school and District financial policies as described in this handbook or in the complete District policy and procedure manual.

Interscholastic athletic contests involving more than half of a normal team (i.e. six [6] or more football players, three [3] or more basketball players) may not be held in school-owned facilities outside the determined limitation of seasons. No catastrophic insurance provided by KHSAA outside determined limitation of seasons.

All athletic camps should be scheduled so they do not conflict with the regular academic calendar of the Johnson County Schools nor the District's regular academic programming. No athletic camp will be permitted to be scheduled during the KHSAA-designated "Dead Period," June 25 to July 9.

Please refer to KHSAA Bylaws 23 and 24.

Inventory of Athletic Equipment

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

Gifts

No employee shall accept, for personal use, any gifts from current or potential suppliers or vendors. Personnel are also prohibited from accepting rebates in the form of gifts or gratuities from organizations or persons to whom they have referred or may refer parents and students. Exceptions may be made for those businesses that offer discounts to various employee groups. **03.1322/03.2322**

Solicitations

Salesmen, representatives, or agents shall not solicit or contact pupils, teachers, or other employees in the school during the school day without notice to and express prior approval of the Superintendent. **10.4**

Alteration of School Property

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

Advertising

No commercial advertising shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Superintendent. However, this requirement does not prevent advertising in publications which are published by booster clubs. **10.4**

District Representation

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

Political Activities

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

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

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

Copyrighted Materials

The use and duplication of copyrighted material for educational purposes shall be within the generally accepted uses delineated by applicable law and guidelines developed by the Superintendent. **08.2321**

Search and Seizure

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

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal/designee of the school which the student attends. Before a student's outer clothing, pockets, or personal effects (e.g., handbags, backpacks, etc.) are searched, there must be reasonable suspicion to believe the search will reveal evidence that the student has violated or is violating either a school rule. Search of a pupil's person shall be conducted only with the express authority of the Principal.

However, when an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, coaches that are responsible for the student are authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

No search of a pupil shall be conducted in the presence of other students, except for situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety. No strip searches of students shall be permitted. **09.436**

Child Abuse

Per KRS 620.030, any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected shall immediately make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney. **09.227**

Reporting telephone numbers:

Social Services	(606) 789-7100
Local Police	(606) 789-3411
Kentucky State Police	(606) 433-7711
County Attorney	(606) 789-8286

Corporal Punishment

The Board authorizes the use of corporal punishment as a disciplinary measure, under guidelines set out in policy. The Board authorizes each school to determine whether corporal punishment shall be used as a disciplinary measure at school. Corporal punishment shall refer to the striking the student's buttock with a paddle as a punishment or penalty for misbehavior. Corporal punishment may be administered by a certified staff member, but only in the presence of two (2) other certified employees. **09.433**

Use of Physical Restraint and Seclusion

Use of physical restraint and seclusion shall be in accordance with Board policy and procedure. **09.2212**

Civility

Employees should be polite and helpful while interacting with parents, visitors and members of the public. Individuals who come onto District property or contact employees on school business are expected to behave accordingly. Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal.

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of Policy **10.21** or provide him/her with a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/designee for assistance; and/or calling the police.

As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor. **10.21**

Required Reports

Although you may be directed to make additional reports, the following reports are required by law and/or Board policy:

- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24/05.4**
- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262/09.42811**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**

- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident.

Within forty-eight (48) hours of the original report of the incident, the Principal also shall file with the Board and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, **immediately** make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney, and to the Principal (who shall also make a report to the proper authorities) and Superintendent. (See **Child Abuse** section.) **09.227**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

Please refer to KHSAA Bylaw 18.
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Section

3

Pre-Season Planning

Notifications to Students/Parents

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

Coach-Parent Communications

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

Scheduling

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

Scheduling of athletic competitions and sport activities shall be in compliance with Board policy. All competition and sport activities shall meet all applicable conference, district or regional requirements in keeping with KHSAA rules and regulations. **09.31**

Please refer to KHSAA Bylaws 19-24.

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

1. To assure that scheduling of District facilities, practice times and competition times for both male and female sports are consistent with Title IX requirements.
2. To avoid scheduling regular season athletic games and sport activities on a date that will require loss of instructional time for travel or competition in compliance with KDE regulations and local Board policy.
3. To make concerted effort to avoid overlap with other school activities already scheduled on the same date.

Examples of scheduling of athletic practices and sport activities which should be avoided when possible:

- a. Conflict with end of semester exams;
- b. Occur during professional development activities;
- c. Coincide with religious observances and/or times of worship;
- d. Conflict with school open house events.

Cancellation of Athletic or Sport Activities

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

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

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

Forfeits are addressed by KHSAA guidelines.

Please refer to KHSAA Bylaw 22.
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Athletic Trips

Parents are to be informed of the nature of all trips, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in athletic trips. **09.36**

Please refer to KHSAA Bylaw 22.
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Game Officials

Please refer to KHSAA Bylaw 20.

