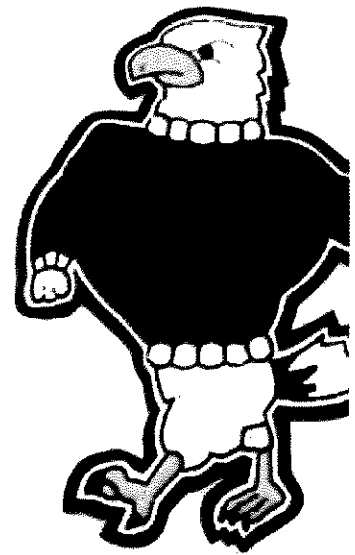


# *Fairview High School*

## Athletic Department Guidelines and Procedures 2015-2016

2123 Main Street  
Ashland, Kentucky 41



### Mission Statement

The Fairview Independent Schools Department of Athletics regard student-athletes with the utmost respect for the hard work and dedication needed to succeed. It is our goal to encourage student-athletes, not athletic-students. Therefore, the Fairview Independent Schools Department of Athletics shall implement all guidelines of the Fairview Independent Schools Board of Education, Fairview High School SBDM Guidelines, Kentucky High School Athletic Association (KHSAA), and State and Federal Laws to ensure fairness, safety and equity for all student-athletes participating at any level of athletics in the Fairview Independent School District.

**Fairview Independent Schools  
Administrative Staff**

Superintendent

**Mr. Michael Taylor**

Director of Pupil Personnel

**Mr. Brant Creech**

District Finance Officer

**Mr. Ernie Sharp**

High School Principal

**Mr. Eric Hale**

Athletic Director

**Ms. Lauren Ellis**

Guidance Counselor

**Ms. Tonia Lucas**

High School Bookkeeper

**Mrs. Sue Russell**

Board of Education

**Mr. Rick Tackett**

**Mr. Rodney Sparks**

**Mr. Doug Campbell**

**Mrs. Sharon Stevens**

**Mr. Brad Proffitt**

## I. Programs Offered at Fairview High School

### Fall Sports

Girls- Cheerleading, Cross Country, Golf, Volleyball  
Boys- Cross Country, Football, Golf

### Winter Sports

Girls- Basketball, Bowling, Cheerleading  
Boys- Basketball, Bowling

### Spring Sports

Girls- Softball, Tennis, Track  
Boys- Baseball, Tennis, Track

## II. Authorized Head Coaches for Fairview High School Athletic Programs

Baseball- Ryan Knipp  
Basketball Girls- Rex Cooksey  
Basketball Boys- Derek Cooksey  
Bowling- Lisa Stanley  
Cheerleading- Valerie Price  
Cross Country- April Adkins  
Football- Fred Ray  
Golf Girls- Jeff Humphrey  
Golf Boys- Derek Cooksey  
Softball- Jamie Reihls  
Tennis- Lisa Thornton  
Track- TBA  
Volleyball- Rick Lambert

## III. Scheduling Policies and Guidelines for Fairview High School

- All scheduled athletic events must be approved by the principal and submitted to the District Athletic Director's Office.
- The athletic schedule shall fulfill all conference, district, and/or regional requirements as set forth by the Kentucky High School Athletic Association (KHSAA).
- Games should be scheduled with schools so that travel distances will be minimized.
- Scheduling of facilities, practice times and game times for both boys and girls shall be in keeping with applicable provisions of Title IX.
- Games should **not** be scheduled on Wednesdays or Sundays.
- No regular season games may be scheduled on a date that would require loss of school time for travel or play, unless approved by the District Athletic Director.
- Games should be scheduled to avoid semester ending exams, as well as state testing.

## IV. Admission Prices for Athletic Events

**Regular Season Athletic Events:** The following are admission prices to athletic events of Fairview High School. Tickets for athletic contests for which admission is charged will be sold until halftime of the last game scheduled that day.

	<u>Fall &amp; Winter</u>	<u>Spring</u>
Adult Admission	\$5.00	\$3.00
Student Admission	\$5.00	\$2.00

**Special Athletic Events:** The admission prices for all special athletic events including, but not limited to, tournaments, classics, and bowl games,

1.	Adult Admission	\$ 5.00
2.	Student Admission	\$ 5.00

Tickets for athletic contests for which admission is charged will be sold until halftime of the last game scheduled that day. No passes will be accepted at these events unless otherwise posted.

Current KHSAA passes, trainer passes, administrator passes, and 16th Region official passes are good at all regular season games. Senior Citizen Pass (White Passes) will be honored as long as the person using the pass is in fact a senior citizen.

## V. Equipment and Supplies

The Fairview High School Department of Athletics shall maintain an equitable policy to provide guidelines and procedures for inventorying equipment, supplies and uniforms.

