

Coaches' Handbook

District Athletic Program



MCCRACKEN COUNTY
PUBLIC SCHOOLS

MCCRACKEN COUNTY SCHOOLS

Coaches' Handbook - District Athletic Program

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Introduction

Handbook Purpose

The purpose of the handbook is to acquaint you with general policies and procedures of the McCracken County Public 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 and in the Principal's office. Policies and procedures also are available on line via the District's web site or through this Internet address: <http://policy.ksba.org/m09/>.

. 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, s/he 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 McCracken County Public Schools is "Focusing on success for the whole child...every child."

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 McCracken 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 during the same season, if both coaches are able to coordinate a student's schedule.

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 procedure adopted by the coaching staff to determine the cutting of participants shall be shared with the school administration prior to try-outs

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 tournament 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. **09.31**

Kentucky High School Athletic Association (KHSAA) - www.khsaa.org
National Federation of State High School Associations (NFHS) - www.nfhs.org

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 33, 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 33.
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Future Changes

Although every effort will be made to update the handbook on a timely basis, the McCracken County Public 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 Dr. Nancy Waldrop 435 Berger Rd.	270-538-4000 nancy.waldrop@mccracken.kyschools.us	270-538-4001
Assistant Superintendent for Curriculum & Instruction Heath Cartwright 435 Berger Rd.	270-538-4000 heath.cartwright@mccracken.kyschools.us	270-538-4001
Assistant Superintendent for Personnel & Finance Johnna Lee DeJarnett 435 Berger Rd.	270-538-4000 johnna.dejarnett@mccracken.kyschools.us	270-538-4001

Director of High School Instruction Michael Ceglinski 435 Berger Rd.	270-538-4000 michael.ceglinski@mccracken.kyschools.us	270-538-4001
Director of Middle School Instruction Melanie Jarvis 435 Berger Rd.	270-538-4000 melanie.jarvis@mccracken.kyschools.us	270-538-4001
Director of Elementary School Instruction Tina Hayes 435 Berger Rd.	270-538-4000 tina.hayes@mccracken.kyschools.us	270-538-4001
Director of Pupil Personnel Title IX/Equity Coordinator Russ Tilford 435 Berger Rd.	270-538-4000 russ.tilford@mccracken.kyschools.us	270-538-4001
Director of Public Relations Molly Goodman 435 Berger Rd.	270-538-4000 molly.goodman@mccracken.kyschools.us	270-538-4001
Director of Food Service Mary Sanderson 435 Berger Rd.	270-538-4000 mary.sanderson@mccracken.kyschools.us	270-538-4001
Director of Facilities Todd Jackson 260 Bleich Rd.	270-538-4000 todd.jackson@mccracken.kyschools.us	270-538-4001
District School Resource Officer Supervisor Larry Zacheretti 435 Berger Rd.	270-538-4000 larry.zacharetti@mccracken.kyschools.us	270-538-4001
District Coordinator of Transportation Larry Hopper 260 Bleich Rd.	270-538-4000 larry.hopper@mccracken.kyschools.us	270-538-4001
District Grant Writer Tina Sharp 435 Berger Rd.	270-538-4000 tina.sharp@mccracken.kyschools.us	270-538-4001

District Energy Manager Paul Chappell 435 Berger Rd.	270-538-4000 paul.chappell@mccracken.kyschools.us	270-538-4001
504 Coordinator/Director of Exceptional Children Programs Kathy Johnson 435 Berger Rd.	270-538-4000 kathy.johnson@mccracken.kyschools.us	270-538-4001
Personnel/Benefits Coordinator Michele Nelson 435 Berger Rd.	270-538-4000 michele.nelson@mccracken.kyschools.us	270-538-4001
Director of District-Wide Programs (TBA) 435 Berger Rd.	270-538-4000 @mccracken.kyschools.us	270-538-4001

