

Athletic/Extra/Co- Curricular Handbook



CLOVERPORT INDEPENDENT SCHOOLS

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Athletic/Extra/Co-Curricular Handbook

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

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Introduction

Student participation in the athletic program at Cloverport Independent is entirely voluntary. Participation in athletics is a privilege, not a right. The opportunity to be involved in the athletic program is extended to all students who are willing to accept certain duties and responsibilities. The student athlete should set high standards, demonstrate exemplary behavior, and display good sportsmanship at all times.

We at Cloverport Independent believe the actions of coaches should be based on what is in the best interest of the students. A coach is a teacher and the field/court is the classroom. The program should be conducted as such. We encourage parents and the community to support our programs, our coaches and our athletes as they are a vital part of our school culture.

Handbook Purpose

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

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

Some policies refer to specific forms that are available as part of the District's administrative procedures. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office, in the Principal's office, or online via the District's web site or through this Internet address: <http://policy.ksba.org/C15/>. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

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

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

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

www.khsaa.org

District Mission

To engage all learners and educators by building communities of learning, utilizing effective 21st century strategies with personalized learning.

Objectives

The athletic program serves as one of the extensions of the classroom which attempts to meet student goals through expanded learning opportunities. The athletic program not only enhances, but also reinforces the learning which occurs within the classroom. The objectives of the Cloverport athletic program are to provide opportunities for student athletes:

- To develop their physical talents to their maximum potential.
- To experience working as a member of a team in order to achieve a goal.
- To dedicate themselves to the task of achieving a given goal.
- To gain experience in problem solving and decision-making.
- To develop respect for others.
- To develop athletic skills in both an individual and team setting.
- To develop the total student-athlete focusing on leadership, self-discipline, self-motivation, strong work ethic, sportsmanship and high academic achievement.
- To develop each student's self-esteem with a feeling of well-being and worth.
- To provide a means for our athletes to grow physically, cognitively, and emotionally within a supervised athletic setting.
- To provide a focus of interest on programs for students, faculty and staff, and our community that will generate a feeling of unity and school pride.
- To provide a rewarding athletic experience for students.

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 Cloverport Independent Board of Education 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.
- An athlete will not be allowed to drop a sport in season to try out for an upcoming sport if he/she is a member of a team at the time that the first scrimmage game or first game of season (whichever has occurred first) has been played. He/she will be declared ineligible to participate in another sport until the completion of the season in progress. Even if a student is cut from one sport for not following team rules/policies, he/she may not try out for another sport during the same season.
- 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.

Athletics is an integral part of the total education process and this plays a major role in the philosophy of Cloverport Independent. Athletics provide an opportunity for students to utilize critical thinking skills as well as put into practice those basic tenets of cooperation and personal responsibilities. Our athletic program encourages the acceptance of responsibility to self, to team, and to school. Athletics encourage good physical health and personal habits, expose our athletes to difficult lessons, and offer an opportunity to realize success. All of these experiences are desirable in the balanced growth of an individual. The athletic program will constantly strive for the development of well-rounded individuals capable of becoming successful and productive members of society.

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.

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 Athletic Director and Principal shall be responsible for oversight of the school’s athletic program to see that it remains compliant with KHSAA rules.

Please refer to KHSAA Bylaw 27.
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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 Cloverport Independent Schools reserve the right, and have the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Central Office Personnel and School Administrators

Person/Address	Telephone/E-mail	Fax
Superintendent Keith Haynes	270-788-3388 keith.haynes@Cloverport.kyschools.us	(270) 788-6640
Special Education Mike Melton	270-788-3388 mike.melton@Cloverport.kyschools.us	(270) 788-6640
Finance and Business Denise Smith	270-788-3388 denise.smith@Cloverport.kyschools.us	(270) 788-6640
Personnel Gail Hale	270-788-3388 gail.hale@Cloverport.kyschools.us	(270) 788-6640
Accounts Payable Linda Thompson	270-788-3388 linda.thompson@Cloverport.kyschools.us	(270) 788-6640
Gifted and Talented/Library Catherine Cliburn	270-788-3388 catherine.cliburn@Cloverport.kyschools.us	(270) 788-6640
Public Information & Technology Nathan Moore	270-788-3388 nathan.moore@cloverport.kyschools.us	(270) 788-6640
Frederick Fraize High/Middle School, William H. Natcher Elementary Scott Adcock, Principal	270-788-3388 scott.adcock@Cloverport.kyschools.us	(270) 788-6640
Frederick Fraize High/Middle School, William H. Natcher Elementary Alysia Booth, Guidance	270-788-3388 alysia.booth@Cloverport.kyschools.	(270) 788-6640
Andy Hines Athletic Director	andy.hines@cloverport.kyschools.us	(270) 788-6640

