

DRAFT 2 – JULY 9, 2021

Coaches' Handbook

District Athletic Program



ESTILL COUNTY PUBLIC SCHOOLS

ESTILL COUNTY SCHOOLS

Coaches' Handbook - District Athletic Program

Jeffery Saylor, Superintendent
Austin Moore, Athletic Director
Estill County Board of Education
253 Main Street
Irvine, KY 40336
Phone 606.723.2181 • Fax 606.723.6029
www.estill.kyschools.us

As required by law, the Board of Education does not discriminate on the basis of race, color, national or ethnic origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

Published July, 2021⁺

Table of Contents

Table of Contents	i
Introduction	3
DISTRICT MISSION	3
ATHLETIC PROGRAM PHILOSOPHY	4
CUTTING OF PARTICIPANTS	4
CONDUCT OF PROGRAM	4
KHSAA IMPOSITION OF PENALTIES	5
MIDDLE SCHOOL APPLICABILITY	5
FUTURE CHANGES	5
CENTRAL OFFICE PERSONNEL AND SCHOOL ADMINISTRATORS	6
Program Guidelines	7
EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES	7
HARASSMENT/DISCRIMINATION/TITLE IX SEXUAL HARASSMENT	8
CONFIDENTIALITY	9
INFORMATION SECURITY BREACH	9
COMPENSATION	10
REDUCTION IN SALARY AND RESPONSIBILITIES	10
Staff Responsibilities	11
SUPERVISION OF COACHES	11
PROFESSIONAL DEVELOPMENT	11
ATHLETIC PROGRAM VOLUNTEERS	12
AGE RESTRICTION/CRIMINAL BACKGROUND CHECK AND TESTING	12
PHYSICAL EXAMINATIONS	13
FUND-RAISING ACTIVITIES	13
SAFE WORKING ENVIRONMENT	14
DISRUPTING THE EDUCATIONAL PROCESS	14
DRUG-FREE/ALCOHOL-FREE SCHOOLS	15
FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA)	
DRUG AND ALCOHOL CLEARINGHOUSE FOR CDL/CLP OPERATORS	1615
WEAPONS	16
ASSAULTS AND THREATS OF VIOLENCE	16
TOBACCO, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCT	16
USE OF SCHOOL PROPERTY	17
USE OF PERSONAL CELL PHONES/TELECOMMUNICATION DEVICES	1817
ATHLETIC CAMPS AND COMPETITIONS	18
INVENTORY OF ATHLETIC EQUIPMENT	1918
GIFTS	1918
SOLICITATIONS	19
ALTERATION OF SCHOOL PROPERTY	19

ADVERTISING	19
DISTRICT REPRESENTATION	20 19
POLITICAL ACTIVITIES	20 19
COPYRIGHTED MATERIALS	20
SEARCH AND SEIZURE	20
CHILD ABUSE	21 20
CORPORAL PUNISHMENT	21
USE OF PHYSICAL RESTRAINT AND SECLUSION	21
CIVILITY	21
REQUIRED REPORTS	22 21
Pre-Season Planning	25
NOTIFICATIONS TO STUDENTS/PARENTS	25
COACH-PARENT COMMUNICATIONS	25
SCHEDULING	25
CANCELLATION OF ATHLETIC OR SPORT ACTIVITIES	26
ATHLETIC TRIPS	26
GAME OFFICIALS	26
STUDENT DISCIPLINE	27
CROWD CONTROL	27
ATHLETIC PROGRAM PURCHASING	27
EXPENSE REIMBURSEMENT	28
Student Oversight	29
ELIGIBILITY	29
STUDENT TRANSFERS	31
RECRUITMENT VIOLATIONS	32
SUPERVISION RESPONSIBILITIES	32
BULLYING	33
INSURANCE	33
SAFETY AND FIRST AID	33
CARE OF DISTRICT PROPERTY	35
RETENTION OF RECORDINGS	35
PRECAUTIONARY MEASURES	35
DRUG-TESTING OF STUDENTS	36
SPORTSMANSHIP	37
AWARDS AND RECOGNITIONS	38
Appendix	40
ATHLETIC GUIDELINES	40
JOB DESCRIPTIONS	44
CODE OF ETHICS FOR TEACHERS	48
CODE OF ETHICS FOR COACHES	50
PARENT CODE OF CONDUCT	51
BOOSTER CLUB/PTO AGREEMENT	52
GUEST COURTESY POLICY	55
EMERGENCY ACTION PLAN	56
Acknowledgement Form	68

Introduction

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

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

Some policies refer to specific forms that are available as part of the District's administrative procedures. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office and in the Principal's office. Policies and procedures also are available on line via the District's web site or through this Internet address: <http://policy.ksba.org/E07/>. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

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

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

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

www.khsaa.org

District Mission

We provide the education environment through which "EVERY CHILD SUCCEEDS".

Athletic Program Philosophy

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

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

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

Cutting of Participants

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

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

Conduct of Program

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

Coaches shall abide by:

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

STUDENTS FIRST, ATHLETES SECOND

KHSAA Imposition of Penalties

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

Please refer to KHSAA Bylaw 27.

Middle School Applicability

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

Future Changes

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

Central Office Personnel and School Administrators

Person/Address	Telephone/E-mail	Fax
Superintendent Jeffery Saylor	723-2181 Jeff.Saylor@estill.kyschools.us	723-6029
Assistant Superintendent/DPP Tonya Isaacs	723-2181 Tonya.Isaacs@estill.kyschools.us	723-6029
Athletic Director Austin Moore	723-2181 Austin.Moore@estill.kyschools.us	723-6029
Federal Funds Director Amanda Bryant Lisa Reece	723-2181 Amanda.BryantLisa.Reece@estill.kyschools.us	723-6029
Finance Director Angie Howell	723-2181 Angie.Howell@estill.kyschools.us	723-6029
School Nutrition Program Director Belinda Puckett	723-2181 Belinda.Puckett@estill.kyschools.us	723-6029
Special Education Director Amanda Bryant	723-2181 Amanda.Bryant@estill.kyschools.us	723-6029
Technology Coordinator Jeremy Simpson	723-2181 Jeremy.Simpson@estill.kyschools.us	723-6029
Director of Facilities Todd Reece	723-2181 Todd.Reece@estill.kyschools.us	723-6029
Director of Transportation Laura Freeman Stephen Willis	723-2181 Laura.FreemanStephen.Willis@estill.kyschools.us	723-6029
Human Resources Stephen Willis	723-2181 Stephen.Willis@estill.kyschools.us	723-6029
Director of Pupil Personnel Donald Norton	723-2181 Donald.Norton@estill.kyschools.us	723-6029

Field Code Changed

Field Code Changed

Field Code Changed

Field Code Changed

Field Code Changed

Field Code Changed

Field Code Changed

Field Code Changed

Formatted: Font: Not Bold

Field Code Changed

Field Code Changed

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Section

1

Program Guidelines

Equal Educational and Employment Opportunities

Employment

As required by Title IX, the District does not discriminate on the basis of sex regarding admission to the District or in the educational programs or activities operated by the District. Inquiries regarding Title IX Sexual Harassment may be referred to the District Title IX Coordinator (TIXC), the Assistant Secretary for Civil Rights, or both.

The Estill County School District is an Equal Opportunity Employer. The District does not discriminate on the basis of race, color, religion, sex, **including sexual orientation or gender identity**, genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.

Formatted: Highlight

Reasonable accommodation for individuals with disabilities or limitations related to pregnancy, childbirth, or related medical conditions will be provided as required by law.

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

Education

No pupil shall be **subject to unlawful discrimination**~~discriminated against~~ because of age, color, disability, race, national origin, religion, sex, **including sexual orientation or gender identity**, or veteran status.

Formatted: Highlight

Formatted: Highlight

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

PROGRAM GUIDELINES

If you have questions concerning District compliance with state and federal equal educational and employment opportunity laws, contact Felicia Campbell at the Board of Education's Central Office.

Harassment/Discrimination/Title IX Sexual Harassment

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

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

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

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973 and Title IX Sexual Harassment/Discrimination: **01.1**

The District's Title IX Coordinator (TIXC) is Amanda Bryant.

253 Main Street P.O. Box 930 Irvine, KY 40336	606-723-2181	amanda.bryant@estill.kyschools.us
Office Address	Telephone #	Email Address

The District's Section 504 Coordinator is Amanda Bryant.

