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CHRISTIAN COUNTY
— PUBLIC SCHOOLS —
A Community Committed to Phenomenal Schools

COACHES' HANDBOOK



DISTRICT ATHLETIC PROGRAM

2024-2025

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Christian County Board of Education
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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:

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Introduction

Handbook Purpose

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

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

Some policies refer to specific forms that are available as part of the District's administrative procedures. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office and in the Principal's office. Policies and procedures also are available on line via the District's web site or through this Internet address: <http://policy.ksba.org/C11/>. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

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

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

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

www.khsaa.org

District Mission

The mission of Christian County Public Schools is to ensure meaningful learning experiences that empower all students in reaching their fullest potential in a changing world. We will provide the tools for preschool to post-graduation success by uniting all shareholders to support diverse academic and social-emotional needs.

Athletic Program Philosophy

A balanced and student-centered athletics program is an essential component of an effective and comprehensive educational experience. It should provide opportunities for students to develop their talents and compete in a positive and constructive environment, and, more importantly, to grow as individuals and learn those valuable life lessons that competitive athletic activities uniquely promote. Because of the special opportunities for personal growth that sports provide, it is our firm belief that each program should maximize participation within the reasonable limitations that the competitive nature of each inter-scholastic sport allows.

We also believe that every effort should be made to support the overall athletics program with the best facilities and equipment, and with the most qualified staff available. Our coaches should teach the specific skills necessary for success in their respective sport, prepare each participant for the physical demands of that sport, and use their sport to teach those skills and attributes that are essential to success in all aspects of life. The expectation of each individual program is to use the preparatory and competitive experiences that it provides to teach self-discipline, teamwork, self-sacrifice, sportsmanship, leadership, and ethical behavior. We believe that participants should grow and develop as much from practice and conditioning sessions as from competition and that the growth and development of individual participants is not limited by “playing time.”

It is the intent of the Christian County Public Schools that students participate in as many athletic activities for which they are eligible and for which their skill level and/or degree of preparation allows. It is our expectation that coaches shall strongly encourage students to participate in all sanctioned sports programs offered by the school if participation would be beneficial to the student-athlete. Furthermore, it is also our belief that meaningful athletic competition involves not only winners and losers; win or lose, athletics serve as an ideal environment for the development and expression of human excellence.

Student-athletes may participate in more than one sport during the same season, if both coaches are reasonably able to coordinate a student’s schedule. If so, the in-season sport should take priority over an out-of-season sport or conditioning sessions for that sport.

If student-athletes quit a team 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 they not quit.

A student-athlete will not be allowed to begin participation in a second sport if they remove themselves from an in-season sport or are dismissed from the team until the season completion of the sport which s/he quit.

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).

The District expects full compliance with all Board and KHSAA policies, effective leadership and oversight of the various school-based teams and athletic programs, and the demonstration of the highest personal conduct by anyone assigned to an athletics-related role. It is the expectation of the Board of Education that all District coaches will:

1. First and foremost, protect and monitor the physical safety and health of every student-athlete they coach.
2. Read and adhere to the District Coaches' Code of Ethics.
3. Read, sign, and adhere to the contents of this handbook.
4. Annually review and adhere to all portions of the KHSAA handbook related to the sport they coach.
5. Do their best to see that students are not subjected to hazing, bullying, physical abuse, or intimidation at any time.
6. Create a positive learning atmosphere in games and practices.
7. Avoid using profanity or abusive language that specifically targets athletes, parents, coaches, officials, or fans. Any substantiated report of such language may result in disciplinary actions being taken.
8. Teach individual fundamentals and a team concept to every member of their team at the beginning of and throughout the total season.
9. Take the lead in promoting and communicating to college coaches on behalf of every athlete on their team interested in pursuing a college athletic career.
10. Punctually attend all required coaches meetings.
11. Provide accurate and timely communication to athletes, parents, and administrators as it relates to the following: game and practice schedule, team rules, player expectations, projected out of pocket expenses for the upcoming season, fund raising activities, off-season programs, etc. It is expected that a pre-season parent meeting be conducted so that all of the above information can be distributed prior to the beginning of the season.

12. As a part of the coaches' evaluation process, submit an end-of-the-year report that would include but not be limited to the following: game by game statistics, personal and team accomplishments, team roster, next year's schedule and outlook.
13. Oversee and foster positive public relations for their team, including notifying KHSAA/Riherds Scoreboard, newspapers and television stations of game results immediately upon completion of the game, win or lose, and notifying the school administration by the next morning after the game.
14. Ensure that all required paperwork/documentation for assistant and volunteer coaches is submitted prior to that person performing any coaching duties where student-athletes are present.
15. Be organized and prepared for every practice with a schedule and outline for each portion of the practice.
16. Prepare their team to be their "competitive best" and accept victories and defeats with good sportsmanship.
17. Display a positive health-related role model for student/athletes. At no time will the coach, his/her staff or student-athlete use a tobacco product, alcohol, or illegal drugs while associated with the school or athletic program. (i.e. practice, competition, and while traveling with the team).
18. As a Head Coach, officially and properly evaluate the performance of all assistant coaches serving with the team.
19. Promote the security, maintenance, and sanitary conditions of all facilities and equipment assigned to the sport he/she coaches during the playing season.
20. Supervise and ensure the cleanliness, sanitary conditions and storage of all equipment at game and practice sites no later than two (2) weeks following the completion of the season. **Note:** All sports facilities (including locker rooms) are subject to inspection by school District personnel or local health department officials without prior notice.

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.

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| 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 Christian 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.

School Sponsored Athletic Teams

The current **High School** athletic events sponsored and approved by the Christian County Board of Education for each year are as follows:

Girls

Cross Country

Soccer

Volleyball

Boys

Cross Country

Soccer

Football

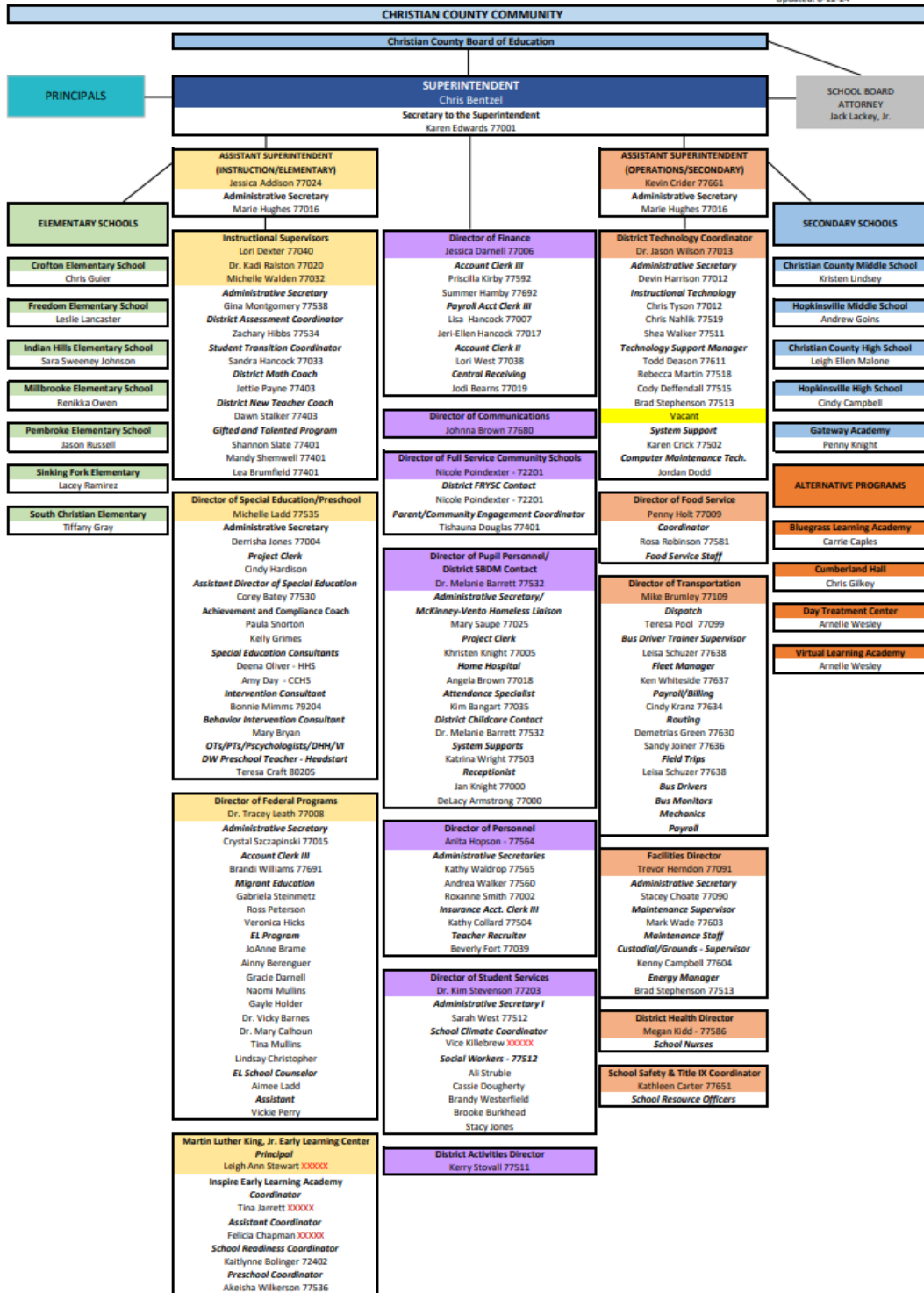
| | |
|---------------|---------------|
| Golf | Golf |
| Cheerleading | Wrestling |
| Archery | Archery |
| Basketball | Basketball |
| Swimming | Swimming |
| Track & Field | Track & Field |
| Softball | Baseball |
| Tennis | Tennis |
| Esports | Esports |
| Dance | Bass Fishing |
| Bass Fishing | Bowling |
| Bowling | |

