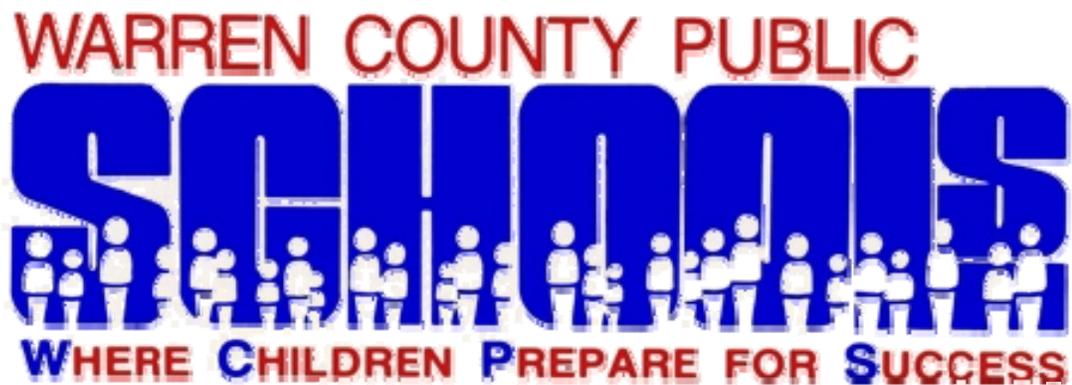


# Coaches' Handbook

## *District Athletic Program*



WARREN COUNTY PUBLIC SCHOOLS

# Coaches' Handbook - District Athletic Program

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# Introduction

## Handbook Purpose

The purpose of the handbook is to acquaint you with general policies and procedures of the Warren County Public 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.

It is the employee's responsibility to refer to the actual policies for further information. Complete copies of those documents are available at the Central Office and in the Principal's office. Policies also are available on line via the District's web site or through this Internet address: <http://policy.ksba.org/w02/>. Any employee is free to review official policies 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 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](http://www.khsaa.org)

## District Mission

The mission of the Warren County Public Schools is to prepare persons to think independently, to learn throughout life, and to be happy, healthy, productive members of a democratic society.

## 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 Warren County Board of Education, the SBDM council and the Kentucky High School Athletic Association (KHSAA).

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

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

## Cutting of Participants

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

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

## Conduct of Program

All interscholastic and intramural athletic competition shall be in compliance with the constitution, bylaws, and tournament rules of the Kentucky High School Athletic Association (KHSAA), all local regulations applied by the Principal or the Board, 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).

***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 33, the KHSAA Due Process Procedures. The Principal shall be responsible for oversight of the school's athletic program to see that it remains compliant with KHSAA rules.

**Please refer to KHSAA Bylaw 33.**

## Future Changes

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

## Central Office Personnel and School Administrators

<b>Person/Address</b>	<b>Telephone/E-mail</b>	<b>Fax</b>
<b>Central Office</b> 303 Lovers Lane Bowling Green, KY 42102-6810	270-781-5150	270- 781-2392
Tim Murley Superintendent	781-5150 tim.murley@warren.kyschools.us	781-2392
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Michelle Tolbert Human Resource Director	781-5150 michelle.tolbert@warren.kyschools.us	781-2392
Pat Stewart Director of Student Services	781-5150 pat.stewart@warren.kyschools.us	781-2392
Dr. Nancy Bertuleit Student Assistance Coordinator	781-5150 nancy.bertuleit@warren.kyschools.us	781-2392
Vivian Hudson Director of Special Service	781-5150 vivian.hudson@warren.kyschools.us	781-2392

## Section

# 1

## Program Guidelines

### Equal Educational and Employment Opportunities

#### *Employment*

Warren County Public Schools is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex or genetic information, as required by law.

Reasonable accommodations for individuals with disabilities will be made 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 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. **09.13**

If you have questions concerning District compliance with state and federal equal educational and employment opportunity laws, contact the Human Resource Director at the Central Office.

## Harassment/Discrimination

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

Employees or students who believe that they, or any other employee, student, or visitor to the school or District is being or has been subjected to harassment or discrimination shall bring the matter to the attention of the Principal/immediate supervisor or the Assistant Superintendent 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.