Person/Address	Telephone/E-mail	Fax
Principal Ginger Hollowell Concord Elementary 5184 Hinkleville Rd.	270-538-4050 ginger.hollowell@mccracken.kyschools.us	270-538-4051
Principal Jimmy Johnson Farley Elementary 1250 Husband Rd.	270-538-4170 jimmy.johnson@mccracken.kyschools.us	270-538-4171
Principal Tim Adams Heath Elementary School 4365 Metropolis Lake Rd.	270-538-4060 timothy.adams@mccracken.kyschools.us	270-538-4061
Principal Mark Buchanan Hendron-Lone Oak Elementary 2501 Marshall Ave.	270-538-4110 mark.buchanan@mccracken.kyschools.us	270-538-4111
Principal Dan Pope Lone Oak Elementary 301 Cumberland Ave.	270-538-4120 dan.pope@mccracken.kyschools.us	270-538-4121
Principal Linda Hunt Reidland Elementary 5741 Benton Rd.	270-538-4180 linda.hunt@mccracken.kyschools.us	270-538-4181
Principal Matthew Blackwell Heath Middle School 4336 Metropolis Lake Rd.	270-538-4070 matthew.blackwell@mccracken.kyschools.us	270-538-4071
Principal Brent Buchanan Lone Oak Middle School 300 Cumberland Ave.	270-538-4130 brent.buchanan@mccracken.kyschools.us	270-538-4131
Principal Susan Nelson Reidland Middle School 5347 Benton Rd.	270-538-4190 susan.nelson@mccracken.kyschools.us	270-538-4191
Principal Jonathan Reid Heath High School 4330 Metropolis Lake Rd.	270-538-4090 jonathan.reid@mccracken.kyschools.us	270-538-4091
Principal Brian Harper Lone Oak High School 225 John E. Robinson Ave.	270-538-4150 brian.harper@mccracken.kyschools.us	207-538-4151

Person/Address	Telephone/E-mail	Fax
Principal Victor Zimmerman Reidland High School 5349 Benton Rd.	270-538-4210 victor.zimmerman@mccracken.kyschools.us	270-538-4211
McCracken County Preschool/Head Start 435 Berger Rd. - Bldg. #3	270-538-4041	
Principal Donna Wear Commonwealth Middle College	270-538-3350 donna.wear@mccracken.kyschools.us	
Head Teacher, Lucinda Mills MRJDC	270-575-7127 lucinda.mills@mccracken.kyschools.us	
Head Teacher Burlin Brower Alternative School	270-538-4000 x 5035 burlin.brower@mccracken.kyschools.us	

Section

1

Program Guidelines

Equal Educational and Employment Opportunities

Employment

McCracken County Schools is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, marital status, political beliefs, 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 Johnna DeJarnett at the Central Office.

Harassment/Discrimination

McCracken 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 Johnna DeJarnett in the Central Office 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**

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**

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.

Please refer to KHSAA Bylaw 27.
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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**

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. **03.133/03.233**

Professional Development

All coaches shall abide by the requirements of KHSAA Bylaw 27: Requirement for Coaches and Others Working with High School Teams regarding professional development. This professional development 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 professional development 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**

Criminal Background Check and Testing

All coaches, assistant coaches and athletic program volunteers must undergo a criminal history background check(s) as required by Board policy. **03.11/03.21/03.6**

The District shall conduct, at District expense, a state 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 may 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 high school athletic activity or sport must pass an annual medical examination performed and signed by a medical practitioner as required by law. **09.311**

Please refer to KHSAA Bylaw 2.

Fund-Raising Activities

All athletic booster group fund-raising activities shall be approved in advance by the Principal.

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity, nor be required to do door-to-door selling as part of a fund-raising event.

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.

Funds raised by athletic program booster clubs shall comply with the requirements established by the Board. **04.312, 09.33**

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

In any regular season athletic tournament, at least seventy-five (75) percent of the net profit shall be distributed among the participating schools. An expense allowance shall be given to each participating school for transportation, meals and lodging.

Please refer to KHSAA Bylaw 28.

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.

Any employee 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 charged with and/or convicted of violation of criminal drug statutes shall, within five (5) working days, provide notification of the charge or conviction to the Superintendent. Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances.

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 school District law enforcement officials, the local police department, sheriff, or Kentucky State Police.

03.13251/03.23251/09.423

Weapons

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, 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

The use of any tobacco product is prohibited in any building owned or operated by the Board. Adult employees may smoke in outside areas designated and supervised by the Superintendent or Principal. **03.1327/03.2327**

Students shall not be permitted to use or possess any tobacco product 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

An employee shall not use any District facility, vehicle, electronic communication system, equipment or materials for personal or private use or gain. These items (including security codes and electronic records such as e-mail) are District property.

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.

District-owned telecommunication devices shall be used for authorized District business purposes. Personal use of such equipment is prohibited except for emergency situations. Employees shall reimburse expenses incurred for emergency personal use. **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**

Athletic Camps

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.

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

Please refer to KHSAA Bylaw 26.

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**

Solicitations

Unless authorized by the Superintendent, sales representatives, agents, or other solicitors shall not solicit or contact pupils, teachers, or other employees during the school day.