Student Discipline

All students participating in the District's athletic program shall abide by school/District rules and regulations, including provisions of the code of acceptable behavior and discipline. In addition, coaches may set additional reasonable team rules, provided those rules are given to students prior to the beginning of the season and students are required to return to the coach a form signed by both the student and the parent/guardian signifying their receipt of, and agreement to abide by, the rules. Coaches shall keep these forms on file for the duration of the sports season. **09.438**

In keeping with Board policy, disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the student athlete to lose status before his/her peer group. Coaches should guard against making remarks to other student participants concerning a student's shortcomings.

Serious disciplinary problems shall be promptly reported to the Principal and to the parent(s) of the student. **09.43**

The Principal may suspend a student's eligibility to participate in an athletic activity, pending investigation of any allegation that the student has violated either the District behavior standards or the school council's criteria for participation. **09.3**

Crowd Control

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

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

Athletic Program Purchasing

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

Purchases from school activity funds or other monies maintained at the school level shall be made in accordance with Model Procurement laws and regulations, as well as Board policy and procedures. Activity funds purchases must be supported by a properly executed purchase request and authorization for payment by the Principal. **04.312**

Bidding procedures shall conform to the Model Procurement Code, KRS 45A.345 – KRS 45A.460. For additional assistance, coaches should contact the District Treasurer in the Central Office. **04.32**

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses school personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent/designee. Allowable expenses include mileage, gasoline used for Board vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (as authorized by policy and/or procedure), and lodging. Itemized receipts must accompany requests for reimbursement.

Employees must submit travel vouchers within one (1) week of travel and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.125/03.225**

Section

4

Student Oversight

Eligibility

Determination of athletic eligibility for students shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements.

District standards for playing up from middle school (grades seven and eight [7 & 8]) to high school in sports other than football and soccer may include, but are not limited to, considerations related to safety, physical readiness, use of school space after the school day, transportation, funding, the student's disciplinary status and record, any substance testing restrictions, equitable opportunities for participation, and harmonizing any conflicting school-based decision making ("SBDM") requirements. SBDM Council policies apply to the selection of sports activities, and student participation based on academic qualifications and attendance requirements, program evaluation, and supervision.

To be eligible to try out and participate at the high school level, middle school students must meet all applicable KHSAA, District, and SBDM requirements. The Superintendent/Designee in cooperation with principals, SBDM councils, coaches, and athletic directors, as deemed appropriate, may develop guidelines for Board approval addressing playing up standards.

The athletic eligibility of middle school students participating in high school athletic activities at the varsity level other than golf, swimming, track, cross country and tennis shall be determined by an eligibility committee appointed and chaired by the Superintendent **09.313**

Please refer to KHSAA Bylaws.

Pupils whose parent or guardian resides in the District and has custody of the student, or pupils who are legal residents of the school district, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privilege of participating in the school athletic program, unless such is in conflict with KHSAA Bylaws. All other pupils shall be classified as nonresidents for school purposes. **09.12**

In accordance with school council policy, student athletes are required to attend school for at least a half-day the day of an athletic activity to be eligible to try out, practice or participate in an athletic activity.

Student Transfers

Any domestic student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity contest in any sport at any school, while maintaining permanent residence in the United States or a United States territory following enrollment in grade nine (9) and who then transfers schools, shall be ineligible for interscholastic athletics at any level in any sport for one (1) year from the date of last participation in varsity interscholastic athletics.

The period of ineligibility may be waived in the event of a dissolution of marriage (i.e. a final and legally binding divorce decree from a court of competent jurisdiction) or properly recorded legal separation (i.e. a legally binding separation decree from a court of competent jurisdiction) of the parents and a change in the residence of the student pursuant to a court order granting custody of the child to one of the parents with whom the student shall reside. The grant of this waiver shall only apply to the member school in the school district in which the residence of the custodial parent is located.

The period of ineligibility may be waived in the event that the transferring student did not participate in an interscholastic contest at any level in any sport while enrolled in grades nine (9) through twelve (12) during the previous calendar year.

Foreign students (non-domestic) attending high school in Kentucky shall be considered ineligible for the first calendar year following enrollment. Foreign students who have been ineligible for an entire calendar year after being enrolled in a high school in Kentucky become eligible to represent that school immediately following the conclusion of the one (1)-year period. The period of ineligibility may be waived if the entire family unit is relocating from a foreign country or if the members of a family from a foreign country are relocating due to a declaration of asylum or seeking refuge due to acknowledged conflict.

Foreign exchange students attending school in Kentucky shall be considered ineligible for the first calendar year following enrollment. The period of ineligibility may be waived if the student is placed in a KHSAA member school under the auspices of approved J-1 or F-1 student exchange program that is on the approved listing of Council on Standards for International Exchange Travel (CSIET). In addition, a waiver may be made in other circumstances approved by the Board of Control within the KHSAA Due Process Procedure.