The current **Middle School** athletic events sponsored and approved by the Christian County Board of Education for each year are as follows:

| <u>Girls</u> | <u>Boys</u> |
|---------------|---------------|
| Cross Country | Cross Country |
| Cheerleading | Football |
| Basketball | Basketball |
| Track & Field | Track & Field |
| Dance | |

Organizational Chart

Updated: 6-12-24



Central Office Personnel

| Person/Address | Telephone/E-mail |
|---|--|
| Supt. Christopher Bentzel 200 Glass Avenue | 270-887-7000 christopher.bentzel@christian.kyschools.us |
| Kerry Stovall District Activities Director 200 Glass Ave. | 270-887-7000 kerry.stovall2@christian.kyschools.us |
| Title IX/Equity Coordinators Kathleen Carter Anita Hopson Melanie Barrett Kerry Stovall 200 Glass Ave. | 270-887-7000 kathleen.carter@christian.kyschools.us anita.hopson@christian.kyschools.us melanie.barrett@christian.kyschools.us kerry.stovall2@christian.kyschools.us |
| Director of Special Education/504 Coordinator Michelle Ladd 200 Glass Ave | 270-887-7000 michelle.ladd@christian.kyschools.us |
| Personnel Director Anita Hopson | 270-887-7002 anita.hopson@christian.kyschools.us |
| Director of Pupil Personnel Melanie Barrett | 270-887-7005 melanie.barrett@christian.kyschools.us |
| District Health Director Megan Kidd | 270-887-7000 megan.kidd@christian.kyschools.us |
| School Safety/Title IX Coordinator Kathleen Carter | 270-887-7000 kathleen.carter@christian.kyschools.us |

School Administrators

| School | Person/Address | Telephone/E-mail | Fax |
|---------------------------------------|--|--|--------------|
| Bluegrass Learning Academy | Principal Carrie Caples 200 Glass Avenue | 270-887-1477 carrie.caples@christian.kyschools.us | 270-889-6561 |
| Christian County Day Treatment Center | Principal Chris Gilkey 210 Glass Avenue | 270-887-7390 chris.gilkey@christian.kyschools.us | 270-889-6561 |
| Christian County High School | Principal Leigh Malone 220 Glass Avenue | 270-887-7050 leigh.malone@christian.kyschools.us | 270-887-1294 |

| School | Person/Address | Telephone/E-mail | Fax |
|--|---|--|--------------|
| Christian County Middle School | Principal Kristen Lindsey 210 Glass Avenue | 270-887-7070 kristen.lindsey@christian.kyschools.us | 270-887-1189 |
| Crofton Elementary School | Principal Chris Guier 12145 S. Madisonville Rd. | 270-887-7190 chris.guier@christian.kyschools.us | 270-424-9192 |
| Cumberland Hall | Principal Chris Gilkey 270 Walton Way | 270-889-2177 chris.gilkey@christian.kyschools.us | 270-889-2191 |
| Freedom Elementary School | Principal Leslie Lancaster 831 North Drive | 270-887-7150 leslie.lancaster@christian.kyschools.us | 270-887-1287 |
| Gateway Academy to Innovation and Technology | Principal Penny Knight 705 N. Elm Street | 270-887-7030 penny.knight@christian.kyschools.us | 270-887-1242 |
| Hopkinsville High School | Principal Cindy Campbell 430 Koffman Drive | 270-887-7110 cindy.campbell@christian.kyschools.us | 270-887-1118 |
| Hopkinsville Middle School | Principal Andrew Goins 434 Koffman Drive | 270-887-7130 andrew.goins@christian.kyschools.us | 270-887-1234 |
| Indian Hills Elementary School | Principal Sara Sweeney 313 Blane Drive | 270-887-7230 sara.sweeney@christian.kyschools.us | 270-887-1199 |
| Millbrooke Elementary School | Principal Renikka Owen 415 Millbrooke Drive | 270-887-7270 renikka.owen@christian.kyschools.us | 270-887-1214 |
| Pembroke Elementary School | Principal Jason Russell 1600 Pembroke-Oak Grove Road | 270-887-7290 jsaon.russell@christian.kyschools.us | 270-475-9897 |
| Sinking Fork Elementary School | Principal Lacey Rameriz 5005 Princeton Road | 270-887-7330 lacey.rameriz@christian.kyschools.us | 270-887-1217 |
| South Christian | Principal Dr. Tiffany Gray | 270-887-7350 tiffany.gray@christian.kyschools.us | 270-271-9276 |

| | | | |
|--------------------------|---|--|--------------|
| Elementary School | 12340 Herndon-Oak Grove Road | | |
| Virtual Learning Academy | Principal Amelle Wesley 200 Glass Avenue | 270-887-7000 amelle.wesley@christian.kyschools.us | 270-887-6102 |

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.

Christian County Schools 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.

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 because of age, color, disability, race, national origin, religion, sex (including sexual orientation or gender identity), or veteran status.

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

If you have questions concerning District compliance with state and federal equal educational and employment opportunity laws, contact Anita Hopson at the Personnel Office.

Harassment/Discrimination/Title IX Sexual Harassment

Christian 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.

Any coach or sponsor who engages in hazing, harassment or discrimination of another employee or student may be subject to disciplinary action including, but not limited to, termination from his/her coaching position. **In addition, if a coach/sponsor knowingly allows harassment or hazing by others against players on his/her team, he/she may be subject to disciplinary action, including but not limited to termination from his/her coaching position.**

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 Chief Administrative Officer 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:

Title IX Coordinators: Kathleen Carter (Main Coordinator)

Office Address: 200 Glass Ave., Hopkinsville, KY 42240

Office Email: kathleen.carter@christian.kyschools.us

Office Phone: 270-887-7000; Ext. 77651

Title IX Coordinators:

Kerry Stovall, District Athletic Director

kerry.stovall2@christian.kyschools.us

270-887-7000

Melanie Barrett, Director of Pupil Personnel

melanie.barrett@christian.kyschools.us

270-887-7005

Anita Hopson, Director of Personnel

anita.hopson@christian.kyschools.us

270-887-7002

Director of Special Education/504 Coordinator: Michelle Ladd

Office Address: 200 Glass Ave., Hopkinsville, KY 42240

Office Email: michelle.ladd@christian.kyschools.us

Office Phone: 270-887-7000; Ext. 77535

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.

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.

Admission to Athletic Contests

The following are admission prices to *varsity* athletic events for District High Schools. (Middle Schools will follow the conference guidelines.)

*Veterans and current military w/ID will be granted free admission to all regular season events.

| | |
|--|-----------|
| General Admission | \$5.00 |
| Children (under age 6 accompanied by an adult) | No charge |

Admission to non-varsity events will be determined by the individual school, not to exceed varsity admission. All post-season admission prices are determined by KHSAA and are followed by each school.

Season passes are available from the school Athletic Director at a discounted rate. The season pass price will be set by the school and will be based on the number of home games per season.

Post-season play and special tournaments will not be included in the season pass price. Spectators will be able to purchase those tickets either at the gate or during special announced times prior to the event.

Cheerleading

While recognizing the benefits of athletic competition, the primary function of a cheerleading program in the District is to support interscholastic athletics and to uphold, reflect, and project the goals of the school community. Therefore, cheerleading squads will be a major part of the athletic program and will not only support their athletic teams but also promote school spirit and sportsmanship at contests and in the school as well.

Equitable Cheering

The Christian County Board of Education, as well as federal Title IX guidelines, requires that high school cheerleading squads cheer at boys' and girls' athletic events on an equitable basis.

