

USD #360-Caldwell Schools Athletic/Activities Handbook



**Including: philosophy, responsibilities,
management, job descriptions and
evaluation instrument**

Submitted:
2019-2020

Table of Contents

I.	STATEMENT OF PROGRAM PHILOSOPHY	1
A.	Aims or Objectives of Athletics	1
B.	Code of Ethics	1
C.	Employee Conduct.....	1
II.	REQUIREMENTS FOR COACHING EMPLOYMENT.....	2
A.	Certification	2
B.	Coaching Qualifications	2
C.	Coaching Assignment Procedures	3
D.	Terms of Coaching Contract.....	4
E.	Non-Faculty (Rule 10) Coaches Guidelines (ASEP).....	4
F.	Non-discrimination Policy.....	5
III.	COACHING EXPECTATIONS AND RESPONSIBILITIES	5
A.	Coaches' Professional and Personal Relationships and Expectations.....	5
1.	Rapport.....	5
2.	Cooperation.....	5
3.	Leadership.....	5
4.	Discipline	6
5.	Improvement	6
6.	Motivational Techniques.....	6
7.	Encouraging Participation.....	6
B.	Coaching Techniques.....	6
C.	Athletic Director Responsibilities.....	7
D.	Head Coach Responsibilities	7
E.	Assistant Coach Responsibilities.....	8
IV.	PURCHASING	8
A.	Procedures for Purchasing	8
V.	INVENTORY OF EQUIPMENT	9
A.	Procedures for Inventory of Equipment.....	9
VI.	ATHLETIC EQUIPMENT AND FACILITIES	9
A.	Issuing of Athletic Equipment	9
B.	Use of Athletic Equipment and Facilities.....	10
C.	Collection and Storage of Athletic Equipment.....	10
VII.	PRACTICE SESSIONS.....	11
A.	Coaches Responsibilities	11
1.	Participant Requirements Prior to First Practice	11
2.	Practice Policies	11
B.	Restricted Practice Days.....	12
1.	Weekend and Holiday Practices.....	12
2.	Vacation Practices.....	12
3.	Early dismissal of School or Emergency Closing.....	12
VIII.	SQUAD SELECTION	12
A.	Philosophy	12
B.	Cutting Policies.....	13
C.	Team Selection and Playing Time.....	13
IX.	LOCKER ROOM AND RELATED FACILITIES.....	13
A.	Locker Room Responsibilities.....	13
1.	Security	13
2.	Control of Keys.....	13
B.	Locker Room Procedures	13
1.	Athlete Rules.....	13
C.	Equipment and Training Rooms	14
1.	Controls.....	14

- X. ATHLETIC INJURIES 14
 - A. Injuries and Accidents 14
 - 1. Responsibilities 14
 - 2. Emergency procedures 14
 - B. Accident/Injury Report Procedures 15
 - 1. Reporting Procedures 15
 - 2. Return to Participation 15
- XI. MISCELLANEOUS ATHLETIC POLICIES 15
 - A. Undue Influence for Participation 15
 - B. Release from Class 15
 - C. Coach’s Responsibility for Preventive Procedures 16
 - D. Trophy Display 16
 - E. Practice Schedules 17
 - F. Repair 17
 - G. Arrival of New Equipment 17
 - H. Videotape Equipment 17
 - I. Game Supervision 17
 - J. Complaints (KN Complaints – Board Policy) 18
 - K. Problems That Occur 18
 - L. Team Pictures 18
 - M. Activities Awards 18
 - N. Team Travel 18
 - O. KSHSAA and League Regulations 19
 - P. Weight Training 19
 - Q. Student Meal Reimbursement 19
 - R. Overnight Lodging 19
 - S. Non-Varsity Participation 19
 - T. Statistics and Records 19
 - U. Coaching Activities During Instructional Time 19
 - V. Lettering Requirements 20
 - W. Drug Policy 20
 - X. Dual Sports Policy 20
 - Y. Dual Sports/Activities Policy 20
- APPENDIX i 21
 - COACHING EXPECTATIONS 21
- APPENDIX ii 22
 - ATHLETIC HEAD COACH PERFORMANCE EVALUATION REPORT 22
 - HEAD COACHES EVALUTION SUMMARY SHEET 25
 - HEAD COACHES GOAL SUMMARY 26
- APPENDIX iii 27
 - ATHLETIC ASSISTANT COACH PERFORMANCE EVALUATION REPORT 27
 - ASSISTANT COACHES EVALUTION SUMMARY SHEET 30
 - ASSISTANT COACHES GOAL SUMMARY 31
- APPENDIX iv 32
 - OVERNIGHT TRIP PUPIL GUIDELINES 32
 - PERMISSION TO PARTICIPATE IN OVERNIGHT TRIPS 34
 - COACHES OVERNIGHT CHECKLIST 35
- APPENDIX v 36
 - STUDENT ACCIDENT REPORT 36
- APPENDIX vi 37
 - GUIDELINES ON PARENT/COACH RELATIONSHIPS 37
 - & SPECTATOR EXPECTATIONS AT EVENTS 37
 - STUDENT EXTRACURRICULAR ACTIVITIES ALCOHOL, TOBACCO, E-CIG, VAPING AND DRUG POLICY 41
 - POLICY STATEMENT 41

