

Henderson County High School Athletic Guide Book

Table of Contents

Mission Statement and Purpose	Page 3
Introduction and Purpose	Page 3
Athlete Participation Philosophy.....	Page 3
Effective Date.....	Page 4
Applicability.....	Page 4
Responsibility.....	Page 4
Policies & Procedures.....	Page 4
Transfer Students.....	Page 4
Eligibility Forms/Participation List.....	Page 5
Eligibility Physicals/Parent Consent Forms & Code of Conduct	Page 5
Attendance.....	Page 5
Transcript and Age Review	Page 6
Social Media Policy.....	Page 6
Substance Abuse Policy.....	Page 6
Athletic Facilities Use and Key Control	Page 6
Prohibited Activities.....	Page 7
Recruiting	Page 7
Coaches Meetings	Page 7
Parents Meetings	Page 8
Enforcement	Page 8
Compliance.....	Page 8
Schedules.....	Page 9
Scheduling Contests	Page 9
Contracts.....	Page 9
Scheduling of Practices	Page 9
Inclement Weather Policy.....	Page 10
Workers	Page 10
Media Reports	Page 11
Banquets/Awards	Page 11
Summer Camps	Page 11
Uniforms/Equipment.....	Page 11
Team Travel/Per Diem	Page 12
Athletic Related Press Conference/Signings	Page 13
Title IX	Page 13
Non-sponsored Events Insurance	Page 13
Financial Process.....	Page 14
Fundraising.....	Page 14
Athletic Pass.....	Page 14
Coaching Requirements	Page 14
Weight Room/Conditioning	Page 14
Safety, Weather and First Aid	Page 15
Storm Watch/Warning Procedures.....	Page 16

Tailgating and Alcohol	Page 17
School Policy on Practice Attire	Page 17
Information on College Bound Student Athletes	Page 17
Participation of Middle School Students on HCHS Teams	Page 17
Parent Code of Conduct.....	Page 18
Athletic Inquires	Page 18
Championship Banners/Photos/Jewelry.....	Page 18
Jersey Retirement.....	Page 19
Donation of HCHS Property/Uniforms and Apparel.....	Page 19
Trophies.....	Page 19
HCHS Locker Rooms & Storage	Page 19
Coaches Evaluations/Expectations.....	Page 20
Expectations of Henderson County High School Coaches.....	Page 20
Individual Varsity Sports Lettering Criteria.....	Page 21
KHSAA Academic All-State	Page 22
Supervision of Athletes.....	Page 22
50 Ways to a Better Athletic Experience at HCHS.....	Page 23

Forms

Henderson County High School Parents' Athletic Code of Conduct.....	F-1
Letter to Athletes – Social Media Policy.....	F-2
Extracurricular Substance Abuse Policy.....	F-3
Random Drug Screen.....	F-4
Athletic Department Uniform Rotation.....	F-5

I. Mission Statement and Purpose

The mission of Henderson County High School (HCHS) is to challenge all students to become lifelong learners in their quest for success. We view athletic competition and training to be an integral component of that mission.

A. Introduction and Purpose

As reflected in the foregoing mission statement, it is the fervent intent of HCHS to abide by all rules and regulations of the KHSAA in the governance of Athletics at HCHS. Accordingly, the purpose of this Manual is to establish Henderson County High School's policy for institutional controls to assist the relevant constituents at HCHS and others directly connected with the athletic program or school in preventing any infraction of KHSAA bylaws (attached hereto and made a part of) and internal policies of HCHS by providing clear and direct guidelines for compliance. Henderson County High School shall be the sole entity with responsibility for enforcing this policy as outlined in Section II D.

B. Athlete Participation Philosophy

It is the philosophy of the Henderson County School System and Henderson County High School that athletes enjoy as many sport seasons as the student-athletes and their parents/guardians wish them to participate in without influence from any coach to specialize in one sport. All coaches should encourage participation in other sports. In order to embrace this philosophy, our coaches agree that:

- Once the season has started no athlete who is dropped from one squad for disciplinary reasons, or who "quits" shall be eligible to compete in another sport for that season. No athlete may start (or try-out for) another sport until the previous one is complete and all equipment has been turned in for that sport.
- Students may participate on more than one team during the same season if it is acceptable to both coaches and it does not interfere with school work.
- When a student is being signed as a collegiate athlete, the signing must take place during a formal ceremony attended by the family, coach, teammates (when possible), school administration, and the media.
- Varsity Cheerleaders cheer all of varsity football games. Varsity Cheerleaders cheer during basketball games equally. The Varsity Cheerleader Squad is divided equally into two squads. This way neither team feels like one is better. Each Team cheers equal amount of Boys and Girls Varsity Basketball as well as equal away and home games.
- The Dance Team is expected to dance at home varsity football and home varsity basketball games plus home varsity soccer matches.

C. Effective Date

These policies and procedures shall be effective as of the date of issuance and compliance by all administrators, coaches, parents/guardians, students, and/or boosters with a direct connection to the athletic program or the school is mandatory.

D. Applicability

1. These policies and procedures (hereinafter referred to as “Manual”) set forth herein apply to all administrators, coaches, parents/guardians, students, or others including, but not limited to, boosters or alumni with a direct connection to the athletic program or the school for the purpose of ensuring compliance with the KHSAA bylaws.
2. Each person referenced above is responsible for his/her own actions and shall become intimately familiar with the policies contained herein and the KHSAA bylaws. HCHS will provide applicable training and monitoring to ensure that adequate institutional controls are in place to provide compliance with KHSAA rules and regulations.

E. Responsibility

1. Although each person referenced above shall have responsibility for complying with these procedures and the bylaws of the KHSAA, HCHS recognizes and assumes the ultimate responsibility as a member of the KHSAA for compliance and thus designates the Principal (pursuant to Bylaw 1) as the party with direct responsibility in all matters in the school that concern compliance, including eligibility and inter-school contests.
2. The principal designates the Athletic Director as HCHS’ KHSAA Designated Representative for the purpose of conducting the interscholastic program at HCHS and implementing all necessary institutional controls for compliance.

II. Policies and Procedures

A. Athletic Eligibility and Participation

1. Transfer Students

Before transfer students are eligible to tryout, practice, or participate in any manner for any athletic team, the Athletic Director will complete KHSAA transfer forms. The Registrar will identify all transfer students and notify the Athletic Director of their pending enrollment. **No transfer student is eligible to tryout or practice on any team until he/she meets with the Athletic Director and completes the appropriate KHSAA Transfer Forms and until the KHSAA approves the player’s eligibility pursuant to**

KHSAA Bylaw 6. If the student has repeated any grade, the Registrar will obtain the appropriate documentation and transcripts to provide to the Athletic Director. The Athletic Director will inform the coach that the student has complied with KHSAA eligibility transfer requirements prior to any athletic participation.

2. Existing Students

a. Eligibility Forms/Participation List

Coaches shall submit rosters to the Athletic Director or his designee pursuant to the following schedule:

Fall Sports – August 8

Winter Sports – November 8

Spring Sports – March 8

The Athletic Director shall ensure that each student-athlete satisfies the requirements per the KHSAA Certification of Eligibility Form and Participation List prior to any participation in Athletics. HCHS will conduct weekly academic grade checks to ensure each athlete meets HCHS academic requirements. Any student who has three “Fs” will be ineligible for any team related activity for the next week. Any student who receives any sort of disciplinary action relating to disrespect, missing class, or fighting will be suspended for a minimum of one game (including practice). Depending on the severity of the infraction, the suspension may be longer. That determination will be made by the administration in consultation with the head coach.

b. Physicals, Parents/Guardians Consent Forms for travel and medication, and Code of Conduct

Pursuant to Bylaw 2, each year HCHS shall provide this form to all student athletes and their parents. Students must return their completed and signed Physical Form and Acknowledgment of Risk (KHSAA Physical Form). The completed form must be returned to the coach before the student is eligible to participate in conditioning, practice, and tryouts. Coaches must have copies of physicals in their possession at all times. Coaches will submit a copy of physicals to the Athletic Director as part of his/her rosters. Physical forms will be maintained for five years. Parents/Guardians will also be provided a code of conduct (Form F-1). All forms must be returned before a student can practice.

c. Attendance

Athletes must attend school 50% of the school day to be eligible to attend practice or play in scrimmage/contests.