Section

1

Program Guidelines

Equal Educational and Employment Opportunities

Employment

Cloverport Independent 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 Superintendent at the Central Office.

Harassment/Discrimination

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

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

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

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973:

<i>Title IX Coordinator Name</i>	Andy Hines
<i>Telephone</i>	270.788.3388
<i>Address</i>	301 Poplar St., Cloverport, Ky.
<i>Section 504 Coordinator Name</i>	Mike Melton
<i>Telephone</i>	270.788.3388
<i>Address</i>	301 Poplar St., Cloverport, Ky.

01.1

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

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

07.1

Confidentiality

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

Access to be Limited

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

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

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

Information Security Breach

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

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

Compensation

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

No coach shall receive from any other source a salary supplement for coaching school-sponsored athletics.

<p>Please refer to KHSAA Bylaw 25.</p>

Reduction in Salary and Responsibilities

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

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

Section

2

Staff Responsibilities

Supervision of Coaches

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

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

Please refer to KHSAA Bylaw 1.

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

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

Professional Development

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

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

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, Athletic Director, 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 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**

As employees, newly hired coaches and assistant coaches must have both a state and a federal criminal history background check and a letter from the Cabinet for Health and Family Services documenting the individual does not have a substantiated finding of child abuse or neglect. **03.11/03.21**

The District shall conduct, at District expense, a Kentucky State Police criminal records check on all athletic program volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. The Superintendent may also require such a volunteer to provide a letter from the Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record.

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

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

Link to DPP-156 Central Registry check and more information on the required Cabinet letter:

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

Physical Examinations

Coaches

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

Students

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

Please refer to KHSAA Bylaw 12.

Fund-Raising Activities

All athletic booster group fund-raising activities shall be approved in advance by the Principal. Each sport can organize a booster club to help support and promote their program. The Head Coach should attend all meetings and serve as a leader in the organization.

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. Any and all money raised by students will be deposited into the specific group account with the school. All money raised through the fundraising event must be deposited into Booster Club account or school account.

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 and revised Redbook regulations.

Within 30 days of their first transaction of the group or the first 30 days of the school year, each booster organization shall provide to the Board a copy of their FEIN number, names of officers, a copy of the annual budget and any other documentation required by regulation, law, or Accounting Procedures for Kentucky School Activity Funds. Those organizations which do not provide the required documents within the above time-frame will not be considered an official extension of any school program.

Officially recognized booster organizations shall comply with the requirements of the revised Redbook procedures.

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

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

Each Head Coach is allowed one (1) major fundraising event for their program however; a team may have more than one (1) service fundraiser (car washes, raking leaves, etc.). The Head Coach must fill out the appropriate fundraiser form and receive approval by the Principal. The Coach must finalize paperwork upon completion of the fundraiser event with the financial secretary.

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* and related procedures.

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

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 or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee’s intent to pass off the item as a controlled substance.

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

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

Employees who know or believe that 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. **09.423**

Any employee convicted of a workplace violation of drug abuse statutes must notify the Superintendent/designee of the conviction within five (5) working days.

Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances. **03.13251/03.23251/09.423**

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 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 Products

Federal law and Board policy prohibit the use of any tobacco product in any building owned or operated by the Board. The use of any tobacco product is prohibited in the presence of students however; 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, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, and during school-sponsored trips and activities. **09.4232**

Consequences for students violating Board policy 09.4232 are as follows:

First Offense – Cloverport Independent Code of Conduct consequences.