Unless required or allowed by the Open Records Law or other laws and regulations, no school employee shall provide to any outside group or individual a list of parents, students, teachers or other employees for solicitation or other purposes without the prior approval of the Board or the Superintendent. **03.1323/03.2323**

Alteration of School Property

Any change or modification 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 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 or activities 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 procedures developed by the Superintendent. In reference to copyrighted electronic materials, employees shall use such materials only in accordance with the license agreement under which the materials were purchased or otherwise procured. **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, or a McCracken County School Resource Officer.

Before a student’s outer clothing, pockets, or personal effects (e.g., handbags, backpacks, etc.) are searched, there must be reasonable grounds to believe the search will reveal evidence that the student has violated or is violating either a school rule or the law or possesses an item harmful to the school and its students. 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 Families and Children or its designated representative, the Commonwealth’s Attorney or the County Attorney. **09.227**

Reporting telephone numbers:

Cabinet for Family Services- Central Intake	270-388-4818
McCracken County Sheriff	444-4719
Paducah Police	444-8550
Kentucky State Police	270-856-3721
County Attorney	444-4709

Corporal Punishment

Coaches shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means. This shall not refer to normal conditioning and training activities. **09.433**

Use of Physical Restraint

Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm.

If the ARC (Admissions and Release Committee) or Section 504 Team anticipates that a student may need to be restrained on a frequent basis, the District shall consider whether special restraint training is needed for one (1) or more of the employees who regularly work with the student.

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:

- 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**

STAFF RESPONSIBILITIES

- 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. **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**

STAFF RESPONSIBILITIES

- 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 Families and Children 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 Bylaws 17 and 19.

Section

3

Pre-Season Planning

Notifications to Students/Parents

Each coach of a high school athletic 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 as soon as practical.

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 shall be approved in advance by the Principal and meet all applicable conference, district or regional requirements in keeping with KHSAA rules and regulations. **09.31**

Please refer to KHSAA Bylaws 21 - 26.

To the extent possible, athletic competitions shall be scheduled:

1. To minimize travel distances and compete with schools of comparable size and classification.
2. To avoid overlap with other school athletic activities already scheduled on the same date.
3. To assure that scheduling of District facilities, practice times and competition times for both male and female sports are consistent with Title IX requirements.
4. To avoid scheduling regular season athletic games on a date that will require loss of instructional time for travel or competition.

Examples of scheduling of athletic practices and events to be avoided include activities that:

- 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 Activities

The decision to cancel athletic activities is made by the Superintendent or designee in consultation with the building administration and the Athletic Department. If conditions warrant the cancellation of activities, Head Coaches will be notified by the Athletic Department. 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 Department 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 24.

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 20.

Game Officials

Please refer to KHSAA Bylaws 20, 29, 30, and 31.

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 shall require the prior approval of the Superintendent or the Superintendent's designee. **04.31**

Internal school account 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. District small purchase procedures may be used for any contract in which the aggregate amount does not exceed \$20,000.00. For additional assistance, coaches should contact the District Treasurer in the Central Office. **04.32**

Expense Reimbursement

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 (when District business requires an overnight stay), and lodging. **03.125/03.225**

Section

4

Student Oversight

Eligibility

Determination of athletic eligibility for high school students shall be made in compliance with applicable Board policies, administrative regulations and Kentucky High School Athletic Association requirements. **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.

Students "Playing Up"

In accordance with school council policy, the coaching staff of each individual sport shall determine if they will allow student-athletes to "play up." For example, a student attending eighth grade may be able to participate at the freshman level in one (1) sport, but not another. Each coaching staff shall make this determination based on council policy prior to the season and clearly disseminate this information at the same time that they distribute information on tryout procedures, tryout evaluation criteria, etc. However, if a coach allows student-athletes to "play up" during one (1) season, that shall not commit that sport to the same policy in future years.

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 following enrollment in grade nine (9) and who then transfers, shall be ineligible for interscholastic athletics at any level in any sport for one (1) year from the date of enrollment at the new school.

Foreign exchange students attending school shall be considered ineligible for the first calendar year following enrollment. If placed in a KHSAA member school under the auspices of approved student exchange programs or in other circumstances approved by the Board of Control within Board policy, these students may be declared eligible and not be subject to the initial one (1) year period of ineligibility.

Please refer to KHSAA Bylaws 6 & 7.
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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.

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. 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 10 and 13.
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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 high school 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 high school 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. 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 Athletic Program Volunteers.)

