

COACHES' HANDBOOK

2021-22

School Athletic Program



MODEL LABORATORY SCHOOLS

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Coaches' Handbook – School Athletic Program

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Eastern Kentucky University, and by extension, Model Laboratory Schools, is an Equal Opportunity (EEO)/Affirmative Action (AA) institution that values diversity in its faculty, staff, and student body and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, national origin, disability, veteran status, and/or genetic information in the admission to, or participation in, any educational program or activity (e.g. athletics, academics, and housing) which it conducts, or in any employment policy or practice, in conformity with law.

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Introduction

Handbook Purpose

The purpose of the handbook is to acquaint you with general policies and procedures of the Model Laboratory 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 University or School policy or administrative procedures, the policies and procedures govern.

Some policies refer to specific forms that are available as part of the University/School's administrative procedures. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Copies of specific documents are available in the Superintendent's Office. Policies and procedures also are available online via the University's website <https://policies.eku.edu/policies> and/or the School's web site, or the online school manual through this Internet address:

<https://pss.ksba.org/OnlineManual/Chapter.aspx?distid=240>.

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 University or School policies may be subject to disciplinary action. **01.5**

In this handbook, **bolded policy codes** indicate related School 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

Mission

In a shared commitment with Eastern Kentucky University, Model Laboratory Schools will serve as the learning laboratory for K-12 education in the Commonwealth of Kentucky by providing an exemplar for research, best practices, and innovation in elementary and secondary education and teacher professional learning.

Vision

In collaboration with other Eastern Kentucky University programs, Model Laboratory Schools will establish pathways that provide a P-20 student-centered learning environment producing next generation college graduates and career professionals prepared to lead a global society. In addition, Model will serve as a professional learning and continuing education hub to provide opportunities for Kentucky's educators to become master teachers.

Athletic Program Philosophy

To promote safety, fairness and good sportsmanship at all levels of the School athletic program, coaches shall implement relevant policies and procedures of the Model Laboratory Schools and the Kentucky High School Athletic Association (KHSAA).

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

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

Cutting of Participants

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

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

Conduct of Program

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

Coaches shall abide by:

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

STUDENTS FIRST, ATHLETES SECOND

KHSAA Imposition of Penalties

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

<p>Please refer to KHSAA Bylaw 27.</p>

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 Model Laboratory Schools reserve the right, and has 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 School reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Central Office and School Personnel

Administration

John R. Williamson, Superintendent and Dean of K-12 Programs
Kim Puckett, Assistant Superintendent, Student Services
Laura Dedic, Director of Finance & Operations
Christopher Budano, Ph. D., Interim Secondary School Principal (7-12) /Associate Dean K-12 Programs
David Naylor, Elementary School Principal (K-6)

Support Staff

Beth Campbell, Director of Admissions and Alumni Relations, K-12
Erick Collings, Director of Communications
Donna McGuire, Executive Assistant to the Superintendent
Lauren Tyra, Graphic Designer
Beverly Dyehouse, Student Information & Records Specialist
Melanie Kelley, Financial Specialist & Transportation Coordinator
De Reed, Office Associate
Jenna Fitzgerald, Receptionist

Counseling Center

Kelly Caldwell, Director of Pupil Personnel/Counselor (9-12)
Cheyanne Bustle, Counselor (K-6)
Rebecca Petrey, Counselor, Grades (7-12)
Stephanie Clark, Administrative Coordinator
Jill Fulks, Academic Advisor

Program Specialists

Jennifer Blakeman, Director of Special Education
Tim Hoover, Director of Technology
Morgan Campbell, Extended Learning Coordinator
Jilliane McCardle, Ed. D., Gifted and ESL Education
John Perrin, Director K-12 Projects & Initiatives
Melanie Smith, Assistant Athletic Director
Missy Stipp, Nurse/Health Services
Scotty Sutton, Athletic Director