All equipment items and supplies purchased for athletics shall adhere to the following criteria:

- All athletic equipment, supplies and uniforms shall be inventoried on the district's athletic inventory sheet and submitted to the Athletic Director within 30 days of the conclusion of each sports season.
- Coaches will maintain an accurate record of equipment/supplies purchased and include the items in the annual inventory report.
- Athletic uniforms for each sport will be purchased by the athletic department. Each team will be on a four year rotation for the purchase of new uniforms. Monies allotted for each sport's uniforms will be determined on cost and the individual need of each sport. Male and female teams of the same sport: (basketball, softball and baseball) will be allocated the same amount of money for uniform purchases. Volleyball, cross country, track and golf will be determined based on the number of projected maximum participants.  
(See Uniform Rotation Grid)
- Replacement of uniforms prior to the team's turn in the four year rotation will be based on need. Any money allocated for the replacement of uniforms prior to the four year rotation turn will be deducted from the team's budget for equipment and supplies for that given season. The entire set(s) of uniforms will not be replaced before their turn in the uniform rotation unless lost due to fire, water damage or theft.
- The quality and quantity of uniforms purchased for Fairview High School athletic teams will be the same.
- Coaches will submit three bids in writing from companies for uniforms and equipment to the Athletic Director and Principal.
- All uniform and equipment purchases must be approved by the Athletic Director and Principal. Purchase order numbers will be issued by the Athletic Director. The Athletic Director will order all uniforms and major equipment purchases with approval of the Principal.
- Equipment purchases for like sports (i.e. basketball, softball and baseball) shall be on an equal basis. In the event equipment is shared (i.e. indoor batting cage) the monies shall be divided equally between the two sports. Each sport will have equal access to all equipment purchased for the use of both male and female sports.

## VI. Scheduling of Games and Practice Times

The Fairview High School Department of Athletics shall maintain an equitable policy to provide guidelines and procedures for scheduling of games and practice times.

All games and practice times for athletics shall adhere to the following criteria:

- Head coaches will be responsible for scheduling all games, scrimmages, and practice times. The Athletic Director will be responsible for scheduling the weight room time.
- All scheduling of games, scrimmages, practice times and weight lifting must be approved by the Athletic Director.
- Facilities practice times and weight lifting schedules will be scheduled with the Athletic Director's calendar of events for those facilities.
- In the event of the cancellation of school due to the weather (snow, flood, etc.) or other reasons, teams will rotate equitably on a day-to-day basis as to who practices early and late.
- Basketball head coaches shall insure that at least 40% of the girls' basketball games are during prime dates (Friday and Saturday).

- All varsity basketball games shall be secured via KHSAA contract forms with KHSAA competitors (or an out of state team who is a member of their state's high school athletic association) so there is a balance in the number of home and away games each season. All varsity football games shall be secured via KHSAA contract forms.

## VII. Travel and Per Diem Allowances

The Fairview High School Department of Athletics shall maintain an equitable policy to provide guidelines and procedures for the travel and per diem of student athletes.

All athletic travel and per diem of student athletes shall be governed by the following criteria:

The athletic department will not provide monies for the purchase of meals during the regular season.

- In the event that a team or individual makes the state tournament in their sport, the athletic department will purchase one meal per day during the team's or individual's stay at the state contest.
- Meal money allocated for any team shall be \$15.00 per athlete/coach. Individual players for individual sports (golf, cross country, track) will receive an allocation of \$15.00 per athlete/coach.
- The athletic department will equitably provide all transportation at the current Kentucky Department of Education state transportation rate for athletic events for male and female sports. All buses and vans will be comparable for both male and female teams.
- Male and female sports shall be given equitable travel opportunities for regular season tournaments, post season tournaments, out-of-region and out-of-state events. All out-of-state events must be approved by the Board of Education.
- Out-of-state trips must have equitable location for each team and/or program. For example, if the boys' baseball team wants to play in Florida, the girls' softball team must be given the same opportunity to play in Florida as well.
- Student athletes shall ride the athletic bus to any scheduled event. Certain exceptions will be made for tennis, golf, cross country, and bowling as other school travel arrangements may be made to accommodate a smaller athletic team.
- All student athletes traveling by bus to school sponsored activities must return to the school on the same bus unless the parent or legal guardian personally addresses the coach or other supervising school authority and takes custody of the child and signs him/her out with the coach. Only adults 18 and over who can sign a child out of school may sign him/her out of an athletic event.
- Student athletes may not be released to ride with any person other than their own parent or legal guardian unless approved in writing by the parents and the high school principal.
- Student athletes with extenuating circumstances may request approval in writing for another means of transportation, by the coach, Principal or Athletic Director.

## VIII. Coaching

The Fairview High School Department of Athletics shall maintain an equitable policy to provide guidelines and procedures for the hiring procedures, equal staffing, and education opportunities of the coaches of student athletes.

All athletic coaches of student athletes shall be governed by the following criteria:

- The school district's Board of Education shall maintain an equitable pay scale for all coaches of male and female teams. A copy of the pay scale shall be placed in the permanent Title IX File.
- The athletic department shall seek qualified adult women for coaching positions as they become available. The Site-Based Decision Making (SBDM) Council and Board of Education shall post coaching positions of female sports that specifically requests that female applicants are desired for the position. The Athletic Director shall post coaching positions on the KHSAA web site to allow a state wide posting of the position to reach more female qualified applicants. The Athletic Director shall seek out former female student athletes who are now educators and encourage them to apply for coaching positions at their alma mater.

- The number of assistant coaches shall be equal for like teams if the number of participants is parallel for both the male team and female team.
- The SBDM Council shall make every endeavor to hire coaches with similar levels of competence and experience for male and female teams.
- Coaches of female and male teams shall have equitable opportunities to attend various clinics, in-services, conferences, and seminars.
- The Principal, SBDM Council, and Athletic Director shall maintain, when possible, a balance of on-campus/off-campus coaches for teams of both genders.