Athletes assigned to alternative school for a short period of time are not eligible to participate in practice or play.

d. Transcript and Age Reviews

HCHS will review and ensure compliance with Bylaw 5's transcript review requirements and ensure compliance with Bylaw 3's age requirements.

B. Social Media Policy – Form F-2

C. Substance Abuse Policy – Form F-3

D. Random Drug Screen – Form F-4

E. Criminal Charges Policy

1. If an athlete is charged with any crime inside or outside of school, the athlete will be suspended from athletics & all activities sponsored by HCHS until the charge has been resolved.
 2. If an athlete is placed on a diversion by the CDW Office for any reason, the athlete is suspended from athletic participation until the diversion is complete.
 3. If an athlete pleads guilty to any charge, or found guilty by a court of law the athlete will be removed from the sport for that season.
 4. If athlete is convicted of a felony, the athlete will be removed from all athletics for one calendar year.
- Charges and conviction includes all crime with the exception of a moving violation, i.e. -speeding ticket, seat belt violation

F. Athletic Facilities Use and Key Control

1. Moderators of extracurricular activities are to supervise the use of the facilities after school by the students involved in these activities. The same, of course, applies to the coaches in regard to the athletes in the athletic facilities of the school.
2. The school buildings will be locked at 4:00 P.M. Students who have a reason to remain in the building on a particular day should check with the principal ahead of time about remaining after 4:00 P.M.

3. Casual use of athletic facilities by non-students who are not in the HCHS feeder system shall be prohibited without prior approval from the Athletic Director. Exempted from this prohibition are the paid uses of facilities per contract or agreement or the use of facilities by community groups with the approval of the administration.

4. Coaches will maintain strict accountability of their facility keys and will not allow students, parents/guardians, volunteers or anyone not authorized access the use of those keys.

G. Prohibited Activities

1. HCHS coaches, Athletic Director, administrators, or others with a direct connection to the athletic program or school shall not exceed what is appropriate or normal by offering any inducement or incentive to a student with or without an athletic participation record.

2. Illegal contact with non-students not in the HCHS feeder system shall be prohibited as that contact is addressed and regulated under Bylaw 10 and relevant case bylaws.

3. No HCHS coach, Athletic Director, school administrator, or anyone else with a direct connection to the athletic program or school shall provide any special benefit, money, or items of tangible benefit, other than equipment or uniforms as necessary for Athletic participation, to any student athlete including: money, clothing, pay for work not performed or that is in excess of the amount regularly paid for those type of services, regular free transportation by anyone associated with the school, privileges not afforded non-student athletes, or special gifts.

4. Those with “a direct connection to the school” include: coaches, booster club parents and members, school board members & officers, parents/guardians of high school players, booster club representatives, alumni and students.

F. Recruiting

KHSAA Bylaw 10 expressly prohibits recruitment activities which influence any student to attend a particular school for participating in Athletics. Accordingly, any inquiry regarding participation in Athletics at HCHS and governed by KHSAA (hereinafter “Athletics”) shall be directed to the Registrar or the HCHS website. If any prospective student or family contacts any coach, Athletic Director, school personnel, or any other person with a direct connection to the athletic department or school, they must be directed to the Registrar with a copy of the message forwarded to the Athletic Director. In addition, no staff member shall contact a student athlete outside of the feeder system in accordance with KHSAA Bylaw 10.

G. Coaches Meetings

The Principal and the Athletic Director shall host a compliance seminar three times per year (fall, winter and spring) for all coaches of HCHS Athletic programs (paid and volunteer) advising them of the requirement of strict compliance with KHSAA policy and this manual. HCHS will provide a calendar notice to the KHSAA so that a representative may attend to answer questions.

H. Parents' meetings

Prior to the beginning of each Athletic season, the head coach shall include a compliance information component to advise parents/guardians of the requirement of strict compliance with KHSAA policy and this manual.

I. Enforcement

The Principal and the Athletic Director will be held strictly responsible for the enforcement of the rules and regulations of the KHSAA and the internal policies and procedures of HCHS governing Athletics. These individuals shall also ensure that competent persons are in charge of each athletic team, group, program, and/or activity, who are thoroughly knowledgeable of the rules and regulations of the KHSAA and this manual. Contracts for employment for all individuals employed by HCHS, including, but not limited to, the Principal, Athletic Director, and coaches, shall contain a provision that requires compliance with all rules and regulations promulgated by HCHS regarding Athletics, including this manual. Non-compliance of any of these rules or policies may result in the termination of any contract of employment or the non-renewal of said contract of employment for any contract employee found to have violated said manual. In addition, in the event of non-compliance of any rule, regulation, policy, or procedure by any non-employee of HCHS including, but not limited to, boosters and alumni, the Principal and Athletic Director are authorized to advise the offending non-employee in writing of their disassociation with Athletics at HCHS. HCHS shall strictly abide by all reporting requirements for all infractions of the rules and regulations of the KHSAA. Since compliance with these institutional controls and KHSAA rules and regulations is of the highest priority for the Athletics program at HCHS, and for HCHS as an educational institution generally, any person, either employed by HCHS or not employed, is encouraged to contact, anonymously or otherwise, the Athletic Director regarding any possible rules violation or in the event that person has any question regarding what is permissible under the applicable rules and regulations. The Athletic Director will then make a report to the HCHS Principal of any reported incident or question.

J. Compliance

Head coaches are expected to run a compliant program, maintain discipline, and resolve problems to the best of their ability relating to the situation. When appropriate, coaches needing assistance shall contact the Athletic Director. The chain of command for athletics is Athletic Director → Principal → Superintendent of Schools. Any suspected violations of KHSAA Bylaws should be reported in writing through the chain of command. If any member of the chain of command is involved in the allegation, the report should go to the next person in the chain of command. The Principal will conduct an internal investigation in conjunction with the Athletic Office. Results of the investigation will be reported to the KHSAA.

All staff members associated with the athletic program are expected to know, understand, and comply with all KHSAA bylaws relating to their responsibilities. There will be no tolerance for any deviation from these bylaws by anyone associated with athletic program.

All investigations conducted will be objective and will observe all due process rights. If the investigation reveals that the staff member(s) did violate one or more bylaws, the staff member

will be subject to appropriate disciplinary action, up to and including separation from the athletic program.

K. Schedules

Coaches must turn in a copy of their schedule as soon as possible to the Athletic Director. The schedule should be completed by the time your practice begins, so this is when the schedule will be expected. Please include any tournament information or other events in which the team is participating.

L. Scheduling of Contests

The head coach will coordinate his or her own scheduling of games. Always consider other sporting events, school events, holidays, etc. Make reference to the school calendar and community events to avoid scheduling conflicts. There is not to be any scheduling of games on Sundays or Awards Night. There is to be no scheduling of games on Sundays, unless scheduled as part of a tournament or post-season play. The Athletic Department must approve any exceptions and this includes post-season play.

M. Contracts

1. All contracts must be in compliance with KHSAA bylaws.
2. When receiving a contract from a school, look over and decide if terms are acceptable.
3. Have Athletic Director or designee sign if terms are acceptable.
4. Record and file (make copies for yourself and for the Athletic Director)
5. Send original requesting contract back to school after completion.