Building Safety and Security

Wesley Terry, ECU Police and School Resource Officer

Title IX

Kim Puckett, Student to Student
John Dixon, ECU, Employee/Adult

504 Coordinator

Rebecca Petrey

Section

1

Program Guidelines

Notice of Non-Discrimination

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

Eastern Kentucky University, and by extension, Model Laboratory Schools, is an Equal Opportunity (EEO)/Affirmative Action (AA) institution that values diversity in its faculty, staff, and student body and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, national origin, disability, veteran status, and/or genetic information in the admission to, or participation in, any educational program or activity (e.g. athletics, academics, and housing) which it conducts, or in any employment policy or practice, in conformity with law. **01.1**

If you have questions concerning School compliance with state and federal equal opportunity employment laws, contact Joslyn Glover, Chief Equity Officer or John Dixon, Title IX Coordinator at the Office of Institutional Equity, (859) 622-8020.

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:

John Dixon, Title IX Coordinator (TIXC)
Department: Office of Equity and Inclusion
Office: Jones 120
Mailing Address: Coates CPO 24A, EKU, 521 Lancaster Ave. Richmond, KY 40475
Email: john.dixon@eky.edu
Phone: 859-622-8221

John Dixon, ADA/Section 504 Compliance Officer
Department: Office of Equity and Inclusion
Office: Jones 120
Mailing Address: Coates CPO 24A, ECU, 521 Lancaster Ave. Richmond, KY 40475
Email: john.dixon@eku.edu
Phone: 859-622-8221

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 School's Website.

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 the School supervisor 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 School compliance with state and federal equal educational and employment opportunity laws, contact Kim Puckett at the Central Office.

Harassment/Discrimination

Employees

Refer to the Eastern Kentucky University Policies and Regulations webpage for complete details on the harassment/discrimination policy at the link below:

<https://policies.eku.edu/policies>

03.162/03.262

Students

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

Students who believe that they, or any other employee, student, or a visitor to the school is being or has been subjected to harassment or discrimination shall bring the matter to the attention of the Principal/immediate supervisor or the Superintendent in the Central Office as required by School policy. The School will investigate any such concerns promptly and confidentially.

Additionally, if student to student sexual discrimination or harassment is being alleged, reports may be made directly to the School's Title IX Coordinator. If allegations of sexual harassment are teacher to student, student to teacher, parent/other school-related adult to student is alleged, the School's Title IX Coordinator and the University's Title IX Coordinator shall be notified.

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

Child Abuse

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

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

Reporting telephone numbers:

Social Services – Child Abuse Hotline	877-597-2331
National Human Trafficking Hotline	888-373-7888
Local Police, EKV Police	859-622-1111
Kentucky State Police, Post 7	859-623-2404
County Attorney	859-624-4777

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.

All personnel shall attend annual confidentiality training provided by the School.

Access to be Limited

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

Both federal law and School 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 University's and School'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 Superintendent shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**

Compensation

Stipends may be paid to employees who coach or sponsor school-sanctioned clubs and activities. **03.121**

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.

Assignment of supplemental coaching duty 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. 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 University property. In addition, employees shall cooperate fully with all investigations conducted by the University or the School as authorized by policy or law. **03.133/03.233**

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

Professional Development

All coaches shall abide by the requirements of KHSAA Bylaw 25: Requirement for Coaches and Others Working with High School Teams regarding qualifications and continuous improvement training. This continuous improvement shall include, but not be limited to, C.P.R. and AED training along with participation in the Coaches Education Program, Sports Safety Training course, Medical Symposium Updates, and KHSAA Rules clinics. **03.1161/03.2141**

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.

School Training

Nonfaculty coaches and nonfaculty assistants shall complete School training that includes:

- information on the physical and emotional development of students of the age with which they will be working;
- the school's discipline policies;
- procedures for dealing with discipline problems;
- safety and first aid training;
- active shooter training;
- school email account procedures;
- finance and accounting procedures;
- system of communication;
- school branding guidelines;
- supervision of students; and
- duty to report.

Follow-up training shall be provided annually. **03.1161/03.2141**

Logos and Branding

All coaches must follow the School's Style Guide for any use of logos or branding. **03.1161/03.2141**

Athletic Program Volunteers

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

Age Restriction/Criminal Background Check and Testing

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

STAFF RESPONSIBILITIES

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 School shall annually conduct 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. The Superintendent may also require such a volunteer to provide a clear CA/N check.