Insurance

Students participating in or trying out for high school 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**

<p>Please refer to KHSAA Bylaw 2.</p>
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Safety and First Aid

The safety of students shall be the first consideration in all athletic practices and events.

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).

All coaches (head and assistant) at any level in all sanctioned sports and sport activities (including cheerleading) shall provide documentation of successful completion of a C.P.R. course including the use of an Automatic External Defibrillator (AED) and the requisite First Aid Training.

Coaches Education Program and Sports Safety Training shall also be completed as required by the KHSAA. Head Coaches shall attend the required Medical Symposiums every two (2) years as required by the 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. **09.311**

Please refer to KHSAA Bylaw 27.

Care of District Property

Coaching personnel shall be responsible for program equipment, supplies, books, furniture, and apparatus under their care and use. **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**

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.

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 AED's will be provided by the school Principal or 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. A copy of this procedure is maintained in the **Appendix** section of this handbook. 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. A copy of those guidelines is maintained in the **Appendix** section of this handbook.

Please refer to KHSAA Bylaws 25 and 27.

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 11.

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 Bylaws 8 and 12.

Section

5

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 judgement, 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 Conduct for Coaches:

As leaders of impressionable young people, all individuals within the coaching staff should recognize their potential impact on the youth they lead, both for good and bad, and act accordingly.

Within that context the coach shall:

1. Be positive in speech and action.
2. Be enthusiastic in their coaching endeavors.
3. Be a role model with regard to speech and action in dealing with officials, other athletes, coaches, and parents.
4. Be a teacher both by word and deed.
5. Be honest and up front with parents and athletes at all times.
6. Give clear and concise statements as to expectations for the team and individual members.
7. Be consistent in the application of all rules for the team.
8. Take care of all school equipment.
9. Show respect for all athletes within his/her program as well as those in other programs, or not in an athletic program.
10. Promote all endeavors of the total athletic program.
11. Teach all athletes the relationship between athletes, school, community, and family membership and facilitate those attributes, which tie them together and make them compatible.
12. Strive to make every squad member feel like an important part of the team.
13. Be prompt and appropriately dressed for all practices.
14. Make certain that goals of the team are well known.
15. Promote pride in the athletic program.

Coaches shall refrain from:

1. The use of profanity at any time.
2. Placing their hands on a student for any reason.
3. Smoking or using tobacco products in the presence of athletes.
4. Any action or word which could be construed as .off color or to encourage the use of alcohol, drugs, or tobacco products.
5. Criticizing other coaches or players in front of team members.

Duties and responsibilities of coaches:

In order to promote and facilitate individual programs all coaches shall:

1. Encourage all students who are interested in doing so to participate in a program of their choosing.
2. Publicize their sport for the benefit of the team and individual athletes.
3. Develop overall, team, and individual goals for their respective programs, make these goals known, and develop a series of activities designed to enable the team and individuals realize published goals.
4. Take proper care of all equipment and facilities and encourage athletes to do the same.
5. Make an effort to develop a program developmental in nature designed to enable each athlete to meet his/her fullest potential.
6. Coordinate his/her program with others in such a way as to best meet the needs of his/her program without requiring his/her athletes to chose between two teams or areas of interest.
7. Condition his/her athletes in such a way as to allow them to be competitive, and to provide opportunities for year round conditioning.
8. Keep abreast of current trends of his/her respective sport by reading, attending clinics when possible and interacting with other coaches.
9. Use good judgment and provide proper care for all athletic injuries.
10. Call in all sports scores and see that such scores are available for the media after each contest.
11. Demonstrate the highest level of sportsmanship at all times and not harass or otherwise show disrespect to game officials, coaches, or athletes from other teams.
12. Not tolerate improper behavior from athletes from other teams at any time.
13. Not pressure athletes to participate in one sport and not another, or berate other teams.
14. **Not allow an athlete to practice until the required physical exam, parental permission, and proof of insurance forms are on file in the athletic director's office.**
15. Adhere to all KHSAA rules with regard to practice and games and make these rules known to all players.
16. Fill out all required state forms at the close of the season.
17. Help deserving athletes contact colleges when scholarship possibilities exist.

18. Call to the athletic director's attention any matter relating to the athletic department in general or his/her program in particular. Coaches should feel free to offer any suggestion he/she feels will serve the best interest of the program.
19. Keep accurate statistics, which might help students or teams receive special recognition and maintain records of games played, quarters, etc. for the purposes of lettering and eligibility.
20. Follow the "chain of command."
21. Attend all pep rallies and athletic banquets which involve his/her team members.