253 Main Street P.O. Box 930 Irvine, KY 40336	606-723-2181	amanda.bryant@estill.kyschools.us
Office Address	Telephone #	Email Address

PROGRAM GUIDELINES

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the TIXC, or by any other means that results in the TIXC receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the TIXC. **09.428111**

Title IX Sexual Harassment Grievance Procedures are located on the District Website.

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

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

07.1

Confidentiality

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

Access to be Limited

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

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

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

Information Security Breach

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

PROGRAM GUIDELINES

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

Compensation

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

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

Please refer to KHSAA Bylaw 25.

Reduction in Salary and Responsibilities

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

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

Section

2

Staff Responsibilities

Supervision of Coaches

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

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

Please refer to KHSAA Bylaw 1.

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

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

Professional Development

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

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

STAFF RESPONSIBILITIES

Athletic Program Volunteers

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

Age Restriction/Criminal Background Check and Testing

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

As employees, newly hired coaches, non-faculty coaches, non-faculty assistant coaches, and assistant coaches must have both a state and a federal criminal history background check and a letter (CA/N check) from the Cabinet for Health and Family Services documenting the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet. **03.11/03.21**

The District shall conduct, at District expense, a Kentucky State Police criminal records check on all athletic program volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. The Superintendent may also require such a volunteer to provide a clear CA/N check.

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

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

Link to DPP-156 Central Registry check and more information on the required CA/N check:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

STAFF RESPONSIBILITIES

Physical Examinations

Coaches

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

Students

Each student seeking eligibility to participate in any school athletic or sport activity at the middle or high school level must pass an annual medical examination performed and signed by a medical practitioner as required by law. Consistent with guidelines issued by KHSAA or the Kentucky Board of Education (KBE), the required physical examination and parental authorization shall include acknowledgement of receipt of information on the nature and risk of concussion and head injury, including the continuance of playing after concussion or head injury. **09.311**

Please refer to KHSAA Bylaw 12.

Fund-Raising Activities

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

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

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

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

The District staff member in charge of the activity/sport shall be the President ex officio of the support booster club and shall assure compliance with policies **04.312** and **09.33**.

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

STAFF RESPONSIBILITIES

Safe Working Environment

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

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

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

The District shall follow established timelines in policy when making oral reports to the Kentucky Labor Cabinet to report employee fatalities, amputations, hospitalizations, or the loss of an eye.

File a report	After Hours Hotline
(502) 564-3070	(800) 321-6742

Formatted: Centered

Formatted Table

Formatted: Centered, Space After: 6 pt

Formatted: Centered

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

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

The District may maintain an automatic external defibrillator (AED) in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with guidelines established by the Superintendent/designee. Expected users documented as having completed required training shall be authorized to use a defibrillator. **03.14/03.24/05.4**

Disrupting the Educational Process

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

1. Behavior that disrupts the educational process includes, but is not limited to:
 - conduct that threatens the health, safety or welfare of others;

STAFF RESPONSIBILITIES

- conduct that may damage public or private property (including the property of students or staff);
 - illegal activity;
 - conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
 - conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.
- 03.1325/03.2325**

Drug-Free/Alcohol-Free Schools

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

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

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

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

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

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

Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse for CDL/CLP Operators

Reporting of the following information on individual drivers to the federal Clearinghouse is required, verified positive, adulterated, or substituted test results, confirmed alcohol tests at .04 or higher; refusal to submit to required tests, the reporting of actual knowledge (as defined by federal regulation) or Department of Transportation (DOT) regulatory violations, including violations based on prohibited on duty, pre-duty, or post-accident alcohol use and controlled substance use, and regulatory return to duty and follow-up testing information as applicable.

The District shall not allow a driver to perform any safety-sensitive function if the results of a Clearinghouse query on the driver demonstrate a disqualification as provided by regulation and such driver may be subject to personnel action up to and including termination. **06.221**

Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for School Resource Officers (SROs) as provided in KRS 158.4414, and authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

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

Assaults and Threats of Violence

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

Tobacco, Alternative Nicotine Product, or Vapor Product

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.

STAFF RESPONSIBILITIES

School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by Board. Based on discretionary authority of the Superintendent and supervisors to consider factors such as the severity and number of violations, interventions and discipline for violations include, but are not limited to:

1. Verbal or written warning;
2. Documentation of the violative conduct in the employee evaluation;
3. Private reprimand;
4. Public reprimand;
5. Suspension without pay; and
6. Termination.

03.1327/03.2327

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all Board property at all times, including any vehicle owned, operated, leased, or contracted for use by the Board and while participating in any school-related trip or student activity.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property. **09.4232**

Use of School Property

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

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

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

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

District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted. **03.1321/03.2321**

STAFF RESPONSIBILITIES

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

Use of Personal Cell Phones/Telecommunication Devices

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

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

Athletic Camps and Competitions

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

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

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

Interscholastic athletic contests involving more than half of a normal team (i.e. six [6] or more football players, three [3] or more basketball players) may not be held in school-owned facilities outside the determined limitation of seasons.

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

Please refer to KHSAA Bylaws 23 and 24.

Inventory of Athletic Equipment

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

Gifts

Any gift presented to a school employee for the school's use must have the prior approval of the Superintendent/designee. After approval and acceptance, gifts become the property of the Board of Education.

No employee shall accept, for personal use, any gifts or rebates valued at over \$25.00 from current or potential suppliers or vendors, organizations, or person to whom they have referred or may refer parents and students. Exceptions may be made for those businesses who offer discounts to various employee groups. **03.1322/03.2322**

Solicitations

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

District employees shall not use the advantage of their position for personal gain through soliciting school patrons, pupils or fellow employees.

Alteration of School Property

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

Advertising

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

STAFF RESPONSIBILITIES

District Representation

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

Political Activities

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

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

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

Copyrighted Materials

The use and duplication of copyrighted material for educational purposes shall be within the generally accepted uses delineated by applicable law and procedures developed by the Superintendent. In reference to copyrighted electronic materials, employees shall use such materials only in accordance with the license agreement under which the materials were purchased or otherwise procured. **08.2321**

Search and Seizure

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

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

STAFF RESPONSIBILITIES

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

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

Child Abuse

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

Coaches shall complete Board selected training on child abuse and neglect prevention, recognition and reporting by January 31, 2017, and every two (2) years thereafter. Coaches hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter. **09.227**

Corporal Punishment

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means. **09.433**

Use of Physical Restraint and Seclusion

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

Civility

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

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of Policy

STAFF RESPONSIBILITIES

10.21 or provide him/her with a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/ designee for assistance; and/or calling the police.

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

Required Reports

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

- Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse. **03.13253/03.23253/09.425**

STAFF RESPONSIBILITIES

- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24/05.4**
- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262/09.42811**
- Employees who believe or have been made aware that they or any other employee, student, or visitor has been subject to Title IX Sexual Harassment shall report it to the TIXC. Failure to make such a report shall be grounds for discipline up to and including termination. If the knowledge of the reporting party gives rise to reasonable cause to believe that the reported conduct constitutes child abuse Policy 09.227 or a reportable criminal offense Policy 09.221, notification of state officials shall be made as required by law. **03.1621/03.2621/09.428111**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**
- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

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

STAFF RESPONSIBILITIES

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

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, **immediately** make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney, and to the Principal (who shall also make a report to the proper authorities) and Superintendent. (See **Child Abuse** section.) **09.227**

District employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victims' Principal as directed by Board Policy **09.42811**.

- In certain cases, employees must do the following:
 1. Report bullying and hazing to appropriate law enforcement authorities as required by Policy **09.2211**; and
 2. Investigate and complete documentation as required by Policy 09.42811 covering federally protected areas. **09.422**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

Please refer to KHSAA Bylaw 18.

Section

3

Pre-Season Planning

Notifications to Students/Parents

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

Coach-Parent Communications

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

Scheduling

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

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

Please refer to KHSAA Bylaws 19-24.

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

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

PRE-SEASON PLANNING

3. To minimize travel distances and compete with schools of comparable size and classification.
4. To avoid overlap with other school athletic activities already scheduled on the same date.

Examples of scheduling of practices and activities which should be avoided include the following:

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

Cancellation of Athletic or Sport Activities

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

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

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

Forfeits are addressed by KHSAA guidelines.

Please refer to KHSAA Bylaw 22.

Athletic Trips

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

Please refer to KHSAA Bylaw 22.

Game Officials

Please refer to KHSAA Bylaw 20.