It is the District's expectation that the top varsity level cheerleading squads at Christian County High School and Hopkinsville High School will:

- Cheer at all home varsity football games as well as any post season varsity football games.
- Cheer at all home boys' and girls' varsity basketball games, all away boys' and girls' varsity District basketball games (excluding Ft Campbell), and all boys' and girls' varsity post-season basketball games.

In the event that there is a conflict between a home game and an away District game, the home game will take priority.

The school's Cheerleading Sponsor is responsible for creation of the athletics event cheering schedule and communicating the schedule with the school Athletics Director. This schedule will be filed into the Title IX master file each year.

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, CPR 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.

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**

Coach Defined

What is a Coach as referred in KHSAA Bylaw 25?

Coaching is the act or regularly teaching, training, development or execution of specific processes, including any and all skills, tactics, techniques or strategies, by which an individual attempts to improve the individual or a team's ability to perform in sports or sport-activity competition.

It is not required that the teaching, training, development or execution be solely specific to the skills and tactics of the sport, but could also include position specific training, overall physical conditioning training or general aspects applicable to all sports. Individuals who perform these functions specifically on behalf of the coach or school, even at outside venues, shall be considered to be coaching.

Any person, paid or unpaid, that performs these functions is considered a coach.

This includes specialized instructors such as hitting and catching coaches, regular cheer or dance instructors, goalie coaches and other individuals who are providing instruction.

All persons meeting these definitions of a coach are subject to the restrictions and requirements of KHSAA Bylaw 25.

Please refer to KHSAA Bylaw 25.

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 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**

The program and user instructions are on the Kentucky Online Gateway (KOG): <https://kog.chfs.ky.gov/home/>.

Physical Examinations

Coaches

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

Students

Each student seeking eligibility to participate in any 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.

School Athletic Director file requirements:

1. NFHS Coaching Principles Certification (1-year allowance to complete)
2. Coaches Code of Ethics Form
3. Handbook Acknowledgement Form
4. Proof of CPR/First Aid/AED Certification
5. Sports Safety Training
6. Proof of Attending Redbook training (coaching staff member and Booster President)
7. Administration of Emergency Medications Training - if situation requires the possible administration of emergency medication by a coach, that coach and school nurse will communicate an accredited and acceptable plan to be approved by the school Principal.

Central Office - Personnel Department file requirements:

1. Official transcripts and diplomas (confirming a minimum of 64 college credit hours)
2. Current W4 Form
3. Current Medical Exam with TB risk assessment
4. Criminal records check
5. Copy of driver's license and Social Security card, verifying minimum age of 21 years old.
6. Application and resume

A listing of current extra duty stipend salary scale can be found at www.christian.kyschools.us

Meetings

All Head Coaches (high school and middle school) are required to attend a mandatory coaches' meeting that will be held at the beginning of each school year. This date will be determined by the School Athletic Director and communicated prior to the end of the current school year.

Additionally, Head Coaches are required to attend any meetings as scheduled by the School Athletics Director (infrequent in occurrence).

Evaluation

All Head Coaches will be subject to a yearly end of the season evaluation. The evaluation will be conducted by the District Athletic Director, School Athletic Administrator, and School Athletic Director.

All Head Coaches, along with the School Athletic Director will annually evaluate Assistant Coaches and provide a copy of those evaluations to the School Athletic Director for the permanent file.

All Athletic Directors, including the District Athletic Director will be subject to a yearly evaluation at the conclusion of the school year.

Fund-Raising Activities

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

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. Door-to-door solicitations are prohibited during the COVID-19 pandemic

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**

Solicitation of advertising for any student publication is permitted. All funds that are raised in a school sponsored fund-raising project belong to the school and do not belong to the students or parents during the fund raising event or even after the funds are deposited in the activity account. Therefore, no student or parent has property rights to school-sponsored fund raising monies.

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

For additional school or District fund raising information, coaches should refer to the [Accounting Procedures for Kentucky School Activity Funds \(Redbook\)](#).

Game Ticket Sales

Any and all game ticket sales conducted by a booster club (including out of season games) must adhere to state financial guidelines, including use of proper tickets and completion of required verification forms. No game officials or umpires may be paid directly from booster clubs. All such payments must be made through the school bookkeeper to ensure proper Internal Revenue Service rules are being followed by the District. Questions may be directed to the District Finance Office.

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 twenty-four (24) 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, including hospitalization resulting from a heart attack, or the loss of an eye.

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

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 emergency. **03.14/03.24/05.4**

Disrupting the Educational Process

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

1. Behavior that disrupts the educational process includes, but is not limited to:
 - conduct that threatens the health, safety or welfare of others;
 - conduct that may damage public or private property (including the property of students or staff);
 - illegal activity;
 - conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
 - conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.
- 03.1325/03.2325**

Drug-Free/Alcohol-Free Schools

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

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

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

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

Any employee 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.

Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and either the local law enforcement agency or the 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 including, but not limited to all knives (including pocket knives and hunting knives), explosive devices, fire crackers or fireworks of any kind, instruments or objects which may reasonably be perceived by another as a weapon or dangerous instrument ("look-alike" weapon), or any other object, device or material which is reasonably determined by the Principal and/or the Board to be used or possessed for the purpose of intimidating, threatening or injuring another person 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.

Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the District’s law enforcement agency and either to the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the District’s law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

- a. Assault resulting in serious injury;
- b. A sexual offense;
- c. Kidnapping;
- d. Assault with the use of a weapon;
- e. Possession of a firearm or deadly weapon in violation of the law;
- f. The use, possession, or sale of a controlled substance in violation of the law; or
- g. Damage to property.

Any school employee who receives information from a student or other person of conduct which is required to be reported, shall report the conduct to the District’s law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police. **09.425**

Tobacco, Alternative Nicotine Product, or Vapor Products

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.

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. 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.

If a student under the age of twenty-one violates this policy, then the District will confiscate the alternative nicotine products, tobacco products, or vapor products. 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**

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**.

Automated External Defibrillators (AEDs)

The District shall maintain AEDs in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with procedures established by the Superintendent/designee. Expected users documented as having completed required training shall be authorized to use a defibrillator. **05.4**

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 Christian 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

No employee shall accept, for personal use, any gifts valued at over \$25 from current or potential suppliers or vendors. Personnel are also prohibited from accepting rebates in the form of gifts or gratuities valued at over \$25 from organizations or persons to whom they have referred or may refer parents and students. Exceptions may be made for those businesses that offer discounts to various employee groups. **03.1322/03.2322**

Solicitations

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

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

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

Alteration of School Property

Any major 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, or the erection of lighting systems for such fields shall be done only after the approval of the project by the Board and appropriate state agencies. **05.11**

Athletic Booster Facility Assistance

Appreciating the fact that booster clubs have in mind the best interests of the student athletes, the success of their particular sport, and the future of the District athletic programs, guidelines have been established to promote cooperation and efficiency when boosters elect to provide financial assistance with the approved District athletic facility improvement plan.

The Athletic Department, Superintendent, and Board of Education realize the potential of this partnership and appreciate the initiative from the booster clubs in providing assistance with athletic projects scheduled for completion. It is therefore imperative that the following guidelines be established and adhered to guide all future cooperation on District athletic projects.

1. The Principal, Director of Maintenance, Superintendent/designee and Board of Education, prior to a project being started, must give approval to the proposed plan of financial assistance.
2. The Board will entertain booster assistance with building projects that are deemed a priority by the Board. Primarily, the Board will consider entering into agreements for financial assistance only. Labor and “sweat equity” will be closely scrutinized and only permissible by obtaining pre-approval from the Superintendent and Director of Facilities. Further, these proposed projects must be categorized as “maintenance projects” rather than capital construction. The Board will secure the services of an architect and licensed contractor on all facility projects as required by Kentucky Department of Education regulations.
3. If there is any fund raising required by the booster club to meet its financial commitment, the fundraiser shall have prior approval of the building Principal or, as needed, by the Board.
4. All facility projects must fit into the overall District Facility Plan of the District, as approved by the Superintendent and the Board.
5. As noted above, current Board policy prohibits any alteration to school property without its approval.
6. The Board recommends that booster clubs use their funds to enhance their respective athletic teams, i.e., charter bus travel, rather than school bus travel, while ensuring compliance with all Title IX regulations.

Advertising

No commercial advertising shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Superintendent. However, this requirement does not prevent advertising in publications which are published by student organizations, PTA/PTO, booster club, or other parent groups. **10.4**

Posting Signs on Board Property

Posting of commercial advertising signs in facilities or on the grounds of school property must be approved by the Board through the Superintendent or designee in accordance with approved procedures.

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.

Employee Religious Expression

The District shall not punish or prohibit an employee from, or punish an employee for, engaging in private religious expression otherwise protected by the First Amendment to the United States Constitution absent a showing that the employee has engaged in actual coercion. **03.13241/03.23241**

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/designee.

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 an oral **or written report, including but not limited to electronic submission,** to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney.