KHSAA Bylaws 6, 7 and 8 contain other specifics and questions should be referred to your Principal or Athletic Director.

Please refer to KHSAA Bylaws 6, 7, and 8.

Recruitment Violations

A student at any grade level shall not be recruited to a member school of the KHSAA for the purpose of participating in athletics, including recruitment under the guise of academics. A student enrolled at any grade level shall not be given improper benefits not available to all members of the student body to remain at a member school.

Recruiting is defined as an act on behalf of or for the benefit of a school, which attempts to influence a student to transfer to a member school for the purpose of participating in athletics. It also shall be defined as recruiting to provide improper benefits to an already enrolled student to influence that student to remain at a member school for the purpose of participating in athletics. A school official utilizing an intermediary including a peer, another school employee, a student, parent, or a citizen, for the purpose of recruiting a student athlete shall be in noncompliance.

Please refer to KHSAA Bylaws 11 and 16.

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students.
09.221

All athletic practices and events shall be under the direct supervision of a qualified employee of the Board. All persons employed by the District as a coach for any interscholastic athletic activity or sport shall meet statutory training requirements. In addition, at least one (1) person who has completed the required course shall be present at every interscholastic athletic practice and competition.

Prior to assuming their duties, nonfaculty coaches/coaching assistants shall successfully complete training provided by the District as required by KRS 161.185 and a sports safety course as required by KRS 160.445, including training on how to recognize the symptoms of a concussion and how to seek proper medical treatment for a person suspected of having a concussion. Follow-up training shall be provided annually. **09.311**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. **03.162/03.262/09.422/09.42811**

In fulfilling their supervision responsibilities, teachers are required to enforce the Student Discipline Code adopted by the Board of Education and discipline policies adopted by the school council. **09.43/09.438**

Board policy allows for a nonfaculty coach or nonfaculty assistant to accompany students on athletic trips as provided in statute. **09.221/09.36**

A coach or an approved designated adult is required to be present to provide direct supervision of student participants during all athletic activities, including conditioning programs, practices, travel and games. Students are not to be left unsupervised while waiting for parents to pick them up. (See also section on Coaches' Responsibilities and Code of Conduct.)

Bullying

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

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

Insurance

Students participating in or trying out for interscholastic athletics shall be covered by accident insurance that is compatible with the catastrophic insurance coverage required by the Kentucky High School Athletic Association. Students must present evidence of accident insurance that meets minimum criteria established by the Superintendent. **09.312**

Please refer to KHSAA Bylaw 12.

Safety and First Aid

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

Coaches shall take appropriate measures to provide a safe, healthy experience for participants and helpers in the athletic program to minimize the number and degree of seriousness of athletic injuries and related illnesses. For all athletic practices and competitions, safety procedures shall be implemented that comply with Board policy, state law and regulations, and requirements of the Kentucky Board of Education and the Kentucky High School Athletics Association (KHSAA).

When a player has sustained serious injury that may be aggravated by continued participation in the game or practice, the coach shall receive permission from a physician before the player re-enters the game or participates in practice.

Concussions

A student athlete suspected by an interscholastic coach, school athletic personnel, or contest official of sustaining a concussion during an athletic practice or competition shall be removed from play at that time and shall not return to play until the athlete is evaluated as required by KRS 160.445 to determine if a concussion has occurred.

A student athlete deemed to be concussed shall not be permitted to participate in any athletic practice or competition occurring on the day of the injury or, unless a physician provides written clearance, participate in any practice or athletic competition held on a subsequent day. **09.311**

Please refer to KHSAA Bylaw 25.
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Care of District Property

Coaching personnel shall be responsible for program equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property or if District property has been used for unauthorized purposes shall be reported to the immediate supervisor. **03.1321/03.2321**

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

Retention of Recordings

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

Precautionary Measures

EQUIPMENT INSPECTION AND OVERSIGHT

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

1. A timetable for inspecting athletic equipment (when, how often, by whom, etc.);
2. Factors to be considered during an inspection (appropriate type, adequate quality, proper fit, etc.);
3. Instruction that will be provided to students concerning correct use of equipment; and
4. Direction to be given to athletic staff and volunteers who will assist in oversight of equipment use.
5. There is a uniform replacement rotation plan. Varsity uniforms will be purchased on a need basis, usually every 4-5 years. Due to the nature of certain sports, some uniforms will last longer than 4 years, and some will last less than 4 years.

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

KEY STANDARDS

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

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

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

Defibrillators shall be maintained and tested in accordance with operational guidelines of the manufacturer and monitored as directed by the

Superintendent/designee. Defibrillators shall be kept on school property and will not accompany EMS personnel to a hospital emergency room. **05.4**

2. **Heat Indices** – The Kentucky High School Athletic Association and the Kentucky Medical Association have adopted a procedure for avoiding heat injury/illness through analysis of Heat Index and restructuring of activities.