Second Offense – Same as first offense plus suspension from one game.

Third Offense – Same as the first offense plus suspension from ALL athletic participation for one calendar year.

Use of School Property

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

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

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

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

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

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

Use of Personal Cell Phones/Telecommunication Devices

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

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

Athletic Camps and Competitions

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

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

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

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

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

Please refer to KHSAA Bylaws 23 and 24.

Inventory of Athletic Equipment

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

Alteration of School Property

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

Advertising

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

No posters, placards, or notices are to be posted anywhere in the school building without prior approval of the Principal. **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.

Unofficial booster organizations will not be allowed to use any name or logo that directly or indirectly reflects connection to any school program. In addition, all appropriate authorities will be notified of the dissolution from the local school system.

Political Activities

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

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

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

Copyrighted Materials

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

Search and Seizure

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

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

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

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

Child Abuse

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

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

Reporting telephone numbers:

Child Abuse Hotline	1-800-752-6200
National Youth Crisis Hotline (Suicide Prevention)	1-800-448-4663
Family Support (DCBS)	280-756-2156
Child Protective Services	270-756-2194
Child Protective Services Reporting Number	270-766-5099
Cloverport Police Department	911 OR 270-788-3751
Cloverport Fire Department	911 OR 270-788-6084
Breckinridge Sherriff Department	911 OR 270-756-2361
Breckinridge County Dispatch	270-756-6266
State Police	911 OR 270-766-5078
EMS Ambulance	911 OR 270-756-2367
Social Services	(877) 419-7233
Police	(270) 788-3751 (911)

Use of Physical Restraint and Seclusion

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

Civility and Handling Parent Complaints

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**

The coaching staff is responsible for determining the following: team selection, length and content of practices, game strategy, and individual playing time and must be approved by the Athletic Director. These decisions will be based on the best judgment of the coach. The Head Coach shall explain during a parent meeting prior to the season, his/her procedures in dealing with parents. The Head Coach should always maintain professionalism in dealing with parents. There will be NO PARENT meetings/discussions with any coach during a game, or during the completion of work after the game. Parents should call the Coach and/or Athletic Director to set up a meeting and/or directed to the District's grievance policy 09.4281.

Required Reports

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

- Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**

STAFF RESPONSIBILITIES

- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

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

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

STAFF RESPONSIBILITIES

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

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

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, you shall **immediately** make a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney. (See **Child Abuse** section.) **09.227**
- District employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victims' Principal as directed by Board Policy **09.42811**.

In certain cases, employees must do the following:

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

Please refer to KHSAA Bylaw 18.

Section

3

Pre-Season Planning

Notifications to Students/Parents

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

Coach-Parent Communications

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

Scheduling

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

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

Please refer to KHSAA Bylaws 19-24.

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

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

Practices

Scheduling of practices is at the discretion of the coach. Students should receive a copy of the Athletic Director approved practice schedules from the Head Coach prior to the season beginning.

All practices on Wednesday must be over by no later than 6:00 p.m. Contests may be made up on Wednesday nights if they were postponed because of uncontrollable reason. However, Wednesday night make-up games must have prior approval of the Superintendent.

Holiday practices are left to the discretion of the coach. No student shall be subject to any form of discipline if their parent refuses to allow them to participate.

Cancellation of Athletic or Sport Activities

The decision to cancel athletic or sport activities is made by the Athletic Director, Principal or designee of the school in consultation with the Central Office (Superintendent or designee) when necessary. If activities are cancelled, the Principal or designee will ensure that the Head Coach is notified who will take 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 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 District requirements regarding scheduling are met.

Forfeits are addressed by KHSAA guidelines.

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

Athletic Trips

The Board shall approve all overnight and/or out-of-state school-related trips. The Superintendent or the Superintendent's designee shall approve all other athletic trips. **09.36**

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

Please refer to KHSAA Bylaw 22.

Transportation

All buses are scheduled by the Transportation Director. The coach should check departure times and confirm buses. The Head Coach will be responsible for ensuring that all players, coaches and other support staff board the bus at departure time and proper personnel are on bus after contest.

