

SECTION III

APPENDICES

KHSAA ELIGIBILITY RULES AND
PARENTAL PERMISSION FORMS GO HERE
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No change in these forms.

FAYETTE COUNTY PUBLIC SCHOOLS STUDENT ACCIDENT INFORMATION FORM

1. School Student Attends: _____ Location of Accident: _____

2. Name of Student: _____ DOB: _____
Sex: _____

3. Student's Address: _____ Phone Number: _____

Address

City, State

Zip Code

4. Name of Parent/Guardian: _____

5. Date of Accident: _____ Time Of Accident: _____

6. Place Of Accident:

_____ Classroom	_____ Gym	_____ Stair	_____ Bus Stop	_____ Ball Field
_____ Cafeteria	_____ Playground	_____ Library	_____ Music	_____ Parking Lot
_____ Scratch	_____ Steps	_____ School Bus	_____ Soccer Field	_____ Hall
_____ Sidewalk	_____ Restroom			

7. Nature of Injury:

_____ Bruise	_____ Turned Ankle	_____ Burn	_____ Sting	_____ Mashed
_____ Cut	_____ Bump	_____ Dental	_____ Concussion	_____ Seizure
_____ Sprain	_____ Fracture	_____ Pulled muscle	_____ Fainted	_____ Abrasion
_____ Scratch	_____ Nose bleed	_____ Dislocation	_____ Puncture	_____ Bite

8. Part of Body Injured:

_____ Head	_____ Lip	_____ Shoulder	_____ Stomach	_____ Toe
_____ Face	_____ Leg	_____ Foot	_____ Mouth	_____ Other
_____ Knee	_____ Hand	_____ Elbow	_____ Tooth	_____ Ear
_____ Finger	_____ Wrist	_____ Nose	_____ Chest	_____ Hip
_____ Arm	_____ Side	_____ Neck	_____ Ankle	_____ Back
_____ Eye				

9. *Give a detailed description of how the accident occurred & activities engaged in at the time of the accident:

10. Witnesses (Name, Address & Phone)

11. Degree of Injury: (Note: If serious injury, please notify the Division of Risk Management & Safety at

381-3827 ASAP)

Death _____ Permanent Injury _____ Serious but not
permanent _____ Minor _____

12. Days absent from school _____

13. Was Parent, Guardian or Next of Kin Notified? Yes _____ No _____

14. Does the Student Have School Insurance? Yes _____ No _____

15. Immediate Action Taken

_____ None _____ Sent to _____ First _____ Sent _____ Sent to Hospital
Needed Physician Aid Home

Signature of Person in Charge at Time of Accident: _____ **Date**
Reported _____

NOTE: KEEP COPY FOR SCHOOL FILE AND SUBMIT A COPY TO THE DIVISION OF RISK MANAGEMENT AND SAFETY. ATTACH MEDICAL BILLS IF AVAILABLE.*
(Attach additional pages and job requests if needed)

Department of Law Enforcement

The following is a general description of law enforcement officer's responsibilities and duties during athletic events:

A. Prevention of Crime

1. Protection of spectators and participants
2. Patrol of grounds and facility
3. Investigation of incidents (crime, etc.)

B. Protection of Fayette County Public Schools' Property and Personal Property

1. Prevention of thefts
2. Prevention of Vandalism
3. Provide money escorts

C. Traffic Control

1. Supervise traffic on Fayette County Public Schools' property
2. Supervise parking
3. Investigate automobile accidents

D. Crowd Control

Assist school officials in:

1. Supervision of spectator flow
2. Supervision of spectator conduct

E. Public Relations

1. Assist spectators
2. Assist participants and officials
3. Assist students

CROWD CONTROL PROCEDURES

1. At the beginning of each school year, the principal shall meet with the Department of Law Enforcement in order that adequate protection will be available to control the spectators before, during, and after the game. Develop a plan of action for measures to be taken in the event of trouble.
2. Supervision on the parking areas during the game is advised. The parking area should be well lighted.
3. Ticket takers shall be advised to screen for troublemakers and alert Law Enforcement Personnel. Spectators shall be required to pay full ticket price until game is concluded.
4. The visiting school shall be contacted as early as possible to discuss crowd control procedures for the game, parking sites, bleacher areas, loading and unloading buses and automobiles.
5. The school principal shall arrange to secure stadium and gymnasium gates and doors, prior to scheduled opening time.
6. The school shall have adequate number of ticket takers, ticket sellers, entrances, exits, concession stands, etc., to minimize congestion.
7. The school principal shall arrange for and provide supervision to continue until all spectators have left, including the team bus.
8. If special seating areas are to be roped off, have this done before the gates are opened. Provide special seating for the visiting team's band.
9. **Allow no spectator onto the sidelines.** The few people, other than the players, coaches, managers, and "chain gang," will be issued VISIBLE SIDE LINE PASSES.
10. Keep lines of communication open to administrators of visiting schools.
11. Provide for supervision during half time. Supervision is necessary to help direct the crowd, keep spectators off the playing field, and prevent loitering.
12. Team, band, and pep buses should depart as soon as possible after the game.

BOMB THREATS DURING ATHLETIC EVENTS

- A. Due to the excitement and various types of people that an athletic event draws, a bomb threat (if not handled in an orderly fashion) could result in complete pandemonium that could further result in serious injuries. If a threat is made during an athletic event, a possible means of delivering the message is by note. If a threat is delivered in writing, or by messenger, or posted in the building, the recipient of the note or letter must protect it against further handling by anyone else. The sender's fingerprints may be obtained from the envelope/paper containing the warning. If the written threat states that an explosive device is in a certain area that day, the bomb threat procedures adopted by the district shall be followed.
1. The paper/envelope containing the threat, along with the names of all known persons who have touched the paper and the envelope shall be turned over to the Law Enforcement Officer in charge.
 2. If a threat is made by telephone, the procedure is the same as for a threat received during school hours.
- B. If a threat is received during an athletic event, these procedures are to be followed:
1. Once the threat is received, the Principal and the Department of Law Enforcement shall be immediately informed.
 2. The Principal shall implement the bomb threat procedures.

Should an evacuation be necessary, the following procedure will be followed:

- a. The public address system or similar device shall be utilized to announce the following:

"THE SAFETY OF THIS FACILITY HAS BEEN THREATENED AND WE MUST EVACUATE THE BUILDING IMMEDIATELY."

The evacuation shall be implemented by first removing the players and referees from the floor or field. Secondly, remove the occupants of the press box or score table. This action should result in making the evacuation of the spectators simpler. **NO SCHOOL OFFICIAL, PLAYER, REFEREE OR PARTICIPANT (cheerleaders, band, etc.) SHALL BE ALLOWED TO REMAIN IN THE STADIUM OR GYMNASIUM.**

After evacuation, the Department of Law Enforcement shall be responsible for searching the building and grounds. The first area to be searched shall be the area where the teams, referees, etc., will be housed. The second area to be searched shall be the areas accessible to the public; i.e., rest rooms, concessions, bleachers, etc. The third area to be searched shall be the playing field and surrounding school property within the stadium or gymnasium.

- C. If a suspected explosive device is located prior to or during the search, the following relocation procedures are to be utilized:
1. Depending on the type of explosive, it may become necessary to detonate the explosive immediately. If time allows relocation of the device, it will be relocated by the LEXINGTON-FAYETTE URBAN COUNTY POLICE BOMB SQUAD or the KENTUCKY STATE POLICE BOMB DISPOSAL UNIT to prevent unnecessary damage to school property.
 2. The relocation area must be an area away from the evacuated persons and away from the school building. The area should also be located in an area to prevent damage of the immediate residences, streets, business establishments, etc. (if possible).
 3. The Department of Law Enforcement shall survey for suitable areas for relocation purposes. By having a prearranged area, time will be saved in case the area is needed. Upon decision of an area for each school, the Principal will be notified.
- D. Announcement of re-entry or facility status will be made by the Principal as follows:

"THE BUILDING HAS BEEN SEARCHED AND NO EXPLOSIVE DEVICES HAVE BEEN DISCOVERED."