Acknowledgement Form

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

Return this signed form to the Principal/designee. The Principal/designee will forward a copy to the Central Office.

Miscellaneous Forms

AOC-RU-007 Rev. 1-10 Page 1 of 1 Commonwealth of Kentucky Court of Justice www.courts.ky.gov records@kycourts.net KRS 17.160	 YOUTH LEADER REQUEST	MAIL REQUESTS TO: ADMINISTRATIVE OFFICE OF THE COURTS RECORDS UNIT 100 MILLCREEK PARK FRANKFORT, KENTUCKY 40601 502- 573-1682 or 800-928-6381
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The process to obtain the information contained in CourtNet is as follows:

Individuals serving as Youth Leaders

FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED UNPROCESSED. If you suspect information contained on the record is incorrect, or have any questions, please contact the Records Unit at (502) 573-1682 or (800) 928-6381.

PLEASE PRINT OR TYPE THE INDIVIDUAL'S INFORMATION CLEARLY.

SOCIAL SECURITY NUMBER: _____ DLN: _____

NAME: _____

MAIDEN NAME(S) AND/OR ALIAS: _____

DATE OF BIRTH: _____

STREET ADDRESS / P.O. BOX: _____

CITY, STATE, ZIP CODE: _____

I understand that failure to accurately provide the information requested may result in my prosecution under KRS 523.100. I have provided the basic information necessary to qualify for record processing.
*** ALL INFORMATION BELOW IS REQUIRED.**

Requestor/Contact Person	Date
Agency	Phone Number
Address	E-mail Address
City, State, Zip	



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
 2280 Executive Drive, Lexington, Kentucky 40505
 Athletic Participation/Physical Examination Form/Consent and Release

PART I - ATHLETE INFORMATION
(This part must be completed by the student)

Name (Last, First, Initial) _____ School Year _____
 Home Address (Street, City, State, Zip): _____
 Gender _____ Grade _____ School _____
 Date of Birth: _____ Birth Place (County, State): _____

Attendance History

Grade	School Name	School Year	Varsity Play – (Yes/No)?
9			
10			
11			
12			

I am planning to participate in the following (circle all you might try to play):

- Baseball Basketball Cross Country Football Golf Soccer Fast Pitch Softball
 Swimming Tennis Track and Field Volleyball Wrestling Cheerleading Other

PART II - MEDICAL HISTORY

This part must be completed by parent and student and presented to the authorized health care provider before the physical.

CHECK THE APPROPRIATE RESPONSE TO EACH ITEM:.....YES NO

- Have you ever been hospitalized? YES NO
- Have you ever had surgery of any kind (e.g., tonsillectomy)..... YES NO
- Are you presently taking any medications or pills? YES NO
- Do you have any allergies (medicine, bees, or other insects)? YES NO
- Have you ever passed out during exercise? YES NO
- Have you ever been dizzy during or after exercise? YES NO
- Have you ever had chest pain during or after exercise? YES NO
- Have you ever had high blood pressure? YES NO
- Have you ever been told you have a heart murmur?..... YES NO
- Have you ever had racing of your heart? YES NO
- Has anyone in your family died of heart problems before 50? YES NO
- Do you have any skin problems? (itching, rashes, acne) YES NO
- Have you ever had a head injury? YES NO
- Have you ever been knocked out or unconscious? YES NO
- Have you ever had a seizure or suffer from epilepsy? YES NO
- Have you ever had a stinger, burner or pinched nerve? YES NO
- Have you ever had heat related problems? YES NO
- Have you ever been dizzy or passed out in the heat? YES NO
- Do you cough heavily, or breath heavily during activity? YES NO
- Do you use any special equipment (e.g., knee brace)?..... YES NO
- Have you had any problems with your eyes or vision?..... YES NO
- Have you ever sprained/strained, dislocated, fractured, broken or had repeated swelling or other injuries of any bones? YES NO
- Are you missing one of any paired organs (e.g., eyes) YES NO
- Have you ever been diagnosed with any form of asthma? YES NO
- Are you using an inhaler for asthma? YES NO
- Are you diabetic? YES NO
- Do you administer insulin to yourself? YES NO
- Are you presently using tobacco in any form? YES NO
- Do you have a history of sickle-cell anemia in your family? YES NO
- Have you had any other medical problems? YES NO
- Have you had a medical problem or injury within the last year?..... YES NO
- Can you swim? YES NO
- When was your last tetanus shot?