Student Discipline

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

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

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

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

Crowd Control

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

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

Athletic Program Purchasing

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

Internal school account purchases must be supported by a properly executed purchase request and authorization for payment by the Principal. **04.312**

Purchasing procedures shall conform to Model Procurement code, KRS 45A.345 – KRS 45A.460. District small purchase procedures may be used for any contract in which the aggregate amount does not exceed \$30,000.00. For additional assistance, coaches should contact the District Treasurer in the Central Office. **04.32**

Expense Reimbursement

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

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

Section

4

Student Oversight

Eligibility

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

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

To be eligible to try out and participate at the high school level, middle school students must meet all applicable KHSAA, District, and SBDM requirements. The Superintendent/Designee in cooperation with principals, SBDM councils, coaches, and athletic directors, as deemed appropriate, may develop guidelines for Board approval addressing playing up standards. **09.313**

A student enrolled in a public charter school that offers any interscholastic athletic activity shall be ineligible to participate in interscholastic activities at any other school. Subject to applicable law, regulations, and bylaws (e.g. KHSAA, Title IX) and the terms of the charter contract, students who are enrolled in a charter school that does not offer any interscholastic athletic activities shall be eligible to participate in such activities at the District school of that student's residence. **09.313**

Please refer to KHSAA Bylaws.

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

STUDENT OVERSIGHT

In accordance with individual school council policy, student athletes may be required to attend school for at least a half-day the day of an athletic activity to be eligible to try out, practice or participate in an athletic activity. Coaches should be familiar with their school council policies regarding student eligibility.

Process for Middle School Athletes “Playing Up”

- Process only applies when student athletes are being requested to participate in a sport at a school in which they are not enrolled.
- Per state middle school regulations, no student enrolled below seventh (7th) grade can participate on any high school team at any level.
- Requesting coach proposes a specific athlete to play above their grade level to the school Athletic Director, as well as a written proposal for the justification as to why that student athlete should be elevated.
- No parent/guardian can make a request for their child to play up, as stated above, only the coach of the sport or activity can make the request to the school Athletic Director and provide written documentation for committee consideration.
- School Athletic Director notifies ECMS Principal, ECHS Principal, and District Athletic Director of proposal.
- Once each Principal and Coach has been consulted, a committee consisting of the District Athletic Director, ECHS Athletic Director, and ECMS Athletic Director will meet to determine if the student athlete will be granted the request to elevate.
- Principals and Coach will be notified of the final decision.

For purposes of West Irvine Elementary athletes playing on ECMS athletic teams:

- Only West Irvine students currently enrolled in grade five (5) are eligible to participate on a middle school team.
- If middle school students are “cut” from the team during athletic tryouts, no elementary school student will be granted access to elevate to play for ECMS.

Student Transfers

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

Any domestic student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity contest in any sport at any school following enrollment in grade nine (9) and who has been previously granted eligibility under Bylaw 7 or 8 and who then transfers schools, shall be ineligible for interscholastic athletics at the varsity level in any sport in which the student has participated at the varsity level since enrolling in grade nine (9) for a period of one (1) year from the date of last participation in varsity interscholastic athletics.

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

The period of ineligibility may be waived for a student when it is documented, at the time of the original transfer eligibility submission, that a student is a victim of bullying as defined in KRS 158.148 and in which bullying has been documented to the school district in accordance with statutes, local board policies and procedures, and as a result of this documented harassment, intimidation, or bullying, the student is compelled to transfer. KHSAA Bylaw 6 contains other specific provisions for waivers related to the anti-bullying exception.

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

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

STUDENT OVERSIGHT

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

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

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

Recruitment Violations

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

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

Please refer to KHSAA Bylaws 11 and 16.

Supervision Responsibilities

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

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

Prior to assuming their duties, nonfaculty coaches/coaching assistants shall successfully complete training provided by the District as required by KRS 161.185 and a sports safety course as required by KRS 160.445, including training on how to recognize the symptoms of a concussion and how to seek proper medical treatment for a person suspected of having a concussion. Follow-up training shall be provided annually. **03.1161/03.2141/09.311**

STUDENT OVERSIGHT

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

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

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

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

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

Bullying

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

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

Insurance

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

Please refer to KHSAA Bylaw 12.

Safety and First Aid

The safety of students shall be the first consideration in all athletic practices and events. Per the requirements of 702 KAR 7:065 and Board policies, any middle or high school coach (head or assistant, paid or unpaid) shall successfully complete all training required by the District, the Kentucky Board of Education, the Kentucky High School Athletic

STUDENT OVERSIGHT

Association, and state law and regulation. This shall include safety and first aid training and providing the school documentation of successful completion of a C.P.R. course that includes the use of an automatic defibrillator and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency. Initial certification shall use in-person instruction with certification updated as required by the approving agency. **03.1161/03.2141/09.311**

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

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

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

Concussions

A student athlete suspected by an interscholastic coach, school athletic personnel, or contest official of sustaining a concussion during an athletic practice or competition shall be removed from play at that time and shall not return to play until the athlete is evaluated by a physician or licensed health care provider as required by KRS 160.445 to determine if a concussion has occurred. If no physician or licensed health care provider is present to perform the required evaluation, the coach shall not return the student to play that day. The coach may not return the student to participation in subsequent practices or athletic competitions until written clearance is provided by a physician (M.D. or D.O.).

Upon completion of the required evaluation at the game site by the appropriate health care provider, the coach may return the student to play if it is determined that no concussion has occurred.

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

Please refer to KHSAA Bylaw 25.

Care of District Property

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

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

Retention of Recordings

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

Precautionary Measures

EQUIPMENT INSPECTION AND OVERSIGHT

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

1. A timetable for inspecting athletic equipment (when, how often, by whom, etc.);
2. Factors to be considered during an inspection (appropriate type, adequate quality, proper fit, etc.);
3. Instruction that will be provided to students concerning correct use of equipment; and
4. Direction to be given to athletic staff and volunteers who will assist in oversight of equipment use.

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

KEY STANDARDS

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

STUDENT OVERSIGHT

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

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

Defibrillators shall be maintained and tested in accordance with operational guidelines of the manufacturer and monitored as directed by the Superintendent/designee. Defibrillators shall be kept on school property and will not accompany EMS personnel to a hospital emergency room. **05.4**

Heat Indices – The Kentucky High School Athletic Association and the Kentucky Medical Association have adopted a procedure for avoiding heat injury/illness through analysis of Heat Index and restructuring of activities. All coaches are required to read, understand, and follow this procedure for practices and competitions.

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

Availability of Water – It is the responsibility of the coaches to make sure that an adequate supply of water is available for all practices and competitions. Under no circumstances should a coach ever deny athletes the opportunity to hydrate as often as they desire.

Game/Practice Scheduling – All coaches/athletic administrators who bear the responsibility of game and practice scheduling should adhere to the KHSAA guidelines for limitation of seasons (Bylaw 25) when planning their season. Coaches/athletic administrators are required to present their basic practice and competition schedules to the appropriate school administrator for their approval.

Severe Weather Lightning Advisory – All coaches are required to read, understand, and adhere to the KHSAA and NFHS guidelines for severe weather and lightning.

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

Please refer to KHSAA Bylaw 25.

Drug-Testing of Students

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

STUDENT OVERSIGHT

Each student who plans to participate in athletics at the middle and high school level in Estill County Schools shall have his/her parent or guardian sign a written consent for drug/alcohol testing as a prerequisite to the student's participation in an athletic program. The written consent grants permission to perform a random urinalysis for drug testing during the course of the school year for each student athlete.

- First Violation – Three (3) week or three (3) interscholastic event suspension
- Second Violation – Nine (9) week or nine (9) interscholastic event suspension
- Third Violation – Thirty-six (36) week or thirty-six (36) interscholastic event suspension.

Note: Additional consequences also apply to this policy. **09.423**

Sportsmanship

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

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

Please refer to KHSAA Bylaw 15.