N. Scheduling of Practices

1. No practice sessions are permitted on Sunday and any federal holiday when school is not in session without written approval of the principal or athletic administrator. Exceptions to practice on Sunday's are limited to film sessions and practice prior to a Monday contest or post season contests.
 - a. No player will be penalized/disciplined for missing practice during holiday, inclement weather, emergency conditions or Sundays if he/she has a valid reason and has cleared his/her absence with the coach in advance.
 - b. Practice sessions are defined as a period of time spent in instructing and preparation for a competitive contest. The practice session shall include:
 - Structured, organized activities
 - Direct supervision of a coach
 - Shall not exceed two (2) hours in length
 - c. The gym/tile floor spaces will be scheduled by the Athletic Director only after consulting the master calendar. The only method to reserve space is via email to the Athletic Director. Coaches should consult the Facilities calendar on HCHS website. Teams in season will have scheduling priority for gym space and time

slots. In the event that an outdoor team in season needs to move indoors due to heat or severe weather the team/club using the Aux gym will move to the late practice slot. In the event that seasons conflict, the team closest to its playoff has priority. During basketball season, the boys and girls teams will alternate between the main and aux gym each week.

2. In the event of inclement weather, the following policies are in effect:

- a. If school is dismissed early due to weather, all activities are cancelled for that day.
- b. If school is cancelled for the day, a decision will be made between noon and 1:00 pm regarding canceling or allowing competitions. The decision will be made by the Superintendent after consulting with the appropriate school Principal and/or Athletic Director as well as the opponent school.
- c. If school is cancelled for the day, a decision will be made between noon and 1:00 pm regarding canceling or allowing practices. The decision will be made by the Superintendent after consulting with the appropriate school Principal and/or Athletic Director. If practice is allowed, it will not begin prior to 1:00pm and will not last longer than 2 hours.
- d. If school is cancelled on a Friday and there is an activity/competition on Saturday, decisions will be on a case by case basis depending on the level/nature of the activity/competition, current weather and road conditions, length of travel etc.

3. During District, Regional and State championship events that are part of the KHSAA, the Superintendent, Principal and athletic director, along with KHSAA, will do the following:

- a. Consult with local and state law enforcement regarding road conditions.
- b. Consult with event managers to determine if the event will take place or be re-scheduled.
- c. Contact the National Weather Service, telephonically or via the Internet, to get the current weather forecast
- d. Consult with the district transportation office.
- e. After meeting these requirements, contact the Superintendent or his designee

4. All coaches and extra-curricular activity leaders will establish their own communication to quickly contact their student-athletes.

O. Workers

The Athletic Director is responsible for arranging needed workers, including an event manager, for the freshmen, JV, and Varsity games. Be prepared in advance and double check to see if

workers are present so as not to delay competition. An event manager will be present at all contests. This person should have keys, access to a phone, and help with security, if needed.

P. Media Reports

Coaches are responsible for contacting media and KHSAA Rihards Scoreboard with results of competition. Make sure that you are aware of deadlines. Coaches will notify the Athletic Director of all media contacts and interviews.

Q. Banquets / Awards

The Head Coach is responsible for scheduling a team banquet through the Athletic Director with their approval. Each sport will be responsible for the cost of the banquet and awards. For each sport a MVP award is given, a Most Improved Player award is given; a Sportsmanship Award and Dedication Award are given. Each sport will have awards specific to that sport. Each sport will present the KHSAA Academic Awards. (See Section QQ) Athletic letters will be awarded per specific criteria established by each sport. (See Section PP). The Athletic Director is responsible for approving banquets and awards for equity among athletes.

R. Summer Camps

There is a limit of two camps held per coach at Henderson County High School. All camps are to be finished by July 15. Summer camps will not be conducted during the dead period. Summer camps must be scheduled through the Athletic Department. Coaches are responsible for obtaining liability insurance of their camps and appropriate documentation must be submitted to the Athletic Director. Clean up of camps is the responsibility of the coach.

S. Uniforms/Equipment/Services

No uniforms, equipment or services can be ordered/purchased prior to the Athletic Director initialing a school purchase order and that purchase order is approved. There is to be no deviation from the uniform rotation plan unless a situation warrants such changes. In such cases uniforms are to be inspected and requests made in writing and receive approval from the Athletic Director and Title IX Committee. The Athletic Director will keep a copy of all uniform purchases in the athletic office. See Form F-5 for a copy of the uniform rotation.

The athletic department will pay for the following:

- Basic equipment and uniforms required for practice and competition (large ticket items may be purchased on a cost sharing basis between the Athletic Director and individual sport, i.e. blocking sleds, hurdles, volleyball nets/poles, etc.)

- Required coaching education, clinics, and conferences
- Required officials
- Security personnel
- Mileage reimbursement up to a \$750.00 dollar limit, teams will pay for anything above that.
- One half the total cost of attending state tournaments or conferences, the team will pay the balance.

The athletic department will not pay for the following:

- individual footwear
- spirit shirts/shorts
- baseball/softball gloves, receiving/linemen gloves
- individual travel bags/backpacks or travel suits
- coaches clothing
- tournament/invitational entry fees (non-revenue producing sports can request cost sharing)
- individual letters/championship patches or jewelry
- pre-game meals on away trips
- post season banquets (cost sharing is a possibility based on the sport)

T. Team Travel/Per Diem

1. All buses and/or SUVs are scheduled by the Athletic Department. For a KHSAA event, a charter may be reserved and used if approved by the Athletic Department and Board of Education. The head coach submits departure times to the Athletic Department. The coach is responsible for providing the bus driver with a roster and emergency contact information. Student-Athletes must travel to athletic events via transportation provided by the school. Student-Athletes may be signed out, upon coach approval, by a parent or legal guardian.
2. If a athletic team plans to travel overnight, prior approval must be obtained from the Athletic Director, Principal, and the school board. Notification on hotel accommodations and travel arrangements must be presented to the Athletic Director in writing and receive written approval.
3. All overnight travel and per diem expenses during the regular season are the responsibility of the team. Any expense related to a KHSAA sanctioned state championship event will be funded through the athletic department and/or the athletic team account. The athletic department will assist coaches in securing lodging reservations and credit card authorizations from the hotel in question. The Athletic Director will monitor/approve meal and lodging reservations/expenses to ensure equivalency of benefits. The meal allowance must not exceed \$30.00 per student athlete per day. The Meal funds can be obtained from the bookkeeper in the form of a check drawn from the team activity account. Upon return, all remaining funds and

itemized receipts will be turned into the bookkeeper for reconciliation. Teams are also responsible for lodging and per diem for bus drivers except during state championships.

U. Athletic Related Press Conferences/College signings

College scholarship signings are a special event in the life of our student-athletes, their families and our HCHS teams. In order to provide a great atmosphere for all concerned while minimizing class disruptions and allowing for maximum student, teacher, and family participation, signings may occur any time after 3:45 PM. Signings will occur at HCHS. The list below outlines specific responsibilities.

1. Student-Athlete/family
 - notify the athletic department of the desired date
 - coordinate the signing date with the college coach, notify the Athletic Director if different than the original date
 - all college memorabilia to be used at the signing will be provided by the family
 - any reception following the signing is up to the family.
 - give the Athletic Director any career highlights that will be used in a press release/invitation to the signing.
 - notify the Athletic Director at least 24 hours in advance of any unique family requirements
2. Athletic Department
 - reserve the room location after confirming the date with the student-athlete
 - prepare an email notification of the signing for all HCHS employees, coach, local Media and the School District's Communication Team.
 - officiate the ceremony in the absence of the head coach.
3. Head Coach
 - provide statistics to media
 - officiate the ceremony

V. Title IX

The school maintains a Gender Equity Committee, which meets three times a year. The Committee oversees all sport programs and produces an annual report to be turned in to the KHSAA. All coaches and the Athletic Director should work together to ensure equity among equipment, facilities, scheduling, travel, staffing, and the budget.

