

Title IX Handbook

**District Athletic Program
Beechwood Schools**



ATHLETICS

BEECHWOOD INDEPENDENT SCHOOLS
Title IX Handbook

Justin Kaiser, Superintendent
 Alan Yanke, Principal
 Jana Bromley, Asst. Principal
 Ryan Booth, District Athletic Director and Title IX Coordinator for Athletics
 Brandon Slusher, Asst. Athletic Director and Athletic Trainer
 54 Beechwood Road,
 Fort Mitchell, KY 41017
 PHONE (859) 331-1220 • FAX (859) 426-3744
 WEB SITE: www.beechwood.k12.ky.us

As required by law, the Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability in its programs and activities and provides equal access to its facilities.
 Published June, 2016

Administrator Contacts

Administrator	Email	Phone
Justin Kaiser, Superintendent	justin.kaiser@beechwood.kyschools.us	859-331-3250
Alan Yanke, Principal	alan.yanke@beechwood.kyschools.us	859-331-1220
Jana Bromley, Assistant Principal	jana.bromley@beechwood.kyschools.us	859-331-1220
Ryan Booth/HS & MS Athletic Director	ryan.booth@beecwood.kyschools.us	859-331-1220
Brandon Slusher, Athletic Trainer and Assistant HS & MS Athletic Director	brandon.slusher@beecwood.kyschools.us	859-331-1220
Ryan Booth, Title IX Coordinator for Athletics	ryan.booth@beechwood.kyschools.us	859-331-1220

The **B**eechwood Way

We design teaching and learning focused on students.

We build resilient learners and leaders who are fearless in the pursuit of excellence.

We are a uniquely intimate community developing globally competitive students.

wearebeechwood.

We are Learners

We are fearless.

We pursue excellence.

We are resilient.

We reflect and grow.

We are Leaders

We are safe.

We are respectful.

We are responsible.

We are proud.

Table of Contents

Table of Contents	3
Introduction	4
District Mission	4
Athletic Program Philosophy	5
Title IX Committee Members	5
Emergency Action Plan	6
Title IX Documents	6
Title IX Complaints	6
Uniform Rotation Schedule, Storage, Policies	6
Scheduling	7
Weight Training Facilities Schedule	7
Transportation	8
Individual and Team Recognition	9
Coaching Salaries	10
Handbooks	10
Athletic Hall of Fame	11

Introduction

Handbook Purpose

The purpose of the handbook is to acquaint you with the general policies and procedures of Beechwood Independent Schools that govern and affect our responsibilities that all genders are equally represented. .

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 the 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. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities.

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

To provide innovative education grounded in tradition

Beechwood Independent Schools Core Values:

- Challenging students to excellence through critical thinking, collaboration and creativity
- Fostering a culture of unity that inspires and empowers all students
- Providing a safe environment for learning
- Promoting open and respectful communication for all stakeholders

Athletic Program Philosophy

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

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

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

Title IX Committee Members

Can be found here

<https://drive.google.com/drive/folders/0BzQuYmIXE5k1SGZLUTA1TnFiaTA?usp=sharing>

Emergency Action Plan/AED Locations

Beechwood's updated Emergency Action Plan can be found by following this link.

<https://docs.google.com/document/d/1j5kqY-3woR5h18S7l9TuiZILB1B3c-hij3KEAqMgZ8c/edit?usp=sharing>

LOCATION OF AED's (Automated External Defibrillators)

1. Football Athletic Training Room or on-site with the Athletic Trainer
2. AUX Gymnasium Hallway
3. Bottom of Fieldhouse stairs, outside weight room door
4. Hallway next to Elementary Office
5. Maintenance Shed by Tennis Courts
6. 2 portable AEDs that can be checked out by school employees

Title IX Committee Documents (Reports, Meeting Agendas, and Minutes)

All Title IX committee Reports and Agendas can be accessed by following this link. This link contains all reports, agendas, and minutes for all meetings held since the 2016-17 school year.

<https://drive.google.com/drive/folders/0BzQuYmIXE5k1SGZLUTA1TnFiaTA?usp=sharing>

Communication of Title IX Complaints

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**

Title IX Coordinator for Athletics Name Ryan Booth

Telephone 859-331-1220

Address 54 Beechwood Road Fort Mitchell KY 41017

01.1

There has not been a formal complaint filed against Beechwood Schools in the past 5 years.