Overnight Trips

All overnight trips must have approval from the Board prior to the trip.

It is the Head Coach's responsibility to notify the student and parents of the following:

- Purpose of the trip
- Date and time of departure
- Date and estimated time of arrival home
- Mode of transportation
- Location of hotel/motel and phone number if case of emergency
- List of any special items students may need to take with them
- List of expenses that students will incur
- Printed copy of itinerary of trip

During the stay the Head Coach will:

- Provide supervision of students at all times
- Make sure all students understand what is expected of them
- Have a coaching staff member in the hotel/motel when students are there at all times
- Check with hotel management if there are any problems with students (to avoid accusations after the fact)
- When checking out, personally check all rooms, settle all bills and make a final check to determine if there have been any problems. If appropriate, express appreciation to hotel/motel management.

With the exception of participation in a State Tournament, the team will be responsible for all food and lodging for overnight tournaments.

Game Officials

Please refer to KHSAA Bylaw 20.

Student Discipline

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

A copy of all rules shall be maintained by the Athletic Director.

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**

Any athlete who has been assigned ISS or suspension shall not participate in any practice (nor be in attendance) or game until the disciplinary action has been served. This begins at the time of the assignment and extends until the completion of time has been served. Repeated disciplinary problems could result in the student being removed from all athletics.

Students found in violation of the student "Use of Alcohol, Drugs and Other Prohibited Substances" policy (09.423) shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

Crowd Control

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

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

Athletic Program Purchasing

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

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

Bidding procedures shall conform to the Model Procurement Code, KRS 45A.345 – KRS 45A.460. District small purchase procedures may be used for any contract in which the aggregate amount does not exceed \$20,000.00. For additional assistance, coaches should contact the District Treasurer in the Central Office. **04.32**

It is the responsibility of the coaches and Athletic Director to follow school, District and state finance policies and procedures. No purchases may be made without a purchase order and prior approval by the Athletic Director or Principal. Failure to follow proper purchasing procedures will result in non-payment by the school and coaches will be responsible for payment. Bills should be submitted for payment immediately upon receipt.

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, school personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent/designee. Allowable expenses include mileage, gasoline used for Board vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (as authorized by policy and/or procedure), and lodging. Requests for travel reimbursement will be considered only after they are filed on the proper form and accompanied by the proper receipts. Itemized receipts must accompany requests for reimbursement. Expenses will not be reimbursed for trips that did not receive prior approval. Unless otherwise approved by the Superintendent, food purchased while on out-of-District trips shall be reimbursed at the state per-diem rate.

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

Section

4

Student Oversight

Eligibility

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

District standards for playing up from middle school (grades seven and eight [7 & 8]) to high school in sports other than football and soccer may include, but are not limited to, considerations related to safety, physical readiness, use of school space after the school day, transportation, funding, the student's disciplinary status and record, any substance testing restrictions 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, District, requirements. The Superintendent/Designee in cooperation with principals, coaches, and athletic directors, as deemed appropriate, may develop guidelines for Board approval addressing playing up standards. **09.313**

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

Please refer to KHSAA Bylaws.

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

The student-athlete must meet all of the age, academic and enrollment requirements established by the KHSAA. Copies of the bylaws are available with the physical form from the athletic director and on line at www.khsaa.org. Each athlete and his/her parents must read and familiarize themselves with these rules and regulations.

On the first day of each school year, an athlete must be in her/her proper grade level. To be considered to be at the proper grade level, an athlete must have been enrolled during the previous grading period, and must be on schedule to graduate on the first day of school. For the verification of this provision all course work, including summer and correspondence work, must be complete by the first day of the school year for the student body.

Grades will be checked for athletic participants on a weekly basis. Every Monday morning grades will be checked by the Athletic Director. The athlete must be passing 5 out of 6 classes every week. If the athlete is not passing five classes, he/she will immediately become ineligible and will remain ineligible until the next grade check.

No special tests or recitations are to be given for the purpose of making the student eligible. Only exception is if a teacher has incorrectly entered a wrong grade.