W. Non-sponsored Events Insurance

Henderson County High School carries liability insurance for all Henderson County High School events. For all non-sponsored events, the group can obtain coverage through their own individual insurance carrier. This money goes directly to the insurance carrier; none of this money goes to the Athletic Department. Special event insurance is required! Failure to properly

notify the school/district and secure appropriate coverage jeopardizes our collective risk protection. An alternative is for a homeowner to get a certificate of coverage for the event with \$100,000,000 coverage. The cost is minimal through his/her insurance agent. The certificate **must list the school as an additional covered party.**

X. Financial Process

1. Coaches must only order from vendors on bid list. A Purchase Order must be completed and approved before order is placed. Purchase order can be picked up in Athletic Director's office.
2. A Multiple receipt form must be filled out and returned to Bookkeeper for any monies collected from athletes. (# F-SA-6)
3. Standard Invoice form (# F-SA-8) is used for reimbursements, mileage, and paying para-professionals.
4. Please turn in all money in a timely manner. Cash & checks should be turned in by the next business day.
5. Any sport (Varsity, JV, or Freshman) that takes a gate **MUST** keep a "Cash Record" form for each game. These forms must then be filed in the Athletic Department office. Numbered tickets are available from the Athletic Department. See form # F-SA-1
6. Money received from concession stand sales should be reported on for # F-SA-17.
7. Concessions must fill out a monthly inventory control sheet. See form #F-SA-5

Y. Fundraising

Each sport is allowed two fundraisers per year. You must complete a fundraiser approval form (F-SA-2A), budget worksheet (F-SA-4A), and fundraiser worksheet (F-SA-2B). Additional fundraisers must have board approval. (Bingo & concessions do not count as fundraisers)

Z. Athletic Pass

Each student athlete will receive a pass for free admission to all regular season home games (excluding tournaments and classics). System full-time faculty members will also be admitted to all regular season contests with a valid school system issued ID card.

AA. Coaching Requirements

Head coaches and assistant coaches must complete medical symposiums and rules clinics as required by KHSAA Bylaw 25. All coaches, including head coaches, must be CPR certified, complete the NFHS Fundamentals of Coaching Course, and comply with all requirements of Bylaw 25.

BB. Weight Room/Conditioning

Out of season conditioning must be non-mandatory, non-sport specific, and open to all in accordance with KHSAA regulations. The weight rooms and training areas are scheduled through the Athletic Office. Priority for scheduling will be given to in-season sports. An adult must be present at all times if students are using the facilities.

CC. Safety, Weather and First Aid

1. School administrators and coaches will strive to provide a safe, healthy experience for all participants and will take all appropriate measures to minimize the number and seriousness of athletic injuries. The following measures will form the minimum acceptable level of care for all participants. Coaches are encouraged to add additional, sports specific measures.

a. Number of Players

The number of players on any team will not exceed the number that a coaching staff can properly supervise.

b. Safety Procedures for Athletics

- Always stress safety.
- Require players to thoroughly warm up and cool down before and after participating in practice or competition.
- Teach proper techniques and elements of play.
- Analyze injuries to determine the cause and attempt to develop ways to prevent future injury.
- Discourage the use of tactics and techniques that lead to injuries.
- Structure and plan practices carefully and ensure that they are neither too long nor too short.
- Provide adequate, properly fitting protective equipment for every athlete.
- Players and coaches will be thoroughly knowledgeable of the rules.
- Stress to each athlete to not hide injuries from the coaches.
- The coaching staff is responsible for creating an atmosphere that motivates fair play, self-control, respect, and proper conduct in all situations.
- Emergency contact numbers will always be available for immediate use.
- Participants who are injured will be examined and cleared before returning to practice or competition. Athletes with injuries requiring physician's care must be

cleared by the doctor in writing before the athlete may return to practice or competition.

- The coaching staff and team trainer should be knowledgeable of the medical coverage provided for away competitions by the host school.
- An emergency action plan (EAP) must be developed by the head coach and trainer for each sport prior to the start of practice. The EAP will at a minimum contain the following:
 - Emergency Phone numbers
 - Evacuation procedures
 - Heat index log sheets and KHSAA rules
 - Hydration policies

2. All KHSAA regulations pertaining to heat indices and inclement weather/lightning must be followed. Each fall sport will maintain a binder containing the Heat index rules, work sheets, logs, machine instructions, emergency action plan, emergency phone roster, and map to the hospital.

3. **Storm Watch/Warning Procedures**

- When there is a **storm watch**, be in awareness/preparedness mode (Have an assistant coach assigned to monitor the weather)
- When there is a **warning** please take cover to your safe area depending on your location
- When there is a **warning** do not allow anyone to leave until it has expired
- Be sure you know where all of your athletes are at all times & how they were transported from HCHS
- When the **warning** expires and you feel that it is safe you can allow your drivers to go & allow pick up
- If parents arrive to pick them up during the warning period, ask that they stay with you. If they insist, then allow them to take their athlete.
- Check your facility before you leave to be sure no one is left.

Safe Areas:

Tennis, Soccer, Baseball, Track/Cross Country & Football - Stadium (If you do not have enough time to move to the Stadium, move to the Tennis restrooms, below Soccer Press Box or Baseball Restrooms.)

Basketball - Volleyball-Locker Rooms

Softball - Locker Room or below Press Box

Golf - Club House

Archery - Restrooms & Kitchen (Where there are interior walls)

DD. Tailgating and Alcohol

The use or possession of any alcoholic beverage on Henderson County High School grounds by any person at any HCHS student function or activity, including but not limited to athletic events, is strictly prohibited.

EE. School Policy on Practice Attire

Coaches should emphasize the importance of modesty for student-athletes. They should not be seen shirtless (for males) or just in a sports bra (for females). Shirts should be worn at all times.

FF. Information for the College Bound Student Athlete

To provide the best and most current information to student/athletes and their families, Henderson County High School recommends the NCAA website. For access, go to www.NCAA.org and click ***Rules & Eligibility*** in the main menu.

GG. Participation of Middle School Students on HCHS Teams

All coaches are reminded to **use only high school students on their freshmen/JV/Varsity teams**. There may be a special case where an 8th grader who is exceptionally talented may play upon the coach's request. A waiver must be submitted in writing to the Athletic Director for approval.

- Middle school student athletes may participate automatically on high school teams in sports not offered by their middle school.
- For sports offered by middle schools, the student athlete will meet with the HCHS principal, Athletic Director, parent and head coach to determine if playing on the high school team is deemed appropriate.

HCHS "FEEDER" SCHOOLS

Bend Gate Elementary School
920 Bend Gate Road
Henderson, Kentucky 42420
(270) 831-5040; (270) 831-5043 (fax)
Principal: Debra Harmon

Cairo Elementary School
10694 U. S. Hwy 41A
Henderson, Kentucky 42420
(270) 533-1286; (270) 533-4827 (fax)
Principal: Brooke Shappel

A.B. Chandler Elementary School
11215 U.S. 60 West
Corydon, Kentucky 42406
(270) 831-5162; (270) 533-9128 (fax)
Principal: Brandy Haley

East Heights Elementary School
1776 Adams Lane
Henderson, Kentucky 42420
(270) 831-5070; (270) 831-5072 (fax)
Principal: Erika Odom

Jefferson Elementary School
315 Jackson Street
Henderson, Kentucky 42420
(270) 831-5090; (270) 831-5091 (fax)
Principal: Crissy Sandefur

Spottsville Elementary School
9190 U.S. Hwy. 60 East
Spottsville, Kentucky 42458
(270) 831-5136; (270) 831-5138 (fax)
Principal: Sara Estabrook

Niagara Elementary School
13043 Hwy. 136 East
Henderson, Kentucky 42420
(270) 831-5142; (270) 826-0416 (fax)
Principal: Paige O’Nan

North Middle School
1707 Second Street
Henderson, Kentucky 42420
(270) 831-5060; (270) 831-5064 (fax)
Principal: Rebecca Johnson

South Heights Elementary School
1199 Madison Street
Henderson, Kentucky 42420
(270) 831-5081; (270) 831-5082 (fax)
Principal: Rob Carroll

South Middle School
800 South Alves Street
Henderson, Kentucky 42420
(270) 831-5050; (270) 831-5058
Principal: Ryan Reusch

HH. Parent Conduct – see Form F-1

Parents will be given the Code of Conduct in conjunction with their child’s physical form. Both forms must be signed and returned in order for the student athlete to play or practice.