Uniform Rotation Schedule/Policies/Storage

Beechwood High School has a varsity uniform rotation schedule for all team sports. Every 4 years, a varsity team that keeps uniform and redistributes them back out to players each year, will receive new varsity home and away uniforms. Sports teams, whose players keeps their uniform after the season, has the option to charge the student for that uniform, request the athletic boosters to purchase the uniforms, or use team account to purchase uniforms for ALL PLAYERS. The Athletic Director and Principal approves these purchases.

Here is the Link for the Equipment Storage Schedule.

<https://docs.google.com/spreadsheets/d/1-hKhRm7I7jOXeAbhVCrHmEd6Jul2tXbxAW47tbT5mOY/edit?usp=sharing>

Here is the Link for the Uniform Rotation Schedule

https://docs.google.com/spreadsheets/d/1SKDyHIXI-Hu5_A_-HsWZlweiJc3jmml_zr6fe6gQG6I/edit?usp=sharing

Scheduling

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

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

Please refer to KHSAA Bylaws 19-24

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

- To minimize travel distances and compete with schools of comparable size and classification.
- To avoid overlap with other school athletic activities already scheduled on the same date.
- To assure that scheduling of District facilities, practice times and competition times for both male and female sports are consistent with Title IX requirements.
- 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.

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

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

All games' schedules can be found on our website at the link below.

<https://staff.eventlink.com/>

All facility schedules can be found at the link below:

<https://staff.eventlink.com/>

Weight Training Facilities' Schedule

Scheduling of both Upstairs and Downstairs weight training rooms are done through our Beechwood Strength Training Coordinator. All teams are expected to schedule times with our Strength Training Coordinator. Our policy requires that all teams are supervised when utilizing either weight training room. The current Beechwood Strength Training schedule can be found by clicking on the following link and then clicking on the link. All Strength Training Program Schedules must be approved by the Athletic Director.

The schedule for the Downstairs Weight Training Facility and Upstairs Weight Training can be found by following the link below and clicking on the downstairs workout facility or the upstairs workout facility tab. All facility schedules must be approved by the Athletic Director.

https://drive.google.com/drive/folders/1_rXaRNFY7vDY6AOmUP2g_TwDjoWcHdO-?usp=drive_link

Transportation Procedures and Policies

All high school teams have access to utilize school transportation. The modes of transportation that are available to all sports are as follows:

- Charter Bus: (If the trip is over 100 miles round trip)

- School Issued Yellow Bus
- School Issued Suburban: Seats 8 people including the driver
- School Issued Nissan: Seats 11 people including the driver

Transportation Request Form can be accessed by clicking on the following link:

<https://docs.google.com/forms/d/e/1FAIpQLScxmGIEjJstBH1v10JVyeaqOS-sP-0-vU42j7t-F9ZBSj-Y5Q/viewform>

Each team will submit their transportation request 1 month before the start of the season to the Athletic Director. Athletic Director will then coordinate all trips with District Transportation Director. Athletic Director, Principal, and District Transportation Director will decide which mode of transportation is best suited for each team. The following factors will be considered:

- Number of Players, Coaches, and Team Personnel that will be transported
- Distance of Trip
- Length of Stay

Athletic Trips

All field trip requests must meet the guidelines established by the Kentucky High School Athletic Association (KHSAA). No school instructional time may be lost for travel to or from any regular interscholastic athletic contest.

- All athletic-related contests or extracurricular competitions must have the prior approval of the Athletic Director at each school.
- For elementary schools, all athletic-related contests or extracurricular competition must have the prior approval of the Elementary Principal.

Teams may attend one (1) national extracurricular competition per school year with a maximum of two (2) days of non-school attendance. A member of the faculty or administration staff shall accompany students on all school-sponsored and school-endorsed trips, except that a non-faculty coach or non-faculty assistant may accompany students on athletic trips as provided by KHSAA rules and regulations and statutes consistent with the requirements of the trip.

Parents/guardians are to be informed of the nature of all trips, the planned 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**

Hotel and Travel Per Diem (Must be approved by the Athletic Director)

- Cost for hotel rooms for teams must not exceed 150\$ per night and must include a hotel provided breakfast at no additional charge.
- Each team will receive 1 meal per day purchased by the school at a cost of no more than 10.00\$ per meal. All other meals are to be purchased by the players and coaches personally.

The following Hotel Request Form must be submitted at least 1 month before the scheduled trip.

<https://docs.google.com/document/d/1ACQFQIh1yWvsi53LttQRc4haqosbKcvAdX0c9rUXwFc/edit?usp=sharing>

Education

No pupil shall be discriminated against because of age, color, disability, race, national origin, religion, sex, 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. **03.113**

If you have questions concerning District compliance with state and federal equal educational and employment opportunity laws, contact Dr. Mike Stacy, Superintendent. .