AT NO TIME will it be stated that the facility is "CLEAR" or "SAFE" for re-entry if evacuation has been implemented. Any follow-up announcements should NOT state the facility is "CLEAR" or "SAFE". There is no way of being positive that the facility or area is clear or safe.

PRECAUTIONARY MEASURES TO PROTECT PLAYERS
FROM EXCESSIVE HEAT DURING ATHLETIC PRACTICE

Extreme heat and humidity mandates that certain precautions be taken to protect your players from heat related injuries and illnesses.

PRECAUTIONS: These precautions apply to all practices.

1. Players shall be cautioned by the coaches as to signs and symptoms of heat exhaustion, and players shall be instructed to notify the coaches immediately when certain signs and symptoms of heat exhaustion occurs to them. Example: dizziness, blurred vision, nausea, severe cramping. Players shall be taken out of practice immediately and first aid should be administered immediately if such symptoms occur. Heat illness is a completely preventable illness but can be a life threatening emergency if left untreated. Heat illness is cumulative. Once an athlete stops sweating and their skin becomes red, these individuals need to be transported immediately to an emergency room. Instruct players to monitor their teammates on the signs and symptoms of heat illness.
2. Acclimate your players slowly to the heat and be aware that younger athletes may be more susceptible. Do not practice vigorously at first. Changing practice time to earlier or later in the day may be necessary.
3. The two (2) prime causes of heat exhaustion are overweight or out of condition athletes.
4. The first five (5) to seven (7) days of practice shall be in shorts and helmets. (Helmets apply only to football.)
5. Unlimited water shall be made available at practice. Your players should drink plenty of water - more than usual - proper diet habits, i.e., fruit, sports drinks, no soda or anything with caffeine. Drink fluids throughout the day to establish a proper hydration level.
6. Check humidity levels on practice days and on the field if possible. Humidity is extremely important in the cause of heat related injuries.
7. In excessive heat, coaches shall develop procedures to check weight before and after practice. Continued weight loss during practice will cause heat exhaustion.
8. Practice time shall be 1 ½ hours in length maximum. A break of five (5) to ten (10) minutes shall be given every one-half (½) hour.
9. Advise your players that too much salt intake can be harmful. (salt tablets)
10. Football helmets shall be removed whenever possible.
11. If symptoms of heat exhaustion occur in any player, special attention and supervision shall be given to the player. Treat all heat related injuries as serious.

PRECAUTIONARY MEASURES TO PROTECT PLAYERS
FROM EXCESSIVE HEAT DURING ATHLETIC GAMES

Extreme heat and high humidity mandate that precautions be taken at athletic events to protect players from heat related injuries and illness.

PRECAUTIONS: These precautions apply to both home and away games.

1. Players shall be cautioned by the coaches as to signs and symptoms of heat exhaustion and players shall be instructed to notify the coaches immediately when certain signs and symptoms of heat exhaustion occur to them. Example: dizziness, blurred vision, nausea, severe cramping. Players shall be taken out of the game immediately and first aid should be administered immediately if such symptoms occur. Heat illness is a completely preventable illness but can be a life threatening emergency if left untreated. Heat illness is cumulative. Once an athlete stops sweating and their skin becomes red, these individuals need to be transported immediately to an emergency room. Instruct players to monitor their teammates on the signs and symptoms of heat illness.
2. Acclimate your players slowly to the heat and be aware that younger athletes may be more susceptible. Do not practice vigorously at first. Changing practice time to earlier or later in the day may be necessary.
3. Pre-game warm-ups shall be shortened to include only stretching exercises.
4. A pre-game meeting shall be held with the coaches of both teams and the game officials to alert the officials to be observant of players that appear to be sluggish and extremely tired due to the heat.
5. A plan shall be formulated in the pre-game meeting of the coaches and officials as to what measures will be taken during all sports (soccer, baseball, track, etc.):
 - a. to possibly shorten the game, especially the last half of the game, and
 - b. to provide for lengthening the breaks between quarters in football up to 5 minutes and between halves up to 20 minutes, if needed.
 - c. Increase frequency of water breaks during game.
5. Be certain that there is a paramedic present at home football games.
6. Extra amounts of water and ice shall be provided by the school for team use.
7. When a player comes out of the game, he/she should remove any non-essential equipment (this would include but not be limited to helmets, shoulder pads, goalie shirts, goalie gloves) and be provided sufficient water to cool down. Consideration should be given to all players on the sidelines, especially players that have been involved in the game, to be permitted to remove any head covering.
8. Treat ALL heat related injuries as serious. Special attention and observation shall be given to all players that have experienced any symptoms of heat exhaustion.