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

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

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

1. Cursing and use of obscenities,
2. Disrupting or threatening to disrupt school or office operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,

STUDENT OVERSIGHT

4. Verbal or written statements or gestures indicating intent to harm an individual or property, and
5. Physical attacks intended to harm an individual or substantially damage property. **05.45/10.21**

Awards and Recognitions

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

<p>Please refer to KHSAA Bylaw 10.</p>

Section

5

Appendix

Athletic Guidelines

ELIGIBILITY

- All participants must maintain a 2.0 or “C” average with no more than one (1) F.
 - a. If a student athlete maintains a failing grade through the entire grading period, they will be ruled ineligible until the failing grade is raised to passing grade and must either attend tutoring or some other means of remediation.
 - b. If a participant has more than one failing grade, they are automatically on probation and become ineligible to participate in any practice or game until adequate progress has been observed. The period of ineligibility will not be less than one week of suspension from play and games.
 - c. Assigning grade checks is the responsibility of the building principal.
- All participants are required to have a current physical. (There is a different physical form for Middle School students that can be found on the KHSAA website.)
- **INELIGIBLE MEANS NO PRACTICE OR PLAY FOR THE PERIOD OF INELIGIBILITY**
- If a student is suspended from school for disciplinary reasons they **CANNOT PRACTICE, PLAY, OR ATTEND GAMES UNTIL THE SUSPENSION IS COMPLETED.**
- If a student is absent from school, they cannot practice or play that day **UNLESS** their absence is excused with a doctor or dental note or there is a death or other event in the student’s family that has been pre-approved by the building principal.
- Middle school students below the 7th grade cannot participate on a high school team at any level.
- Beginning with the 2015-2016 school year and thereafter, rules require that no student enrolled initially in grade five (5) through grade eight (8) during the 2015-2016 school year or thereafter who is repeating a grade for any reason be eligible to compete in interscholastic competition involving students enrolled in grades six (6) through eight (8) while representing a grade.

APPENDIX

- Beginning with the 2014-2015 school year, rules require that students must adhere to certain age requirements to be eligible to participate in athletic activities. (a) If a student turns fifteen (15) years of age prior to August 1 of the current school year they shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grade eight (8) and below; (b) Fourteen (14) years of age prior to August 1 of the current year shall not be eligible for interscholastic athletics against students exclusively enrolled in grades seven (7) and below; and (c) Thirteen (13) years of age prior to August 1 of the current year shall not be eligible for interscholastic athletics against students exclusively enrolled in grades six (6) and below.
- The Estill County Middle School Site Based Decision Making Council has rules in effect for the governance of tryouts and participation at their school that are to be followed.

COACHING REQUIREMENTS/TRAINING/REGULATIONS (PAID AND VOLUNTEER)

Middle School Coaches:

- **ALL Coaches**, paid and volunteer, must meet guidelines and qualifications established under KRS 150.070, KRS160.445, and KRS 160.380, the Kentucky High School Athletic Association (KHSAA) and the Estill County Board of Education: they must be 21 years of age, hold a high school diploma, complete the application process including drug screening and back ground checks, undergo confidentiality training, and complete all sports safety requirements including first aid and CPR training, the KHSAA Sports Safety course (every other year), the NFHS Concussion Management course (every other year), and complete the NFHS Coaching Education Course (one time before the end of their first year of coaching). (NFHS=National Federation of High Schools.)
- Middle School Coaches in Fall and Spring Sports must keep the Heat Index information required of the KHSAA during the specified times. (This information is on the KHSAA website)
- Middle School Coaches should work in direct supervision of the Building Principal, the District Athletic Director, the Building Athletic Director and the High School Coach of the specific sport they are coaching.
- Coaches should have a preseason meeting with the Building Principal, the District Athletic Director, and/or the Building Athletic Director to review policies and procedures, schedules, and any other requirements.
- Coaches should attend all clinics held within the district or conference specific to their sport.
- Coaches **WILL ADHERE** to the KHSAA Guidelines concerning **Sportsmanship** guidelines and will face the same sanctions if ejected from any competition as the high school coaches. (Two game suspension and possible fine for the first offense, to be increased for further incidents.)

Elementary Coaches

- **ALL Coaches**, paid and volunteer, must meet guidelines and qualifications established under KRS 150.070, KRS160.445, and KRS 160.380, the Kentucky High School Athletic Association (KHSAA) and the Estill County Board of Education: they must be 21 years of age, hold a high school diploma, complete the application process including drug screening and back ground checks and undergo confidentiality training. It is also recommended that they complete all sports safety requirements including first aid and CPR training, the KHSAA Sports Safety course (every other year), and the NFHS Concussion Management course (every other year). (NFHS=National Federation of High Schools.)
- Elementary School Coaches in Fall and Spring Sports must keep the Heat Index information required of the KHSAA during the specified times if they are using a school facility. (This information is on the KHSAA website)
- Elementary School Coaches should work in direct supervision of the League Director, the Building Principal, the District Athletic Director, the Building Athletic Director and the High School Coach of the specific sport they are coaching.
- Coaches should have a preseason meeting with the League Director and/or the District Athletic Director to review policies and procedures, schedules, and any other requirements.
- Coaches should attend all clinics held within the district held by the league or high school coaching staff specific to their sport.
- Coaches **WILL ADHERE** to the KHSAA Guidelines concerning **Sportsmanship** guidelines and will face the same sanctions if ejected from any competition as the high school coaches. (Two game suspension and possible fine for the first offense, to be increased for further incidents.)

LIMITATION OF SEASONS

- **ALL SCHOOLS WILL OBSERVE THE KHSAA DEAD PERIOD, JUNE 25TH THROUGH JULY 9TH OF EACH YEAR. During this time there should be no activities scheduled for any sport or activity by any person associated with the school system. All school facilities should be locked and not in use during this period of time.**
- Each Sport or Activity has specific limitations of season dates. Please make sure you adhere to these starting and ending dates.
- Open Practice/gym can be conducted during the pre-season for any sport. No coach can require a student to participate, which means that participation by students should be on a voluntary basis only.
- Pre-season scrimmages are for the pre-season. No scrimmages should be held after the first regular season game date.
- Once Post-season play has ended, the season is over. No additional games. (This does not include basketball travel teams sponsored by the Kiwanis Basketball League)

APPENDIX

- The Estill County Middle School Athletic Department is governed by the rules and regulations of the Commonwealth Middle School Athletic Conference. The conference rules include starting dates for all sports offered within the conference. The dates are July 15 for fall sports (first day in pads for Football is August 1), October 15 for winter sports, and February 15 for spring sports. It is also recommended that there be no official regular season contest played at this level until there have been four weeks at a minimum allowed for practice. For Football the recommendation is that we do not play a regular season game before week one (1) on the KHSAA calendar for Football. The maximum number of games to be played will mirror that of the KHSAA limitations of seasons for high school sports. (Boys and Girls Basketball=30 games, Boys and Girls Soccer=21 games, Baseball and Softball=36 games, Boys and Girls Track=19 meets, and Football=10 games. **ALL SEASONS** end at the conclusion or elimination of conference post-season play.
- Estill County's Elementary Students participate primarily in leagues that are both administrated and governed by outside agencies, but when the facilities of the Estill County Schools are used for those leagues, we will be involved in their administration. For Youth League Football—first day of practice August 1—first game last weekend of August—finished by the end of October. Kiwanis League Basketball (an intramural program for all students who want to participate)—first practice November 1—first game early December—finish by the middle of February (this date could change based on weather and the number of postponements). Travel teams will be governed by the Kiwanis Basketball League. The number of tournaments and events will be discussed between the League Director and the County Athletic Director.

OUTSIDE LEAGUES AND ORGANIZATIONS USING ESTILL COUNTY SCHOOLS FACILITIES

- The League Director and the governing body of any outside league that will use the facilities of the Estill County Schools will meet with the County Athletic Director to discuss facility use, scheduling, requirements for participation, insurance, length of seasons, coaching requirements, and any other topics pertinent to the governance and administration of the league prior to the beginning of practice for the league. All groups must have liability insurance and must complete a facility usage agreement with the school system. At the present time Youth League Football and the Kiwanis Youth Sports League are the only groups using our facilities.

Job Descriptions

Job Description: District Athletic Director

Qualifications:

1. Bachelor's degree in Sports Administration or a minimum of 3 years of coaching experience at the high school or collegiate level.
2. Has knowledge and understanding of all KHSAA Bylaws and SBDM Policies related to the operation of all Estill County Schools Athletic Programs.
3. Ability to communicate effectively with administration, coaches, players, parents and community members.

Reports To: Superintendent/Designee

Job Goals: Work in conjunction with High School/Middle School Administration and individual school Athletic Directors to help ensure quality athletic programs for all students.