REQUIREMENTS FOR PARTICIPATION IN ATHLETICS AND ACTIVITIES.....	41
CONFIRMATION OF A VIOLATION	42
ATHLETIC POLICY VIOLATION ACTIONS.....	42
NON-ATHLETIC CONSEQUENCES FOR CODE VIOLATIONS	43
PRESCRIBED MEDICATION	43
DUE PROCESS	44
APPEAL.....	44
POLICY REVIEW COUNCIL	44
DANCES/PROM	44
DEFINITIONS	44
ASSISTANT COACH/SPONSOR – JOB DESCRIPTION.....	46
HEAD COACH/SPONSOR – JOB DESCRIPTION	48
ATHLETIC/ACTIVITY DIRECTOR – JOB DESCRIPTION.....	50
ATHLETIC/ACTIVITY DIRECTOR PERFORMANCE EVALUATION REPORT	52
ATHLETIC/ACTIVITY DIRECTOR EVALUATION SUMMARY SHEET	54
ATHLETIC/ACTIVITY DIRECTOR GOAL SUMMARY	55
KGA USE OF DISTRICT PERSONAL PROPERTY AND EQUIPMENT KGA.....	56
SCHOOL PERSONAL PROPERTY AND EQUIPMENT USE PERMIT	57
KGA-R USE OF DISTRICT PERSONAL PROPERTY AND EQUIPMENT KGA-R.....	58
USE OF SCHOOL OWNED FOOTBALL EQUIPMENT FOR SUMMER CAMPS AND/OR ALL STAR GAMES	59
HOLD HARMLESS AND RELEASE FROM LIABILITY	60
JH/HS HEAD COACH JOB DESCRIPTION	61
MAJOR COACHING DUTIES:.....	61
ILLUSTRATION OF KEY DUTIES:	61
ACTIVITY PROGRAM GUIDELINES.....	62
SECTION A: BUILDING POLICIES	62
SECTION B: TRANSPORTATION.....	64
SECTION C: SAFETY AND STUDENT WELFARE.....	65
SECTION D: SUPERVISION RESPONSIBILITIES	66
SECTION E: STUDENT-PARENT MEETING	66
SECTION F: POLICY STATEMENT GUIDELINES.....	67
DRUG FREE SCHOOLS AND COMMUNITIES ACT	68
STUDENT CONDUCT	68
STUDENT PARTICIPANT DRUG / TOBACCO & ALCOHOL RECEIPT FORM.....	70
ACTIVITY LETTERING POLICIES.....	70

I. STATEMENT OF PROGRAM PHILOSOPHY

Interscholastic athletic programs should be regarded as an integral part of the total educational programs and should be conducted so they are worthy of such regard. Athletic participation is not a right but a privilege and all athletes should conduct themselves accordingly. It should also be stated that education is of the utmost priority. The responsibility for that education comes before athletics.

A. Aims or Objectives of Athletics

1. To help prepare the athlete for life experience through competition.
2. To teach pride, discipline, and respect for self and others.
3. To enhance individual leadership qualities.
4. To teach, expand and develop the physical skills necessary to compete.
5. To provide for positive mental attitudes and social relationships.
6. To instill a feeling of accomplishment as an individual and as a team member.
7. To provide the athlete with the best possible opportunity to compete.
8. To provide a mechanism to ensure continuity between programs grades 6-12.