NOCSAE FOOTBALL HELMET WARNING STATEMENT

Do not use this helmet to butt, ram or spear an opposing player. This is in violation of the football rules and such use can result in severe head or neck injury, paralysis or death to you and possible injury to your opponent. No helmet can prevent all head or neck injuries a player might receive while participating in football.

SHARED RESPONSIBILITY FOR SPORT SAFETY

1. Serious head and neck injuries, leading to death, permanent brain damage, or quadriplegia (extensive paralysis from injury to the spinal cord at the neck level), occur each year in football. The toll is relatively small (less than one fatality for every 100,000 players, and an estimated one nonfatal severe brain and spinal cord injury for every 100,000 players, and an estimated one nonfatal severe brain and spinal cord injury for every 100,000 players), but persistent. They cannot be completely prevented due to the tremendous forces occasionally encountered in football collisions, but they can be minimized by manufacturer, coach and player compliance with accepted safety standards.
2. The NOCSAE seal on a helmet indicates that a manufacturer has complied with the best available engineering standards for head protection. By keeping a proper fit, by not modifying its design, and by reporting to the coach or equipment manager any need for its maintenance, the athlete is also complying with the purpose of the NOCSAE standard.
3. The rules against intentional butting, ramming, or spearing the opponent with the helmeted head are there to protect the helmet person much more than is the candidate for catastrophic injury. For example, no helmet can offer protection to the neck, and quadriplegia now occurs more frequently than brain damage. The typical scenario of this catastrophic injury in football is the lowering of one's head while making a tackle. The momentum of the body tries to bend the neck after the helmeted head is stopped by the impact, and the cervical spine cannot be "splinted" as well by the neck's muscles with the head lowered as with the preferred "face up, eyes forward, neck pulled position. When the force at impact is sufficient, the vertebrae in the neck can dislocate or break, cause damage to the spinal cord they had been protecting, and thereby produce permanent loss of motor and sensory function below the level of injury.
4. Because of the impact forces in football, even the "face up" position is no guarantee against head or neck injury. Further, the intent to make contact "face up" is no guarantee that the position can be maintained at the moment of impact. Consequently, the teaching of blocking/tackling techniques which keep the helmeted head from receiving the brunt of the impact are now required by rule and coaching ethics, and coaching techniques which help athletes maintain or regain the "face up" position during the milieu of a play must be respected by the athletes.

NOTE: It is mandatory for the head coach to read these statements to all football players followed by explanations and discussions. Further, this statement is to be posted in a conspicuous place in the football dressing room.

FAYETTE COUNTY PUBLIC SCHOOLS
Lexington, Kentucky

JOB DESCRIPTION

TITLE OF JOB: Middle School Head Coach

RESPONSIBLE TO: Principal of School

RESPONSIBILITIES:

1. Plans, conducts, and supervises the specific sport for which he/ she is responsible, consistent with the Kentucky High School Athletic Association Rules and Regulations, Fayette County Board of Education Policies, Regulations, Administrative Directives, and the Fayette County Public Schools Athletic Guidelines. In addition to the coaching duties, the coach is responsible to the school principal to complete the full work schedule of the school day.
2. Determines eligibility of team members along with the principal, consistent with the KHSAA Constitution, By-Laws and Tournament Rules and with the Fayette County Board of Education Policies including the Athletic Guidelines.
3. Is responsible for the proper control and conduct of the team members at all practice sessions, home and away games.
4. Works with the principal and the middle school sports representative in finalizing game schedules.
5. Is responsible for directly supervising and conducting practice sessions as set forth in the special provisions for sports in the Athletic Guidelines, and games played during the season.
6. Teaches players to observe the highest degree of sportsmanship.
7. Exercises self-control at all times by setting an example of the highest degree of sportsmanship.
8. Exercises self-control at all times in the use of proper language and actions towards players.
9. Is responsible for issuing, maintaining, storing, and taking inventory of all equipment and supplies.
10. Ascertains that equipment, facilities, and conditions ensure the health and safety of team members in practice sessions and games.
11. Has final authority in the selection of team members.
12. Remains currently knowledgeable of the sport.
13. Contacts the visiting coach to discuss any special event that may occur on that game day.