## IX. Locker Rooms, Practice and Competitive Facilities

The Fairview High School Department of Athletics shall maintain an equitable policy to provide guidelines and procedures for the assignment of locker rooms, practice and competitive facilities for teams of student athletes.

All locker rooms, practice and competitive facilities of student athletes shall be governed by the following criteria:

- All locker rooms shall be assigned by the Athletic Director. All locker rooms will be provided with the same amenities.

Locker room assignments:

George Cooke Gymnasium:

**Boys Locker Room:** Boys Cross Country, Boys Golf, Boys Basketball, Boys Tennis

**Girls Locker Room:** Girls Cross Country, Girl's Golf, Girls Basketball, Girls Tennis, Volleyball

Fairview High School Athletic Complex:

**Home Football Locker Room:** Football, Girls Softball, Girls Track

**Away Football Locker Room:** Baseball, Boys Track

\*\*\*The girls and boys bowling team facility offers the use of lockers to store personal belongings. When playing at the Robert Morrison Gymnasium, there is a locked office, as well as a closet where the athletes may store their belongings. There is also a restroom with private stalls where they may change.

## X. Awards and Banquets

The Fairview High School Department of Athletics shall maintain an equitable policy in the terms of awards and banquets for each team.

- At the completion of the construction (August, 2016), all trophies won in a district, regional, or state competition will be displayed in the trophy case in the front entrance of the school building.
- Each team will choose what they would like to do for their end of the season banquet. This will be the responsibility of the head coach to organize this event and communicate with the Athletic Director what arrangements have been made. Money spent of the event will be approved based on the number of athlete's who participated.

## XI. Medical and Training Facilities and Services

The Fairview High School Department of Athletics shall maintain an equitable policy to provide guidelines and procedures for medical/training facilities and services for student athletes.

All medical/training facilities and services shall be governed by the following criteria:

- All female and male student athletes have equitable access to the school's training facilities. The district will be responsible for contracting an athletic trainer through Kings Daughters Medical Center to provide care for all athletes.
- Female athletes shall be given the same amount of time and schedule to access the weight room in and out of season. The weight room shall have appropriate weights and universal machines for female athletes.
- The schedule for use of the weight room shall be posted in the weight room. Scheduled use of the weight room shall

take place through the Athletic Director. Female sports will be given equitable scheduled times to use the facility.

## XII. Publicity

The Fairview High School Department of Athletics shall maintain an equitable policy to provide guidelines and procedures for publicity for student athletes.

All publicity for athletic events shall be governed by the following criteria:

- The FHS cheerleading squad shall be assigned to perform at all home boys and girls basketball games. Cheerleaders will be assigned to participate at away district games for boys and girls basketball as well as others events designated by the Principal or Athletic Director. Cheerleaders will cheer all girls and boys post season contests for basketball.
- Local media (radio & newspapers) will be contacted and given schedules of all athletic teams and encouraged to give equitable coverage to both male and female sports.
- All photographs in the fall and winter sports programs and yearbook must include team photos of both male and female teams of the same and different sports.
- All pep rallies will support teams of both genders.
- Special Awards shall be at the discretion of the head coach.
- Only athletes who finish the season or who would have finished the season except for illness or injury shall be eligible for athletic awards.
- The Athletic Director shall make the community and school district aware of the Athletic Department's efforts and accomplishments to achieve the intent and spirit of Title IX through reports to the SBDM, Board of Education, and local media.

## XIII. Gender Equity Review Committee

The Fairview High School Department of Athletics shall maintain an equitable policy to provide guidelines and procedures for Gender Equity Review Committee to address services for student athletes.

All gender equity review committee services shall be governed by the following criteria:

- The Gender Equity Review Committee shall meet at least three times a year (once for fall sports, once for winter sports, and once for spring sports).
- The Gender Equity Review Committee shall consist of the Principal, Athletic Director, a coach from a male sport, a coach from a female sport, a coach from a sport activity, two female athlete representative, two male athlete representatives, a parent of a male athlete, and a parent of a female athlete.
- All Gender Equity Review Committee meeting minutes shall be recorded and kept in the Title IX master file.

## XIV. Athletic Eligibility from the Fairview High School Handbook

- Eligibility of athletes in grades 6-12 will be checked weekly by the athletic department/coaches and submitted to the principal or his designee.
- Athletes must be passing at least five of seven classes with no more than one failing grade in any core class (English/Reading, math, science, or history).
- Athletes found ineligible on Friday will not be allowed to participate in contests the following week.
- Athletes found ineligible for three consecutive weeks will be dismissed from the team for the remainder of the season.

## XV.

### XV. Drug Testing

- Students must consent to testing if they wish to participate in ANY EXTRACURRICULAR ACTIVITY or obtain a parking permit
- When random testing is carried out at least 20% of the persons participating in each Extracurricular Activity will be tested.

## XVI. School Insurance

- All accidents in school involving property or persons should be reported to the teacher in charge and the principal as soon as possible.
- All students are covered by insurance carried by the Fairview Board of Education; however, THIS IS A SECONDARY POLICY and benefits will be paid only for those eligible expenses unpaid by your personal family plan.
- If you have no medical insurance, only those eligible expenses will be paid.
- Parents should be prompt about filing for eligible benefits to avoid nonpayment. Any claims must be filed within 90 days of the accident.

Fairview High School  
Athletic Storage Facilities  
2015-2016

**Archery (girls and boys)**- All archery equipment is stored in a brown shed on Fairview High School property. The shed was purchased solely for this purpose and is located next to the gymnasium where the archery team practices. This storage area is locked.