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

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

3. **Availability of Water** – It is the responsibility of the coaches to make sure that an adequate supply of water is available for all practices and competitions. Under no circumstances should a coach ever deny athletes the opportunity to hydrate as often as they desire.
4. **Game/Practice Scheduling** – All coaches/athletic administrators who bear the responsibility of game and practice scheduling should adhere to the KHSAA guidelines for limitation of seasons (Bylaw 25) when planning their season. Coaches/athletic administrators are required to present their basic practice and competition schedules to the appropriate school administrator for their approval.
5. **Severe Weather. Lightning Advisory** – All coaches are required to read, understand, and adhere to the KHSAA and NFHS guidelines for severe weather and lighting.

<http://khsaa.org/sportsmedicine/lightning/nfhsguidelinesforlightning-october2010.pdf>

Please refer to KHSAA Bylaw 25.
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Drug-Testing of Students

The Board has established a random drug and alcohol testing program for students participating in extra-curricular activities, including athletics. The plan to implement the drug testing program shall be developed by District personnel in cooperation with the testing laboratory and has been provided to all schools and is kept on file in the Central Office. **09.423**

Sportsmanship

“The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules for athletes and coaches. We will not tolerate negative statements or actions between opposing players, especially trash-talking, taunting or baiting of opponents. If such comments are heard or actions seen, a penalty will be assessed immediately. We have been instructed not to issue warnings. Let today’s contest reflect mutual respect.”

It is the clear obligation of all official representatives of member schools to practice the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships.

Please refer to KHSAA Bylaw 15.

The following behaviors represent the types of behaviors that will not be tolerated at school/District athletic events. Those who exhibit such behaviors will be asked to leave the premises, and extreme or repeated violation may result in permanent exclusion from school/District athletic events.

- Verbally berating players, coaches, official administrators or others in attendance.
- Use of obscene language or gestures or acts of physical violence or threats of violence directed at same or at contest officials.

Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities,
2. Disrupting or threatening to disrupt school or office operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Verbal or written statements or gestures indicating intent to harm an individual or property, and
5. Physical attacks intended to harm an individual or substantially damage property. **05.45/10.21**

Awards and Recognitions

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

Please refer to KHSAA Bylaw 10.

Varsity Letter Requirements

The varsity letter award shall be presented to an athlete who satisfied the participation requirements as listed below, completes all team obligations and receives the recommendation of the coach. (The coach may recommend a waiver of these requirements under an unusual circumstance.)

- a.) Specific sport requirements:
 1. Baseball/softball: participate in 50% of games.
 2. Basketball: (B&G) participate in 50% of regular season games.
 3. Cheerleaders: meet 90% of contest and practice requirements.
 4. Football: participate in 50% of quarters played or play a specialist position.
 5. Golf: (B&G) participate in at least 50% of the periods played in regular season schedule.
 6. Soccer: (B&G) participate in at least 50% of the periods played in regular season schedule.
 7. Cross Country: (B&G) participate in at least 4 meets.
 8. Swimming: (B&G) participate in 2 swim meets and swim in the regional.
 9. Tennis: (B&G) participate as one of the point matches in at least 50% of total matches in singles or doubles competition.
 10. Track: (B&G) participate in at least 4 meets and earn 20 points.
 11. Volleyball: must participate in 50% of scheduled games.
 12. Bowling: (B&G) must bowl in at least 50% of the matches and have an average at or above the team average. Seniors who bowled their junior year will letter regardless.
 13. Wrestling: wrestlers must make the starting lineup for at least 50% of the varsity season.
- b.) Season is defined as that period of time from the first practice to the awards program.
- c.) There are no JV or freshman letter awards, only Varsity.
- d.) Manager's award will parallel the regular awards system if they manage for the entire season.
- e.) Statistician's award: satisfactorily compile statistics for the entire season.
- f.) Letter award procedure:
 1. First year letter: insignia and bar
 2. Second, third and fourth: bar
 3. Effective as of 2012-2013 winter season, no one will receive the JC insignia until they have met the above requirements as at least a freshman in high school. Bars only will be given to anyone below grade 9.

Banquet Awards

Banquet awards are defined as those specific awards given by a specific sport for individual accomplishments through a specific season. Each athletic team must have an awards program for its team. The athletic department will contribute \$150.00 (15 plaques) for award expenditures. Multiple award winners will be recognized on the same plaque. The athletic department will also provide certificates of participation, bars, and letters for each deserving player. Individual teams must provide their own food for award banquets through fundraising.

Senior Awards

Senior awards shall be funded from booster clubs. Awards should be equitable in those sports that have a boys and girls program. The awards do not necessarily have to be the same but should be of equal value.