NCAA Clearinghouse is required for all students planning to attend a Division I or Division II college on scholarship. The athlete must take the SAT or ACT and complete required core courses to be eligible for recruitment. There is a fee to register with the clearinghouse.

All student athletes are expected to be in attendance daily at school. All athletes must be in attendance at school for at least 5 periods on the day of the sporting event (game, meet, match, etc.) to be eligible to participate in the event. Students who are considered truant (three unexcused events) will be ineligible to participate in any athletic or cheer event for the remainder of that event season.

Forms and Releases

- Before a student may participate in any sport including conditioning and practices, he/she must have the following information to the coach and/or Athletic Director:
- KHSAA current physical form completed by physician.
- KHSAA current emergency permission form with signature of parent and athlete. Also, the name of insurance carrier should be listed along with policy number (if student has insurance).
- Coach's rules and consequences signature sheet (must be completed by first official day of practice). – will receive from Head Coach.

If an athlete is under the care of a physician due to an injury or illness he/she must have a doctor's release before he/she can play in a contest or return to practice.

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 any level in any sport for one (1) year from the date of last participation in varsity interscholastic athletics.

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

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

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.

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

Recruitment Violations

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

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

Please refer to KHSAA Bylaws 11 and 16.

Supervision Responsibilities

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

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

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

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

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

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

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

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

Bullying

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

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

Insurance

Students participating in or trying out for interscholastic athletics shall be covered by accident insurance **that** is compatible with the catastrophic insurance coverage required by the Kentucky High School Athletic Association. All students participating in interscholastic athletics shall be provided accident insurance by the Board. **09.312**

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 Board policies, any middle or high school coach (head or assistant, paid or unpaid) shall successfully complete all training required by the District, the Kentucky Board of Education, the Kentucky High School Athletic Association, and state law and regulation. This shall include safety and first aid training and providing the school documentation of successful completion of a C.P.R. course that includes the use of an automatic defibrillator and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency. Initial certification shall use in-person instruction with certification updated as required by the approving agency. **03.1161/ 03.2141/ 09.311**

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

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

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

Concussions

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

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

A student athlete deemed to be concussed shall not be permitted to participate in any athletic practice or competition occurring on the day of the injury or, unless a physician provides written clearance, participate in any practice or athletic competition held on a subsequent day. **09311**

Please refer to KHSAA Bylaw 25.

Care of District Property

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

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

Retention of Recordings

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

Precautionary Measures

EQUIPMENT INSPECTION AND OVERSIGHT

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

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

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

Practice gear and game uniforms should be worn only during practices, games, or by permission from the Head Coach. Coaches are responsible for collecting equipment, which is dispersed during the season. Coaches will conduct inventory and store all equipment within his/her program. Within two (2) weeks after the season's end, all equipment is to be collected, cleaned, inventoried and stored in designated areas. Any equipment that is in need of repair or any inventory that needs to be salvaged should be reported to the Athletic Director

KEY STANDARDS

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

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

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

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

Heat Indices – The Kentucky High School Athletic Association and the Kentucky Medical Association have adopted a procedure for avoiding heat injury/illness through analysis of Heat Index and restructuring of activities.

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

All coaches are required to read, understand, and follow this procedure for practices and competitions.

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

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

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

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

Please refer to KHSAA Bylaw 25.
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Drug-Testing of Students

The Board has established a mandatory random drug and alcohol testing program in grades eight through twelve (8-12) for student drivers and students participating in extracurricular and co-curricular activities, including athletics. As a condition to participating in extracurricular and co-curricular activities or driving to school and parking on school property, students shall provide a form signed by their parent/guardian and by the student to indicate their understanding of program requirements.

Appropriate measures shall be taken to protect student confidentiality throughout the testing process and the in the handling of test results. Access to drug testing results shall be restricted on a need-to-know basis to those persons in positions designated by the Superintendent. **09.423**

Sportsmanship

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

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

Please refer to KHSAA Bylaw 15.