After making that report, the employee shall then immediately notify the Principal of the suspected abuse. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee.

Upon notification, the Principal or the Superintendent/designee shall facilitate the cooperation of the school with the investigation of the report. Any person who knowingly causes intimidation, retaliation, or obstruction in the investigation of the report shall be guilty of a Class A misdemeanor.

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

Duty to Report

There can be no “code of silence” when it comes to sexual or physical abuse, and it is the expectation of the Board of Education that such incidents are to be reported through proper channels as soon as it becomes known or is suspected. This also applies to knowledge of an inappropriate relationship between a fellow coach and student-athlete as defined in KRS 510.110.

It is important to note that any employee or volunteer not reporting suspected sexual or physical abuse in a timely manner as directed is subject to disciplinary action (up to and including termination) and prosecution under KRS 620.030.

Reporting telephone numbers:

| | |
|-----------------------|--------------|
| Sheriff Department | 270-887-4142 |
| Police Department | 270-890-1500 |
| Kentucky State Police | 800-222-5555 |

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 **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**
- 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**
- Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and the local law enforcement agency or the Kentucky State Police **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**

- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24/05.4**

STAFF RESPONSIBILITIES

- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262/09.42811**
- 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.1/05.47 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**
- Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the District's law enforcement agency and either to the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act that has occurred on school property or at a school-sponsored function involving assault resulting in serious injury, a sexual offense, kidnapping, assault with the use of a weapon, possession of a firearm or deadly weapon in violation of the law, the use, possession, or sale of a controlled substance in violation of the law, or damage to property. **09.2211/09.425**

STAFF RESPONSIBILITIES

- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

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

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

- 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 an oral **or written** report, **including but not limited to electronic submission**, to a local law enforcement agency **or the Kentucky State Police**, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney, and then make a report to the Principal (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

Parents are a powerful part of every athletic program. Positively involved parents can help any team or athletic program achieve its goals much more effectively. On the other hand, alienated or uninvolved parents can be devastating to the team. The following information reflects guidance provided by the New Hampshire Athletics Association (N.H.A.A.), “*Five tips for improving parental involvement,*” and “*Who Cares: Improving Public Schools through Relationships and Customer Service,*” by Kelly Middleton:

- 1 ***Get to know your parents*** – Learn their names and invite them to play important roles for the team. Send quick, personal emails praising their child for effort or improvements that you’ve seen. Be as open as possible with personal contact information but don’t be afraid to set some reasonable ground rules on how it should be used.
- 2 ***Set your expectations clearly up front*** – Develop rules intended to support improvement, not just restrict behavior. Be consistent. Perceived favoritism is a morale killer.
- 3 ***Encourage parents to take ownership in the program*** – Work with your core parent leadership to create well-defined, authentic participatory roles for all parents and seek them out to serve.
- 4 ***Make parents feel special*** – Develop activities that are parent-centric, such as inviting a parent to serve as an honorary sideline or bench coach for one game, open tape sessions inviting interested parents to view and comment, or recognizing contributing and supportive parents during time-outs or between quarters at events.
- 5 ***Recognize that you are dealing with someone’s child*** – Practice effective, empathetic, parent-like listening skills and take actions that help, not penalize or demoralize students.

Effective Communications with Parents

Parenting and coaching are both extremely difficult roles. Through an effective communication strategy and a willingness to accept parents as the ultimate advocate for their children, coaches can provide the greatest benefit to student athletes. To be successful, communication is vital and requires time, good planning, and consistent delivery.

The following are communication points and actions that the Christian County Board of Education expects Head Coaches to share formally with players and parents:

1. The athletic and competitive philosophy of the coach and the program s/he leads.
2. Clearly define individual and team expectations, rules, and requirements for both student-athlete and parent/guardian.
3. Provide reasonable notice of time, date and location of all practices and games.
4. Establish a protocol by which a change in practice and game schedules will be communicated in advance.
5. A reasonable expectation that parents communicate in advance the need for their child to be absent from team activities.
6. Team requirements, i.e., practices, special equipment, off-season conditioning.
7. All costs required for participation, including ways parents can communicate a need for financial assistance. Parents are to be reminded that no student selected for a team will be denied participation (including any local or long distance travel) because of an inability to pay for team activities.
8. Procedures to follow should a student be injured during practice or games.
9. Any discipline that may result in the denial of participation.
10. Review of the codes of ethics for students, coaches, and parents.
11. How parents can approach the coach to speak about their child's progress or participation with ground rules for these conversations.
12. Concerns about their child's behavior.
13. Ongoing communication (electronic or print) during the season, providing timely information and team announcements.

Pre-season Meeting

It is recommended that the head coach of every sport will organize a pre-season meeting for students and parents to, at a minimum, thoroughly communicate the items listed above. Many parent conflicts arise out of uncertainty and miscommunication; this meeting will provide parents the opportunity to hear requirements “up front” and to ask questions.

The following are minimal expectations for the meeting:

- The Head Coach must develop an agenda, including the relevant items contained in the Coaches’ Handbook. The agenda will include the date, time, and location of these meetings and the Head Coach will provide a copy to the Athletics Director for filing.
 - Notify parents exactly what is required for student-athlete to earn a “letter”.
- The Christian County Public Schools Athletics Codes of Ethics, which include standards for the relationship between coaches and parents.

Communicating Expenses for Participation Prior to Tryouts

Each head coach will prepare a list of potential out-of-pocket costs that parents should reasonably expect for participating in their sport. This list should be readily available for review by potential participants prior to the start of tryouts each season.

Team Communications

We live in an age where immediate access to information is an expectation; thus the District encourages coaches to properly and carefully use current technology such as text messaging, email, voice, OneCall Now, Twitter, or other similar outlets to communicate information with players and parents. Such communication shall be performed in a professional manner and communications should be in a group-oriented manner, and be informational in purpose.

As a matter of high-priority, each coach will collect and maintain current contact information for players and parents, including phone numbers (cell and home) and work and home email addresses to expedite the distribution of information.

It is imperative that all team members and parents are made aware of activities and events in a timely manner. At no time will coaches schedule activities without reasonable time for parents and student-athletes to make safe and proper arrangements for transportation and to allow for adequate school/home/work notification.

To this end, head coaches who are not comfortable with this “communicator” role or responsibility are encouraged to designate an assistant coach who can serve as a timely distributor of all important team information.

Appropriate Communications

The following are important guidelines for the use of technology for athletic communications:

- 1 All general, team related communications, regardless of the medium, are considered public records.
- 2 Methods, means, and rules for coach/player/family communications will be clearly outlined in the required pre-season meeting for players and parents.

Any questions regarding appropriate communications with players and families should be directed to the School Principal/School Athletic Director.

Addressing Player Concerns

In every case, issues are best solved at the level in which they are generated. In that regard, and in fairness to both coach and student, when a student-athlete has a concern about any issue related to their participation in sports, they should, in a timely manner, address the issue with their head coach.

It is expected that coaches will respond in a way that results in resolution of the issue or actions that will support the need brought to them by the student-athlete.

Parents have a right to speak directly with a head coach regarding their child but it is highly recommended that parents allow the head coach and student-athlete to work on the issue prior to parental intervention.

Responding to Parent Concerns

To demonstrate a commitment to productive school-home communications, coaches are asked 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.

Procedures for parents to set up a meeting with a coach regarding the performance of their child:

- 1 Call or email the coach to request an appointment.
- 2 If the coach cannot be reached, contact the School Athletic Director to request that a meeting be set up for you, but the concern must be presented to the coach before any direct involvement or intervention by the AD.
- 3 **Do not attempt to confront a coach before, during, or immediately following a contest or practice.** These confrontations can be emotional for parents and coaches and often hamper a successful resolution. When dealing with issues that may be somewhat emotional, parents and coaches should wait 24 hours before meeting to discuss the issue.
- 4 Whenever possible, the student-athlete should attend the parent/coach meeting.

Appropriate Concerns for Parents to Discuss with Coaches

- 1 Disciplinary actions or other actions taken by a coach with a student-athlete perceived as punitive in nature.
- 2 The student-athlete's role on the team.
- 3 Evaluation of performance of the student-athlete.
- 4 Suggestions for ways to improve performance.
- 5 "Off the Field" issues that the coach may be able to help with (time management, academic, behavioral, etc.).

Playing Time Concerns

It is often very difficult for parents to accept that their child is not playing as much as they may hope. **However, it is the stance of the District that playing time decisions rest solely with the Head Coach.**

As a school system, we are, first and foremost, a learning organization, even in sports. Common sense dictates that a good coach develops every player on his/her team both for now and the future and the coach's annual evaluation will reflect how s/he provides developmental opportunities for players.

At the same time, it is expected that coaches will:

- Take time to listen to parental questions and concerns;
- Will respond with a clear definition of the student-athlete's role on the team;
- Describe how that role will be demonstrated during games and the season; and
- Detail areas of improvement in the student-athletes performance.