Special Individual and Team Recognition

Individual

- a. An individual who achieves special recognition for specific achievements may be displayed in a picture or plaque in their respective sport facility. The achievement must be approved by the Johnson Central High School Gender Equity Committee. Example: Pro athlete - banner in the gymnasium.
- b. Any individual recognition that will be honored with a banner or picture to be displayed in any athletic facility must first be cleared through the Johnson Central High School Gender Equity Committee.

Team

- a. Only those teams who achieve District Champion, Regional Champion, State runner-up, or State Champion may be represented by a banner or posting of this achievement in the respective athletic facility. Any other type of team recognition to be honored should first be approved through the Johnson Central High School Gender Equity Committee.

Award Criteria that Pertains to All Sports

- a. A coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.
- b. Injury rule: Any athlete who is a starter or plays regularly and was thereafter injured may be awarded a letter, if in the coach's judgment he/she would have met the lettering requirement.
- c. In a sport where state tournament play is sponsored, athletes may letter if they have become a starter and play 50% of the quarters, innings, matches, or score team points in individual competition in tournament play regardless of other lettering criteria.
- d. Complete the season in good standing with the school and the coach.
- e. Any other type of award not already mentioned in this policy must be cleared through the Principal, Athletic Director and possibly through the Johnson Central High School Equity Committee before the purchase and presenting or displaying of the award.

Appendix

Code of Ethics for Teachers

16 KAR 1:020:

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:
 - (a) To students:
 1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
 2. Shall respect the constitutional rights of all students;
 3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
 4. Shall not use professional relationships or authority with students for personal advantage;
 5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
 6. Shall not knowingly make false or malicious statements about students or colleagues;
 7. Shall refrain from subjecting students to embarrassment or disparagement; and
 8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students.

Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

Code of Ethics for Teachers – (Continued)

(b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the education profession;

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

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

Code of Ethics for Coaches

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

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

-National Federation of High School Associations (NFHS)

The following are excerpts from the Johnson County Schools Student Handbook (pages 56-62)

Coaches

Coaches are the primary model and source of good sportsmanship. The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each child's welfare shall be uppermost at all times.

The coach must be aware that he or she has a tremendous influence either good or bad in the education of the student athlete and, thus shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, Athletic Directors, school administrators, the state high school athletic association, the media, the parents 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 and under no circumstances should authorize their use.

The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded a mutual agreements. The coach shall not try to seek an advantage by circumvention or the spirit or letter of the rules.

Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, parents and administrators.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.

A coach shall not exert pressure on faculty members to give student athletes special consideration.

Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents – observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season – at home and away, and the conduct of the crowd – especially where the student body is concerned.

The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes and environments.

The safety and welfare of players should always be uppermost in the coaches' mind. He/she should exercise good judgment in the ordinary care and prevention of injury. When injuries do occur, maintain good communications with patient, trainer, doctor, parents, and insurance carrier.

The coach is a frequent topic of conversation at various community locations, the home, the work place, and at the meeting of many civic organizations. The coach's profession, as well as his/her reputation as a coach, is constantly under scrutiny. To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important; but most important are the examples set by the coach. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown to you. Private, firm, fair, and constant discipline must be maintained.

The coaches' actions and statements should always reflect confidence and respect for the Johnson County School District. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district.

Each coach is responsible for the following: keeping practice areas and locker rooms in order, storing, inventorying, reconditioning, and replacing equipment and using it properly and keeping storage areas locked. Also, the coach should cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

Penalties for Violation

Violations of this Code of Ethics and Conduct will be reviewed on an individual case basis. The Superintendent, as well as all school administrators, are expected to stop immediately all acts or violations, and to prescribe appropriate punishment for occurrences.

Violators of this Code may be punished by one or more of the following: warning, probation, removal from school premises, and temporary suspension from participation in games or activities, or permanent expulsion from games or school events. In cases involving school employees, severe violations may be further punishable by: suspension with or without pay, termination of assignment or termination of employment. In extreme cases, criminal charges may be brought by the school system.

In all cases of violations involving punishment, school administrators are to notify the Superintendent in writing within (3) days.

Coaches' Responsibilities

The responsibilities discussed below will fall primarily on the head coach of each sport. All assistant and volunteer coaches shall accept these responsibilities as well.

1. All head coaches must attend the KHSAA required rules clinic and medical symposiums and complete the online sports safety course.
2. ALL coaches will complete the required CPR – First Aid training.
3. Coaches will ensure that all athletes are using proper technique and equipment and will also ensure direct adult supervision during all practices, scrimmages and games.