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

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

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

1. Cursing and use of obscenities,
2. Disrupting or threatening to disrupt school or office operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Verbal or written statements or gestures indicating intent to harm an individual or property, and
5. Physical attacks intended to harm an individual or substantially damage property. **05.45, 10.21**

Awards and Recognitions

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

Please refer to KHSAA Bylaw 10.

Varsity Letters

The Varsity “C” chenille letter shall be presented to students who have satisfied the participation requirements listed below, completes all team obligations, and/or receives the recommendation of the Head Coach. It is the responsibility of the Head Coach to ensure that athletes understand the criteria for lettering in a varsity sport. Any athlete/manager who leaves the team for any reason other than medical will forfeit their letter for the season.

Baseball:

- Players must play in 50% of varsity games.
- Basketball: Boys and Girls:
- Players must participate in 50% of varsity quarters played.

Cheerleading/Dance:

- Must meet 90% of contest and practice requirements
- Cross Country: Boys and Girls:
- An athlete must run half the scheduled races plus one.

Golf: Boys and Girls:

- Player must participate on the varsity team in at least 50% of the matches.

Soccer: Boys and Girls:

- Player must participate in 50% of varsity periods played.

Softball:

- Player must participate in 50% of the varsity games.

Track: Boys and Girls:

- An athlete must score a minimum of 25 points during the season. Relay points count for each runner individually rather than being divided.

Managers:

- Must satisfy requirements as determined by the Head Coach.

Banners:

Cloverport Independent Athletic Department will purchase banners for athletic teams who win the District Tournament, reach the final game of the Regional Tournament (Regional Runner-up or Regional Championship) and or the Semi-final competition at the State Level (Top 4).

Uniform Purchasing Rotation Schedule

The Cloverport Athletic Department will purchase uniforms for each program at least every four to five years (may be some exceptions – uniforms may not last the expected number of years, uniforms stolen, etc.). Booster Clubs may purchase uniforms with prior approval from the Athletic Director and provided that all Title IX requirements are met.

Golf (Boys and Girls	Girls Basketball	Girls Basketball
Track (Boys and Girls)	Boys Basketball	Boys Basketball
Cross Country		

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

16 KAR 1:020:

Section 1. Certified personnel in the Commonwealth:

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

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

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 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 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)

Job Responsibilities

All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. The duties listed below are merely guidelines. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities.

Athletic Director

The Athletic Director shall have the management of the athletic programs and perform such other duties pertaining to athletics as assigned by the Principal. The Athletic Director will:

- Ensure that KHSAA rules and regulations, Cloverport Board of Education policies and procedures and Cloverport Independent policies and guidelines are followed.
- Conduct weekly student athlete eligibility grade checks through Infinite Campus. Grade checks will be conducted on Mondays.
- Verify that a physical form and KHSAA emergency form is on file for each athlete.
- Schedule all athletic events.
- Notify of time, date changes or cancellations.
- Provide schedules to assigning secretaries so official assignments can be made. Also, monitor and submit revised schedules to secretaries.
- Supervise all athletic events.
- Attend all required meetings (KHSAA, 2nd Region policy board, district/region, etc.)
- Inform coaches and monitor completion of CPR/First Aid training, Coaches Education Class, Online Safety Course and Rules Clinics.
- Conduct Coaches meeting prior to July 15th every year.
- Manage all concession stands (buy supplies, organize workers, etc.)
- Supervise all ticket sales at athletic events and all season passes.
- Organize work schedule for all home events for ticket sales, concession work, etc.
- Arrange for police/security personnel for sporting events.
- Schedule use of all athletic facilities.
- Serve as Title IX coordinator: Complete and submit annual Title IX report to KHSAA.
- Monitor Booster Clubs and attend as many meetings as possible for each booster club.
- Meet all KHSAA deadlines for schedules, pictures, participation list, etc.
- Host district and regional events on a rotation basis; the AD must be in attendance and serve as tournament manager.
- Meet opponents prior to contest, and take to locker rooms.
- Meet officials prior to contest, pay the officials and take to locker rooms.