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

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

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

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

Physical Examinations

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

Please refer to KHSAA Bylaw 12.

Fund-Raising Activities

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

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

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

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

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

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.

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an existing emergency. **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. **03.1325/03.2325**

Drug Free Workplace

Refer to the Eastern Kentucky University Policies and Regulations webpage for complete details on the drug free workplace policy at the link below:

<https://policies.eku.edu/policies>

03.13251/03.23251

Use of Alcohol, Drugs and Other Substances

Employees shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law. **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 School shall not allow a driver to perform any safety-sensitive function if the results of a Clearinghouse query on the driver demonstrate a disqualification as provided by regulation and such driver may be subject to personnel action up to and including termination. **06.221**

Weapons

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

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

Assaults and Threats of Violence

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

Tobacco, Alternative Nicotine Product, or Vapor Product

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the University 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 the University. **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 University property at all times, including any vehicle owned, operated, leased, or contracted for use by the University/Model School and while attending or 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 University, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property. **09.4232**

Use of School Property

Employees are responsible for school equipment, technology, 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 University property or facilities.

An employee shall not use any University 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 University 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 School or University personnel may monitor the use of electronic equipment from time to time. **03.1321/03.2321**

Coaches shall advise individuals with disabilities who request accommodations at School athletic activities to contact the University's 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 Superintendent, Principal/designee or immediate supervisor. Such devices include, but are not limited to, personal cell phones and tablets.

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

Athletic Camps and Competitions

Coaches in all sports may organize and operate youth sports camps in their respective sports if approved by their immediate supervisor. All camps must be operated as a school-sponsored activity and comply with all relevant policies and procedures as described in other sections of this handbook or in School 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 University financial policies.

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 Model Laboratory Schools. 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 University's inventory process and related reporting requirements. **04.7**

Solicitations

Sales representatives, agents, or other solicitors shall not solicit or interview pupils, teachers, or other employees during the school day without notice to and express prior approval of the Superintendent.

School employees shall not use the advantage or status of their position for personal gain through soliciting or canvassing school patrons, pupils or fellow employees to whom they have supervisory or other professional obligations (e.g. private tutoring, entrepreneurial activities, non-school sponsored trips, etc.).

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 approval of the Superintendent. **03.1323/03.2323**

Alteration of School Property

No structural changes, painting, or addition of furniture to halls and classrooms may be done without prior, written approval from the Superintendent/designee. **05.11**

Advertising

No 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 booster clubs. **10.4**

Branding

The Superintendent will develop branding guidelines. Outside vendors, faculty and staff will follow the established guidelines. **10.4**

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 School.

Political Activities

Refer to the Eastern Kentucky University Policies and Regulations webpage for complete details on the political activity of faculty policy at the link below:

<https://policies.eku.edu/policies>

03.1324/03.2324

Copyrighted Materials

The use of copyrighted material for educational purposes, by school personnel, shall be within the generally accepted uses delineated by applicable law. The Superintendent shall develop procedures for informing appropriate personnel of the fair use of copyrighted material for educational purposes.

All employees shall use electronic materials only in accordance with the license agreement under which the electronic materials were purchased or otherwise procured. The Superintendent and appropriate University personnel shall sign all software license agreements. **08.2321**

Search and Seizure

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

Searches of a pupil's person or his or her personal effects shall only be conducted by a faculty member 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 faculty 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**

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 School 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 School 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 Superintendent shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**

STAFF RESPONSIBILITIES

- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if University property has been used for unauthorized purposes. **03.1321/03.2321**
- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- If you know or believe that the School'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. **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. **05.4**
- Reports of discrimination, harassment, and/or retaliation should be made to the Office of Equity and Inclusion (OEI) Title IX Coordinator promptly. **03.162/03.262**
- Report to the Principal/immediate supervisor or the Title IX Coordinator a student or a visitor to the school is being or has been subjected to harassment or discrimination. **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 University Counsel. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**

STAFF RESPONSIBILITIES

- If you know or believe that the School'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**

- 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**
- 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 University and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**

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

STAFF RESPONSIBILITIES

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 School.