II. Athletic Inquiries

Inquiries by parents on behalf of their student athlete are welcomed and encouraged by the Athletic Department and coaching staff. Normally, parents should use the coaching staff prior to bringing an issue to the Athletic Director. When the need arises to contact the Athletic Director, please identify yourself. Anonymous communications will be forward to the coach in question by the Athletic Director, with no further action to be taken.

JJ. Championship Banners/Photos/Jewelry

Any district/regional/state championship banner(s) or photo(s) will be hung in the foyer of Colonel Gym. The school hallways will not be used for sports displays except in the Hall of Fame area. The Athletic Director is the approval authority for all displays. If a team purchases championship jewelry, the cost per student cannot exceed \$300.00 in accordance with KHSAA Bylaw 12.

KK. Jersey Retirement

To start the process the head coach of the sport must turn in a nomination to the Athletic Director. A five-person committee will vote on the nominee selected by the Athletic Director. The criteria for selection will be as follows:

- The athlete received special awards or recognition, including being selected as first team all-state in the sport.
- The athlete continued playing the sport at the collegiate level.
- The athlete played a crucial role in the team's success.

Also, if a member's uniform is retired, only the uniform is retired, NOT the number. Someone on the team can still wear the number. Members of the committee include an Athletic Director and four additional members. The committee will meet once a year in September if there is a nomination.

LL. Donation of HCHS Property/uniforms and apparel

Before a coach or an entire sports program decides to donate new or used uniforms, practice gear, warm-ups, sweat suits, hats, shirts, jackets, pants, shorts, etc, or any athletic equipment, you must first receive approval from the Athletic Director. If this procedure is not followed, you place yourself and the school in violation of KHSAA Bylaw 10.

MM. Trophies

Only KHSAA Regional and State trophies will be put in the trophy case.

NN. SPORT SPECIFIC LOCKER ROOM & STORAGE DESIGNATION

SPORT	LOCKER	STORAGE
Football	Stadium	Stadium & Storage Bay
Girls Soccer	Stadium	Storage Bay
Boys Soccer	Stadium	Storage Bay
Volleyball	Girls PE Locker Room	Storage Room (office) Auxiliary Gym
Cross Country (B and G)	Stadium	Stadium & Storage Bay
Golf (B and G)	None	None
Girls Basketball	Girls Varsity Locker Room	Locker Room and Basketball Equip Room
Boys Basketball	Boys Varsity Locker Room	Locker Room and Basketball Equip Room
Swimming (G and B)	Practice & Meet Facility	Storage Area at Practice/Meet Facility
Tennis (G and B)	Tennis Complex	Tennis Complex
Baseball	Stadium	Stadium & Storage Bay
Softball	Softball Complex	Softball Complex

Track & Field (G & B)	Stadium	Stadium & Storage Bay
Dance	Girls P.E.	Storage Room off Auxiliary Gym
Cheerleading	Girls P.E.	Storage Room off Auxiliary Gym

Note - Baseball will vacate its locker room no later than July 10th each year so that football can occupy it when football roster numbers go over 100.

OO. Coaches Evaluations/Expectations

Every coach, whether head or assistant, will receive a written performance evaluation.

Each head coach will prepare all written evaluations for their respective assistants. These will then be provided to the Athletic Director. The Athletic Director will prepare all written evaluations for each head coach. Any coach who is disqualified from a contest will be suspended for one more game than the penalty levied by the KHSAA for the first offense. The penalty will increase by one additional game for each offense. Offenses are cumulative and will not re-set with each new season.

Expectations of Henderson County High School Coaches

Henderson County High School coaches are educators and leaders of the young men and young women they coach. Parents and student athletes can expect that Henderson County High School coaches will:

- Place the well-being of their athletes ahead of the desire to win. "Athletes first, winning second."
- Exemplify high standards of moral character at all times.
- Provide appropriate and reasonable supervision of athletes.
- Recognize the inherent individual worth of each athlete.
- Use appropriate language when communicating with athletes.
- Encourage and assist athletes in the process of setting and achieving goals.
- Strive to develop the qualities of leadership and initiative in athletes.
- Establish and enforce training rules that reflect the positive values of abstaining from the use of drugs, alcohol, and tobacco.
- Effectively communicate program philosophy and goals to athletes, parents, and the school community.
- Provide a safe environment for practice and participation.
- Teach and abide by the rules of the game in letter and spirit.
- Build and maintain relationships with coaches throughout the Henderson County High School Athletic Program.
- Seek excellence in coaching through collegial collaboration and professional development.
- Promote personal fitness and sound nutrition to athletes.
- Respect the integrity and judgment of game officials.
- Encourage and promote a healthy respect for the entire athletic program.

- Utilize appropriate coaching techniques when instructing athletes.

Assignment of supplemental coaching duty to a certified or classified employee or paraprofessional 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 from such duties. Termination of supplemental coaching duty may be made with or without cause based upon recommendation from the building principal.

PP. Individual Varsity Sport Lettering Criteria

Football	50% of the possible quarters or Coach decision
Volleyball	Appear on the varsity roster 50% of total matches
Boys Soccer	Appear in 6 varsity games for the year. Must be a part of the team for the whole season.
Girls Soccer	Appear in 30% of games or Coach decision
Boys Cross Country	Attend 90% of practices; Compete in 80% of the meets (unless injured)
Girls Cross Country	Attend 90% of practices; Compete in 80% of the meets (unless injured)
Boys Golf	Must play in five varsity matches
Girls Golf	Must play in five varsity matches
Girls Basketball	Play 25% of total quarters or go to state tournament
Boys Basketball	50% of total scheduled quarters
Boys Swimming	No unexcused absences from meets, Total 15 or more points per season at dual or regional meets, Successfully complete the season, Obey all the rules and regulations regarding swim team practice, Attended 80% of all practices, Turned in all team equipment at the end of season, Actively participate in all team functions, including fund raising
Girls Swimming	No unexcused absences from meets, Total 15 or more points per season at dual or regional meets, Successfully complete the season, Obey all the rules and regulations regarding swim team practice, Attended 80% of all practices, Turned in all team equipment at the end of season, Actively participate in all team functions, including fund raising
Boys Track	Participate in at least 5 meets of which 3 must be Invitationals (Mandatory) and meet one of the following criteria. 1. Score at least 60 Varsity points -Relays will be counted as individual events, Points will be awarded based upon meet performance - Points awarded will be based upon meet scoring. 2. Outdoor State Qualifier (Mason-Dixon Games will count as an invitational). 3. Seniors that participate in Track and Field for more than one season will letter.
Girls Track	Participate in at least 5 meets of which 3 must be Invitationals (Mandatory) and meet one of the following criteria. 1. Score at

	least 60 Varsity points -Relays will be counted as individual events, Points will be awarded based upon meet performance - Points awarded will be based upon meet scoring. 2. Outdoor State Qualifier (Mason-Dixon Games will count as an invitational). 3. Seniors that participate in Track and Field for more than one season will letter.
Softball	Position players must play in 1/3 of all varsity games, Pitchers must play in 1/3 of all varsity games or win one varsity game.
Baseball	3 varsity games
Boys Tennis	Compete in 6 varsity matches
Girls Tennis	Compete in 6 varsity matches
Cheerleading	95% participation at games AND practices
Dance	95% participation at games AND practices

QQ. KHSAA Academic All-State

Athletes that maintain a cumulative grade point average of 3.75 on a four point scale are eligible to receive “First Team” recognition. Those participants who maintain a minimum cumulative grade point average of 3.25 receive “Honorable Mention”.