Employees shall follow procedures developed by the Superintendent that provide for reporting any suspected harassment/discrimination, investigating allegations of harassment/discrimination and resolving any substantiated violation. **03.162/03.262/09.42811**

## 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**

## 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.

<b>Please refer to KHSAA Bylaw 27.</b>
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## Reduction in Salary and Responsibilities

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

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

## Section

# 2

## Staff Responsibilities

### Supervision of Coaches

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

Coaches shall answer directly to the Principal 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. **09.31**

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. **03.133/03.233**

### Professional Development

All coaches shall abide by the requirements of KHSAA Bylaw 27: Requirement for Coaches and Others Working with High School Teams regarding professional development. This professional development shall include, but not be limited to, C.P.R. and AED training along with participation in the Coaches Education Program, Sports Safety Training course, Medical Symposium Updates, and KHSAA Rules clinics.

All coaches are encouraged to grow professionally in their knowledge and understanding of their respective sport through participation in voluntary professional development 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.

## Criminal Background Check and Testing

All coaches, assistant coaches and athletic program volunteers must undergo a criminal history background check(s) as required by Board policy. **03.11/03.21, 03.6**

The District shall conduct, at District expense, a state 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.

Pursuant to KRS 160.380, the Superintendent/designee also may require athletic program volunteers to submit to a national criminal history background check for safety reasons. 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**

## 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 or by a licensed medical practitioner of the employee's choice. **03.111/03.211**

### *Students*

Each student seeking eligibility to participate in any high school athletic activity or sport must pass an annual medical examination performed and signed by a medical practitioner as required by law. **09.311**

<b>Please refer to KHSAA Bylaw 2.</b>
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## Fund-Raising Activities

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

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

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

Funds raised by athletic program booster clubs shall comply with the requirements established by the Board. **04.312, 09.33**

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

In any regular season athletic tournament, at least seventy-five (75) percent of the net profit shall be distributed among the participating schools. An expense allowance shall be given to each participating school for transportation, meals and lodging.

<b>Please refer to KHSAA Bylaw 28.</b>
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## Safe Working Environment

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

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

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

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*.

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

## 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.

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
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.

Controlled substance shall mean any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by the Kentucky Cabinet for Health and Human Services under regulations pursuant to KRS 218A.020.

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

Prohibited substances include:

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

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

Any employee who is reasonably believed to be impaired by or in possession of an illegal drug, prohibited substance, and/or alcohol may be subject to search of his/her workplace. The Superintendent shall take appropriate personnel action against any employee found to be in violation of the Board's policy.

Any employee charged with and/or convicted of violation of criminal drug statutes shall, within five (5) working days, provide notification of the charge or conviction to the Superintendent. Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances.

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

## Weapons

Carrying, bringing, using or possessing any firearm, other dangerous or deadly weapon, dangerous instrument, destructive device or booby trap, or facsimile thereof (example: toy handgun) in any school building, on school property, in any school vehicle or at any school-sponsored activity or event is prohibited.

An exception may be made for employees or other persons participating in an authorized event or curricular activity involving the use of prohibited items and for law enforcement officials. In addition, law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

When there is cause to believe that there are firearms, other dangerous or deadly weapons, dangerous instruments, destructive devices or booby trap devices in possession of employees or other persons, searches and/or stationary or mobile metal detectors may be utilized.

Employees of the District shall report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, a misdemeanor or violation offense under the laws of Kentucky which relates to carrying, possession or use of a deadly weapon; or the use, possession, or sale of a controlled substance occurring on school property, a school bus or other school vehicle, or at a school-sponsored or sanctioned event; or any felony where the conduct occurred on school property, a school bus, at a school-sponsored or sanctioned event or within 1000 feet of school property, a school bus or other school vehicle or at a school-sponsored or sanctioned event or activity.

Employees who receive information from a student or other person of conduct which is required to be reported under this policy shall report that conduct in the same manner as required by the preceding paragraph. **05.48**

## Assaults and Threats of Violence

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

## Tobacco Products

The use of any tobacco product is prohibited in any building owned or operated by the Board. Adult employees may smoke in outside areas designated and supervised by the Superintendent or Principal. **03.1327/03.2327**

Students shall not be permitted to use or possess any tobacco product on property owned or operated by the Board, inside Board-owned vehicles, or during school-sponsored trips and activities. **09.4232**

## Use of School Property

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 for authorized District business. Employees shall reimburse expenses incurred for emergency personal use. **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**

## Athletic Camps

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. 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.