Coach-Parent Communications

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

Scheduling

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

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

Please refer to KHSAA Bylaws 19-24.

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

1. To assure that scheduling of School 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 School 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 practices and activities which should be avoided include the following:

- a. Conflict with end of semester exams;
- b. Occur during professional development activities;
- c. Coincide with religious observances and/or times of worship;
- d. Conflict with school open house events;
- e. Any other school events labeled as “prohibited” with regard to scheduling other events. Check with the Athletic Director for specific dates.

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 Director. If conditions warrant the cancellation of activities, Head Coaches will be notified by the Athletic Director. The School will also advertise all cancellations via the School website, automated calling system, and local media as conditions warrant.

If coaches are notified regarding the cancellation of an away contest, they should notify the Athletic Director 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 School requirements regarding scheduling are met.

Forfeits are addressed by KHSAA guidelines.

<p>Please refer to KHSAA Bylaw 22.</p>

Athletic Trips

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

Parents must sign a sign-out sheet maintained by the school event sponsor accepting responsibility for the student in order to transport their child after an event for which school transportation is provided.

Please refer to KHSAA Bylaw 22.

Game Officials

Please refer to KHSAA Bylaw 20.

Student Discipline

All students participating in the School's athletic program shall abide by school rules and regulations, including provisions of the code of conduct. **09.438**

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.

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, based on established criteria or pending investigation of any allegation that the student has violated the School's behavior standards 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

Expenditures from any school fund shall be made in accordance with the budgets allocated by the University. All purchases shall require the prior approval of the Superintendent or the Superintendent's designee and shall follow the purchasing procedures of the University. **04.31**

Internal school account purchases shall follow the University's procurement process. **04.312**

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the University shall reimburse school personnel for school-related travel at University-approved rates for mileage and meals when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent. Travel expenses for guests of employees shall not be reimbursed.

03.125/03.225

Section

4

Student Oversight

Eligibility

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

School 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, and equitable opportunities for participation.

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

Please refer to KHSAA Bylaws.

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 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 in accordance with statutes, local school 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.

<p>Please refer to KHSAA Bylaws 6, 7, and 8.</p>

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 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 School. All persons employed by the School 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 School 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.

Nonfaculty coaches and nonfaculty assistants shall complete **School** training that includes:

- information on the physical and emotional development of students of the age with which they will be working;
- the school's discipline policies;
- procedures for dealing with discipline problems;
- safety and first aid training;
- active shooter training;
- school email account procedures;
- finance and accounting procedures;
- system of communication;
- school branding guidelines;
- supervision of students; and

- duty to report.

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 School 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. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

The School Code of Conduct shall specify to whom reports of alleged instances of bullying or hazing shall be made. **09.422/09.42811**

A school administrator or teacher must accompany students on athletic trips. **09.221.**

For athletic trips, a nonfaculty coach or a nonfaculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old. **09.36**

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

Bullying

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

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

Insurance

Please refer to KHSAA Bylaw 12.
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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 School policies, any middle or high school coach (head or assistant, paid or unpaid) shall successfully complete all training required by the School, 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 C.P.R. course that includes the use of an automatic defibrillator and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency. Initial certification shall use in-person instruction with certification updated as required by the approving agency. **03.1161/03.2141/09.311**

Each interscholastic coach (head and assistant, including cheerleading) shall be required to complete a sports safety course and medical symposium update consisting of training on how to prevent common injuries. In addition, coaches should be familiar with University and School 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 School policy, state law and regulations, and requirements of the Kentucky Board of Education and the Kentucky High School Athletics Association (KHSAA).

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

Concussions

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

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

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

Please refer to KHSAA Bylaw 25.

Care of University Property

Coaching personnel shall be responsible for program equipment, technology, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property or if University 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 University's inventory process and related reporting requirements. **04.7**

Retention of Recordings

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

Precautionary Measures

EQUIPMENT INSPECTION AND OVERSIGHT

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

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

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

KEY STANDARDS

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

The School may maintain an automatic external defibrillator (AED) in designated locations throughout the School. 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 School 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.

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.