4. Coaches are not to allow athletes to play, practice or scrimmage without the proper KHSAA physical and parental permission form on file.
5. Coaches will follow all KHSAA and Johnson Central High School rules concerning practice, eligibility, transportation, age requirements etc.
6. Coaches will maintain open lines of communication with the administration, parents and community.
7. Coaches will be expected to conduct themselves in a sportsmanlike manner at all times. Coaches may be personally responsible for any fines placed on them by the KHSAA for violations of Bylaws 15 or 16. Coaches should also be aware that continued violations of sportsmanship rules by themselves, their staff or their players will be considered in evaluating them for future employment.
8. Coaches are subject to other penalties. Including suspension from contests or possible removal from their coaching position by JCHS administration for violation of any KHSAA rules.
9. Coaches are expected to make every effort to enforce sportsmanship rules with their players, as well as maintaining proper bench decorum before, during and after contests. Failure to do so may result in player and/or coach suspensions at the discretion of JCHS administration.
10. Coaches need to turn in participation lists within the first week of practice.

The Student-Athlete

This code will cover three areas of student performance; academics, attendance and behavior. Being allowed to participate in high school athletics is a privilege and not a right. If students do not follow these guidelines then they should not expect to be allowed to participate in high school athletics. Each individual coach may choose to enforce stricter policies for his/her program.

I. Grades

Students will not be allowed to have more than 2 failing grades at any grade check. This is a **current** **OR** a **cumulative** grade below 60%. Grades will be checked on Friday of each week. If on a Friday an athlete has 3 or more grades below 60% they will be ineligible for a period to cover the following Monday through Sunday. Grades will only be checked on Fridays. Students will be ineligible for one (1) full week even if they improve their grades during the suspension. If they continue to have more than two failing grades they will continue to be ineligible on a weekly basis. Any middle school student playing at any high school level must have a "C" or better in each class to be eligible to participate.

II. Attendance

Any student who is absent from school without the Principal's prior approval is not eligible to participate in extra-curricular activities on the day of the absence.

III. Behavior

The proper behavior of student athletes both during the season and out of season as well as inside school and outside school must be maintained in order to participate in athletics at Johnson Central High School. Conduct which warrants disciplinary action is outlined in the Johnson County Schools' Code of Conduct (Student Handbook).

**Coaches and school administration will have the authority to suspend or remove any athlete from any team at their discretion. Student athletes will be allowed a due process hearing involving the Principal, Athletic Director, coach and any other concerned party upon request.

Booster Clubs

All coaches will ensure that any booster club that is providing benefit of any type to their team or athletes will follow all guidelines in the booster club agreement. The agreement will include but not be limited to the following:

By July 31 of each year or within 30 days of first meeting:

1. The booster clubs will provide a list of all officers and a signed booster club agreement.
2. Booster clubs will only spend monies pre-approved, via the tentative budget at the beginning of the year, by JCHS administration.
3. The booster club will provide a year-end financial statement outlining all monies raised during the previous fiscal year.
4. The booster club will provide a tentative budget for the current fiscal year.
5. The booster club will not use the name or address of Johnson Central High School or the Johnson County Board of Education.
6. The booster club shall supply any additional awards, besides senior plaques, at the end-of-season athletic banquet.

JOHNSON CENTRAL ATHLETIC BOOSTER CLUB AGREEMENT

This agreement is entered into by and between the Johnson County Board of Education (hereafter referred to as “Board”) and an entity known as _____ (hereafter referred to as the “Booster Club”). Through this agreement, the parties intend to set forth the Terms and Conditions under which the Booster Club may operate and associate with students, teachers, coaches and school administrators at Johnson Central High School.

TERMS AND CONDITIONS

1. The Booster Club acknowledges that the Board is responsible for the promotion of education and the general health and welfare of all students attending the Johnson County Schools. In addition, the Booster Club acknowledges that the Board has control and management of funds and all public school property in its district and may use its funds and property to promote all school education (KRS 160.290).
2. The Booster Club acknowledges that its activities may affect compliance with Title IX of the Educational Amendments of 1972 (Title 20, U.S.C. 1681-1687, et seq.) by Johnson Central High School and the Board. Likewise, the Booster Club acknowledges that, as a condition of membership in the Kentucky High School Athletic Association, representatives of Johnson Central High School and the Board must verify that the school complies with Title IX. 702 KAR 7:065, Section 2 (13). Accordingly, the Booster Club agrees to provide all information requested by Johnson Central High School, the Board, or the Kentucky High School Athletic Association for purposes of determining Title IX compliance. The Booster Club further agrees to refrain from engaging in any activity, which, in the opinion of the Principal or Athletic Director of Johnson Central High School or the Superintendent of the Johnson County Schools, adversely affects the schools or the Board ability to comply with Title IX.
3. The Booster Club shall, on or before August 15 (of each academic school year) designate a representative for purposes of communicating with and providing true and accurate information to the Board and Johnson Central High School.
4. Upon request of the Principal or Athletic Director of Johnson Central High School, or upon request of the Superintendent of the Johnson County Schools, the Booster Club shall make available a full and complete list of its members.
5. In addition to complying with the requirements of Title 702 of the Kentucky Administrative Regulations, Chapter 3:130 (internal accounting, and all other relevant statutes and regulations, the Booster Club shall, upon the request of the Principal or Athletic Director of Johnson Central

High School, or on the request of the Superintendent of the Johnson County Schools, provide a full and complete accounting of all moneys raised, as well as a full and complete accounting of all moneys expended. In addition, if requested to do so, the Booster Club shall also provide audited financial records concerning its activities.