Performance Responsibilities:

1. Oversees all sports and sport activities sanctioned by the KHSAA and the Estill County Board of Education.
2. Schedules and conducts orientation for all coaches regarding site and district policies, procedures and expectations.
3. Works to ensure that all coaches comply with all KHSAA rules and procedures.
4. Ensures that all coaches have met employment requirements and completed all mandated trainings and safety courses as required under KHSAA Bylaw 27.
5. Implements policy and procedures that will ensure compliance with Title IX in the areas of equal opportunity for student athletes, financial (budgets), equipment/supplies, awards and facilities.
6. Works closely with school principals and athletic directors to implement regulations, which includes coaching training, athlete safety, eligibility rules and limit of seasons.
7. Works with school principals and athletic directors to prepare for game day activities, including but not limited to, facility inspection, tickets, concessions, officials and game management as assigned by the principal.
8. Serves as a liaison between the athletic booster groups, coaches, and site administration.
9. Works closely with staff and the site administration to develop and enforce the athletic/academic code of conduct.
10. Works with the school athletic director to develop a schedule for varsity, junior varsity, freshmen and middle school events and in the absence of the coach prepares a schedule.
11. Works closely with the coaches, school nurse, trainer and team physician to ensure athlete safety is priority one.
12. Works to ensure that each coach maintains an accurate inventory of equipment and materials, and file such an inventory with the principal at the conclusion of each season.
13. Performs other relevant duties as assigned by the Superintendent/Designee.

Terms of Employment: Extra-service position pursuant to district salary schedule.

Job Description: High School/Middle School Athletic Director

Qualifications:

- ~~— Bachelor’s degree in Sports Administration or a minimum of 3 years of coaching experience at the high school or collegiate level.~~
- ~~1. Has knowledge and understanding of all KHSAA Bylaws and SBDM Policies related to the operation of all Estill County Schools Athletic Programs.~~
- ~~1. Ability to communicate effectively with administration, coaches, players, parents and community members.~~

Reports To: District Athletic Director and School Principal

Job Goals: Work in conjunction with District Athletic Director, Coaches and Principals to help ensure quality athletic programs for all students.

Performance Responsibilities:

- ~~0. Works with the District Athletic Director and school Principals in the oversight and supervision of sports and sport activities sanctioned by the KHSAA and the Estill County Board of Education.~~
- ~~0. Works with the District Athletic Director and school Principals in the oversight, supervision and orientation of all coaches regarding site and district policies, procedures and expectations.~~
- ~~0. Works to ensure that all coaches comply with all KHSAA Rules and procedures.~~
- ~~0. Works with the District Athletic Director and school Principals in the implementation, oversight and supervision of policies and procedures that will ensure compliance with Title IX in the areas of equal opportunity for student athletes, financial (budgets), equipment/supplies, awards and facilities.~~
- ~~0. Works with the District Athletic Director and school Principals in the implementation, oversight and supervision of regulations, which includes coaching training, athlete safety, eligibility rules and limit of seasons.~~
- ~~0. Works with the District Athletic Director and school Principals in the oversight and supervision of preparation for game day activities, including but not limited to, facility inspection, tickets, concessions, officials and game management as assigned by the principal.~~
- ~~0. Serves as a liaison between the athletic booster groups, coaches, and site administration.~~
- ~~0. Works closely with staff and the site administration to develop and enforce the athletic/academic code of conduct.~~
- ~~0. Works with the District Athletic Director and school Principals to develop and prepare a schedule for varsity, junior varsity, freshmen and middle school events in the absence of a coach.~~
- ~~0. Works closely with the coaches, school nurse, trainer and team physician to ensure athlete safety is priority one.~~
- ~~0. Works to ensure that each coach maintains an accurate inventory of equipment and materials, and file such an inventory with the principal at the conclusion of each season.~~
- ~~0. Performs other relevant duties as assigned by the Superintendent/Designee.~~

Terms of Employment: Extra-service position pursuant to district salary schedule.

Job Description: Head Coach

Qualifications:

1. Individuals wishing to seek employment, as a head coach at the secondary level, shall meet all of the guidelines set forth by the Kentucky High School Athletic Association under Bylaw 27.

APPENDIX

2. Follow all KHSAA Bylaws and SBDM Policies related to the operation of their respective program and the eligibility of student athletes.
3. Successful completion and maintenance of KHSAA and/or Estill County Schools employment requirements (Background Check, Pre-employment Drug Screen, CAN, CPR, KHSAA Safety Course, Fundamentals of Coaching, etc.).

Reports To: Principal and District Athletic Director

Performance Responsibilities:

1. Coaches in various secondary school interscholastic athletic programs.
2. Promotes sports in the schools and community through effective communication.
3. Plans the assigned specific sport program.
4. Organizes and supervises practices.
5. Understands, follows and enforces all rules of the KHSAA related to his/her sport.
6. Places the health and welfare of the student athlete above all other priorities.
7. Teaches individual fundamental skills, team play, team strategy and rules and regulations of the game, with a particular emphasis on sportsmanship, and oversees out-of-season conditioning programs.
8. Check eligibility of participants, including insurance coverage and parental consent.
9. Provides students a proper role model, emotional support, patience, a friendly attitude and general guidance.
10. Recommends the purchase of equipment, supplies and uniforms and works fully within the financial guidelines established by the SBDM Council.
11. Takes ownership for the operations of any booster club.
12. Performs all other related duties as assigned by the principal.
13. Assigns duties to coaching staff.
14. Assists Athletic Director in recruiting and hiring all coaches.
15. Maintains accurate statistics, records, and results of the season.
16. Adheres to the Estill County Public Schools Coaches Handbook.
17. Works closely with the Athletic Director to schedule facility use.
18. Works cooperatively with all Estill County coaches, athletic directors and students.

Terms of Employment: Extra-service position pursuant to district salary schedule.

Job Description: Assistant Coach

Qualifications:

1. Individuals wishing to seek employment, as an assistant coach at the secondary level, shall meet all of the guidelines set forth by the Kentucky High School Athletic Association under Bylaw 27.
2. Follow all KHSAA Bylaws and SBDM Policies related to the operation of their respective program and the eligibility of student athletes.
3. Successful completion and maintenance of KHSAA and/or Estill County Schools employment requirements (Background Check, Pre-employment Drug Screen, CAN, CPR, KHSAA Safety Course, Fundamentals of Coaching, etc.).

Reports To: Head Coach, Principal and District Athletic Director

Performance Responsibilities:

1. Assists head coaches in various secondary school interscholastic athletic programs.
2. Assists in promoting sports in the schools and community.
3. Assists head coaches in the assigned specific sport program.
4. Assists in enforcing all rules of the KHSAA related to his/her sport.
5. Places the health and welfare of the student athlete above all other priorities.
6. Teaches individual fundamental skills, team play, team strategy and rules and regulations of the game, with a particular emphasis on sportsmanship, and oversees out-of-season conditioning programs.
7. Assists head coaches in checking the eligibility of participants, including insurance coverage and parental consent.
8. Provides students a proper role model, emotional support, patience, a friendly attitude and general guidance.
9. Conducts learning experiences, under the direction of the head coach, with groups of student athletes.
10. Recommends the purchase of equipment, supplies and uniforms and works fully within the financial guidelines established by the SBDM Council.
11. Performs all other related duties as assigned by the head coach and principal.
12. Adheres to the Estill County Public Schools Coaches Handbook.
13. Works cooperatively with all Estill County coaches, athletic directors and students.

Terms of Employment: Extra-service position pursuant to district salary schedule.

Code of Ethics for Teachers

16 KAR 1:020:

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:

(a) To students:

1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
2. Shall respect the constitutional rights of all students;
3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
4. Shall not use professional relationships or authority with students for personal advantage;
5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
6. Shall not knowingly make false or malicious statements about students or colleagues;
7. Shall refrain from subjecting students to embarrassment or disparagement; and
8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students.