Proactive Planning:

1. Assign staff to monitor local weather conditions before and during events.
2. Develop and evacuation plan, including identification of appropriate nearby shelters.

3. Develop criteria for suspension and resumption of play
 - a. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
 - b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
 - c. Any subsequent thunder or lightning after the beginning of the 30 minute count, reset the clock and another 30 minute count should begin.
4. Hold periodic review for appropriate personnel.

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

Please refer to KHSAA Bylaw 25.

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

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

Appendix

Section

5

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)

Model Athletics Branding Guidelines

Contents

1. Overview
2. Patriots Logo
3. Logo Guidelines
4. Colors
5. Uniforms, Apparel and Promotional Materials

1. OVERVIEW

Model Laboratory Schools upholds a prestigious reputation for academic excellence, innovation in education, and a community and family-based learning atmosphere. These values embody the essence of Model Laboratory Schools and serve as a foundation for the Model brand.

As such, the Model brand should be evident in all communications and activities, including athletics. Proper and consistent use of logos, colors and fonts contribute to a recognizable and strengthened identity and display pride in Model's tradition, values and programs.

The guidelines set forth in the following pages are designed to assist you in portraying a clear and consistent message about Model and Model Athletics through simple actions such as proper logo and color selection.

OBJECTIVES

Successful branding of Model Laboratory Schools and Model Athletics serves the following objectives:

- Increase awareness of Model as a unique and innovative learning environment
- Communicate a brand that makes a positive first impression and is highly recognizable within Richmond and the surrounding communities
- Position Model Laboratory Schools as a first choice of K through 12 education within the Central Kentucky region
- Build upon a long-standing tradition and reputation of excellence at Model Laboratory Schools

For any questions regarding Model branding, or to obtain official logos, please contact a member of the public relations team:

- Erick Collings – 859-622-4008, Erick.Collings@eku.edu
- Lauren Tyra – Lauren.Tyra@eku.edu

2. PATRIOTS LOGO

The Patriots Logo, depicted below, features the same style as the official Model logo, but has text Patriots instead of Model across the middle of the logo. The Patriots logo should only be used for athletics-related purposes, and in conjunction with official school colors—navy and maroon. Do not use a clip art Patriot mascot to represent Model or Model sports.



A color logo should be used in most cases. A black and white logo can be used for better print quality when printing in grayscale, and the one-color logo white logo should only be used when the printer only allows for one color.

BLACK & WHITE
LOGO



WHITE LOGO ON
NAVY OR MAROON



3. LOGO GUIDELINES

The Patriots logo, or an approved Model logo, should be used for all Model Athletics print publications, videos, web pages, promotional items and apparel.

Following the guidelines below ensures a professional and unified look for Model Athletics:

- Use only official logos obtained from Donna McGuire, and delete any previous logos from your files;
- When creating or updating a document for internal or external use, include the logo;
- Do not stretch or squish the logo;
- Do not rotate, reverse, modify or add content to the logo;
- Do not create your own logo, or use a clip art Patriot image;
- Make sure the logo appears and prints clear; don't use a scanned logo or copy and paste the logo from the website;
- For most purposes, use a .jpg file of the logo. If you are placing the logo on a colored background, use a .png file of the logo so that the background of the logo is transparent.

Official logos, available in various file types and color combinations, can be obtained from Donna.McGuire@eku.edu.



WRONG!

The logo has been stretched, and is not proportional to its original shape. Instead, the logo should be scaled proportionally. In most software programs, this can be easily achieved by holding the shift key when resizing the logo.



CORRECT!

The logo has been scaled proportionally to fit the space available, keeping consistent with the original design.

4. COLORS

Model’s official colors are navy and maroon, with navy being the prominent color. Exact CMYK and RGB combinations and Pantone codes are listed below.

Navy



#002060

CMYK 100, 93, 31, 29
RGB 0, 32, 96

Maroon



#4c151e

CMYK 0, 100, 34, 51
RGB 76, 21, 30

5. UNIFORMS, APPAREL AND PROMOTIONAL ITEMS

Include the Patriots logo, or an approved Model logo, on all uniforms, apparel and promotional items. Choose navy and maroon colors to accurately represent Model. All items must be approved by Melanie Smith.