**Baseball**- All baseball equipment is in the building located on the cross country course and the storage barn behind the backstop. There is also uniform storage in these areas. Both are locked.

**Boys Basketball**- All boys basketball equipment is stored in the main gymnasium where they play and practice. There is a storage area in their locker room that is locked. They also have some equipment in the girls locker room in a storage area called the "cage." This area is also locked.

**Girls Basketball**- All girls basketball equipment is stored in the main gymnasium where they play and practice. There is a storage area called the "cage" in their locker room. This area is locked.

**Bowling (girls and boys)**- Bowling shirts are stored in the classroom of the bowling coach at Fairview Middle School. The classroom door can be locked.

**Cheerleading**- All cheerleading equipment is stored in a storage room in the main gymnasium next to the women's restroom. This storage area is locked.

**Cross Country (girls and boys)**- All cross country equipment is stored in the gray cross country building on the cross country course. This is a locked building.

**Fastpitch Softball**- Softball has a locked cabinet in their dugout where game bases and buckets are stored. They also have a locked storage area in the barn behind the baseball backstop, and in the building on the cross country course.

**Football (Varsity)**- All varsity football uniforms and equipment is stored in the bottom of the visiting press box, an area we refer to as the "crow's nest." This is a locked building.

**Football (Middle School)**- All equipment and uniforms for the middle school football team is stored in the maintenance building on campus at Fairview High School. Inside this building, there is a black fenced in area that is locked.

**Golf (girls and boys)**- Golf bags are stored in the maintenance building on the campus of Fairview High School. This is a locked building.

**Tennis (girls and boys)**- All tennis uniforms and equipment is stored in the classroom of the tennis coach at Fairview Middle School. The classroom door can be locked.

**Track (girls and boys)**- All track equipment is stored in the gray cross country building on the cross country course. This is a locked building.

**Volleyball**- All volleyball equipment is stored in the elementary gymnasium where the team practices and plays matches. There is an equipment room off of the main floor where the net is stored. This room is locked. There is an additional storage closet off of the stage that is also locked.



Fairview High School  
Uniform Rotation Schedule

Sport	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Baseball	Uniforms (White)	Uniforms (Black)				Uniforms (White)
Boys Basketball	Uniforms (Home) (Away)					Uniforms (Home) (Away)
Girls Basketball					Uniforms (Home) (Away)	
Bowling (Girls and Boys)	Bowling Shirts	Bowling Shirts	Bowling Shirts	Bowling Shirts	Bowling Shirts	Bowling Shirts
Cheerleading		Uniforms			Uniforms	
Cross Country (Boys and Girls)					Uniforms	
Fastpitch Softball	Uniforms (Home)		Uniforms (Away)			
Football		Uniforms (Home) (Away)				Uniforms (Away)
Golf (Boys and Girls)	Golf Shirts	Golf Shirts	Golf Shirts	Golf Shirts	Golf Shirts	Golf Shirts
Tennis (Boys and Girls)	Uniforms (T-shirt, Shorts)	Uniforms				Uniforms
Track (Girls and Boys)	Uniforms					Uniforms
Volleyball		Uniforms			Uniforms	

## School Activity Funds

School activity funds may be expended for purposes which contribute generally to the benefit of the students, provided expenditures are consistent with requirements set out in Accounting Procedures for Kentucky School Activity Funds on the Kentucky Department of Education's website. Based on a schedule developed by the Superintendent, the Board shall review the status of school activity funds at least twice each fiscal year.

### UNIFORM ACCOUNTING

All personnel shall comply with the uniform financial accounting system<sup>1</sup> and activity fund accounting procedures set out in Kentucky Administrative Regulation.<sup>2</sup>

### TWO SIGNATURES REQUIRED

The Principal, or school councils in SBDM schools, shall be responsible for the manner in which accounts are kept and preserved. Two (2) signatures shall be required on each check drawn against school activity funds, neither of which may be a signature stamp. The two (2) signatures shall be the manual signatures of the Principal/designee and the school treasurer.

### PURCHASE ORDERS

Activity funds may only be expended as authorized in the Accounting Procedures for Kentucky School Activity Funds.

Activity fund purchases must be supported by a properly executed purchase request and authorization for payment by the Principal.

Because no school activity fund is permitted to end the fiscal year with a deficit balance, the school shall not expend or commit to expend any activity fund in excess of revenue received for the fiscal year. Should this occur, the employee(s) responsible shall be subject to appropriate disciplinary action, and the Superintendent may require the school/council to present for Board approval a plan for reimbursement of any deficit amount.

### DONATIONS

With the Principal's approval, schools may receive any gift, grant, or devise for the benefit of the school that is valued less than \$200.00 and hold and use it as requested. Donations valued at \$200.00 or more must be approved by the Board.

A listing of all donations shall be submitted to the Board monthly.

### FINANCIAL REPORTS

Each month the Principal shall provide the District Finance Officer with a financial report for activity fund accounts. On or before July 25, following the end of the fiscal year, the Principal shall submit to the District Finance Officer an annual financial report for those accounts.

### DEFINITION OF SCHOOL ACTIVITY FUNDS

School activity funds refer to all school funds including funds derived from fund-raising activities sponsored under the auspices of the school. Funds raised or received by organizations that do not come under the direct supervision of school authorities shall not be considered activity funds.