14. Coaches will conduct a player meeting prior to team selection.
15. Coaches will conduct a parent-player meeting upon team selection to explain guidelines for player participation.
16. Each coach will have try-out criteria and team rules on file with the school principal and the sports representative.
17. Must have CPR certification.
18. Must be a FCPS Employee.
19. Must be at least 21-years of age.
20. Must submit a roster of all team players to the sports representative before regular season play begins **per sport specific guidelines.**
21. Must attend all pre- and post-season meetings (or must send a representative, who has the prior approval of the Sports Representative). Coaches who do not make meetings may be subject to a one game suspension.
22. Each coach is expected to attend all scheduled events, and assist/assume active participation in running the event. Failure to attend an event by a coach may result in team disqualification.
23. Must pass a criminal background check.

FAYETTE COUNTY PUBLIC SCHOOLS
Lexington, Kentucky

JOB DESCRIPTION

TITLE OF JOB: Middle School Assistant Coach

RESPONSIBLE TO: The Head Coach

RESPONSIBILITIES:

1. Assists the head coach in planning, conducting, and supervising the specific sport for which she/he is responsible. In addition, the assistant coach is responsible to the school principal to complete the full work schedule of the school day.
2. Assists the head coach in selecting team members.
3. Assists the head coach for the proper control and conduct of the team members.
4. Carries out all specific assignments made by the head coach.
5. Under the direction of the head coach, is responsible for directly supervising and conducting practice sessions as set forth in the special provisions for sports in the Athletic Guidelines, and games played during the season.
6. Remains currently knowledgeable of the sport.
7. Exercises self-control at all times by setting an example of the highest degree of sportsmanship.
8. Exercises self-control at all times in the use of proper language and actions toward players.
9. Assists the head coach in issuing, maintaining, storing, and keeping the inventory of all equipment and supplies.
10. Assists the head coach in ascertaining that equipment, facilities, and conditions ensure the health and safety of team members in practice sessions and games.
11. Must have CPR certification.
12. Must be a FCPS Employee.
13. Must be at least 21-years of age.
14. Must submit a roster of all team players to the sports representative before regular season play begins.

JOB DESCRIPTION
FOR ATHLETICS

TITLE OF JOB: Middle School Principal

RESPONSIBLE TO: Director of Middle Schools

RESPONSIBILITIES:

1. Is ultimately responsible in all matters that concern athletics in the school.
2. Is responsible for the planning and coordination, with the coaches and sports representative, of the total athletic program for the school, consistent with Fayette County Board of Education Policies, Regulations, Administrative Directives and the Fayette County Public Schools Athletic Guidelines.
3. Is responsible to monitor student eligibility in accordance with the middle school athletic guidelines.
4. Provides for the safety and protection of the game officials, when applicable, by
 - a. providing a secured, private dressing room
 - b. allowing no one to enter official's dressing room
 - c. providing protection of officials until they are dressed and gone from the school premises
5. Is present, or designates a representative to be present, at every interscholastic contest at home.
6. Takes charge of the public address system and provide pre-planned directions in case of an extreme emergency such as bomb threat, fire, etc. (Appendix E)
7. Ascertains that equipment, facilities and conditions ensure the health and safety of participants and spectators.
8. Directs students with the help of coaches and faculty, to exercise self-control, good conduct, and good sportsmanship at athletic events.
9. Develops with the coaches, a budget for the total athletic program for each school year.
10. Authorizes all expenditures from the school's athletic budget.
11. Works directly with personnel of the Department of Law Enforcement for preparing for any athletic event when it is anticipated that there will be a sizeable number of spectators in attendance.
12. Shall annually review the Athletic Guidelines with all middle school coaches.