RR. Supervision of Athletes

Student athletes will be supervised at all times before, during and after practice by members of the coaching staff. At least one member of the coaching staff will remain after practice/games until ALL athletes have departed or been picked up by their own parents. Coaches are expected to ride the team bus to and from away contests.

50 Ways to a Better Athletic Experience at Henderson County High School

- Persistence is more important than talent.
- There is a reason that student comes first in student athlete.
- Respect the game.
- Tuck in your shirt.
- It doesn't take any talent to hustle. Practice hard every day.
- Be a student of the game. Learn the game. Study its history.
- Help your team win whether you play or not.
- Keep a daily diary of the things you do in practice. This will help you see your progress.
- Never argue with an official.
- Athletics provides you with an opportunity to reveal your character.
- Let your coaches coach you.
- Don't be too hard on yourself, but don't give yourself a free ride.
- Maintain grades that are better than the minimum needed to remain eligible.
- Set high standards for yourself and your team.
- Be the first one out for practice.
- Your parents love you very much, but they don't know more than your coaches. Neither do you.
- Don't make excuses for yourself. Don't let anyone make excuses for you.
- Life is not fair.
- Be passionate about your teammates and about your team.
- When you do a drill, do it right every time.
- Love the game.
- Learn to appreciate routine play done to perfection.
- Strive to win, but don't be afraid to lose.
- Keep your locker room clean.
- Learn your role. Accept it.
- Treat support personnel with respect at all times. Managers and trainers are there to help you. They are not your slaves.
- Tell people thank you. Mean it.
- Tie your shoes.
- Body language screams. It never whispers.
- Coaches owe you honesty. Be honest with them.
- Do the right thing even when no one is watching.
- Cheer for your teammates.
- Learn from mistakes.
- Games are supposed to be fun. Hard work doesn't change that. Winning and losing doesn't change that.
- You don't have to be a great athlete to be a good player.
- When you jog to warm up, finish first.
- Accept criticism as an opportunity to improve.
- Be willing to do whatever it takes to help the team succeed. Believe that your teammates are willing to do the same.
- Strive to get better at what you do worst every day.

- Make eye contact when your coaches are talking.
- Compete.
- Play the game. Don't play to the fans.
- Be a leader in word and action, but be a follower when appropriate.
- Learn the difference between a right and a privilege.
- Respect your opponents.
- Be enthusiastic.
- Watch tape with a purpose. There is always something to learn.
- You cannot change what you did yesterday, but you can change what you are going to do today.
- Learn to be humble. The spotlight is never too small to share.
- Be thankful for your gifts, talents, and opportunities every day.

HENDERSON COUNTY HIGH SCHOOL PARENTS' ATHLETIC CODE OF CONDUCT

1. I hereby pledge to provide positive support, care, and encouragement for my child participating in sports by following this Parents' Code of Conduct.
2. I promise to help my child enjoy the sport's experience by doing whatever I can; such as attending as many games as possible, being a respectable fan, or sharing in transporting my child to and from practices.
3. I realize that my child's playing time is determined by his/her awareness of the game, his/her ability, his/her maturity and the coaches' evaluations.
4. I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
5. I will encourage good sportsmanship by demonstrating positive support for all players, opponents, coaches, and officials at every game, practice, or other sporting event.
6. I will place the emotional and physical well-being of my child ahead of my personal desire to win.
7. I will support coaches and officials working with my child, in order to encourage a positive and enjoyable team experience for all.
8. I will do my best to make sports fun for my child. I will attempt to relieve competitive pressure, not increase it.
9. I will remember that the game is for the students-not the adults.
10. I will conduct myself in such a manner as to bring positive feedback to our athletes, our school, and our community.
11. I will refrain from undermining or spreading ill will by passing on gossip, rumors, and innuendos, which would or could destroy team morale or cohesiveness.
12. I will give my child space and time after games, except for encouragement.
13. I will support the 24 hour rule:

The 24-Hour Rule

Parents are not permitted to discuss athletic concerns with the coach for at least 24 hours after an issue arises at a game, practice, or other instance. An appointment with the head coach will be scheduled if an issue arises.

PENALTIES FOR VIOLATION OF PARENT CODE OF CONDUCT

1ST Violation: Parents will be issued a strict warning for their behavior. Although not required for a first violation, school officials can issue a suspension based upon the seriousness of the infraction.

2nd Violation: Parents will be suspended from all Athletic Events for a time period of no less than 2 games of their child's current season, including post season games. The parents must meet with administration and athletic personnel; the absence of which will result in an indefinite suspension from all Athletic Events.

3rd Violation: Parents will be suspended for the remainder of the school year from all Athletic Events from the date of the 3rd Violation.

It is NEVER acceptable for a parent to attempt to discuss a child's playing time during a game or practice. It is NEVER acceptable for a parent to attempt to discuss another student's playing time or performance.

Signature Page

Student-Athlete's Name: _____
(Please Print)

Parent's Name: _____
(Please Print)

Parent's Signature: _____ **Date:** _____

Parent's Name: _____
(Please Print)

Parent's Signature: _____ **Date:** _____

Acknowledged by:

_____ **Date:** _____
(Athletic Department Personnel)

Postion: _____

SOCIAL MEDIA POLICY & GUIDELINES FOR STUDENT-ATHLETES & EXTRACURRICULAR PARTICIPANTS

Playing and competing for the Henderson County High School is a privilege. Student-athletes and students who participate in extracurricular activities at Henderson County High School are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, your club, your school and yourselves in a positive manner at all times. Sometimes this means doing things that are an inconvenience to you, but benefit the whole team.

Facebook, Twitter and other social media sites have increased in popularity globally, and are used by the majority of students at HCHS in one form or another.

Students should be aware that third parties - including the media, school officials, college admission officers and future employers - can easily access your profiles and view all personal information. This includes all pictures, videos, comments and posts. Inappropriate material found by third parties affects the perception of the student-athlete, the athlete department, students representing Henderson County High School and Henderson County Schools. This can also be detrimental to a student's future employment options.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the follows:

- Photos, videos, comments or posters showing personal use or underage use of alcohol, drugs and tobacco (i.e. no holding cups, cans, shot glasses etc.)
- Photos, videos, and comments that are of a sexual nature. This includes images showing full or partial nudity and/or links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (i.e. derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender)
- No posts should depict or encourage unacceptable, violent or illegal activities (i.e. hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).
- Posting content that creates a serious danger to another person, makes a credible threat of serious physical or emotional injury

SOCIAL MEDIA POLICY & GUIDELINES FOR STUDENT-ATHLETES & EXTRACURRICULAR PARTICIPANTS

If a student's profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she may be subject to the following penalties:

- Written warning
- A meeting with Director of Athletics, Head Coach and/or Sponsor of Extracurricular Activity
- Penalties as determined by the Administration, including but not limited to possible suspension or dismissal from his/her athletic team.

For your own safety, please keep the following recommendations in mind as you participate in social media websites:

- Set your security settings so that only your friends can view your profile.
- You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Consider how the above behaviors can be reflected in all Facebook, Vine, Twitter other social media applications.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the Henderson County Schools. Remember, always present a positive image and don't do anything to embarrass yourself, the team, your family or your school.