Individual and Team Recognition

Team Banners, Records, and Other Displays

Upper Field: Team Championship Display (By Year only)

- Team KHSAA District Championship
- Team KHSAA Regional Championship
- Team KHSAA state Championship or Runners-up
- Class "A" Regional Championship
- Class "A" State Championship

Lower Field: Team Championship Display by Year

- Team KHSAA State Championship

Varsity Gym: Team Championship Display (By Year only)

- Team KHSAA District Runners-up or Championship
- Team KHSAA Regional Championship or Runners-up
- Team KHSAA state Championship or Runners-up
- Class "A" Regional Championship
- Class "A" State Championship

Varsity Gym: Team Championship Display (Players, Coaches, Team Personnel Listed)

- Team KHSAA Regional Championship
- Team KHSAA state Championship
- Class "A" Regional Championship
- Class "A" State Championship

Varsity Gym Hallway: Championship Display by Year, Sport, Event, and Individual Name

- KHSAA State Championship

Varsity Gym Hallway: Records Board/Hall of Fame Board/1,000 Point Board (Basketball)

- Broke a school record in a KHSAA sponsored event in Track and Field, Swimming, or Diving
- Inducted into the Beechwood Athletics Hall of Fame (criteria listed below)
- Scored at least 1,000 career points in boys and girls basketball

Retired Jerseys

- Beechwood High School has 1 retired jersey that was retired in 2009
- The criteria for jersey retirement is as follows:
- The athlete must hold a significant statistical record for the sport that they played
- The athlete must have had a successful collegiate (4 years) and/or professional career upon graduation from Beechwood HS
- The athlete must have played entire High School career at Beechwood HS
- The athlete must have been named to an All-State Team during his/her career

- The Board of Education gives final approval for all jerseys that are retired from Beechwood HS

Post-Season Awards and Banquets

All coaches are responsible for organizing a team banquet for their team. Criteria for team banquet is as follows:

- All teams will present individual awards to players. These awards must not exceed more than 15.00\$ each
- All teams will present the following to all players: a Beechwood “B” (1 Beechwood “B” is presented to a student athlete after their first completed varsity season) and a Sport Specific Bar to all players after completion of a high school season
- All teams have the option to either use school facilities or another off campus visit that is accessible by all members of the team and free of charge. School Facilities must be available to reserve and are scheduled with the Athletic Director.
- All teams have the option to serve food and beverages (non-alcoholic) as long as the cost does not exceed 15.00\$ per person.

Coaching Salaries

The coaching stipend schedule can be accessed on the following link.

https://docs.google.com/spreadsheets/d/1MvrxCA1N5K09JhaYVJctuc6zPxVeRGJGnHfq0oImQkQ/edit?usp=drive_link

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.

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.

Handbooks

All athletic handbooks are approved annually by the SBDM. All handbooks are posted on the district website.

Athletic Handbook can be found on the following link:

<https://docs.google.com/document/d/1FdFB8q2s8kw9JziVKEAHCJ9QPpz3TMvtRf5p803jkz0/edit?usp=sharing>

Digital copies of the coaches handbook are delivered to all coaches and acknowledgement form must be signed and returned to the Athletic Director.

Coaches Handbook can be accessed by the following link:

<https://docs.google.com/document/d/1doIuVO7qyseGOSHqitAcfpbYei1VP6LKqwe0LnaGW8/edit?usp=sharing>

Digital copies of the student-athlete handbook are delivered to all student athletes and acknowledgement form must be signed and returned to the Athletic Director.

Student Athlete Handbook can be accessed by the following link:

<https://docs.google.com/document/d/15gZrd0g08Bi7xJJ4kqV8JbrtmrPGZ8aHm5oPv8keKYI/edit?usp=sharing>

Booster Club Agreement is signed and updated each year.

Booster Club Agreement can be accessed by the following link:

<https://drive.google.com/file/d/1fKurQO8zSsWHXRVcFDjRti95l9c0L1f3/view?usp=sharing>

Athletic Hall of Fame

Beechwood High School's Athletic Hall of Fame can be accessed by the following link.

https://drive.google.com/file/d/1mRBR_faUhFwzpOdmMUdHfZWSTSP7klGU/view?usp=sharing

https://docs.google.com/forms/d/1_a7MnwicrLZK49kfuQBTsVHC-Jxd20hrYA-j4EdOKy8/edit

We inducted a class in 2009, 2010, 2014, 2019, 2021, and 2023. We will be inducting a class every other year in the future with the next class receiving induction in 2025..