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**

Rosters and schedules shall be submitted to Athletic Director prior to the start of the first practice of each individual sport. Coaches must also maintain and update schedules and rosters on the KHSAA website.

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.
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 athletic practices and sport 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.

Practices/Workouts Schedules

Communication with parents and student/athletes is extremely important. With that in mind, all coaches shall make available weekly and/or monthly practice/workout schedules to all involved parties. These parties include:

- Parents
- Student/athletes
- Principal
- Athletic Director
- School Front Desk

*This is also important for our school's front desk employees so they can accurately answer questions or calls relating to practice times for specific teams, squads, or groups.

Gym Use

Each school shall identify one designee whose responsibility will be to schedule the use of gymnasium. This individual will maintain a monthly “gym use calendar” that will be available to all parties interested in using the gym. The following guidelines will be followed:

- If gym use is desired, the coach or sponsor must email request to designee.
- Priority will be given to “in-season” teams or squads.
- Gym sessions will be a maximum of 2 hours and 30 minutes. It is recommended that, unless special circumstances arise, session be scheduled for 2-hour blocks.
- If a practice is cancelled, make sure to contact designee so he or she can make other teams, squads, or groups aware of opening.
- **NO TEAM, SQUAD, OR GROUP SHOULD ASSUME GYM IS OPEN!! ALWAYS CONTACT DESIGNEE BEFORE MAKING PLANS TO USE GYM.**

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 practices are allowed, the following protocol will be followed:

- Practice/workouts can begin at 10:00 a.m. but must conclude no later than 3:00 p.m.
- Coaches may contact players informing them practice site and time.
- Coaches must inform players that practice is **NOT MANDATORY and there will be no disciplinary action for not attending.**

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.

Transportation

Bus Requests

At least two weeks before the season starts or before the first event of the season that requires transportation, each coach must submit bus requests online (via the CCPS website) to the school's Athletic Director for approval. Failure to submit these forms could eliminate teams from participating in an away contest. The Director of Transportation/designee will schedule bus reservations and driver assignments. All communication with the bus garage and Director of Transportation will go thru the Athletic Director or his designee. For post-season play, the coach will follow the same procedures, noting the proposed dates on the bus request form. The District permits either Head or Assistant Coaches to obtain their CDL license to aid in the team's transportation.

Team Transportation

The Board requires that student athletes traveling to competitions, practices, scrimmages or matches within or outside the county be transported in Board approved vehicles (school buses, vans, common carriers, etc.). Vehicles not owned by the CCPS must obtain pre-approval from CCPS Transportation Director to ensure compliance with KDE standards. (i.e. rental vans, etc.)

Rentals

Coaches may rent vehicles for use to travel to Athletic or Sports Activities using the following guidelines:

- Approval from Principal or Athletic Director
- Coaches interested in this transportation option must submit name and Driver's License information to District Athletic Director for approval.
- Rent vehicle that does not exceed a \$50,000 cash value
- Rent vehicle in name of CCBOE

Or

- Rent vehicle in Coach's name for the benefit of CCBOE
- Do not pay for rental liability insurance

NON-SCHOOL DISTRICT TRANSPORTATION

District accredited employees may transport students to a District event by adhering to the following procedures:

- Inform designated Administrator
- Complete Transportation Waiver Form
- Copy of Current Insurance card on file at designated school
- Individual Insurance Declaration page of non-District transporter
 - Minimum of \$250,00- per person
- Or
 - \$300,000 combined single unit
- Copy of current Driver's License Check on file at designated school
- Submit completed Transportation Waiver Form to Designated Administrator to keep on file until student/athlete 21st birthday

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.

The board will only consider approval of athletic field trips that meet guidelines established in policy and procedure. An athletic field trip is defined as competitive activity involving a school team that requires an overnight stay or is held at an out-of-state venue.

Any travel that does not require an overnight stay or is held in-state will be approved by the school principal as per Board policy.

Athletics are a Privilege

Student-athletes are important representatives and role models for their school and community and, as such, are held to high academic and behavioral standards. They earn the privilege of playing school-sponsored sports by achieving academically, displaying good sportsmanship, and respecting opposing players, officials, coaches, and teammates at all times.

Game Officials

Please refer to KHSAA Bylaw 20.

Media Relations

It is the responsibility of every Head Coach (or designee) to call in the scores of each game, whether it is played at home or away. The results are to be called in as soon as possible after each game to the KHSAA/Riherds Scoreboard at (800) 453-6882. Be prepared to share with the reporter the score at the end of each period, who scored, pertinent stats, and any other information that will help publicize the Christian County Public Schools athletics teams.

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**

Disciplinary Measures for Student-Athletes

Student-athletes are subject to team disciplinary consequences directly from a Head Coach when school or team rules are broken or when an act or ongoing acts of misbehavior or defiance during games or practice result in the disruption of the orderly operation of the team. To address such misbehavior, coaches may assign one or more of the following consequences:

- Additional supervised conditioning
- If during practice, an immediate "sit-down" for remainder of practice (student-athlete sent to sidelines or bench)
- Suspension from games or practice for a determined period of time
- Loss of playing time

- Other reasonable consequences as described in the team rules document
- Any combination of the above.

In keeping with Board policy 09.43, disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe and great care should be taken to limit the “public” nature of such consequences. The same policy reminds coaches to guard against making remarks about a student-athlete’s shortcomings to other student-athletes or parents.

All other serious disciplinary problems as described in the Code of Conduct shall be promptly reported to the Principal/designee and to the parent(s) of the student.

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**

Maintenance of School/District Athletic Websites

The Athletic Director at each high school and middle school, in conjunction with the school technology coordinator, will ensure that an athletic specific website is created and properly maintained. The site will provide current team specific information including, but not limited to, schedules, results, and links to forms and required documents, and current sports news recognizing the accomplishments of teams and individual student-athletes.

Head Coaches are encouraged to perform this task or designate an assistant coach who can assist with the gathering and delivery of information (including photographs) to the school Athletic Director as described.

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**

Signs/Noisemakers/Fireworks at Athletic Events

Signs that indicate only the school’s name, school’s colors, and nickname or mascot are authorized at athletic events. The building Principal or representative must approve any sign that is different than mentioned as above, but still supports Christian County Public Schools athletics. No signs in reference to the opponent are authorized at any time.

Noisemakers such as megaphones and bells are not permitted. Therefore all whistles, horns or musical instruments, other than the pep band or marching band, are not authorized at athletic events.

At no time will fireworks be permitted at any athletic event in the Christian County Public School system.

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**

Budget and Purchase Order Procedures

A yearly team budget shall be submitted to and approved by the building Principal. This budget will be adhered to and followed throughout the school year. Each Head Coach is required to sign off on the budget/purchase order procedure sheet in the appendix of this document. The following sections are listed in the budget:

Projected Expenses: Equipment and supplies, uniform replacement, and other miscellaneous athletic expenses.

Projected Student Athlete Expenses: Prior to the beginning of each season, the Head Coach shall distribute a budget to each student athlete and their parent/guardian to include all projected expenses to the individual student for the upcoming season.

The school Athletic Director and Principal must approve *all* athletic purchases, including purchases with funds from outside school accounts, before items can be ordered. Prior to an order being placed, a purchase order (available from the school Athletic Director) must be filled out and approved by the school Athletic Director and Principal.

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

Coaches/sponsors are encouraged to obtain a copy of the state Accounting Procedures for Kentucky School Activity Funds, which is available from the school or from the District Finance Office. A copy of the yearly budget and sample purchase order are located in the index.

Bidding procedures shall conform to the Model Procurement Code, KRS 45A.345 – KRS 45A.460. District small purchase procedures may be used for any contract in which the aggregate amount does not exceed \$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 (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**

Classified Employees: 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. **03.225**

Certified Employees: No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by itemized receipts. Receipts shall be required for all expenditures except for meals which will be reimbursed on a per diem basis. **03.125**

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. **09.313**

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.

Student athletes will also be subject to random drug testing under the drug testing program the District has established for high school students participating in designated extracurricular activities, including athletics. **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 as necessitated by change of legal guardianship, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privilege of participating in the school athletic program, unless such is in conflict with KHSAA Bylaws. All other pupils shall be classified as nonresidents for school purposes. **09.12**

In accordance with 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.

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 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.

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.

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.

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.