By signing below you affirm that you understand the Henderson County High School Social Media Policy and Guidelines for Student-Athletes & Extracurricular Participants and the requirements that you must adhere to as a HCHS student-athlete and extracurricular participant. Your signature also signifies that you understand that failure to adhere to this policy and guidelines may result in consequences that include suspension or dismissal from your athletic team or extracurricular group.

Printed Name _____

Student Signature _____

Date _____

Parent Signature _____

Date _____

Henderson County High School Extracurricular Substance Abuse Policy

Students who participate in extracurricular activities represent Henderson County High School and depict its character. Participation in extracurricular activities is a privilege, not a right. As representatives of the school, students participating in extracurricular activities must agree to abide by the Extracurricular Substance Abuse Policy. Any student violating the policy is subject to disciplinary action and may be suspended or barred from participation in extracurricular activities depending on the offense.

DRUGS/ALCOHOL

It is a violation of this policy to use, possess, distribute, sell or be under the influence of illegal drugs, prescription drugs without a valid prescription, or alcohol. This applies to the current season in which the student is participating. Fall sport seasons begin July 15 and end after the last game. Winter sport seasons begin October 15 and end after the last game. Spring sport seasons begin February 15 and end after the last game. For clubs or other extracurricular activities which do not have a designated season, this applies to the current school year.

FIRST OFFENSE:

- Student will lose 20% of the current sports' regular season games or club/organization activities. In addition, the student must have a drug/alcohol evaluation.
- Refusal to do the drug/alcohol evaluation will result in the student being suspended from all activities for the rest of the school year.
- Students who self-report and have a drug/alcohol evaluation without being cited for an extracurricular substance abuse policy violation will serve one-half of the penalty described.

SECOND OFFENSE (in high school career):

- Student will lose 50% of the current sports' regular season games or club/organization activities. In addition, the student must attend counseling.
- Refusal to attend counseling will result in the student being suspended from all activities for the rest of the school year.

THIRD OFFENSE (in high school career):

- The student is banned from all extracurricular programs at Henderson County High School permanently.

TOBACCO

It is a violation of this policy to use or possess tobacco in any form (smoke or smokeless) on school property as well as off school property at school-sponsored activities.

FIRST OFFENSE – One (1) game suspension or suspension from one (1) scheduled activity or event.

SECOND OFFENSE – Two (2) game suspension or suspension from scheduled activities for 1 week.

THIRD OFFENSE – Three (3) games suspension or suspension from scheduled activities for 2 weeks and enrollment and completion of a Smoking Cessation Program.

This policy covers all sports, cheerleading, marching band, dance, step team, and any club or organization that operations without a national character offered at Henderson County High School. If the club/organization has a national charter, then the terms and conditions of the national charter shall apply provided that the national charter is as stringent as this policy.

If this policy is violated; the provisions in the Henderson County High School student handbook and school policy shall also be applicable if the violation occurred at school, at a school-sponsored activity, or in any manner related to school.

The student will be given notice of the alleged violation and an explanation of the fact supporting the allegations. If the student denies the alleged violation has occurred, he/she will be given an opportunity to present his/her version of the facts relating to the alleged violation. If the principal and/or athletic director determines that a policy violation has occurred, the student may appeal the decision within 10 calendar days in accordance with policy 09.4281 and corresponding administrative procedures pertaining to student grievances. The principal and/or athletic direction shall be responsible for the investigation of the alleged violation. The penalty shall continue in effect pending the outcome of any appeal.

The student will serve the penalty when he/she is academically eligible. The student may be ineligible because of weekly grade check. He/she will not be able to serve the substance abuse policy penalty and the academics suspension at the same time. The penalty will be served during the remainder of the season in which the student is presently participating.

Student Signature

Parent/Guardian Signature

Date

Use of Alcohol, Drugs and Other Prohibited Substances

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

No pupil shall purchase, possess, attempt to possess, deposit, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

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

DEFINITIONS

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under [KRS 218A.010](#).

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in [KRS 217.900](#) or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from an authorized medical provider or dentist shall not be considered in violation of this policy. Please refer to Policy 09.2241 for information on prescribed medication for students.

PENALTY

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

REPORTING

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they 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. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when

an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

Use of Alcohol, Drugs and Other Prohibited Substances

PREVENTION PROGRAM

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all students which shall include notice to students and parents of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon students for violations of this policy.

RANDOM DRUG-TESTING PROGRAM

The random student drug-testing program is based on a health and safety rationale with the purpose of prevention. Drug use encourages truancy, disruptive class behavior, bullying, violence, and interferes with learning, making it a threat to not only the drug users, but to all students and teachers. We recognize that the unlawful or unauthorized use of drugs seriously impairs the health, safety, education, and future success of all students and adults in the school environment.

This student drug-testing policy shall apply to all individuals in grades six through twelve (6-12) choosing to participate in the designated extracurricular activities identified in this policy, students who apply for a permit to park on school property and students that "opt-in" the program.

Students participating in the designated extracurricular activities, students that apply for a permit to park on school property, and students that opt-in to the program shall be subject to random drug testing, including an alcohol breathalyzer test, throughout the school year.

Each student who plans to participate in any sport and/or extracurricular activity outlined in this policy and his/her parent or guardian shall be required to sign a written consent for drug testing as a prerequisite to the student's participation in the activity. Likewise, any student applying for a parking permit and his/her parent or guardian shall be required to sign a written consent for drug testing as a prerequisite to receiving parking privileges.

Students not participating in the activities outlined in this policy shall also have the option to "opt-in" the drug testing program and shall be placed in the pool of students that may be randomly selected. Once a student opts-in the program, his/her name shall remain in the pool until written notice is received from the student and signed by his/her parent or guardian requesting that the student be removed from the pool.

Use of Alcohol, Drugs and Other Prohibited Substances

STATEMENT OF PURPOSE AND INTENT

1. It is the desire of the Board, administration, and staff that every student in the District refrains from using, possessing, or distributing illegal or unauthorized drugs and/or alcohol. The actions of the random drug testing policy relate solely to limiting the opportunity of any student violating the policy to participate in designated extracurricular activities and/or parking on school property. This policy is intended to supplement and complement all other policies, rules, and regulations of the District regarding possession and/or use of illegal drugs and/or alcohol.
2. Representing the District in athletics and/or school sponsored extracurricular activities and parking on school property are privileges. Accordingly, students participating in school sponsored athletic or extracurricular programs at the middle school or high school level carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and alcohol. Likewise, students who are granted the privilege to park on school property carry a responsibility to themselves, their fellow students, their parents, and their school to demonstrate personal responsibility and exercise the highest level of safety, which includes avoiding the use or possession of illegal drugs or alcohol.
3. The purpose of this policy is to prevent drug/alcohol use; educate students as to the serious physical, mental, and emotional harm caused by drug use; alert students with possible drug problems to the potential harms of use; prevent injury, illness, and harm as a result of drug use; and maintain in the school District an environment free of drug use and abuse. The Board has adopted this policy for all students participating in the designated extracurricular activities in grades six through twelve (6-12), students driving and/or parking on school property, and students that choose to opt-in to the program.
4. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of the random drug testing policy to participate in the designated activities and/or to park on school property. However, this policy shall not be deemed to insulate students from disciplinary action based on information acquired independently of the testing program that supports a student's violation of any other policy adopted by the, the student code of acceptable behavior and discipline, and/or school handbooks relating student's being in the possession of, using, providing, or under the influence of illegal substances or alcohol while on school property or at a school activity (home or away).

Use of Alcohol, Drugs and Other Prohibited Substances

DEFINITIONS

Designated Extracurricular Activities – Any student in grades six through twelve (6-12) participating in any of the following school sponsored extracurricular activities shall be included as a “Participant” in the student-drug testing program: archery, baseball, basketball, bass fishing, bowling, cheer, cross country, dance team, equestrian, football, JROTC drill team, JROTC rifle team, golf, marching band, soccer, softball, step team, swimming, tennis, track and field, and volleyball.