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

A P P E N D I X

(b) To parents:

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

(c) To the education profession;

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

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

Code of Ethics for Coaches

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

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

-National Federation of High School Associations (NFHS)

Parent Code of Conduct

Interscholastic sports programs promote the physical, social, and emotional development of student-athletes and Estill County Schools strive to provide these opportunities to enhance our student's educational experience. Therefore, parents should encourage student-athletes to embrace the values of good sportsmanship, and should model good sportsmanship. For parents to participate in athletics at Estill County Schools they must adhere to this Code of Conduct. Parents must be responsible for their words and actions while attending an Estill County Schools athletic event, **home or away**. Parents must not engage in or encourage their child or anyone else to engage in:

1. Unsportsmanlike conduct with any coach, parent, participant, official, or other attendee before, during or immediately after the event while on school grounds.
2. Any behavior that would endanger the health, safety, or well-being of any coach, parent, participant, official, or other attendee.
3. The use of profanity.
4. Treating any coach, parent, participant, official, or other attendee with disrespect based on race, creed, color, national origin, sex, sexual orientation or ability.
5. Verbal or physical threats or abuse of any coach, parent, participant, official, or other attendee.
6. Initiating a fight or scuffle with any coach, parent, participant, official, or other attendee.
7. Coaching any player from the sidelines or stands during practice or competition, as this may be distracting to the individual and the team, and may directly conflict with the coach's strategy.
8. Approaching a coach to discuss the coach's strategy or the playing time of a player immediately before, during or after a game. Please wait until the next day to contact a coach.
9. Everyone should refrain from making inappropriate, disparaging offensive or negative posts on Social Media regarding Estill County athletes, families, staff, coaches or volunteers that could have a negative impact on Estill County High School.
10. Parents should address any concerns with the coach's approach directly with the coach, in a respectful manner at an appropriate time. If the concerns are not addressed to the parents' satisfaction, they may contact the athletic director to schedule an appointment to discuss any concerns.
11. Parents/guardians are expected to review the above criteria and sign this sheet as their pledge to adhere to the expectations of good sportsmanship. Each coach will meet with his/her parents to discuss this policy. Failure to attend the meeting cannot be used as an excuse if this policy is violated.

Parents who violate this Code of Conduct while attending an Estill County School athletic event will be subject to disciplinary action including ejection from a sports event. Ejection from an event carries the same penalty as a coach that has been ejected from a game. Repeated and/or severe offenses can result in multigame suspensions, full season and/or a ban from all athletic events.

Parent Signature _____

Parent Signature _____

Students name (please print) _____

Booster Club/PTO Agreement

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

TERMS AND CONDITIONS

1. The Booster Club/PTO acknowledges that the Board is responsible for the promotion of education and the general health and welfare of all students attending the Estill County Public Schools. In addition, the Booster Club/PTO acknowledges that the Board has control and management of all school funds and all public school property in its district and may use its funds and property to promote public education (KRS 160.290). The Board and Booster Club/PTO acknowledge that the purpose of Booster Club/PTOs is to assist and support but not to direct, interfere with, nor supplant the staff, existing activities, or athletic programs.
2. The Booster Club/PTO acknowledges that its activities may affect compliance with Title IX of the Educational Amendments of 1972 (Title 20, U.S.C. 1681-1687, et seq.). The Booster Club/PTO agrees to refrain from engaging in any activity which, in the opinion of the Principal and Athletic Director and the Superintendent of the Estill County Public Schools, would adversely affect the school’s or the Board’s ability to comply with Title IX.
3. Upon request of the Principal or Athletic Director, Finance Officer, or upon request of the Superintendent of the Estill County Public Schools, the Booster Club/PTO shall make available a full and complete list of its members. All checks require two signatures. Booster Club/PTOs cannot have debit cards. Booster accounts cannot be used to purchase gift cards. District employees/local board members shall not serve as a booster treasurer or any other officer with check signing authority. The federal identification number and the names of all club officers shall be submitted to the Principal and Superintendent at the beginning of each school year and within thirty days when that changes.
4. The Booster Club/PTO shall submit a monthly financial report and a copy of the bank statement to the school. The monthly financial report should include a detailed listing of all receipts and expenditures. The Booster Club/PTO shall submit an annual estimated budget to the principal with the first thirty days of the school year or within thirty days of the first transaction of the group showing estimated revenues from admissions, fundraisers, dues, concession sales, and other categories, and estimated expenditures by category. The Booster Club/PTO shall submit a monthly financial report and a copy of the bank statement to the school. The monthly financial report should include a detailed listing of all receipts and expenditures.

APPENDIX

5. In addition to complying with the requirements of Title 702 of the Kentucky Administrative Regulations, Chapter 3:130 (internal accounting), and all other relevant statutes and regulations, the Booster Club/PTO submit an annual financial report to the principal by July 25 for the year ended June 30. The annual financial report shall contain receipts from admissions, fundraisers, dues, concession sales, and other categories; expenditures by payee; and beginning and ending balances. In addition, if requested to do so, the Booster Club/PTO shall also provide audited financial records concerning its activities. The Booster Club/PTO shall pay for the audit.
6. Requests for fund-raising activities shall be directed in writing to the school Principal for his approval within the first 30 days of school. Additional requests during the year must be submitted to the school Principal for approval a minimum of fourteen (14) days prior to the fund-raising activity. No solicitation of funds or requests for donations shall be conducted by a Booster Club/PTO without approval of school Principal. All receipts, and invoices related to approved fund-raising activities must be made available upon request for review by the school Principal, Superintendent, and Finance Officer.

The Booster Club/PTO shall submit an annual proposed schedule of events to the school Principal at the start of each school year. Events that require school personnel for supervision or custodial work are the responsibility of the Booster Club/PTO and must be compensated according to school policy.

7. The Principal and Athletic Director of the School and the Superintendent of the Estill County Public Schools expressly reserve the right to reject any fund-raising activity for any reason. The Booster Club/PTO agrees that it shall not engage in any fund-raising activity which has not been approved or which has been rejected by the Principal or Athletic Director or the Superintendent. Participation in booster activities by parents/ guardians/relatives of student/athletes is not required for participation in Estill County School Athletics. No special considerations or restrictions can/will be placed on student athletes related to booster groups. Coaches shall not participate in voting on Booster Club/PTO activities. Participation in any gaming activity must be approved by the Estill County Board of Education. Booster Club/PTOs that conduct gaming activities must keep a valid charitable gaming license and said license shall be prominently displayed at all gaming activities.
8. By executing this document through its designated representative, all members, officers, and representatives of the Booster Club/PTO agree to abide by the terms and conditions set forth below as well as those additional terms and conditions which may be required by the Board. The designated representative of the Booster Club/PTO represents and agrees that he/she will provide a copy of this agreement to all members of the Booster Club/PTO. The Board of Education does not assume any financial responsibility for a Booster Club/PTO.
9. A Booster Club/PTO organization using external accounts shall not use the state tax exempt or federal identification number of the school or district but shall obtain a state tax exempt or federal identification number specifically and only for the use of the booster organization.

APPENDIX

10. By executing this document through its designated representative, all members, officers, and representatives of the Booster Club/PTO agree to abide by the terms and conditions set forth below as well as those additional terms and conditions which may be required by the Board. The designated representative of the Booster Club/PTO represents and agrees that he/she will provide a copy of this agreement to all members of the Booster Club/PTO.

*** * * * ***

I hereby acknowledge that I am a representative of the _____ Booster Club/PTO and that I am authorized to act on its behalf. I further agree that this Booster Club/PTO and its members shall abide by the Terms and Conditions set forth above. I further agree to immediately report to the Principal and Athletic Director of _____ School and to the Superintendent of the Estill County Public Schools any violation or breach of this agreement. I understand that failure to comply with this agreement can result in the termination of the Board's approval for sanction of the Booster Club/PTO and that it will no longer be able to participate in fund-raising activities or make purchases on behalf of school athletic teams.

_____ BY: _____ TITLE:

(Name of Booster Club/PTO)

STATE OF KENTUCKY COUNTY OF _____

Subscribed and sworn to before me on this the ____ day of _____, 20 ____, by _____.

NOTARY PUBLIC
My commission expires: _____

Guest Courtesy Policy

ECCHS has established a series of Guest Courtesy Policies to ensure that all of our guests have a safe and enjoyable experience while attending events at our school.

- ECCHS reserves the right to prohibit any item from entering the premises. All patrons and their belongings may be subject to a security search prior to entry or once inside.
- ECCHS school grounds and athletic facilities are non-smoking and tobacco free.
- Recording devices of any type including audio, photographic or video will be allowed for most events. If a no camera policy is in effect, cameras must be returned to your vehicle before entering. (This only happens generally during tournament play.)
- Please remember: No weapons of any type, other items deemed unsafe or illegal drugs and substances are allowed.
- No animals are allowed into our facilities. (Service animals for guest with disabilities are allowed.)
- See list below for other items deemed inappropriate at all athletic events.

Prohibited Items

The following items are not permitted at any ECCHS Athletic Facility.

- Propane tanks and heaters;
- Alcoholic beverages;
- Chains, studded bracelets, etc.;
- Laser pens and pointers;
- Taser's;
- Poles to display banners, flags, etc.;
- Skateboards, roller blades, roller skates, etc.;
- Any other item deemed to be inappropriate or dangerous.