- 6. On or before September 15 (of each academic school year) the Booster Club shall advise the Principal and Athletic Director of Johnson Central High School of all fund raising activities planned for the upcoming year. To the extent the Booster Club seeks to engage in additional fund raising activities, it shall give at least 14 days' notice of the intended activity.
- 7. The Principal and Athletic Director of Johnson Central High School and the Superintendent of the Johnson County Schools expressly reserve the right to reject any fund raising activity for any reason. The Booster Club agrees that it shall not engage in any fund raising activity which has not been approved by the Johnson County Board of Education or which has been rejected by the Principal or Athletic Director of Johnson Central High School or the Superintendent of the Johnson County Schools.
- 8. By executing this document through its designated representative, all members, officers, and representatives of the Booster Club agree to abide by the terms and conditions set forth below as well as those additional terms and conditions which may be required by the Board. The designated representative of the Booster Club represents and agrees that he/she will provide a copy of this agreement to all members of the Booster Club.



I hereby acknowledge that I am a representative of the _____
_____ Booster Club and that I am
authorized to act on its behalf. I further agree that this Booster Club and its
members shall abide by the Terms and Conditions set forth above. I further agree
to immediately report to the Principal and Athletic Director of Johnson Central
High School and to the Superintendent of the Johnson County Schools any
violation or breach of this agreement.

_____ BY: _____
(Name of Booster Club)

TITLE: _____ DATE: _____

GENERAL GUIDELINES FOR COACHES

Purchasing

Before any purchase can be made using school funds the coach will complete a purchase order and submit to the Athletic Director for approval. After the purchase order has the signature of the Principal and Athletic Director and has been issued the proper PO number and only after all three of these criteria have been met may an order be placed. Purchases made by the booster club may be made only after the approval, via the tentative budget, from JCHS administration has been obtained.

All shipments must be verified by the individual that requested the order once the shipment has been received in order for the school to pay the invoice. Purchase order codes and numbers will be put on PO's by the administration. Please plan ahead and follow the yearly budget when submitting requests.

If you are requesting cash for meals, you must complete a purchase order. You must bring back receipts totaling the amount of cash requested or turn in any unused cash. A "cash verification form" should be completed the day after you return from your activity. All receipts should be attached to the form. You are required to sign off on the cash verification form at the time you turn it in to the finance officer.

At the end of this handbook is a uniform rotation plan. Booster clubs are not permitted to purchase uniforms to be used in KHSAA sanctioned play unless school monies are not available during the year uniforms are to be purchased under the rotation plan.

Scheduling

Coaches will be responsible for creating a tentative schedule of games, meets and or matches each year. They should submit these schedules to the Athletic Director as soon as possible for approval and for entry on the KHSAA website before the appointed deadlines. Schedules will also be submitted to the board to receive an approval for all contests. Schedules of practice times and facilities should also be given to the Athletic Director for approval and to resolve any conflict of facility use.

Any change of schedule will have to be coordinated through the coach and the AD. It will not always be possible to arrange gate workers and officials without proper notice. When inclement weather makes it necessary to cancel games, the Principal and the AD will make the final decision. Coaches will be given every opportunity possible for their input as whether to cancel a contest or not.

Travel Requirements

The Transportation Director must be notified in advance of departure times and cancellations. Transportation should be arranged by the AD if possible. Communication is vital to assure busses are there when needed.

Only board approved insured vehicles or appropriately certificated common carriers shall be used for transporting students. The Board of Education requires that students participating in school-related extracurricular activities on trips be covered by insurance as specified in administrative procedures. Use of passenger vehicles is prohibited for transportation of students by staff members. **Students may be released to return home to their parent using the transportation “RELEASE from LIABILITY” form. Keep all documentation on file throughout the season.**

Prior approval of the Principal is required for each of the overnight/out of state trips at least 30 days prior to the trip. Request should be sent to the transportation director at least 14 days prior to the trip. Requests should be filed with the board secretary by Wednesday before the Board meeting for which they are to be considered. Overnight or out-of-state student trips shall require the prior approval of the Board with the exception of the continuation of regularly scheduled tournaments. The group requesting the trip will be responsible for the driver’s expenses (meals, motel room, etc.) during overnight trips. At the discretion of the Principal, the group may also be responsible for the reimbursement of the driver’s salary, oil, fuel, and tolls costs at the current rate. To ensure gender equity and equal opportunity, hotel accommodations shall not exceed \$100 per room. The only exception to this cap would be in the event that a team has advanced to state tournament competition. The maximum number of out of state/overnight trips will be limited to one every other year for all extra-curricular activities.