KHSAA Form GE04 Part 1, Physician and Parental Permission, Rev. 4/09, page 2 of 4

Please explain any YES answers from questions 1-31 on page 1. _____

PART III - PHYSICAL EXAMINATION

This part must be completed by the authorized health care provider named in Bylaw 2.

PATIENT NAME: _____
 HEIGHT: _____ WEIGHT _____ BP _____ / _____ PULSE _____
 VISION: R- 20/ _____ L- 20/ _____ BOTH- 20/ _____ CORRECTED? Y N

	Normal	Abnormal	Comment
HEART			
Rhythm (Regular/Irregular)			
Murmur (supine)			
Murmur (standing)			
ENT			
Lungs			
Skin			
Abdominal			
Genitalia			
Musculoskeletal			
Neck			
Shoulder			
Elbow			
Wrist			
Hand			
Back			
Knee			
Ankle			
Foot			
Dental			
Other			

After having reviewed the data above and the student's medical history, I make the following recommendations on participation in athletics:

1. Cleared _____
 2. Cleared after additional evaluation for _____
 3. Restricted from participating in the sports of _____
 4. Cleared only to participate in the sports of _____
- Recommendations/Restriction (attach additional if necessary) _____

In accordance with KHSAA Bylaws, I have examined the physical condition of the student and find the said student to be physically fit to practice for and participate in interscholastic athletic contests.

Authorized Signature _____ Date: _____	Provider's Name (please print)	_____
	Address:	_____
	City/State/Zip	_____
	Phone	_____

This Physical Examination is valid for one year from date administered.

PART IV - EMERGENCY PERMISSION FORM
(This part must be completed by student and custodial parent / guardian)

STUDENT NAME _____
 SOCIAL SECURITY NUMBER _____
 ADDRESS _____
 CITY/STATE/ZIP _____
 SCHOOL _____
 BIRTH DATE _____
 PHONE _____

PERSON TO CONTACT IN CASE OF MEDICAL EMERGENCY:

NAME _____
 RELATION _____
 ADDRESS _____
 CITY/STATE/ZIP _____
 DAYTIME PHONE _____
 EVENING PHONE _____

Please list any health problems/concerns your child may have, including allergies (medications / others) and any medications presently being used: _____

Students desiring to participate in Wrestling must also complete KHSAA Form WR101 and required attachments between October 15 and the first contest.

This form must be reproduced in order for a copy to travel with respective athlete.

PART V – CONSENT TO PARTICIPATE, ACKNOWLEDGMENT OF RISK, ACKNOWLEDGEMENT OF ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE

*The student and parents/guardian must read this statement carefully. This form **must** be completed before the student participates (hereinafter including try out for, practice and/or compete) in interscholastic athletics.*

As parent/legal guardian, I agree to allow my child to participate in interscholastic athletics.
 The student and parent/legal guardian recognize that participation in interscholastic athletics involves some inherent risks for potentially severe injuries, including but not limited to death, serious neck, head and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of the body, or effects to the general health and well being of the child. Because of these inherent risks, the student and parent/legal guardian recognize the importance of the student obeying the coaches' instructions regarding playing techniques, training and other team rules. By signing this form, the student and parent/legal guardian acknowledge that the student's participation is wholly voluntary and to having read and understood this provision.
 The student and parent/legal guardian individually and on behalf of the student, hereby irrevocably, and unconditionally release, acquit, and forever discharge the KHSAA and its officers, agents, attorneys, representatives and employees (collectively, the "Releasees") from any and all losses, claims, demands, actions and causes of action, obligations, damages, and costs or expenses of any nature (including attorney's fees) that the student and/or parent/legal guardian incur or sustain to person, property or both, which arise out of, result from, occur during or are otherwise connected with the student's participation in interscholastic athletics if due to the ordinary negligence of the Releasees.
 The student and parent/legal guardian acknowledge that they have read and understood the KHSAA Bylaws 1 through 33 by distribution through the member school or by review at <http://www.khsaa.org/handbook/>. **Please be aware that a student is subject to the one year period of ineligibility in Bylaw 6, otherwise known as the "Transfer Rule," upon participation in any varsity contest regardless of the amount of participation or lack thereof.**
 The student and parent/legal guardian agree to abide by the KHSAA Bylaws and Due Process Procedure as now enacted or later amended. The student and parent/legal guardian further acknowledge that they agree to abide by the rulings of the Commissioner, Assistant Commissioner, Hearing Officer and Board of Control.
 The student and parent/legal guardian acknowledge that the student must have insurance coverage up to a limit of \$25,000 in order to be eligible to participate in interscholastic athletics.