CCPS Student Transfer Protocol

- Student enrolls at CCPS High School
- Once KHSAA transfer forms have been completed by the High School Athletic Director:
 - It will be sent to District Athletic Director
 - The District Athletic Director will review and submit to the KHSAA for determination of eligibility
- The transfer can begin practice:
 - Once student is enrolled at CCPS High School
 - Total Credits and Age Review completed and sent to District Athletic Director
 - Current Physical Examination on file

- The transferring student will not be allowed to participate until:
 - Transfer approved by the KHSAA
 - Transcripts have been received and recorded in Infinite Campus
 - Total Credits and Age Review completed and sent to District Athletic Director
 - Current Physical Examination on file
 - COVID-19 Form signed by transferring student's parent or legal guardian

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

Student Absence

Any student/athlete who participates on an interscholastic team shall be present for a minimum of one-half of the school day on the day of a contest/game. This shall be managed by a concerted effort between the Coach and school administrative staff. It is recognized that extenuating circumstances arise causing an excused absence, and those will be considered for approval by the Principal and/or Athletic Director.

Academic Standards

Any student/athlete who participates in an interscholastic athletic team shall meet all KHSAA minimum academic requirements.

CCPS Participation Protocol for High School Athletics

- High School Points of Contact (POC)
 - Each high school will have three POC's relating to student/athlete academics
 - Administrator
 - Athletic Director
 - Guidance Counselor

- **Christian County High School**
 - Administrator: Robert Burnham
 - Athletic Director: Trey Wheeler
 - Guidance Counselor: Keisha Benson

- **Hopkinsville High School**
 - Administrator: Jon King
 - Athletic Director: Jacob Ezell
 - Guidance Counselor: Terricka Jones

- Total Credits and Age Review
 - All CCPS Coaches will submit roster of their respected sport student/athletes by July 31st. We realize that some teams don't have official roster, but we put the responsibility on the Coaches to list current and potential team members to ensure a valid Credit Check can be conducted prior to the beginning of the each new school year.
 - Before the start of each school:
 - The District Athletic Director will conduct transcript audits for submitted student athletes. This will include
 - Credit checks (total credits earned by CCPS student/athlete at the start of new school year)
 - ACT/SAT scores
 - Current College Core Classes and Core Class GPA
 - Current eligibility relating to the established requirements of NCAA and NAIA College and Universities

STUDENT OVERSIGHT

- Each High School Athletic Director will follow-up with their own Credits and Age Review based on Coach’s July 31st Roster submissions and keep record of such Reviews (recommended a file be kept each year containing Total Credits and Age Reviews for all participating student/athletes)
 - It will be the responsibility of the Guidance Counselor POC to make available student/athlete academic information
 - It will be the responsibility of the Administrative POC to set date of completion and records and Initial and Date completed document
 - Completed Document will be sent to District Athletic Director

| CCPS Total Credits | |
|---------------------------|---|
| Grade | Total Credits required to be considered a student/athlete eligible for participation |
| 9 th grade | Promoted to the 9 th grade |
| 10 th grade | 5.5 Total Credits |
| 11 th grade | 12.5 Total Credits |
| 12 th grade | 18.5 Total Credits |

- KHSAA Age Restriction
 - A student who becomes nineteen (19) years old before August 1 shall be ineligible for interscholastic athletic competition at a KHSAA member high school.
 - A student who becomes nineteen (19) on or after August 1 shall remain eligible for the entire school year.
- Weekly Grade Checks
 - Grades will be checked on Monday of each week by the District Athletic Director and reports sent to designated person/persons (administrator, Athletic Director, coach, etc.) for all participating student/athletes.

- List of student/athletes will be sent to District Athletic Director by high school Athletic Director
 - Student/athlete submission deadlines
 - Fall Sports—August 21st
 - Winter Sports—October 16th
 - Track and Field—December 2nd
 - Spring Sports—February 16th
 - **any sport that wishes to begin grade checks prior to their season needs to alert your Athletic Director, who will then send me list of participating student/ athletes*
- The grade report will:
 - Conducted by the District Athletic Director
 - Coaches have the responsibility to meet individually with players who have a “D” or an “F”. Purpose of meeting is to inform student/athlete, parent/guardian, and devise a grade improvement plan.
 - Identify current grades for each participating student/athlete
 - RED—indicates student has an F in a course
 - A note will be attached indicating if student/athlete has missing work
 - **If any student/athlete has 3—F’s, a note will be attached indicating he or she will be ineligible for that week—(The School Athletic Director will have the responsibility of alerting the coach and student/athlete relating to ineligibility.)**
 - **Student can return to participation the following week if/when he or she no longer is failing 3 courses**
 - YELLOW—indicate student has a D in a course

- The coach of that student/athlete should check student/athlete classes to determine if they have any missing work.

Please refer to KHSAA Bylaws.

Fees

Fees may be paid by student athletes for shoes, warm-ups or other items that the student may keep after the season. The District will not be responsible for purchasing items that are kept by the student athlete after the season is completed. Each coach will present a list of out-of-pocket expenses at the time of try-outs.

Middle School “Playing Up” Procedures

If a Head Coach at the high school level believes a middle school player is good enough to “play up”, the following steps *must* take place in the order as stated:

1. HS Head Coach speaks directly to his/her Athletic Director at the High School level.
 - a. If AD agrees that the player “playing up” is logical/reasonable then move to step 2. IF NOT, then discussion ends.
2. HS AD will contact MS AD and MS Principal to notify of the situation of which student-athlete is “playing up” and justification for why he/she should play up.
 - a. Then, HS AD will contact HS Head coach and move to step 3.
3. Head High School Coach will *meet and discuss* the possibility with the Middle School Coach.
 - a. If HS coach and MS coach agree the player should be asked to play up, then move to step 4.
- When the HS and MS coaches meet to discuss the student-athlete’s best options for development, the conversations could involve but are not limited to playing only HS, Playing on MS or Playing both HS and MS levels but not at the JV level. When considering these options, some criteria that need to be addressed: attendance at practices, how will other's involved in both teams perceive the decision, how will this impact both the MS and HS programs.
- If the 2 coaches cannot agree, then please see *italics* below.
4. Middle School Coach should contact player/family to make the initial contact and explain the situation to the student-athlete and parent/guardian.

- a. The MS Coach should do so in a timely manner
 - Next, MS Coach should contact the HS coach, then move to step 5.
5. Finally, High School Coach should contact player/family to discuss reasons why as well as overall “readiness” of the player to play at the high school level (maturity and physical fitness).

**The student-athlete and/or parent/guardian should be the last contact after details between the two school programs have been worked out. This means the coaches at both schools should NOT even mention it to the student-athlete or parent before all details and steps have been sorted out.*

***Again, If HS coach and MS coach are unable to come to an agreement that the move is in the best interest of the player and each respective program, the HS principal and MS principal will be contacted to help make a final decision **before** player/family is contacted.*

****High School head coach should consider the following before contacting his/her AD:*

- Is the Middle School player “good enough” to **start JV** and contribute on the varsity level?
 - If no, stop there and go no further
 - If yes, contact AD to discuss

*****If MS coach is contacted by MS parent/guardian or player about “playing up”, MS coach should follow this same protocol starting at his/her school-level.*

Reminders:

- Varsity participation by MS player is not allowed in Soccer/Football, per KHSAA – only freshman and JV competition
- MS student-athletes are **ONLY** allowed to compete at the high school level w/in their feeder pattern
 - Feeder pattern for DCPS is based on middle school enrollment and address for which high school will be attended.

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. **Such notification shall be “in person” rather than publishing a list or other non-personal means to notify those “cut” from the team.** This may be done in a group setting, with the opportunity to meet afterwards with individual students on a one-on-one basis, if requested. The coaching staff must be available for individual student questions about improvements that might help them make the team in the future.

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**

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, on school premises, on school-sponsored transportation (per policies 06.34 and 09.2261), or at school sponsored events.

The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. **03.162/03.262/06.34/09.2261/09.422/09.42811**

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.)

Observing Professional Boundaries

It is never appropriate for a teacher, coach, or any adult in a leadership role to be involved in a physically intimate or romantic relationship with a student. Such individuals are prohibited from engaging in any sexually related behavior or communication with a student, with or without consent, including, but not limited to, behavior such 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. All of the above, further includes the improper use of electronic media including, but not limited to, text messaging, Facebook, Twitter, and other electronic means of communication where such inappropriate behavior may occur.

Any District employee found to have engaged in such conduct, regardless of the age of the student, will be subject to appropriate disciplinary action, up to and including termination.

LEGAL CONSIDERATIONS

- KRS 161.120 directs that the Educational Professional Standards Board may revoke the teaching certificate of any certified personnel having sexual contact with a student or minor as defined in KRS 510.010. Conviction in a criminal proceeding shall not be a requirement for disciplinary action.
- KRS 510.110 prohibits anyone in position of authority or special trust from engaging in sexual activity with any person age 18 or younger. Violation of this law may be found to be a felony offense.

Bullying/Hazing

"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.

"Hazing" is defined as a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which coerce or force a minor or a student to:

1. Violate federal or state criminal law;
2. Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury;
3. Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
4. Endure brutality of a sexual nature; or
5. Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

"Organization" is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years. **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.