## School Activity Funds

### AUDIT OF FUNDS

All school activity funds shall be audited annually by a certified public accountant. All audit reports shall be reviewed and appropriate action taken as required by Kentucky Administrative Regulation.<sup>1</sup>

### SUPPORT/BOOSTER CLUBS

Parent-teacher associations and booster club funds are not subject to deposit and accounting procedures as school activity funds.<sup>3</sup> However, each year the Principal shall be provided the following from all support/booster club organizations as required by state activity fund accounting procedures:

1. Within the first thirty (30) days of the school year or within thirty (30) days of the first transaction for the group:
  - a. Names of club officers;
  - b. Federal Employer Identification Number (FEIN); and
  - c. A copy of the annual budget.
2. An annual financial report by July 15 for the year ending June 30 reporting receipts, expenditures, and beginning and ending balances;<sup>1</sup> and
3. All other information required by Accounting Procedures for Kentucky School Activity Funds.

All booster groups wishing to be recognized by and/or affiliated with the District shall comply with the following:

- Adhere to applicable state and federal laws, including taxable income reporting requirements, when conducting fund-raising activities to benefit the school or District; and
- Conduct fund-raising activities to benefit the entire group and not permit credit to be earned through fund-raising for an individual student in lieu of participation fees or related activity costs.

Each year the Superintendent shall report to the Board when all booster organizations have been informed of requirements from the Accounting Procedures for Kentucky School Activity Funds that apply to them.

External support/booster organizations shall obtain prior Board approval to establish and lend support, seek assistance, and/or raise funds in the name of the District or school or students or a District or school program.

Although they may be general members, Board members and employees shall not serve as the treasurer or any other officer with check-signing authority on a bank account for an external support/booster organization. Employees may serve as a member of the executive board of an organization.

**School Activity Funds**

**FUND-RAISING PROJECTS**

Schoolwide fund-raising projects must be approved by the Board.<sup>4</sup>

Proof of general liability insurance for external support/booster organizations must be submitted to the Principal prior to commencing any fund-raising activities.

All fund-raising activities conducted by school-sponsored groups shall be for the benefit of the entire school or group.

**REFERENCES:**

<sup>1</sup>702 KAR 003:130; Accounting Procedures for Kentucky School Activity Funds

<sup>2</sup>702 KAR 003:120

<sup>3</sup>OAG 79556

<sup>4</sup>KRS 158.290

KRS 139.497; KRS 156.070; KRS 160.290; KRS 160.340

**RELATED POLICY:**

09.33

Adopted/Amended: 10/26/2015

Order #: 4685

## Athletics and Sport Activities

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

### PROGRAM EQUITY

Policy adopted by the school council relating to evaluation of the athletic program shall address program equity for both male and female athletics and sport activities. In non-SBDM schools, the Principal shall establish policy for program evaluation.

To assist councils (or the Principal in non-SBDM schools), the Superintendent/designee shall develop and oversee implementation of procedures to promote compliance with Title IX requirements.

### AGE RESTRICTION /REQUIRED RECORD CHECKS

All coaches, including volunteer and nonfaculty coaches and assistant coaches, shall be at least twenty-one (21) years of age and submit to a criminal record check as required by KRS 160.380 and KRS 161.185.<sup>1</sup>

### MIDDLE SCHOOL RULES AND LIMITATIONS

Unless the Board opts to follow rules established by other conferences or associations, the Board shall establish student participation rules and limitations for school sports or sport activities to reflect the following:

1. A defined age limitation for participating students;
2. A policy regarding the participation of students below grade six (6);
3. A limitation on practice time prior to the season in any sport or sport activity;
4. A limitation on the number of school based scrimmages and regular season, school based contests in each sport or sport activity;
5. A limitation on the length of the competitive season in each sport or sport activity, including any post season activities.

**NOTE:** Limitations set relative to items three (3) through five (5) shall not exceed the limits in the following areas established for a sport or sport activity at the high school level:

- Limits on practice time;
- Number of contests; or
- Length of the playing season.

### REFERENCES:

<sup>1</sup>KRS 156.070; KRS 160.380; KRS 161.185  
KRS 160.345; KRS 160.445; 702 KAR 007:065

Kentucky High School Athletic Association Handbook; 20 U.S.C. Section 1681 (Title IX)

### RELATED POLICIES:

02.4241; 09.3

Adopted/Amended: 7/28/2014

Order #: 4492

## **FundRaising Activities**

### **APPROVAL REQUIRED**

All schoolwide fundraising activities, including the proposed use of the funds, must be approved by the Board.<sup>3</sup> Requests must be channeled through the Principal and Superintendent.

All other fundraising activities, including the proposed use of the funds, shall require the prior approval of the Principal or a designee.

All funds raised for a specific purpose shall be used for that purpose.

### **WITHIN-SCHOOL PROJECTS**

Each Principal shall maintain a school calendar of fund-raising activities.

School groups wishing to conduct fund-raising projects that will take place within the confines of the school building or campus shall submit to the Principal a written request for permission using the forms on file in the Principal's office. The Principal/designee shall establish a time limit for the sales activity, which shall not exceed ten (10) school days without justification that must be provided by the group. Such activities shall not interfere with the overall school program.

### **COMMUNITY SERVICE PROJECTS**

School groups wishing to conduct fund-raising projects that will provide a service to the community for monetary profit to the sponsoring organization shall submit to the Principal a written request for permission to conduct such an activity.