Drug Use Test – A scientifically substantiated method to test for the presence of illegal or unauthorized drugs, performance- enhancing drugs or alcohol in a person’s urine, saliva, hair, or breath.

Participant – Any student in grades six through twelve (6-12) who is involved in any District athletic program or designated extracurricular activity, student drivers, and any student that voluntarily “opts-in” to the program shall be eligible to be randomly selected for drug testing.

Off-Season – Refers to those students who participated in the previous year or current year in any designated activity.

In-Season – Refers to those students presently participating in any designated activity.

Performance-Enhancing Drugs – Includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. Dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions are not included in the term “performance-enhancing drugs”.

Positive Result – A toxicological test result that is considered to demonstrate the presence of one (1) or more of the prohibited substances tested for in the student’s hair, urine, or saliva sample, adulterated specimen or substituted specimen. “Positive” when referring to an alcohol test administered under this policy means a breath analyzer test result that is considered to demonstrate the presence of alcohol.

Reasonable Suspicion – Based on specific personal observations concerning the appearance, speech, or behavior of a participating student, and reasonable inferences drawn from those observations in light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion could also include unusual increases in size, strength, weight, or other athletic abilities.

Random Selection – Each participant who has returned a signed consent form will be assigned a random number for testing purposes. The participant’s drug test number will be used by the laboratory which conducts the drug tests to select the participants to be tested.

School Days – Days that school is actually in session in the District.

Alcohol – The product of distillation of any fermented liquid, whether rectified or diluted, whatever its origin, and includes synthetic methyl alcohol.

Use of Alcohol, Drugs and Other Prohibited Substances

IMPLEMENTATION, REVIEW, AND EVALUATION

1. Each participant in the designated extracurricular activities and all students applying for parking permits shall receive copies of the “Student Drug Testing Consent Form” which shall be read, signed, and dated by the student and parent or guardian. All students wanting to participate in the designate extracurricular activities and/or to park on school property must sign a consent form. This form must be returned to the office within five (5) school days of receipt. Failure to turn in a properly signed consent form within the time limits set forth in this policy will keep a student from participating in the designated activity. Parking permits will not be issued until the signed consent form has been received.
2. A Substance Abuse Prevention Committee (Committee) shall be establish and shall have the overall responsibility for implementing this policy. The Committee may consist of the school Principals, Head Coaches of the athletic teams, designated sponsors of extracurricular activities, Athletic Director, Title IV Coordinator, School Health Coordinator, Counselor, Superintendent, and/or Board Members.
3. The Committee shall establish procedures as needed to implement the policy fairly and efficiently. In addition, the Committee shall review and evaluate the effectiveness of the drug testing policy on an annual basis. The evaluation shall include, but not be limited to, the effectiveness of the comprehensive educational and counseling program, substance testing program, procedural safeguards, and the list of drug substances tested. The Committee shall not have access to any of the test results. The Committee’s purpose is limited to procedures and evaluation of the policy.

TRANSFER STUDENTS

Any student transferring to a District school who wishes to participate in a designated extracurricular activity or apply for a parking permit must have a signed “Student Drug Testing Consent Form” or file with the Principal’s office within five (5) school days of his/her initial enrollment.

Use of Alcohol, Drugs and Other Prohibited Substances

VIOLATIONS

Any student who tests positive in a drug test under this policy shall be subject to the following restrictions:

1st Offense – For the first offense, the participant shall be suspended from participation in any and all contests and student drivers shall have their parking permit suspended for four (4) weeks from the date of the initial positive test. Students involved in designated extracurricular activities may attend practice sessions, continue to attend team-group functions and sit with fellow participants at events during the four (4) week suspension. Student drivers shall have their parking permit suspended for four (4) weeks from the date of the confirmation of the positive test. Any participant who tests positive will be required to provide a negative drug test, at his/her own expense, before regaining eligibility or reinstatement of parking privileges. Failure to provide a negative drug test within thirty (30) days of the initial positive test will be considered a second violation.

During the period of suspension, it is encouraged that the student receives drug counseling to assist in stopping the abusive behaviors that have occurred. The school will provide to the parent/guardian/custodian information on available counseling.

2nd Offense – For the second offense, the participant will be suspended from participation in any and all designated extracurricular activities and student drivers shall have their parking permit suspended for eighteen (18) weeks from the date of the confirmation of the positive test. The participant must provide a negative drug test, at his/her own expense, before regaining eligibility to participate in activities or reinstatement of parking privileges. If a participant does not comply, he/she will be suspended from any and all participation in any and all activities for the remainder of the season and/or parking privileges shall be revoked until such time as a negative test result is provided.

During the eighteen (18) week period, it is encouraged that the student receives drug counseling to assist in stopping the abusive behaviors that have occurred. The school will provide to the parent/guardian/custodian information on available counseling.

3rd or Subsequent Offense – For all subsequent offenses, the participant will be suspended from participation in all in-season and/or off-season activities and student drivers shall have their parking permit suspended for three hundred sixty five (365) calendar days from the date of the confirmation of the positive test.

Any violation of this policy that occurs while a student is in the ninth (9th), tenth (10th), eleventh (11th), or twelfth (12th) grade shall be cumulative in considering the level of offense.

Provided all criteria outlined in this policy have been met, students shall enter high school with a clean slate. Any violation of this policy which occurs after completion of the 8th grade shall be considered as a first offense, regardless of whether the student had a previous violation of the policy in grades six through eight (6-8).

Students “Opting-In” – Parents with students in grades six through twelve (6-12) who participate in the drug-testing program voluntarily, but do not participate in any activities that are subject to this drug-testing policy and test positive, will be notified of such positive test, but the student will not be penalized through this policy.

Use of Alcohol, Drugs and Other Prohibited Substances

RETEST AFTER SUSPENSION

In the case of retesting a student suspended for marijuana, a lower level of the substance might continue to be evident for up to ninety (90) days because of the extended length of time the substance stays in the body. In this situation, the student will be allowed to participate in designated extracurricular activities once he/she completes the required suspension. If the marijuana level stays the same or increases on the additional tests it will be treated as a second positive test. It will also be considered a second positive if any level is detected after ninety (90) days.

REFUSAL TO SUBMIT TO DRUG USE TEST

If a participant refuses to submit to a drug test authorized under this policy, the participant will be considered to have had a positive test and will receive the restrictions according to the offense. Any student who has a positive initial test and refuses to complete the required paperwork for a confirmation test will be treated as a refusal to submit to testing and be subject to the restrictions/suspension imposed for the next level offense.

SELF-REPORTING

A student who has never tested positive under this policy shall have the option to voluntarily “self-report” the use of an illegal drug/alcohol. Under this self-reporting clause, the student must self-report to the Principal prior to being selected in a random draw. Any student who self-reports a 1st offense shall have a five (5) school day suspension from all contests and student drivers shall have their parking permit suspended for five (5) school days. The student must also produce a negative test at his/her own expense within thirty (30) days. Students cannot self-report if they have already tested positive as a 1st offense.

DISCLAIMER

This policy shall not supersede any state and/or federal law or KHSAA policy on this topic.

HCHS Uniform Rotation			
Sport		Last Bought	Due
Girls Golf	Yearly		
Boys Golf	Yearly		
Cross Country	3 years	2018	2021
Girls Soccer	3 years	2017	2020
Boys Soccer	3 years	2018	2021
Football - White	3 years	2018	2021
Football - Maroon	3 years	2017	2020
Volleyball	4 years	2016	2020
Girls Basketball	3 years	2017	2020
Boys Basketball	3 years	2016	2019
Swimming	Yearly		
Baseball	3 years	2016	2019
Softball	3 years	2016	2019
Girls Tennis	Yearly		
Boys Tennis	Yearly		
Track	4 years	2016	2020
Archery	4 years	2016	2020