Meals

Meal money (per diem) will not be available for any program during travel of regular season games. With prior approval from the Principal and Athletic Director, meal money may be provided for post season competition. Also, any previously approved trip which requires a departure time immediately after the end of the school day (due to scheduled start time, location of the contest, etc.) meal money may be provided to ensure that no student-athlete would miss a meal. The per diem amount shall not exceed a \$6.00 - \$9.00 range per athlete per meal.

Inventories

At the end of each season the coach shall provide an inventory of all uniforms, equipment and supplies belonging to the school. This should include any purchases made by booster clubs and provided to the coach or team. This inventory should be submitted to the Athletic Director within thirty (30) days of the team’s final contest. Failing to submit this inventory may cause future school expenditures, on behalf of an individual program, to be decreased.

Middle School Participants

Middle school age students are eligible to participate at the high school level under certain conditions. In the sports of football and soccer, a participant enrolled in the 7th or 8th grade may play on a freshman or junior varsity squad, but may NOT practice or play against another athlete that is a junior or senior.

In the sports of basketball, volleyball, baseball, softball, and wrestling, before a middle school student can play at the varsity level they must first be approved by a committee appointed and chaired by the superintendent. Middle schools students are eligible to participate at the freshman and junior varsity levels without approval from this committee.

Cheer

There is a two (2) week tryout period wherein any interested party attends practices where they learn tryout material. There will be one evening designated as “tryouts”. KAPOS judges will be contracted (when available) to score the participants during tryouts. The number of cheerleaders chosen is determined at the point where there is a significant drop in scores received at tryouts, usually determined by the KAPOS judges and the coach.

There is one squad that cheers all football games and for basketball the squad cheers at all boys and girls home games, all district games, and tournaments.

Locker Room and Storage
Locker Room and Storage Space for Johnson Central High School

<u>Team</u>	<u>Locker Room</u>	<u>Storage</u>
Cross Country (Girls)	Boys LR	None
Cross Country (Boys)	Girls LR	None
Soccer (Boys)	Baseball LR	Baseball LR
Soccer (Girls)	Softball LR	Softball LR
Golf (Boys)	Country Club	None
Golf (Girls)	Country Club	None
Volleyball (Girls)	Girls PE	PE storage & Outside
Football (Boys)	Football LR	FB LR
Swimming (Girls)	Girls Pool LR	Pool Bldg
Swimming (Boys)	Boys Pool LR	Pool Bldg
Basketball (Girls)	Girls LR	Girls LR
Basketball (Boys)	Boys LR	Boys LR
Wrestling	Boys PE	Wrestling Office
Track (Girls)	Girls PE	Comm Rm/Track Rm
Track (Boys)	Boys PE	Comm Rm/Track Rm
Tennis (Girls)	Middle School PE	JCMS storage
Tennis (Boys)	Middle School PE	JCMS storage
Softball	Softball LR	Softball LR
Baseball	Baseball LR	Baseball LR
Cheer	Girls PE	Cheer Room
Bass Fishing	Boys PE	None
Bowling	Boys/Girls PE	None
Archery	Boys/Girls PE	None

Listing of JCHS Sponsored Sporting Activities

Activity	Season	Varsity	J V	Freshman
Football	Fall	X	X	X
Girls' Cross Country	Fall	X		
Boys' Cross Country	Fall	X		
Girls' Volleyball	Fall	X	X	X
Girls' Golf	Fall	X		
Boys' Golf	Fall	X		
Boys' Soccer	Fall	X		
Girls' Soccer	Fall	X	X	
Girls' Basketball	Winter	X	X	X
Boys' Basketball	Winter	X	X	X
Wrestling	Winter	X		
Girls' Swimming	Winter	X		
Boys' Swimming	Winter	X		
Girls' Track	Spring	X		
Boys' Track	Spring	X		
Girls' Tennis	Spring	X		
Boys' Tennis	Spring	X		
Fast Pitch Softball	Spring	X	X	X
Baseball	Spring	X	X	
Cheerleading	Fall & Winter	X		
Bass Fishing	Spring	X		
Bowling	Winter	X		
Archery	Winter	X		

GENERAL ATHLETIC FORMS

APPENDIX

Acknowledgement Form

2016-2017 School Year

I, _____, have received a copy of the
Name

Coaches' Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult District and school policies and procedures with my Principal/supervisor if I have any questions concerning its contents.

I understand and agree:

1. that this handbook is intended as a general guide to District personnel policies and procedures and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. that the District may modify any or all of the referenced policies and procedures, in whole or in part, at any time, with or without prior notice; and
3. that in the event the District modifies any of the information contained in this handbook, the changes will become binding on me immediately upon issuance of the new or revised policy or procedure by the District.

I understand that as an employee of the District I am required to review and follow the information set forth in this handbook and rules disseminated by the Kentucky High School Athletic Association and other governing bodies specific to the sport/s I coach and I agree to do so.

Signature of Employee

Date

Printed Name

Return this signed form to the Central Office.