PART V – CONSENT TO PARTICIPATE, ACKNOWLEDGMENT OF RISK, ACKNOWLEDGEMENT OF ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE (continued)

*The student and parents/guardian must read this statement carefully. This form **must** be completed before the student participates (hereinafter including try out for, practice and/or compete) in interscholastic athletics.*

The student and parent/legal guardian consent to this student receiving a physical examination as required by the KHSAA.

The student and parent/legal guardian, individually and on behalf of this student, give the high school, the KHSAA and their representatives permission to release this student's demographic information (including motion picture and still photography) and participation statistics (including height, weight and year in school, participation history) and other information as may be requested, and agree that the student may be photographed or otherwise digitally or electronically captured during school-based competition and such image or other report may be used without permission or compensation.

The student and parent/legal guardian, individually and on behalf of this student, consent to the high school and the KHSAA and their representatives to use and disclose the necessary personally identifiable information from the student's education records including academic, financial and health care information, to third parties including school representatives, coaches, athletic trainers, medical facilities, medical staffs, KHSAA legal counsel and the media, for the purpose of receiving proper/necessary medical care and complying with the KHSAA bylaws, including making determinations regarding eligibility to participate in interscholastic athletics and any administrative or legal proceedings resulting from participation or attempted participation in interscholastic athletics, without such disclosure constituting a violation of my rights under the Family Educational Rights and Privacy Act. I further release the high school, the KHSAA and their representatives from any and all claims arising out of the use and disclosure of said necessary personally identifiable information. I also agree to release to the high school, the KHSAA, and their representatives, upon request, the detailed and completed application for financial aid.

The student and parent/legal guardian, individual and on behalf of the student, hereby consent to allow the student to receive medical treatment that may be deemed advisable by the high school, the KHSAA, and their representatives in the event of injury, accident or illness while participating in interscholastic athletics, including, but not limited to, transportation of the student to a medical facility.

Students' Name (please print)	School
Student and Parent/Guardian Address	
Signature of Student	Date
Name of Parent(s)/Guardian(s) who has/have custody of this student (please print)	Emergency Phone Number
Signature of Parent(s)/Guardian(s) who has/have custody of this student	Date
Insurance Carrier	Policy Number

Application and Agreement for Use of District Property

NOTE: Please complete this form in duplicate and submit both copies to the Central Office designee for approval. If the application is approved, one (1) copy of the signed agreement will be returned to the using organization along with a contract prepared by the Board attorney. The contract shall be signed by the designated representative of the using organization and returned to the Central Office designee. If the application is not approved, both copies will be returned.

Name of Sponsoring Organization/Activity _____ Telephone _____	
Representative's Name _____	
Address _____	
The above organization/individual requests the use of:	
<input type="checkbox"/> auditorium <input type="checkbox"/> gymnasium <input type="checkbox"/> dining room/kitchen <input type="checkbox"/> stadium <input type="checkbox"/> classroom(s) _____ <input type="checkbox"/> other, specify _____	
Is the organization planning to use District-owned equipment? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, specify equipment _____ Operator's Name _____	
Is the organization planning to conduct sales on school premises? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, give a complete description of what is being sold and how the proceeds will be used. _____	
Building/school/facility _____	
Purpose _____	
Date(s) requested _____ Time(s) Requested _____	
Will public be admitted?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will advertisement(s) be used?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will admission be charged?	<input type="checkbox"/> YES <input type="checkbox"/> NO

When using school facilities, this organization agrees to observe the following:

1. To schedule with the building Principal the time(s) District **property is to be used**. It is understood that the Superintendent/designee may cancel the use of the room or building at any time such use interferes with regular school activities.
2. **To be legally responsible for any and all damage to individuals and school equipment, building(s), grounds, or facilities, resulting from use by the organization.** To this end, the organization will procure sufficient liability insurance to indemnify the Board, school officers and employees for any injuries or property damage which might occur during the organization's use of the facilities. This insurance shall contain limits of \$1,000,000 for bodily injury and \$10,000 for property damage. A copy of the organization's insurance certificate shall be filed with the Board prior to the date the organization uses the building. The Board shall require the renting organization to assume all liability for injury to individuals by reason of the lease of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby.
3. **To provide appropriate equipment for the use of District property.** When gymnasiums are used, the organization agrees to permit on the gym floor only those persons wearing shoes that will not mark the floor.
4. **To abide by the requirements of Board Policies 05.3 and 05.31 (see attached).** Disregard of the rules and regulations governing the use of the school buildings, equipment and facilities shall result in the refusal of the Board to grant the offending organization further use.
5. **To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.**

Application and Agreement for Use of District Property

FEE SCHEDULE

The organization agrees to pay the applicable fee(s) for the use of District facilities.