### **DOOR-TO DOOR SALES**

Door-to-door sales by students shall adhere to the following guidelines:

1. All sales projects involving community solicitation must be approved in advance by the Board;
2. The Superintendent/designee shall establish a time limit for the sales activity, which shall not exceed ten (10) school days;
3. Students shall be permitted to participate only when mature enough to benefit safely from the experience;
4. To promote their safety and well-being, students shall be instructed to use specific sales strategies, which shall be provided in writing;
5. Community members and businesses shall not be overburdened by continual appeals; and
6. Students participating in door-to-door fund-raising shall be given identification to wear or display.

The Superintendent/designee shall maintain a District-wide calendar of door-to-door fund-raising activities.

### **SUBSCRIPTION SALE OF PRINTED MATERIAL**

The Superintendent shall provide written approval to the county clerk for all subscription sales of printed materials. This approval shall identify the product(s) being sold, the students involved as solicitors and the duration of sales.<sup>2</sup>

## **FundRaising Activities**

### **GAMING ACTIVITIES LICENSE**

Schools and individual classes planning to conduct charitable gaming activities, as defined by law and Accounting Procedures for Kentucky School Activity Funds, shall obtain and display the appropriate license.<sup>3</sup>

### **PUPIL NOT COMPELLED**

No student shall be compelled to participate in or meet any kind of quota in a fundraising activity.<sup>1</sup> Students choosing not to participate in a fund-raiser shall not be excluded from benefitting from the fund-raiser or otherwise penalized in any way.<sup>3</sup>

### **CONDUCT OF ACTIVITIES**

All school-sponsored groups and any booster group wishing to be recognized by and/or affiliated with the District shall conduct fund-raising activities to benefit the entire group and shall not permit credit to be earned through fund-raising for an individual student in lieu of participation fees or related activity costs.

### **REFERENCES:**

<sup>1</sup>KRS 158.290

<sup>2</sup>KRS 367.515 (3)

<sup>3</sup>KRS 238.505; KRS 238.535; KRS 238.540

<sup>4</sup>Accounting Procedures for Kentucky School Activity Funds

KRS 156.160; KRS 158.854

OAG 78508; OAG 79330; OAG 79556

### **RELATED POLICY:**

04.312

Adopted/Amended: 7/22/2013

Order #: 4345

## **Transfers and Withdrawals**

### **TEACHER TO ASCERTAIN REASON**

When a pupil of compulsory school age withdraws from school, the teacher of the pupil shall ascertain the reason.<sup>1</sup>

### **REPORT TO DPP**

The teacher shall immediately report the withdrawal and the reason for it to the Superintendent's office (Director of Pupil Personnel).

### **CHANGE OF RESIDENCE**

If the child has withdrawn because of residence, the next residence shall be ascertained and included in the report. The District shall notify the Kentucky Department of Education when a new student enrolls.<sup>1</sup>

### **MISSING CHILDREN**

The Director of Pupil Personnel shall notify the Justice Cabinet of any request for the records of a student who has been flagged as missing.<sup>1</sup>

### **PERMISSION**

No written permission for withdrawal shall be required after the student's eighteenth (18th) birthday.<sup>2</sup>

Students between the ages of six (6) and eighteen (18) shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance.<sup>2</sup>

### **FOLLOW-UP BY DISTRICT PERSONNEL**

Within three (3) months of the date of a student's withdrawal from school, District personnel designated by the Superintendent shall contact each student who has withdrawn from school to encourage reenrollment in a regular, alternative, or GED preparation program. If the student does not reenroll at that time, personnel shall make at least one (1) more attempt toward reenrollment of the student before the beginning of the next school year.<sup>2</sup>

### **REFERENCES:**

<sup>1</sup>KRS 159.170; KRS 158.032

<sup>2</sup>KRS 159.010; KRS 159.020

### **RELATED POLICY:**

09.122

Adopted/Amended: 8/17/2015  
Order #: 4655



**Tuition****FEE TO BE CHARGED**

According to a schedule adopted annually by the Board, an out-of-state student shall be charged a tuition fee based upon current per pupil allocations.

**REFERENCES:**

KRS 157.350; KRS 158.120; KRS 158.135

237 S.W.2D 65 (1951)

OAG 80-47

702 KAR 007:125

**RELATED POLICIES:**

09.12; 09.125

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended: 10/14/1999

Order #: 2967

**Policy 9.1**  
**Extracurricular Programs**

**Fairview High School**  
**Fairview Independent Schools**

**Legal Requirements and/or Related Board Policies**

Section (2)(i)8 of the SBDM Law reads as follows:

The school council shall adopt a policy to be implemented by the principal in the following additional areas: . . . 8. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision.

**Policy**

The principal shall ensure that male and female students have a wide range of opportunities to participate in extracurricular activities, including athletics, musical and dramatic performances and service opportunities. Each organization shall have an adult sponsor (see SBDM Council policy 2.1).

Anyone wishing to begin a new extracurricular activity must seek the approval of the principal, who should consult the council for approval.

The chief extracurricular sponsor shall determine student participation standards, which should be consistent with any criteria set by the state or national sponsor of the program and consistent with state and federal statutes and regulations.

**Policy 9.1.1**  
**Athletic Eligibility**

**Fairview High School**  
**Fairview Independent Schools**

**Legal Requirements and/or Related Board Policies**

Section (2)(i)8 of the SBDM Law reads as follows:

The school council shall adopt a policy to be implemented by the principal in the following additional areas: . . . 8. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision.