KHSAA Approved Spectator Policy

The approved policy states that “any adult spectator (adult who is not listed on the current roster of coaches for the school) at any KHSAA sanctioned interscholastic event (scrimmage, regular or postseason contest) who is removed by school administrators or by law enforcement (whether or not referred by a contest official) for unsportsmanlike conduct shall be suspended from attending, at minimum, the next contest at that level of competition and all other contests at any level in the interim.” (Estill County School Administration can apply the maximum suspension for the remainder of the school year.)

Emergency Action Plan

Table of Contents

<p>Components of the Emergency Action Plan</p> <ul style="list-style-type: none"> • Overview • Personnel • Roles of First Responders • Activating the EMS System • Communication • Equipment • Medical Emergency Transportation • Non-Medical Emergencies • Emergency Phone Numbers • On-Field/Court Emergency Protocol • Athletic Trainer • Conclusion
<p>Individual Sport Emergency Action Plans</p> <ul style="list-style-type: none"> • Football and Soccer • Track and Tennis • Baseball and Softball • Basketball and Volleyball • Band • Middle School • West Irvine

Emergency Action Plan Overview

Emergency situations may arise anytime during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant in emergency and/or life threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will be provided. As emergencies may occur at any time during an activity, the School Administration and Athletic Staff must be prepared. An emergency action plan has been developed in order that it may be implemented immediately when necessary and to provide appropriate standards of emergency care to all sports participants.

Venue specific area emergency plans are provided herein.

High School Events	(Same field or facility)	Middle School Events	West Irvine Elem. Events
	*Football and Soccer		
	*Track and Tennis		
	*Baseball and Softball		
Basketball and Volleyball		Basketball and Volleyball	Basketball and Volleyball

Emergency Action Plan Personnel

During an athletic practice or competition, the first responders to an emergency are typically the coaches. Coaches are required to complete medical emergency courses on line through the KHSAA and be certified in CPR and use of an AED machine. We will have a certified trainer on hand at several home games. Coaches and/or the trainer will evaluate the nature and scope of the injury to determine if it requires calling an ambulance for further medical care and transportation to the hospital.

The Emergency Action Plan team shall consist of the Coaches, Trainer, Athletic Directors, Administrators, and School Resource Officer.

Roles of Responders

1. The first and most important role is establishing safety of the scene and immediate care of the athlete. Acute care (immediate care) should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training.
2. EMS activation may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by a Coach, Trainer, Athletic Director, Administrator or School Resource Officer.
3. Equipment retrieval may be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed. Locations of AED machines is provided in this packet.
4. Directing EMS to the scene is the fourth role. One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site of the emergency. Depending on the ease of access, this person should have keys to any locked gates or doors that may slow the arrival of the medical personnel.

Activating the EMS System

- Coach and/or TEAM member arrives at the scene of injury/emergency
- Assess the situation in terms of need
- Make the call
- Information to provide – Identify yourself, explain the nature of the emergency, number of athletes or people injured, condition of the injured (breathing, not breathing, pulse, no pulse, bleeding, conscious, unconscious)
- First Aid treatment already initiated (blood control, rescue breathing, CPR, AED, etc.)
- Specific directions to the location of injured athletes/people.

Emergency Communication

Communication is key to quick emergency response. Coaches, Athletic trainers and emergency medical personnel must work together to provide the best emergency response and should have contact information such as telephone tree established as part of pre-planning for emergency situations. Communication prior to the event is a good way to establish boundaries and to build rapport between groups of professionals. If emergency medical transportation is not available on site during a particular sporting event, then direct communication with the emergency medical system at the time of the injury or illness is necessary. Access to a working cell phone or other communication device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order.

Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment available should be appropriate for the level of training for the emergency medical providers. Creating an equipment inspection log book for continued inspection is strongly recommended. It is recommended that a few members of the emergency team be trained and responsible for the care of the equipment. It is important to know the proper way to care for and store the equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise.

Medical Emergency Transportation

Emphasis is placed at having an ambulance on site at high risk sporting events. The athletic department coordinates on site ambulances for competition in football. Ambulances may be coordinated on site for other events if needed. In the event that an ambulance is on site, there should be a designated location with rapid access to the site and a cleared route for entering/exiting the venue.

In the medical emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate medical care. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the athlete. Any emergency situations where there is impairment in level of consciousness (LOC), airway, breathing, or circulation (ABC) or there is neurovascular compromise should be considered a “load and go” situation and emphasis placed on rapid evaluation, treatment and transportation.

Non-Medical Emergencies

For the following non-medical emergencies; fires, bomb threats, severe weather and violent or criminal behavior, refer to the emergency action plan checklist for the particular sport and follow the instructions.

Emergency Phone Numbers

EMS	911	
School Resource Officer	Josh Rison (859) 200-3733	
Principals	High School Josh Yost - Principal (606) 599-2982 Laura Wilson (859) 338-0159	Middle School Andrea Williams- Principal (606) 643-5131 Mickey Tucker – Assistant (606) 643-6241
	West Irvine Charlotte Arvin (859) 779-8727	Estill Springs Jessica Mullins (859) 582-9285
	Athletic Directors	Ruth Hughes (606) 305-6505 Blake Crowe (606) 643 - 5521 Austin Moore – District Athletic Director (606) 975-0194
	Athletic Trainer	Kirsten West – Bluegrass Orthopedics (859) 421-8546
School Nurses	(District) Erika Adams – 859-582-5246 (High School) Brittany Sparks – 606-975-0764 (Middle School) Vacant (West Irvine) Tara Friend – 859-200-5006 (Estill Springs) Lauran Chaney – 859-200-1905	

AED Locations

High School <ul style="list-style-type: none"> • Front Office • Gymnasium • Fieldhouse weight room • 2 Portable (Soccer/Softball/baseball) 	Middle School <ul style="list-style-type: none"> • Front Lobby entrance • Gymnasium
West Irvine <ul style="list-style-type: none"> • Front Lobby 	Estill Springs <ul style="list-style-type: none"> • Front lobby

*Athletic trainer will have his/her own AED at event.

Emergency Action Plan

Football Practice Field

Emergency Personnel: Coaches

Emergency Communication: Cell Phones

Emergency Equipment: Team first aid kit on the field

Automated External Defibrillator Location: Weight room wall

Roles of Emergency Action Plan Team Members:

1. Coaches and/or trainers provide immediate care and assessment of injured athlete. Determine severity of athlete's condition and determine next level of care.
2. Emergency equipment retrieval (if needed and appropriate to the emergency)
3. Activate emergency medical protocol- call 911 (and school resource officer next if needed). Notify the parent/guardian of the injured.
 - a) Identify yourself and your role in the emergency
 - b) Specify location and cell number you are calling from
 - c) Give name of the injured individual and age
 - d) Describe the individual's condition
 - e) Give an approximate time of the incident/accident
 - f) Tell what care is being provided
 - g) Give directions to the location
 - h) Clear a path to the injured for transportation – open gates, move cars or redirect spectators as needed.
 - i) Have an assigned individual to flag down EMS and direct them to the scene

Storm Safety Location:

In the event of lightning or severe thunderstorm warnings, move all individuals from the practice field to inside the locker room until the danger passes. If you hear thunder and/or see lightning – then danger still persists. Wait at least 30 minutes after the last strike of lightning to resume activities. In the event of Tornado warning move to the hallway in Success Academy.

Emergency Action Plan

Football-Track-Tennis-Soccer Complex

Emergency Personnel: Coaches

Emergency Communication: Cell Phones

Emergency Equipment: Team first aid kit on the field

Automated External Defibrillator Location: In the weight room on the wall

Roles of Emergency Action Plan Team Members:

1. Coaches and/or trainers provide immediate care and assessment of injured athlete. Determine severity of athlete’s condition and determine next level of care.
2. Emergency equipment retrieval (if needed and appropriate to the emergency)
3. Activate emergency medical protocol- call 911 (and school resource officer next if needed). Notify the parent/guardian of the injured.
 - a) Identify yourself and your role in the emergency
 - b) Specify location and cell number you are calling from
 - c) Give name of the injured individual and age
 - d) Describe the individual’s condition
 - e) Give an approximate time of the incident/accident
 - f) Tell what care is being provided
 - g) Give directions to the location
 - h) Clear a path to the injured for transportation – open gates/doors, move cars or redirect spectators as needed.
 - i) Have an assigned individual to flag down EMS and direct them to the scene

Storm Safety Location

In the event of lightening or severe thunderstorm warnings, move all individuals from the outdoor complex into the gymnasium. Football teams may report to locker rooms. All spectators and fans should move into the gym and remain in the lower bleachers. In the event of a tornado warning athletes and spectators should report to lower end of gymnasium complex into the Success Academy hallway and cafeteria. Coaches will be responsible for counting the players and making sure that everyone is accounted for. In the event of a campus lock down due to criminal activity, all athletes are to report to their locker rooms until the all clear signal is given by campus security or school official.