	# of Employees Required	# of Hours	Hourly Rate (Overtime at 1.5 times)	Total
Custodians				
Food Service Employees				
Supervisory Personnel				
Other _____ _____				
TOTAL PERSONNEL CHARGE				

Property Used	Facility/ Equipment Fee	Personnel Cost, if applicable	Insurance cost, if applicable	Total Cost for Facility Use
Gymnasium at _____ school				
Auditorium at _____ school				
Cafeteria - <input type="checkbox"/> Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both at _____ school				
Classroom(s) Number _____ at _____ school				
Stadium at _____ school				
Other Property at _____ school				

Signature - Representative of User Group

Date

Signature - Superintendent/designee

Date

IN THE EVENT SCHOOL IS CLOSED DUE TO WEATHER CONDITIONS, ALL SCHEDULED ACTIVITIES, WITH THE EXCEPTION OF DINNER MEETINGS, WILL BE CANCELED AND OPPORTUNITY TO RESCHEDULE OR REFUND RENTAL FEE(S) WILL BE MADE.

Application and Agreement for Use of District Property

For Office Use Only - To be Completed by School Official

Cost for use of District property \$ _____ Cost for school employee \$ _____ Total cost \$ _____

Deposit \$ _____ Is deposit refundable? Yes No

Date Deposit Received _____ Balance Due \$ _____

Board employee(s) assigned: _____

Board Action Date, if applicable _____ Board Order # _____

STUDENTS

Fund-Raising Activities—Fund Raiser Request

Fund Raiser Request

SCHOOL _____ SCHOOLWIDE FUND RAISER

CLUB/GROUP _____

SPONSOR(S) _____

FUND RAISING ACTIVITY _____

DATE OF FUND RAISER: From _____ to _____

LOCATION OF FUND RAISER:

- School
- Door-to-Door Sales
- Business Community
- Local Business Property _____
Name of Business
- Other _____
Please specify

NAME OF COMPANY _____

ADDRESS OF COMPANY _____

TELEPHONE NUMBER OF BUSINESS _____

APPROXIMATE AMOUNT OF REVENUE TO BE RETAINED AT SCHOOL \$ _____

ANTICIPATED USE OF FUNDS _____

Sponsor's Signature *Date*

Principal's Signature *Date*

Superintendent/Designee's Signature *Date*

TO BE COMPLETED BY CENTRAL OFFICE DESIGNEE

Schoolwide fund-raising activities require Board approval.

Check: Approved Disapproved Date of Board Action: _____ Order # _____

STUDENTS

Trip Request Form

Submit this form to the Principal at least five (5) weeks prior to the trip.

Note: This form is to be completed for overnight trips or trips in excess of 100 miles when students are involved.

TO: McCracken County Board of Education

FROM: _____
Name of School *Organization*

TEACHER OR ADMINISTRATOR: _____
Name

NUMBER OF STUDENTS: _____ CHAPERONES: Certified # _____ Noncertified # _____

IS MEDICATION ADMINISTRATION REQUIRED ON THIS TRIP? YES NO

TRAINED PERSONNEL THAT WILL ADMINISTER MEDICATION TO STUDENTS:

SUPERVISION (*Attach list of names of adults accompanying students on trip.*)

HAVE ALL CHAPERONES UNDERGONE THE REQUIRED RECORDS CHECKS AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS? YES NO

I seek authorization to travel to _____
for the purpose of _____

DATE OF DEPARTURE: _____ DATE OF RETURN: _____ NO. OF SCHOOL DAYS MISSED: _____

FUNDS PROVIDED BY: _____

TRANSPORTATION BY: School Bus No. of Buses Needed: _____
 Board Vehicle
 Personal Owned & Board-Contracted Vehicle
 Commercial Carrier

NAME OF HOTEL/MOTEL: _____

AVAILABLE MEDICAL FACILITY: _____

LIST EDUCATIONAL OBJECTIVES THAT WILL BE ACHIEVED ON THIS TRIP:

Trips may not be approved if the Trip Request is not received at least five (5) weeks prior to the departure date.

Trip requests will be required for summer trips if the groups represent a District school.

Principal's Signature *Date*

No student shall be denied the trip because of an inability to pay.

RELATED PROCEDURES:

03.125 AP.21, 09.2241 (all procedures), 09.36 (all procedures)