**Policy**

Eligibility of athletes will be checked weekly by the coaches and submitted to the principal. Athletes must be passing at least five of seven classes, with no more than one failing grade in any core class (English, math, science or history). Athletes found ineligible on Friday will not be allowed to participate in contests the following week. Athletes found ineligible for three consecutive weeks will be dismissed from the team for the remainder of the season.

**Revised November 2005**

## Policy 9.1.2

### Cheerleading Policy

Fairview High School  
Fairview Independent Schools

#### Legal requirements and/or Related Board Policies

Section (2)(i)8 of the SBDM Law reads as follows:

The school Council shall adopt a policy to be implemented by the principal in the following additional areas:...8. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision.

#### Policy

Fairview High School shall have two cheerleading squads: junior varsity (grades 6-8) and varsity (9-12). Middle School students may not cheer on the varsity squad and high school students may not cheer on the junior varsity squad. Each squad should be composed of eight or more members, depending on interest.

Insurance must be carried by each student or accident insurance must be provided by the parents.

As all cheerleaders are representatives of our school, it is extremely necessary that their conduct be of an excellent nature. The sponsor has the authority to enforce all regulations and dismiss a cheerleader from either squad when he/she has had to sit out two games and has received his third sit out and/or has received 30 demerits per season.

#### Selection

Selection will be made in the spring prior to the end of the school year. Varsity and junior varsity try-outs will be at the same time. The sponsor will be responsible for the selection of cheerleaders. S/He may form a committee to help in selecting the cheerleaders. The sponsor will evaluate each candidate's performance in the area of jumps, cheers, gymnastics, appearance, pep, attitude, charisma, and scholarship. Cheerleading fees are due at the discretion of the sponsor and failure to pay on time will result in dismissal from the squad. If the fees are not paid by the time of the next year's try-outs, he/she may not try-out for the next year. If a student has quit either the JV or Varsity squad, they will not be eligible to cheer the following year. This includes students entering from another school district.

#### Head Cheerleader/ Captain

The sponsor may appoint a captain for each squad. The sponsor may revoke this designation if h/she believes that the cheerleader is not fulfilling his/her responsibilities and obligations.

The head cheerleaders/captain's duties include the following:

Start all practices

See that squad is in proper uniform and attire

Know the cheers to be performed and when they will be performed

Use cheers appropriate for the game situation

See that each cheerleader knows the time of departure for away games

Assist in the planning and carrying out of pep assemblies

30 demerits- dismissal

Uniforms

Dismissal from the squad requires turning into the sponsor all school owned equipment and uniforms. The uniforms should be neat and well taken care of at all times. All uniforms and equipment will be turned into the coach at the conclusion of the season.

Vacancies

The sponsor may appoint a replacement for a cheerleader. Once the cheerleader is dismissed from the squad, s/he will be ineligible to try out again. This rule pertains to students entering from another school. Parents will be sent a warning letter that their child is in danger of being dismissed from the squad. The reasons will be listed and documented evidence will be sent. When dismissal occurs a letter will be sent to the parents, principal, superintendent, and BOE. Reasons for dismissal will be listed and all evidence documented. Parents must read the following rules and sign a form indicating that they understand and will comply to the rules.

Eligibility

Cheerleaders must follow the school's athletic eligibility policy (SBDM policy 9.1.1). Any student who does not meet the academic requirements set forth by this policy at the end of the 2014-2015 school year, may not try-out.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Policy 10.1**  
**Pupil Attendance**

**Fairview High School**  
**Fairview Independent Schools**

**Policy**

The faculty and staff at Fairview Independent Schools are concerned with the full development of each child's capabilities. It is the responsibility of the parents to ensure attendance. Punctuality and regularity in school attendance are part of the students' training for adult responsibilities. It is vitally important that every child be in attendance each day. Any student who has been absent from school without a valid excuse for three days or more or has been tardy three days or more is considered truant. Absence for less than half a day shall be considered a tardy. (BP#5040)

Procedures

The following procedures apply to all students in grades 6-12 and define the joint responsibility of the home and the school in facilitating accounting procedures. The basic procedures for pupil attendance are as follows:

1. Parents should phone the school in the event of a student's absence.
2. If the parent fails to contact the school, the principal or a designated person selected by the principal shall notify the parent (by phone at home or work) of any absence by the student.
3. The principal or a designated person selected by the principal shall keep an individual record for each student with regard to tardiness, daily absences, absences in individual classes, and sign-ins and sign-outs.

Absences

After three absences, all further absences will be unexcused unless there is a doctor's note or death in the immediate family. After three days of absence (in a class or per day), a letter will be sent to the parents to notify them of their child's absence.

Students who have accumulated more than nine unexcused absences will not be permitted to participate in any extra-curricular activities including athletics, dances, or organizations, including the National Honor Society. Any such student will not be permitted to leave school for a school sponsored activity such as a field trip or job shadowing. Seniors who have accumulated more than nine unexcused absences will not be permitted to participate in graduation ceremonies. Instructional minutes missed because of a late check-in or an early check-out accumulate and contribute to the total number of days missed. Any exception to this policy is at the sole discretion of the principal or designee.

Letters will be sent to the parents after a student has accumulated three (3) and six (6) total unexcused absences or unexcused absences per class. Legal action may be taken after six (6) unexcused absences.