Evacuation Areas

Football/Soccer	Track	Tennis	Spectators
Locker/Weight Room	Gymnasium/Cafeteria Weight Room	Gymnasium/Cafeteria Weight Room	Gymnasium/Cafeteria

Emergency Action Plan

Basketball and Volleyball – Gymnasium Complex

Emergency Personnel: Coaches

Emergency Communication: Cell Phones

Emergency Equipment: Team first aid kit on the bench/locker room

Automated External Defibrillator Location: Gym wall by the girl’s restroom

Roles of emergency action plan team members:

1. Coaches and/or trainers provide immediate care and assessment of injured athlete. Determine severity of athlete’s condition and determine next level of care.
2. Emergency equipment retrieval (if needed and appropriate to the emergency)
3. Activate emergency medical protocol- call 911 (and school resource officer next if needed).
Notify the parent/guardian of the injured.
 - a) Identify yourself and your role in the emergency
 - b) Specify location and cell number you are calling from
 - c) Give name of the injured individual and age
 - d) Describe the individual’s condition
 - e) Give an approximate time of the incident/accident
 - f) Tell what care is being provided
 - g) Give directions to the location
 - h) Clear a path to the injured for transportation – open gates, move cars or redirect spectators as needed.
 - i) Have an assigned individual to flag down EMS and direct them to the scene

Storm Safety Location

In the event of tornado warnings, move all individuals into the lower arena first. Clear the lobby area and anyone standing outside into the gym. An announcement will be made to exit through the lower hallways into the Success Academy Area until the danger passes. Coaches, Administration and School Resource Officer will announce the all clear to resume activities.

Emergency Action Plan

Baseball and Softball Complex

Emergency Personnel: Coaches

Emergency Communication: Cell Phones

Emergency Equipment: Team first aid kit on the bench/locker room

Automated External Defibrillator Location: Portable device in the concessions

Roles of Emergency Action Plan Team Members:

1. Coaches and/or trainers provide immediate care and assessment of injured athlete. Determine severity of athlete's condition and determine next level of care.
2. Emergency equipment retrieval (if needed and appropriate to the emergency)
3. Activate emergency medical protocol- call 911 (and school resource officer next if needed). Notify the parent/guardian of the injured.
 - a) Identify yourself and your role in the emergency
 - B) Specify location and cell number you are calling from
 - b) Give name of the injured individual and age
 - c) Describe the individual's condition
 - d) Give an approximate time of the incident/accident
 - e) Tell what care is being provided
 - f) Give directions to the location
 - g) Clear a path to the injured for transportation – open gates, move cars or redirect spectators as needed.
 - h) Have an assigned individual to flag down EMS and direct them to the scene

Storm Safety Location

In the event of severe storms and/or tornado warnings, move all individuals into the middle school lower hallways. Coaches, Administration and School Resource Officer will announce the all clear to resume activities or cancellation of the event.

Emergency Action Plan

Band – Estill Springs or High School Parking Lot

Emergency Personnel: Director and assistants

Emergency Communication: Cell Phones

First Aid Kit In the band room/front office

Automated External Defibrillator Location: Estill Springs-main lobby. High School-front office and gym

Roles of emergency action plan team members:

1. Coaches and/or trainers provide immediate care and assessment of injured athlete. Determine severity of athlete's condition and determine next level of care.
2. Emergency equipment retrieval (if needed and appropriate to the emergency)
3. Activate emergency medical protocol- call 911 (and school resource officer next if needed). Notify the parent/guardian of the injured.
 - a) Identify yourself and your role in the emergency
 - b) Specify location and cell number you are calling from
 - c) Give name of the injured individual and age
 - d) Describe the individual's condition
 - e) Give an approximate time of the incident/accident
 - f) Tell what care is being provided
 - g) Give directions to the location
 - h) Clear a path to the injured for transportation – open gates, move cars or redirect spectators as needed.
 - i) Have an assigned individual to flag down EMS and direct them to the scene

Storm Safety Location

In the event of tornado warnings, move all individuals into the server side of the high School cafeteria. At Estill Springs move through back gym doors to the interior hallway restrooms.

Emergency Action Plan

Middle School Basketball and Volleyball – Gymnasium Complex

Emergency Personnel: Coaches and assistants

Emergency Communication: Cell Phones

Emergency Equipment: First aid kit in the band room/front office

Automated External Defibrillator Location: Gymnasium wall by home locker room

Roles of emergency action plan team members:

1. Coaches and/or trainers provide immediate care and assessment of injured athlete. Determine severity of athlete's condition and determine next level of care.
2. Emergency equipment retrieval (if needed and appropriate to the emergency)
3. Activate emergency medical protocol- call 911 (and school resource officer next if needed). Notify the parent/guardian of the injured.
 - a) Identify yourself and your role in the emergency
 - b) Specify location and cell number you are calling from
 - c) Give name of the injured individual and age
 - d) Describe the individual's condition
 - e) Give an approximate time of the incident/accident
 - f) Tell what care is being provided
 - g) Give directions to the location
 - h) Clear a path to the injured for transportation – open gates, move cars or redirect spectators as needed.
 - i) Have an assigned individual to flag down EMS and direct them to the scene

Storm Safety Location

In the event of tornado warnings, move all individuals into the lower hallway leading to the gymnasium.

Emergency Action Plan

West Irvine Basketball and Volleyball – Gymnasium Complex

Emergency Personnel: Coaches and assistants

Emergency Communication: Cell Phones

Emergency Equipment: First aid kit in the band room/front office

Automated External Defibrillator Location: Front lobby

Roles of emergency action plan team members:

1. Coaches and/or trainers provide immediate care and assessment of injured athlete. Determine severity of athlete's condition and determine next level of care.
2. Emergency equipment retrieval (if needed and appropriate to the emergency)
3. Activate emergency medical protocol- call 911 (and school resource officer- Notify the parent/guardian of the injured.)
 - a) Identify yourself and your role in the emergency
 - b) Specify location and cell number you are calling from
 - c) Give name of the injured individual and age
 - d) Describe the individual's condition
 - e) Give an approximate time of the incident/accident
 - f) Tell what care is being provided
 - g) Give directions to the location
 - h) Clear a path to the injured for transportation – open gates, move cars or redirect spectators as needed.
 - i) Have an assigned individual to flag down EMS and direct them to the scene

Storm Safety Location

In the event of tornado warnings, move all individuals into the bathrooms right outside the gym. There are emergency exit maps posted in multiple areas of the gym.

On Field/Court Emergency Protocol

Recommended Guidelines to Use During a Serious On-Field/On Court Player Injury (NFL & NCAA):

1. Players and coaches should go to and remain in the bench area once medical assistance arrives. Adequate lines of vision between the medical staffs and all available emergency personnel should be established and maintained.
2. Players, parents and non-authorized personnel should be kept a significant distance away from the seriously injured player or players.
3. Players or non-medical personnel should not touch, move or roll an injured player.
4. Players should not try to assist a teammate who is lying on the field (i.e., removing the helmet or chin strap, or attempting to assist breathing by elevating the waist).
5. Players should not pull an injured teammate or opponent from a pile-up.
6. Once the medical staff begins to work on an injured player, they should be allowed to perform services without interruption or interference.
7. Players and coaches should avoid dictating medical services to the athletic trainers or team physicians or taking up their time to perform such services.

Athletic Trainer – Kirsten West of Bluegrass Orthopedics

We have an athletic trainer to assist in the evaluation and treatment of injuries. She is available by cell phone (859- 421-8546) and will attend some of our sporting events. We are glad to have her assistance and knowledge to care for our student athletes. If, in her opinion, an athlete should not continue to compete in that contest until further evaluation can take place, her decision is final.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete’s survival may hinge on how well trained and prepared athletic healthcare providers are. It is prudent to invest athletic department “ownership” in the emergency plan by involving the athletic administration and sport coaches as well as Sports Medicine Personnel. The Emergency plan should be reviewed at least once a year with all athletic personnel, along with CPR and first aid refresher training. Through development and implementation of the emergency plan, the Estill County School System helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Acknowledgement Form

20210-20221 School Year

Formatted: Highlight

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

I understand and agree:

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

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

Signature of Employee

Date

Printed Name

Return this signed form to the Central Office.