All athletes participating on a high school or middle school team will be covered under the District's Athletic Accident Insurance. This is "secondary" to any other insurance coverage that the family may have and will pay only on medical expenses not payable by other sources of personal coverage. It is important to note that:

- a. Treatment must commence within 30 days of the injury.
- b. A claim must first be submitted to the athlete's personal insurance company.
- c. After a settlement has been made with the athlete's insurance company, a claim form must be submitted to the District's insurance within 90 days from the date of accident.
- d. The insurance benefits are available for one year from date of the injury.

Student Injury Reporting Procedures

The following procedures apply to student-athlete injuries:

- Student-Athlete injuries shall be reported within 24 hours or the next school day by trainer or any coach witnessing or being made aware of an injury occurring at a game or practice that results in an interruption of a student-athlete's participation.
- It is always best for the report to be completed by a licensed trainer that witnessed the injury, but in the event the licensed trainer is not present, you the coach, should complete the form to the best of your ability.
- Complete the Student Incident-Accident Form (including your signature and signature of witness) and give to your School Nurse and inform you Principal of the situation
- Request a secondary insurance claim form your school nurse. The portion relevant to the school shall be completed by the School Nurse and provided to the parent.
- Head Coaches shall maintain on file the Student Incident-Accident Form. The coach should keep a copy for their records and a copy should be kept on file as directed by the Principal.
- It is the parent's responsibility to file the claim form upon completion by the school and after all medical bills have been received, as directed by the claim form.

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 Association, and state law and regulation. This shall include safety and first aid training and providing the school documentation of successful completion of a cardiopulmonary resuscitation (CPR) course that includes the use of an automated external 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. All interscholastic athletic coaches shall maintain a CPR certification recognized by a national accrediting body on heart health.
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.

Cardiac Emergency Response Plan

A written cardiac emergency response plan that clearly identifies the location of each AED shall be rehearsed by simulation prior to the beginning of each athletic season by all: licensed athletic trainers, school nurses, and athletic directors; and interscholastic coaches and volunteer coaches of each athletic team active during that athletic season.

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.

Requirements for Coaches and Others Working with CCPS Teams

High School

Level 1 Coaches or Others (See KHSAA By Law 25 Section 1a)

1. Background Check

- Individual's hire will be finalized once paperwork is completed and an acceptable background check

1. CPR and AED Training

- All coaches (head and assistant, paid or unpaid) at any level in all sanctioned sports and sport-activities shall provide documentation of successful completion and current certification of a CPR course including the use of an Automated External Defibrillator and the requisite 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 fi de accrediting agency that is approved by the KHSAA based upon industry standards.
 - The initial certification shall use in-person instruction and certification shall be timely and appropriately updated as required by the approving agency

2. Coaches Education Program for Coaches at the High School Level

- The NFHS Fundamentals of Coaching Course is the approved coaching education program in Kentucky. For those coaches hired before 2008-2009, the American Sport Education program is the approved coaching education program in Kentucky.
 - This is a **ONE TIME** certification

3. Sports Safety Training and Medical Symposium

- Each coach (head and assistant, paid or unpaid) at all levels shall be required to complete a sports safety course and medical symposium update consisting of training on how to prevent common injuries

4. KHSAA Rules Clinic for Coaches

- All coaches (head and assistant, paid or unpaid) shall annually attend/complete at least one rules interpretation clinic conducted by representatives of the KHSAA in the sport in which they coach and the school desires to enter a team in postseason play, provided these clinics are conducted under the authorization of the Commissioner

Level 2 Coaches or Others (See KHSAA By Law 25 Sec 1b)

1. Background Check

Individual's hire will be finalized once paperwork is completed and an acceptable background check

2. CPR and AED Training

- All coaches (head and assistant, paid or unpaid) at any level in all sanctioned sports and sport-activities shall provide documentation of successful completion and current certification of a CPR course including the use of an Automated External Defibrillator and the requisite 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 fi de accrediting agency that is approved by the KHSAA based upon industry standards.
 - The initial certification shall use in-person instruction and certification shall be timely and appropriately updated as required by the approving agency

3. Coaches Education Program for Coaches at the High School Level

- The NFHS Fundamentals of Coaching Course is the approved coaching education program in Kentucky. For those coaches hired before 2008-2009, the American Sport Education program is the approved coaching education program in Kentucky.
 - This is a **ONE TIME** certification

4. Sports Safety Training and Medical Symposium

- Each coach (head and assistant, paid or unpaid) at all levels shall be required to complete a sports safety course and medical symposium update consisting of training on how to prevent common injuries

5. KHSAA Rules Clinic for Coaches

- All coaches (head and assistant, paid or unpaid) shall annually attend/complete at least one rules interpretation clinic conducted by representatives of the KHSAA in the sport in which they coach and the school desires to enter a team in postseason play, provided these clinics are conducted under the authorization of the Commissioner.

6. Coaches with less than sixty (64) college hours

- In addition to the base requirements, the following elective courses provided through the NFHSLearn.com education platform shall be required prior to the first contest or scrimmage:
 - Engaging Effectively with Parents
 - Teaching and Modeling Behavior
 - Teaching Sports Skills OR a sports specific course
 - Concussions in Sports

Please refer to KHSAA Bylaw 25.

The penalty for noncompliance with this section and failure to hold current valid completion credentials shall be immediate suspension from coaching duties or another penalty under Bylaw 27.

Please refer to KHSAA Bylaw 27.

Middle School

1. Background Check

- Individual's hire will be finalized once paperwork is completed and an acceptable background check

2. CPR and AED Training

- All coaches (head and assistant, paid or unpaid) at any level in all sanctioned sports and sport-activities shall provide documentation of successful completion and current certification of a CPR course including the use of an Automated External Defibrillator and the requisite 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 fi de accrediting agency that is approved by the KHSAA based upon industry standards.

- The initial certification shall use in-person instruction and certification shall be timely and appropriately updated as required by the approving agency

3. Sports Safety Training and Medical Symposium

- Each coach (head and assistant, paid or unpaid) at all levels shall be required to complete a sports safety course and medical symposium update consisting of training on how to prevent common injuries

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**

Safety/Security/Maintenance/Sanitary Condition of Facilities, Equipment and Supplies

All Athletic Department personnel shall place a high priority on the security and sanitary condition of school facilities and equipment. To support this expectation, condition standards, developed through a collaboration of District health services and athletic personnel, will be implemented and monitored as a primary responsibility of each head coach in the following manner:

1. At least four (4) weeks prior to the beginning of each season, the Head Coach will inspect each large piece of equipment and any safety equipment to ensure good working order and report any safety/security/maintenance/sanitation concerns to the school Athletic Director.
2. At least two (2) weeks prior to the beginning of each sports season, the Head Coach and school Athletic Director will inspect their respective home facility. In the event there are safety/security/maintenance/sanitation concerns, the school Athletic Director will notify the Principal immediately and concerns will ultimately be reported to the District of Facilities.
3. After each practice, game or contest, it is the responsibility of the Head Coach or designee to ensure that the facilities and equipment are in good order and secure and that any maintenance needs are documented and reported to the School Athletic Director as soon as possible.

4. During each season, the school Athletic Director will inspect the spectator area and report any safety/security/maintenance/sanitation concerns to the Director of Facilities.
5. No later than two (2) weeks following the completion of the season, and at the expressed direction of the Board, head coaches are expected to ensure the cleanliness, proper sanitary condition and storage of all equipment and uniforms related to their sport as recommended by the product manufacturer and by standards established in the End-of-Season Sports Equipment and Facilities Conditions Report and Checklist. This will include locker rooms, game and practice sites, concession stands, and any other facility used by each respective team. The End-of-Season Sports Equipment and Facilities Conditions Report and Checklist will be presented and discussed at the coach's end-of-season performance review.
6. Failure to complete the End-of-Season Sports Equipment and Facilities Conditions Report and Checklist may result in a delay in coach's stipend payments.
7. All sports facilities (including locker rooms) are subject to inspection by school District personnel or local health department officials without prior notice.
8. At no time will a player or student be permitted to operate any District owned motorized vehicles (including "Gators" or golf carts).

Keys and Security Codes

Keys and ID badges have been issued and entrusted into the care of coaches as a convenience to gain access into areas of the school building that involve their activity ONLY. Possession of these items DOES NOT extend the privilege of making copies of the key(s) or gaining access to other areas of the school facility. Coaches SHALL NOT provide keys or ID badges to non-school District employees, including booster club members, parents, spectators or students. Keys and ID badges will be returned to the School Athletic Director when employment as a coach is terminated.

All employees of the school District will be required to have picture identification badges. Non-faculty members, including volunteer coaches, shall make arrangements to get an ID badge at the Personnel Dept. located at the Board Office. If access privileges will be required, School Athletic Director should be notified for approval.