Fayette County Public Schools
Job Description

TITLE OF JOB: Middle School Athletic Director

RESPONSIBLE TO: Principal of School

RESPONSIBILITIES:

1. Helps supervise the entire Athletic Program for the school, consistent with the Fayette County Board of Education policies, regulations, administrative directives, and Fayette County Public Middle School Athletic Guidelines. In addition, the school Athletic Director is responsible to the school Principal to complete the full work schedule of the school day.
2. Position must be filled by a certified employee assigned to that school.
3. Is responsible to the Principal for all athletic weekly grade checks.
4. Athletic Director will see that all Title IX mandates are followed in the schools. It is recommended that the Athletic Director will chair a Gender Equity Committee at each school.
5. Under the direction of the Principal, provides leadership in coordination of the Athletic Program for the Middle School.
6. Assists the Principal in the planning of orientation of new athletic personnel and improving the Athletic Program.
7. Assists the Principal and Head Coaches in purchasing athletic equipment, scheduling all athletic events, and requesting transportation for all games at least three weeks prior.
8. Under the direction of the Principal, performs assigned duties for all home games.
9. Maintains master schedule for all athletic events, which are approved and submits a copy of the master schedule to the office of the Director of Middle Schools.
10. Assists the Head Coach in ascertaining that all equipment, facilities, and conditions ensure health and safety of team members in practice and games.
11. Assists the Head Coach to assure that all first aid supplies and equipment for all athletic teams are available.
12. Assists the Principals and Head Coach in issuing and collecting the required physical examination and parent permission forms.
13. Advises and consults with Principals/Coaches on all athletic fund raising activities.

14. Serves as the designated liaison to the Associate Director of Plant Operations to ensure safe, playable conditions for all athletic facilities.
15. Works directly with the Fayette County Public Schools Director of Middle Schools and the Middle School Athletic Coordinator relative to the countywide coordination of athletic matters.

Conduct Requirements for Students Who Participate in and/or
Help With the Athletic Programs

Conduct requirements provide that "Satisfactory conduct is required for participation in or helping with athletics." Following are the conduct requirements established for the middle and secondary school athletic programs.

Conduct Requirement - Being an athlete representing a Fayette County Middle School or a Fayette County High School is a privilege and demands that all participants conduct themselves in and out of school in a manner to bring credit to their school and to the Fayette County Public School System.

The following procedures are established to determine student conduct eligibility for athletic participation.

In determining athletic eligibility, teachers must deal with conduct on a weekly basis so that the grade reflects any regression or improvement in conduct. This approach is not intended to affect the student's final conduct grade for the term nor is it intended to prevent the highly effective technique of coaches and teachers working together to correct and improve a student's conduct should a problem occur.

1. When checked weekly, any student who receives two "U's" shall have a conference with the principal, coach, parent and teachers involved to determine if the student will continue to represent the school in the current sport.
2. After this conference, the student shall be given two weeks to show improvement in conduct to the "Satisfactory" level. Should needed improvement not occur, the athlete shall be declared ineligible for a minimum of two weeks. After this two-week period, teachers must certify that the student's conduct has improved to "Satisfactory" before eligibility is restored.
3. Any student who, when checked weekly, has received three "U's" is ineligible for a minimum of four weeks, and no prior conference need be held. After this four-week period, teachers must certify that the student's conduct has improved to "Satisfactory" before eligibility is restored.
4. Student In SAFE - Any student who has been assigned anytime in SAFE for inappropriate behavior is ineligible to attend, practice, or participate in game play that day.
5. Student Under Suspension - A student who is under suspension from school is ineligible for athletic practice or participation.
6. A student who, in the judgment of the principal, has exhibited unsatisfactory conduct either in class or outside of the classroom, on school premises, school buses, at school functions, or school sponsored activities may be declared by the principal to be ineligible for athletic participation for such period as the principal may decide. Any such decision by the principal to declare a student ineligible shall be made only after a brief informal meeting between the principal and the student at which the student is given an opportunity to give his or her side of the offense for which ineligibility is being considered as punishment.