Coach Evaluation Form

Name: _____ Sport: _____ Date: _____

Level: (circle one) Varsity J.V. Freshman Assistant Middle School

The Coaching responsibilities listed are rated on the following scale:

A – Acceptable performance I – Improvement Needed U – Unacceptable performance X – No basis for judgement

	Self-Evaluation	A.D. Evaluation
I. COACHING PERFORMANCE		
1. Is knowledge in the technical aspects and strategy of the sport	1. _____	_____
2. Plans for all aspects of the program (conditioning, NCAA, recommendations, etc.)	2. _____	_____
3. Prepares for daily practices so that maximum instruction is presented	3. _____	_____
4. Uses a variety of coaching techniques for individual and group instruction	4. _____	_____
5. Provides an environment that attempts to prevent injuries	5. _____	_____
6. Properly cares for injuries when they occur	6. _____	_____
7. Communicates with athletes in a positive constructive manner	7. _____	_____
8. Is understanding and sensitive in dealing with players	8. _____	_____
9. Encourages enthusiasm and dedication in players	9. _____	_____
10. Creates positive interpersonal relationships with players	10. _____	_____
11. Is punctual in attending and ending team practices, meetings and contests	11. _____	_____
12. Demonstrates self-control and poise in all areas relating to coaching responsibilities	12. _____	_____
13. Attempts to improve self as a coach by attending clinics, workshops, and other professional development activities	13. _____	_____
14. Effectively communicates team roles to players	14. _____	_____
15. Promotes positive character in athletes involved in the program	15. _____	_____
16. Adheres to all Board policies, rules and regulations	16. _____	_____
17. Serves as a positive role model for students	17. _____	_____
II. TEAM MANAGEMENT AND SUPERVISION		
1. Has full control of the team in all matters pertaining to coaching and athletic discipline	1. _____	_____
2. Informs athletes/parents of all rules and regulations pertaining to discipline that have been established for the team, being sure these rules are consistent with athletic policy	2. _____	_____
3. Provides supervision at each practice session and at all contests of the sport. This includes supervision of the locker and shower rooms, practice fields, parking lots after contests and buses.	3. _____	_____
4. Properly cares for, stores, distributes, collects, and inventories school equipment and uniforms	4. _____	_____
III. PROFESSIONAL QUALITIES		
1. Works cooperatively with the Director of Athletics and/or Head Coach	1. _____	_____
2. Assist with budget preparation	2. _____	_____
3. Understands and complies with all rules and regulations outlined in the Model Coaches' Handbook	3. _____	_____
4. Keeps the Director of Athletics and/or Head Coach informed of unusual events within the sport activity	4. _____	_____
5. Is cooperative in sharing and safeguarding facilities	5. _____	_____
6. Conducts himself or herself in a professional manner to all members of the high school staff, parents, community and media organizations	6. _____	_____
7. Adheres to the ethical guidelines established in Model Coaches' Handbook	7. _____	_____
8. Maintains Coaching Certificate/First Aid & CPR	8. _____	_____

Coach Evaluation Form (continued)

IV. Identify a personal goal(s) for coaching improvement to be pursued next season.

Signature of the Evaluated Coach Date

The signature of the coach does not necessarily mean agreement with the evaluation, only that the coach has read and understands the evaluation. The coach has the right to attach a statement to this form expressing his/her opinion. The coach will receive a copy of the evaluation.

Comments/Recommendation of the Director of Athletics:

Signature of the Director of Athletics Date

Signature of Administrator Date

Employment recommendation (For Coaching Position Only)

_____ Recommend for continued employment

_____ Recommend for continued employment with the understanding of areas to be improved

_____ Not recommended for continued employment

Copies: Personnel file
Athletic coach

Acknowledgement Form

2021-2022 School Year

I, _____, have received a copy of the
Name

Coaches' Handbook issued by the School, and understand and agree that I am to review this handbook in detail and to consult University 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 School personnel policies and procedures and that it is not intended to create any sort of contract between the School and any one or all of its employees;
2. that the School 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 School 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 School.

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

Signature of Employee

Date

Printed Name

Return this signed form to the Central Office.