Stewardship of Resources

The Christian County Board of Education strongly supports responsible energy conservation and is also committed to providing the best and safest competition environment for student-athletes. Therefore, at significant expense, the Board provides service required to operate field lights, field irrigation, scoreboards, and sound systems for games and scrimmages at no cost to schools. However, the Board expects every effort to be made to limit utility use to only those times when they are absolutely necessary for proper game play or limited practice time.

Field/Facility Maintenance

The District operates a turf management program under the direction of the District Grounds Supervisor. All turf maintenance activities shall be approved by the Grounds Supervisor prior to the work. Gymnasium floor maintenance requires prior approval from the Director of Maintenance. General maintenance of the fields and facilities will be the responsibility of the teams, and each should develop a clean-up plan that will leave the facility in good shape after practices/contests. Field conditions will be monitored to ensure upkeep. Repairs to facilities will only be performed by qualified personnel approved by the Director of Maintenance.

Game/Contest Preparation

Each coach is expected to check with the School Athletic Director to be sure all final arrangements have been made for the home event. The Athletic Director and Coach should routinely check conditions of facilities so proper maintenance can be performed. The condition of the facilities shall be inspected before and following events to ensure damages can be attributed to the responsible party.

Field Lights

It is the responsibility of the school Athletic Director to oversee use of lights for games or practices under the following conditions:

- Game field lighting is provided by the District for all KHSAA scrimmages and games.
 - During the months of October and November, permission may be granted by the School Athletic Director for the limited use of field lights for football or soccer practice.
 - A limited light array plan will be developed for each field by the Director of Maintenance. Safe light levels are governed by KHSAA (<http://khsaa.org/reports/2011KHSAA LightingStandards.pdf>).

- Prior to October 1, when extreme heat conditions exist that would prevent a regularly scheduled practice from being held, the School Athletic Director may approve the limited use of field lights for practice not to exceed one hour per session.
- During games, field lights to be turned on no more than one half-hour prior to the scheduled sunset and are to be turned off no later than one half-hour following completion of the game unless safety concerns require additional time.
- Field lights approved for limited use during practice time will be turned off immediately at the end of practice.
- The use of field lights on adjacent fields during games is prohibited.

Field Water Usage

The schedule for all athletic field irrigation is established by the Director of Facilities and operates on a timer system to ensure proper irrigation of athletic field turf.

At no time will coaches, boosters, or anyone not employed by the school District independently operate field sprinklers, with the exception of infield sprinklers for game preparation on baseball/softball fields. All repairs, ongoing maintenance, the setting of timers, or the direct, non-timed operation of field sprinklers is expressly limited to assigned maintenance personnel.

All malfunctions, including those involving timers, sprinkler heads, or plumbing leaks, are to be reported to the school Athletic Director, who will contact the Director of Facilities. In emergency situations (major leaks with running water present, sprinkler operation during games, etc.), direct intervention by assigned school personnel followed by immediate contact with the Director of Facilities is appropriate.

Equipment/Uniforms

Equipment will be the responsibility of the Head Coach. The responsibility for equipment shall include detailed checkout procedures, proper care during use, and proper return of all equipment. If a uniform is lost or damaged to the point that it cannot be re-used, the student to whom it was last issued will be responsible for the replacement cost, unless damage occurred as a result of participation in practice or game. It is the responsibility of each Head Coach or his designee to maintain and complete an up-to-date inventory of all equipment, supplies and uniforms for their respective sport. This inventory list is due to the Athletic Director at the completion of the season each year.

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

04.7 Sound Equipment/Scoreboards

Press box or scoring table electronic equipment will be used without charge for KHSAA sanctioned scrimmages and games by personnel authorized by the school Athletic Director, who will ensure proper training on its use.

Physical access to this equipment (keys, locks, operation codes, etc.) will be limited to the Principal/designee, school Athletic Director, head coach of the related sport, or other school personnel assigned by the Principal (PE teacher, school custodian, designated announcers, etc.).

All repairs and ongoing maintenance of these systems is the responsibility of the District Director of Maintenance, who will assign District personnel for this purpose.

The school Athletic Director will report malfunctions to the Director of Maintenance.

Proper Use of Equipment During Games

The Board encourages the use of sound equipment to enhance the quality of the game experience for spectators and student athletes. However, at no time will these systems be used in a way that is contrary to the Board's expectations for dignity and decorum at all school events.

Any recorded music played before, during, or after a school athletic practice or event on public address systems will be free from all profanity, sexually explicit words or innuendo, racially charged language, descriptions of drug, alcohol, or tobacco use, lyrics that might be interpreted as demeaning to any person or groups of persons, or other words that might be considered inflammatory or inappropriate for a sporting event.

The Principal/designee, school Athletic Director, or personnel assigned in a supervisory capacity at a school athletic event has the authority and responsibility to immediately discontinue the playing of music for the remainder of the event in which any violation of this expectation occurs.

Any use or prohibition of music at future games involving the team connected to the violation will be at the discretion of the Principal/designee.

Use of Game Fields

School Teams

School teams that consist of players from Christian County High School or Hopkinsville High School (or their feeder schools) may use the fields outside of the regular season without charge. KHSAA defines the timeframe when games outside the regularly scheduled season may be played. No players from schools outside the District or under the umbrella of a non-school organization or business are eligible for this exemption, which applies to Hopkinsville HS or Christian County HS ONLY.

If tickets are being sold for these games, teams must follow the collection and verification guidelines as established by the state [Accounting Procedures for Kentucky School Activity Funds](#) – no exceptions. The School Athletic Director shall make sure that officials are paid through the school bookkeeper, just as required during the regular season.

Concessions may be sold as during the regular season. Teams must continue to honor the current beverage contract as usual.

General maintenance of the fields and facilities will be the responsibility of the teams, and each should develop a clean-up plan that will leave the facility in good shape after every play date. Field conditions will be monitored to ensure upkeep.

Game Field Use Outside of Regular Season

School teams that consist of players from Hopkinsville High School or Christian County High School (or their feeder schools) may use the fields for competition outside of the regular season without charge. However, unless these teams are directly sponsored by the Christian County Board of Education, these teams must obtain liability insurance from their sponsoring organization (i.e. Babe Ruth Baseball; United Soccer).

KHSAA defines the timeframe when games outside the regularly scheduled season may be played. No players from schools outside the District or under the umbrella of a non-school organization or business are eligible for this exemption, which applies to Hopkinsville HS and Christian County HS ONLY.

As per KHSAA Bylaw 25, teams may not identify themselves as Hopkinsville HS or Christian County HS in any way (team name, mascots, uniforms, etc.), nor may a booster club of Hopkinsville HS or Christian County HS be financially involved in any way.

Concessions may be sold as during the regular season. Teams must continue to honor the current beverage contract as usual.

Coaches are strongly encouraged to review KHSAA Bylaw 25 prior to entering into any activities outside the calendar parameters set for their sport.

Outside Organizations

School District football and soccer fields are not available for rental by outside organizations. However, the Board will consider game field rental requests from non-school related organizations sponsoring middle and high school age baseball, softball, soccer, and football programs using Board approved guidelines. All inquiries regarding outside organization use of baseball/softball fields should be directed to the Director of Facilities.

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.

The District may maintain an automated 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 District has established a drug testing program for student athletes for the following reasons:

1. The District has reason to believe student athletes are using illegal drugs.

2. Student athletes often serve as role models for other students.
3. Through participation in athletics, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students.

Each student who plans to participate in athletics at the high school level and his/her parent or guardian shall sign a written consent for drug testing as a prerequisite to the student's participation in an athletic program. **09.313**

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

Awards and Recognitions

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

Please refer to KHSAA Bylaw 10.

Section**5****Appendix****Code of Ethics for Teachers**

16 KAR 1:020:

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:
 - (a) To students:
 1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
 2. Shall respect the constitutional rights of all students;
 3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
 4. Shall not use professional relationships or authority with students for personal advantage;
 5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
 6. Shall not knowingly make false or malicious statements about students or colleagues;
 7. Shall refrain from subjecting students to embarrassment or disparagement; and
 8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students.

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

(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)

Handbook

Acknowledgement Form

Each year, the Head Coach of every Christian County Public Schools athletic team must submit this form acknowledging the Board’s expectation of compliance with all athletic policies and procedures as detailed or referenced in this document.

This form must be turned in to the school Athletic Director prior to the first day of your team’s first official practice of the school year.

2024-2025 School Year

I, _____, have received a copy of the
Name
Coaches’ Handbook issued by the District and have read, understand, and will fully comply with its contents. I agree that I am to consult District and school policies and procedures with my Athletic Director if I have any questions concerning its contents.

I acknowledge that as a coach/sponsor for an athletic activity, it is my additional responsibility to ensure compliance with all athletic policies and procedures and guidance provided by this handbook by all assistant coaches and boosters who work in support my team.

I also 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 school Athletic Director.