B. Code of Ethics

1. U.S.D. No. 360, Caldwell will honor contracts regardless of possible inconvenience or financial loss.
2. Our representatives will study the rules of the game, observe the work of other coaches or officials and will at all times attempt to improve themselves and the game.
3. Our representatives will conduct themselves in such a way that attention is drawn to the young people playing the game.
4. Our representatives will maintain their appearance in a manner befitting the dignity and importance of the game.
5. Our representatives will cooperate with the news media in the interpretation and clarification of rules and/or other areas relating to good sportsmanship but will not make statements concerning officials' judgment following games.
6. Our representatives will uphold and abide by all rules of the KSHSAA as well as the South Central Border League.
7. Our representatives will cooperate and be professional in their association with other coaches or officials and will do nothing to cause them public embarrassment.
8. Our representatives will keep in mind that the good of the team is more important than the wishes of an individual.

C. Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Likewise, employees are not to engage in any form of sexual misconduct or harassment. See handbook policy JGEC, Sexual Harassment.

Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally an employee who violates the terms of this policy may be subject to any of the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug alcohol education, treatment, counseling, or rehabilitation program; and/or
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

A copy of this policy and drug and alcohol counseling and rehabilitation programs shall be provided to all employees.

II. REQUIREMENTS FOR COACHING EMPLOYMENT

A. Certification

The Board of Education believes that each athletic coaching assignment normally should be under the supervision of a qualified and duly appointed certified faculty member. However, there may be situations in which certified and qualified faculty members are not available or are not the best available individual to supervise/coach the activity. At least one certified faculty member should be employed for each activity. After an effort has been made to secure the services of a qualified and certified faculty member, a qualified and certified non-faculty individual may be employed, and if such an individual is not available, a qualified non-certified individual may be employed.

B. Coaching Qualifications

To qualify for employment as a coach, the applicant should have training in each of the following areas:

1. A course, workshop, or proof of competency in first aid and CPR.
2. A course or workshop in the prevention and care of athletic injuries.
3. A course, workshop or clinic in the specific sport, or one season of verified internship under an experienced head coach (head coaches only).
4. Approval by the KSHSAA after having met all association requirements.
5. A course in defensive driving.

C. Coaching Assignment Procedures

The following regulations will be in force when coaching vacancies arise based upon recommendations of the Kansas State High School Activities Association and following the KSHSAA guidelines:

1. The Athletic Director shall survey the coaching staff in the spring of each year to determine each coach's intention for the following year.
2. At the April Board of Education Meeting, recommendations for coaching assignments for all Fall and Winter sports will be made. Coaches of spring sports will be notified in April that contracts for spring sports will be awarded in June after completion and evaluation of their current season.
3. When vacancies develop or new positions are added to the coaching staff, the following actions shall be taken:
 - a. The Athletic Director shall post the position to determine whether or not any present staff members have interest in the position.
 - b. Once interested candidates are identified, the Athletic Director shall determine whether or not the interested person(s) possess the minimum qualifications necessary to perform the responsibilities of the position.
 - c. The Principal shall then notify interested candidates as to whether or not further consideration will be extended based upon individual qualifications.
4. The Athletic Director shall then recommend the best-qualified candidate(s) to the superintendent, using the following sequence:
 - a. Certified faculty assigned in the building in which the coaching vacancy exists.
 - b. Certified faculty assigned to a building other than where the vacancy exists.
 - c. Non-faculty school employees.
 - d. Substitute teachers.
 - e. Individuals who are not employed by the school district in any capacity, such as college students, residents of the community, etc.
Note: Individuals employed as coaches from categories 3 and 4 above, will be compensated, assigned and evaluated using the same procedures and guidelines that are followed for all other coaching positions.
5. If a teacher at one building level is assigned to a coaching position in another, the principal is authorized to make a reasonable effort to schedule the person's teaching assignment, either on a temporary or permanent basis, to assist the coach in performing the athletic responsibilities; however, the individual's teaching assignment shall not be unduly impaired by this scheduling arrangement, and it must be understood that such arrangements can be made only in isolated situations.
6. When a coach is assigned to a position in a building other than the level of the teaching assignment, the coaching assignment will be reviewed on an annual basis by both building principals involved and the Athletic Director. The purpose of this reconsideration will be to determine whether or not it is desirable to continue the coaching assignment, which can cause scheduling difficulties at both levels. Factors to consider in this matter shall include but not be limited to the following:
 - a. The level of competition being coached.
 - b. Normal practice and game times.
 - c. Availability of other candidates.

D. Terms of Coaching Contract

All coaching assignments shall be for one school year. A supplemental contract shall be executed according to the adopted salary schedule.