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

<b>Please refer to KHSAA Bylaw 26.</b>
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## 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**

## Solicitations

Unless authorized by the Superintendent, sales representatives, agents, or other solicitors shall not solicit or contact pupils, teachers, or other employees during the school day. **10.4**

## Alteration of School Property

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

## Advertising

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

## 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 or activities of any political campaign for school board.

## Copyrighted Materials

The use of copyrighted material for educational purposes, by school personnel, 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.

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.

When a pat-down search of pupil's person is conducted, the person conducting the search shall have a witness. In addition, 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 know or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney, and to the Principal (who shall also make a report to the proper authorities) and Superintendent. **09.227**

Reporting telephone numbers:

Social Services	(270) 746-7447
Bowling Green Police	(270) 393-4000
Warren County Sheriff	(270) 842-1633
Kentucky State Police	(270) 782-2010
County Attorney	(270) 782-2760

## Corporal Punishment

The Board authorizes the use of corporal punishment as a disciplinary measure, but only under guidelines set out in policy.

The Board authorizes each school to determine whether corporal punishment shall be utilized as a disciplinary measure at that school. In SBDM schools, the school council shall make the determination; in other schools, a committee of parents and teachers appointed and chaired by the Principal shall make the decision.

Corporal punishment shall refer to striking the student's buttocks with a paddle as a punishment or penalty for misbehavior. No other form of corporal punishment may be administered. **09.433**

## Use of Physical Restraint

Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm.

If the ARC (Admissions and Release Committee) or Section 504 Team anticipates that a student may need to be restrained on a frequent basis, the District shall consider whether special restraint training is needed for one (1) or more of the employees who regularly work with the student. **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:

- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- Notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24**
- Report to the Principal/immediate supervisor or to the Assistant Superintendent 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**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. **04.41**
- Report in writing to their immediate supervisor potential any safety or security hazard they observe. **05.4**

- If you know or believe that the District’s weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**
- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver’s ability to safely drive a school bus or perform other driver responsibilities. **06.221**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

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

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 shall immediately make a report to a local law enforcement agency, the Cabinet for Families and Children or its designated representative, the Commonwealth’s Attorney or the County Attorney, and to the Principal (who shall also make a report to the proper authorities) and Superintendent. (See **Child Abuse** section.) **09.227**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

<b>Please refer to KHSAA Bylaws 17 and 19.</b>
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## Section

# 3

## Pre-Season Planning

### Notifications to Students/Parents

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

### Coach-Parent Communications

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

### Scheduling

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

Scheduling of athletic competitions 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 21 - 26.**

To the extent possible, athletic competitions shall be scheduled:

1. To minimize travel distances and compete with schools of comparable size and classification.
2. To avoid overlap with other school athletic activities already scheduled on the same date.
3. To assure that scheduling of District facilities, practice times and competition times for both male and female sports are consistent with Title IX requirements.
4. To avoid scheduling regular season athletic games on a date that will require loss of instructional time for travel or competition, unless approved by in advance by the Superintendent/designee.

Examples of scheduling of athletic practices and events to be avoided include activities that:

- 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

#### *Elementary Athletic Teams*

Practice sessions for elementary school athletic teams shall not exceed one-hundred and twenty (120) minutes. **09.31**

## Cancellation of Athletic Activities

The decision to cancel athletic activities is made by the Principal or designee of the school with consultation with Central Office (Superintendent, Transportation Director or designee) when necessary. If activities are cancelled, the Principal or designee will ensure that the Head Coach is notified and takes measures to notify the public through various means. These means may include website (school and District), automated calling system, and local media as conditions warrant.

If coaches are notified regarding the cancellation of an away contest, they should notify the Principal or designee who will take measures to notify the public through various means as 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 24.**

## Athletic Trips

Both the Principal and the Superintendent must approve all regularly scheduled athletic events and all athletic trips which are part of a tournament or play-off in which the school is a participant.

A member of the faculty or administration staff shall accompany students on all school-sponsored and school-endorsed trips, except that a nonfaculty coach or nonfaculty assistant may accompany students on athletic trips as provided in statute.