### Excused Absences

An excused absence is one for which make-up work may be assigned. Middle school and high school students must pick up an admittance slip to class from the attendance clerk when they return to school after an absence. The student must present a note from home, and after three absences, a doctor's excuse will be required for an excused absence.

One week will be allowed for all make-up work to be completed for excused absences. It is the students' responsibility to arrange with their teachers for make-up work. Make-up tests/quizzes must be made up after school in a designated room on a designated day.

Excused absences include the following:

1. Doctor's excuse (this includes physician and dentist appointments for which the student receives an excuse).
2. Death in the immediate family.
3. Participation in school-related activities.
4. Driver's test or permit test appointments.

Excused absences WILL NOT be granted for the following:

1. Missing the bus.
2. Helping at home.
3. Weather.
4. Beauty, barbershop or tanning bed appointments.
5. Oversleeping.
6. Baby-sitting.
7. Illness without a doctor's excuse (after three parent notes).

### Director of Pupil Personnel

The Director of Pupil Personnel studies school attendance records and is responsible for follow-up by phone and/or home visits when you are absent.

**Per Title IX Re-Visit Final Audit Report: Support Services- Please Submit to the KHSAA, no later than March 1, 2016, a description of the process and/or steps that have been put in place that would provide for administrative oversight and approval of spending so as to ensure overall equivalence in all benefit categories. Although previous spending overages have appeared to specifically be related to football, the process in place should be effective for all teams.**

Fairview High School has put several procedural safeguards in place in the past three years in order to ensure overall equivalence in all benefit categories and to control spending from all activity accounts. The first course of action was to train all coaches and district personnel on the Kentucky Department of Education Red Book. A finance specialist with the Kentucky Education District Cooperation was brought in to conduct a Professional Development Training Session on proper procedures and guidelines that are outlined in the Red Book. This will be a district-wide yearly training and will be mandatory for all coaches once a year. Another course of action that was taken was placing a trained bookkeeper in every school building.

Fairview Independent Schools purchased STI Bookkeeper, a computer based program that our in-house bookkeepers are trained on and using to keep track of all spending from activity accounts. All purchase orders must be entered through this program in order to keep running records of each activity account. The athletic director receives monthly records from each sport that include all receipts as well as a balance.

There is a very strict procedure in place for athletic teams who are purchasing items. The high school principal must sign all purchase orders after they have been turned in to the athletic director. The athletic director must approve the purchases to ensure that spending is in compliance with Title IX. The purchase order may be turned in with an estimated price. Once approved and signed by the high school principal, the purchase order is sent to the bookkeeper who opens a purchase order number in STI. Once the school receives the invoice for the order, the open purchase order is paid and closed.

All sports teams must work with the athletic director to create a working expenditure budget at the beginning of the school year in order to get an estimated amount of money that each program anticipates spending to run their season. This budget includes transportation, uniforms, equipment, team gear, tournament entry fees, facility maintenance, officials, and awards.

Items are purchased on a necessity basis. Safety items are always a first priority. Coaches may decide what each of their programs need/require and submit those items to be purchased as part of their operating budgets. The athletic director and the principal have the final say on what is purchased. As far as uniforms, the athletic director has created a uniform rotation schedule with like sports being on the same rotation.

Fundraising procedures have also been put into place to allow all sports multiple opportunities to raise money for their programs. It is the goal that all activity accounts will be self-sufficient without any monies given from the Fairview Board of Education. The gate proceeds of football games have been redirected to help support non-revenue sports. Before the football season, the high school principal and athletic director will determine two football gates that will be put in a general athletic fund. This money will then be used to pay for travel and equipment expenses for non-revenue sports. It will also be used to pay for items that benefit the entire athletic department.



Fairview High School  
Coaching Information  
Information Valid for 2015-2016 School-Year

(KHSAA Recommendation 7.c)

Sport	Coach	Location	Salary
Football (35-50 athletes)	Head Coach	On-Campus	5,000.00
	Offensive Coordinator	On-Campus	2,500.00
	Defensive Coordinator	Off-Campus	2,500.00
	Special Teams Coordinator	Off-Campus	2,500.00
	Assistant Coach	Off-Campus	1,000.00
Boys Basketball (12-20 athletes)	Head Coach	On-Campus	5,000.00
	Assistant Coach	On-Campus	2,500.00
	Assistant Coach	On-Campus	2,500.00
	Assistant Coach	On-Campus	2,500.00
Girls Basketball (12-20 athletes)	Head Coach	Off-Campus	5,000.00
	Assistant Coach	On-Campus	2,500.00
	Assistant Coach	On-Campus	2,500.00
	Assistant Coach	Off-Campus	2,500.00
Baseball (15-20 athletes)	Head Coach	On-Campus	2,500.00
	Assistant Coach	Off-Campus	1,500.00
Softball (15-20 athletes)	Head Coach	On-Campus	2,500.00
	Assistant Coach	Off-Campus	1,500.00
Volleyball (15-20 athletes)	Head Coach	On-Campus	2,500.00
	Assistant Coach	On-Campus	1,500.00
Girls Track (10-15 athletes)	Head Coach	Off-Campus	2,500.00
	Assistant Coach	On-Campus	1,500.00
Boys Track (10-15 athletes)	Head Coach	Off-Campus	2,500.00
	Assistant Coach	On-Campus	1,500.00