- Be the purchasing agent and account for all athletic equipment and supplies.
- Maintain a balanced budget.
- Complete, submit and keep on file all athletic contracts for games.
- Handle all athletic student transfers.
- Invite local businesses, organizations, schools to athletic events.
- Work with local community to promote athletic events and activities.
- Inform faculty and staff on Monday morning of athletic events for the week.
- Help organize pep rallies, spirit rallies, pep buses, etc.

Head Coach

The Head Coach is directly responsible to the Athletic Director and exercises responsibility for the entire program of his/her respective sport. The Head Coach will help structure and give direction to all levels of his/her program. The Head Coach will:

- Operate your program within the philosophy of the school.
- Develop written rules and consequences for your program to be given to the athlete and his/her parents. The athlete and parent must sign a paper stating they have read these rules and consequences and will abide by them.
- Organized and coordinate the varsity program as well as the freshman and junior varsity program.
- Be highly competent in your sport (know the rules, techniques, strategies and skills) and choose competent assistants.
- Provide leadership and direction to the coaching staff.
- Be responsible for the development of the coaching staff.
- Motivate the staff and players toward desired goals.
- Have a well-organized yearly plan.
- Run well-organized practice sessions.
- Notify office secretaries of practice schedule changes.
- Collect and verify all paperwork from athlete prior to the first day of practice:
 - A current physical (keep with you at all times)
 - KHSAA emergency form signed by parent (keep with you at all times)
 - Signature of athlete and parent stating they have read and will abide by team's rules and consequences
 - Transportation policy: Sign-out personnel (keep with you at all times)
- Notify Athletic Director if new student wants to participate in athletics and he/she has participated in varsity contest at another school.
- Submit all clerical work on time to the Athletic Director.
- Provide the Athletic Director with the following:
 - Roster: as soon as practices starts, then keep this updated throughout season, place on website.
 - Copy of Physical Form: prior to first day of practice.
 - Monthly practice schedules: due at beginning of each month, place on website.
 - Keep team website updated throughout season.

- Pink Transportation Slip: after each bus trip.
- Copy of any tournament schedule.
- Emergency Plan of Action: due before first game.
- Inventory sheet: due at end of season.
- Wish/Want list: due at end of season.
- Team/Individual Records: due at end of season.
- Supervise the storage, maintenance, issuance, collection and inventory of equipment and supplies.
- Conduct a parent meeting prior to beginning of season.
- Report an injury to an athlete immediately and fill out necessary paperwork immediately after the injury.
- Explain, enforce, and comply with all school, KHSAA rules and regulations and local school board policies.
- Attend necessary rules clinic, medical symposium, CPR/First Aid training, etc.
- Report all scores to local media and to the KHSAA scoreboard.
- Provide information and director to Booster Club. Attend all meetings and have excellent rapport with booster club members.
- Make sure athletes are supervised at all times.
- Recognize the need for medical intervention and utilize proper first aid techniques when necessary. Develop a good working relationship with the school's trainer.

Assistant Coach

Only Level 1 and Level 2 Coaches (as defined by KHSAA) may be responsible for practices and directly supervise student athletes. No individual shall work with an athlete unless they have been approved by the Cloverport Board of Education.

The assistant coach will:

- Support the Head Coach in conducting the athletic program of that particular sport and the total athletic program.
- Be loyal to the Head Coach, to the team, and to Cloverport Independent.
- Attend staff meetings when called by the Head Coach or the Athletic Director.
- Assume any duties assigned him/her by the Head Coach pertaining to the overall athletic program of the particular sport. Some of the duties may be: conducting portions of practice drills, handling equipment, working with student managers, scouting, public relations, statistics, etc.
- In the absence of the Head Coach, he/she shall assume all responsibilities herein designated by the Head Coach.
- Carry out objectives of the sport program as outlined by the Head Coach.
- Be present at all practices, games, and trips; provide assistance and guidance for individual participants.

- Explain, enforce, and comply with all school, KHSAA rules and regulations and local school board policies.
- Take Coaches Education class and be certified in CPR/First Aid.

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

Acknowledgement Form

2018-2019 School Year

I, _____, have received a copy of the
Name

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

I understand and agree:

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

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

Signature of Employee

Date

Printed Name

Return this signed form to the Central Office.