Parents are to be informed of the nature of all athletic 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 school-sponsored trips.

District students, their teachers, coaches, directors or leaders, and those serving as supervisors or chaperones may be transported by Board owned vehicles. Spectators, rooters, parents, and others not associated with the activity shall not be transported by Board owned vehicles. **09.36**

<b>Please refer to KHSAA Bylaw 20.</b>
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## Game Officials

<b>Please refer to KHSAA Bylaws 20, 29, 30, and 31.</b>
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## Student Discipline

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

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

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

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

## Crowd Control

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

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

## Athletic Program Purchasing

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

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

Bidding procedures shall conform to KRS 424.260. Purchases of \$20,000 or less shall follow the District's small purchase procedures. For additional assistance, coaches should check with the Principal or contact the Central Office. **04.32**

## Expense Reimbursement

Employees must complete Section A on the Travel Authorization and Reimbursement Form and submit it to the Principal/Supervisor for approval. Travel is not approved until the employee receives confirmation of approved travel from the Supervisor/Superintendent.

Allowable expenses include mileage (at the rate approved by the Board), 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. **03.125/03.225**

## Section

# 4

## Student Oversight

### Eligibility

A student enrolled below the ninth grade may, with parental consent, participate as a member of a high school athletic team under the following conditions:

- 1) The student shall not be eligible to represent any other District school in that sport for the remainder of the school year.
- 2) The student shall not participate in high school try-outs or practices during the school instructional day, but shall be permitted to leave early when the high school team being represented plays an away game. **09.31**

Determination of athletic eligibility for high school students shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements. **09.313**

**Please refer to KHSAA Bylaws.**

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

### Student 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 following enrollment in grade nine (9) and who then transfers, shall be ineligible for interscholastic athletics at any level in any sport for one (1) year from the date of enrollment at the new school.

Foreign exchange students attending school shall be considered ineligible for the first calendar year following enrollment. If placed in a KHSAA member school under the auspices of approved student exchange programs or in other circumstances approved by the Board of Control within Board policy, these students may be declared eligible and not be subject to the initial one (1) year period of ineligibility.

**Please refer to KHSAA Bylaws 6 & 7.**

## 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.

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. 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 10 and 13.**

## 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 high school 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 high school 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. Follow-up training shall be provided annually. **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. **03.162/09.422/09.42811**

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.)

## Insurance

Students participating in interscholastic athletics must present evidence of accident insurance. **09.312**

<b>Please refer to KHSAA Bylaw 2.</b>
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## Safety and First Aid

The safety of students shall be the first consideration in all athletic practices and events.

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. **09.311**

<b>Please refer to KHSAA Bylaw 27.</b>
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## Care of District Property

Coaching personnel shall be responsible for program equipment, supplies, books, furniture, and apparatus under their care and use. **03.1321**

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

## Precautionary Measures

### EQUIPMENT INSPECTION AND OVERSIGHT

The Head Coach of each sport, in consultation with the Principal or designee (with District input as requested), is responsible for developing an ongoing plan of equipment inspection, maintenance, repair or replacement.

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 Athletic Director immediately so that corrective measures can be initiated.

### KEY STANDARDS

1. ***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. A copy of this procedure is maintained on the KHSAA website ([www.khsaa.org](http://www.khsaa.org)). All coaches are required to read, understand, and follow this procedure for practices and competitions.
2. ***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.
3. ***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.
4. ***Severe Weather. Lightning Advisory*** – All coaches are required to read, understand, and adhere to the KHSAA and NFHS guidelines for severe weather and lightning. A copy of the guidelines is maintained on the KHSAA website ([www.khsaa.org](http://www.khsaa.org)).

**Please refer to KHSAA Bylaws 25 and 27.**

## Drug Testing of Students

Under procedures developed by the Superintendent, a volunteer drug testing program has been established at the high school level for student athletes and PRIDE team members. **09.423**

## Sportsmanship

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

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

**Please refer to KHSAA Bylaw 11.**

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 Bylaws 8 and 12.**

## 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.

## Code of Ethics for Teachers – (Continued)

### (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 judgement, 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 were 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)

# Acknowledgement Form

I, \_\_\_\_\_, have received a copy of the  
*Name*

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

I understand and agree:

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

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

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Date*

Return this signed form to the Central Office.