School-Related Student Trips

PRINCIPAL TO APPROVE

The school principal shall have the authority to give prior approval to school related trips that fall into the following categories:

1. All regularly scheduled athletic or band events.
2. All athletic or band trips which are part of a tournament play-off or competition in which the school is a participant.
3. All school-related trips made within a one hundred fifty-mile radius of the school.

PRIOR APPROVAL FOR OTHER TRIPS

Any school-related trips not falling within the guidelines above shall require prior Board approval.

OVERNIGHT AND TRIPS EXCEEDING 150 MILES

Overnight and out-of-state student trips must have the prior approval of the superintendent and the Board. Approval shall be contingent on submission of a complete Extended Field Trip Request Form from the Principal.

DRIVERS/VEHICLES

All district-owned vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations.¹

SUPERVISION

A member of the faculty or administration staff shall accompany students on all school-sponsored and school-endorsed trips.²

VEHICLES

Board insured vehicles; appropriately certificated common carriers or private vehicles shall be used for transporting students.³

Parents shall be notified before students are transported by private vehicles. These vehicles are not covered by Board fleet insurance. Drivers of these vehicles shall assume liability that may arise.

USE OF COMMON CARRIERS

Use of certificated common carrier service shall be authorized by the Board on a case-by-case basis, and the reasons to justify such use shall be cited in Board minutes.

POST-APPROVAL BY BOARD

In extraordinary cases involving extenuating circumstances which prevent obtaining prior Board approval for overnight or trips exceeding fifty (150) miles, the Superintendent is authorized to give approval, provided full details are made available to the Board at the regular Board meeting immediately following such trips.

PARENTS' APPROVAL

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

Board insured vehicles; appropriately certificated common carriers or private vehicles shall be used for transporting students. Parents shall be notified before students are transported by private vehicle. These vehicles are not covered by Board fleet insurance. Drivers of these vehicles shall assume any liability. Board Policy 09.36.

Fayette County Public Middle School Coaches Hiring Per Sport

Listed are the maximum numbers of coaches allowed per sport for the Fayette County Public Middle Schools

FALL	WINTER	SPRING
Football Total 6 Board Paid: Head Coach 1 Asst. Coach School Paid: 4 Asst. Coaches	Basketball (Girls) Total 4 Board Paid: Head Coach 1 Asst. Coach School Paid: 2 Asst. Coach	Track (Girls) Total 4 Board Paid: Head Coach 1 Asst. Coach School Paid: 2 Asst. Coach
Volleyball (Girls) Total 4 Board Paid: Head Coach 1 Asst. Coach School Paid: 2 Asst. Coach	Basketball (Boys) Total 4 Board Paid: Head Coach 1 Asst. Coach School Paid: 2 Asst. Coach	Track (Boys) Total 4 Board Paid: Head Coach 1 Asst. Coach School Paid: 2 Asst. Coach
Cheerleading: Total 3 Board Paid: Head Coach School Paid: 2 Asst. Coach		
Dance Team: Total 3 Board Paid: Head Coach School Paid: 2 Asst. Coach		

- Each Head Coach will recommend to the Principal the Assistant for Discretionary Coaching Positions.
- The Head Coach evaluates each Assistant Coach on an annual basis.
- All Coaches compensation must be paid through FCPS payroll.
- Must be 21 years of age.
- Must be certified in CPR.
- Must pass a criminal background check
- Check appendix for coaches

COACHES CODE OF ETHICS FAYETTE COUNTY PUBLIC SCHOOLS

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance student achievement and should not interfere with opportunities for academic success. The welfare of each child shall be of utmost importance at all times. To recognize the importance of a high standard of ethics, sportsmanship and personal conduct on the part of all coaches the following guidelines have been developed:

Coaches must not neglect their academic duties. Practice length and times should not conflict with class preparation and responsibility.

Coaches are expected to be aware of the tremendous influence they have in the education of student participants and, thus should never place the value of winning above the value of instilling the highest desirable ideals of character.

Coaches are expected to uphold the honor and dignity of their professions. In all personal contact with student participants, school officials, state governing associations, the media, and the public, the coaches shall strive to set an example of the highest ethical and moral conduct.

Coaches are expected to maintain open lines of communication with parents, guardians, participants and community.

Coaches are expected to take an active role, in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize their use. Furthermore, all coaches shall refrain from personal use of drugs, alcohol and tobacco while on property owned or used by the school district, while performing their assigned coaching duties at any location, or while attending any training sessions for coaches at any location.

Coaches have the responsibility to promote the entire athletic program of the school. The coaches should not mandate off season conditioning, weight training, etc. for athletes who are presently participating in a seasonal sport. Athletes can only attend if there are no conflicts with the current season sport. Coaches are prohibited from encouraging student athletes to quit participation in any sport. Coaches should not communicate to student athletes in any manner that participation on or membership on a team is contingent on the student athlete's participation in out of season conditioning, weight training, etc.

Coaches are expected to be thoroughly knowledgeable with state association policies/rules, district policies, contest rules and are responsible for their interpretation to team members and parents. The spirit and letter of the rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

Coaches are expected to actively use their influence to enhance sportsmanship among participants, spectators, support groups, pep clubs, and administrators. Furthermore, at the completion of the contest coaches and participants should demonstrate good sportsmanship by shaking hands.

Coaches are expected to show respect for and support of the contest officials. The coaches should not indulge in conduct that will incite players or spectators against officials. Public criticism of officials is unethical.

Coaches are expected to avoid abusive, vulgar and profane language whether directed at participants, spectators, contest officials or opponents.

Coaches must report infractions, suspensions and disqualifications of players and teams to the principal and middle school director.

Coaches must not request from faculty members special consideration for student participants.

Coaches are expected to only scout opponents by those means that have been adopted by the league, school district, and/or state governing associations.

Coaches must not recruit or entice players, by any means to attend a school other than their district school assigned by the Board of Education.

Date: _____

Signature: _____

TRACK AND FIELD TEAM MEET VERIFICATION LISTING

In order to enter athletes in the FCPS Middle School Championship meet, that athlete shall have competed in four meets representing middle school at the grade 6 through 8 levels. Such participation is not event specific. The coach and Principal sign and attest that the requirement has been met as illustrated by this verification.

SCHOOL: _____

COACH SIGNATURE: _____

PRINCIPAL SIGNATURE _____

ATTESTING TO ACCURACY: _____

	Middle School							
#	MEET / SITE	DATE						
V1								
V2								
V3								
V4								
V5								
V6								
V7								
V8								
V9								
V10								
V11								
V12								
V13								
V14								
V15								

COMPILATION GRID

	ATHLETE	GRADE	MEETS
E X	Smith, John (example)	7	V1, V2, . . .
1			
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3			
4			
5			

6			
7			
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9			
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	ATHLETE	GRADE	MEETS
11			
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4			

(Use additional sheets as necessary)

FAYETTE COUNTY PUBLIC SCHOOLS
701 East Main Street
Lexington, Kentucky 40502
(859) 381-4100

PARENTAL PERMISSION FOR
EXTRA-CURRICULAR ACTIVITY/STUDENT TRANSPORTATION

This form is used to establish formal parental permission for student transportation.

I, _____, parent/legal guardian of _____, hereby grant permission to Fayette County Public Schools to transport my child to the activities listed on the attached schedule. My child participates in the extra-curricular activity of _____ at _____ School. I acknowledge the attached activity schedule denotes the destination(s), date(s), and departing time(s) from school. The return to school will be immediately after the activity has concluded.

In the event Fayette County Public Schools are not providing transportation, I acknowledge and understand the mode of transportation is noted on the activity schedule.

By signing this form I am acknowledging and agreeing to the mode of transportation to be used. I do further certify that I am of full legal capacity to execute this authorization.

Date: _____

PARENT/LEGAL GUARDIAN

11/06

I acknowledge receipt of the 2014-2015 Athletic Guidelines for Middle School.

Signature: _____

Date: _____