1. Each head coach shall schedule a conference with his/her Athletic Director no later than one month after the final contest of the season to evaluate the program. The head coach will be evaluated (in writing) by the Athletic Director.
2. If the performance is evaluated less than satisfactory, the Athletic Director has the responsibility of recommending to the superintendent that the coaching contract not be offered to the individual for the next year.
3. Subject to the requirements of law, the Board of Education has final authority for employing or discontinuing employment of coaching personnel.

E. Non-Faculty (Rule 10) Coaches Guidelines (ASEP)

1. Coaching positions that are filled with a person that is not a certified faculty member of the U.S.D. No. 360 Caldwell present some unique problems in the administration of the athletic program, including:
 - a. Recruiting, selecting, orienting and supervising non-faculty coaches.
 - b. Communication between the Athletic Director and the coach.
 - c. Limited school day interactions that help build interpersonal relationship between the player and the coach.
 - d. Philosophical difference concerning academics, program goals, bench decorum and public relations with parents and fans.
 - e. Time conflicts between the coach's occupation and coaching responsibilities.
 - f. Filing reports with the Athletic office and collecting, care and storage of equipment may not be a priority of the non-faculty coach.
2. Therefore, the non-faculty coach needs to place special emphasis in becoming more familiar with the philosophies, goals and objectives of the athletic department by:
 - a. Meeting the coaching qualifications required of all coaches.
 - b. Meeting with the principal and/or athletic director prior to the start of the season for training in the athletic policies and regulations found in the athletic handbook. (All non-faculty coaches must attend this meeting prior to the start of their sport season).
 - c. Calling the Athletic Director daily or as determined on a pre-arranged basis with the Athletic Director.
 - d. Attending all program staff meetings or holding periodic conferences with the head coach.
 - e. Following all procedures found in the respective coach's job description.
 - f. Setting aside time before or after practices to meet individually with team members.
 - g. Confering with the Athletic Director during the last week of the season to discuss the end of season reports, and the collection and storage of equipment.
 - h. Being loyal to the school, its tradition, and supporting all of the programs by attending as many athletic contests as possible.
 - i. If at all possible, being a substitute teacher in the building where the coaching assignment is made.

F. Non-discrimination Policy

It is the policy of this district to provide equal opportunities for employment, retention and advancement of all people regardless of race, color, religion, national origin, age, disability, or sex.

The purpose of this policy is to accomplish the following:

1. To provide ALL students with an opportunity to relate to and learn with members of various racial and ethnic backgrounds and to increase knowledge and enhance inter-cultural understanding.
2. To provide equal opportunities to all students for participation in all of the educational programs under the direction of the school system, including extra-curricular activities.
3. To insure equal opportunities for the employment, promotion and transfer of all persons.

The Board of Education encourages all personnel in the school district to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity for all people regardless of race, color, religion, national origin, age, disability, or sex.

III. COACHING EXPECTATIONS AND RESPONSIBILITIES

(see appendix I)

A. Coaches' Professional and Personal Relationships and Expectations

The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the U.S.D. No. 360 Caldwell objectives for their activity programs. These major performance areas stand out above the others:

1. Rapport

A coach must be able to develop a good rapport with any number of individuals and groups, including team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.) the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.

2. Cooperation

The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their principal and other members of their staff.

3. Leadership

Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress and physical condition should all be exemplary. Dressing appropriately for practice, following practice schedules and building positive attitudes are very important.

4. Discipline

Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents – observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season- at home and away, and the conduct of the crowd- especially where the student body is concerned. Desire **to do well; to win well, to lose well**, should be emphasized. Staff, players and spectators should be motivated toward established goals.

5. Improvement

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

6. Motivational Techniques

The coach must constantly implement positive teaching and coaching strategies. Belittling student athletes (publicly or privately), physically or verbally harassing student athletes, or privately or publicly chastening student athletes are not consistent with the "teaching" and "coaching" philosophy of activities in U.S.D No. 360 Caldwell.

7. Encouraging Participation

Coaches at all levels of participation in U.S.D. No. 360 Caldwell shall seek to maximize the level of participation in their activity as well as other activities offered by the district. Be supportive of all programs. You are a big influence in your athletes' eyes. Encourage them to be active year round in all athletic programs. Discouraging remarks and practices that would discourage students from participation in any activity will be avoided.

B. Coaching Techniques

1. Use sound, positive and acceptable teaching practices.
2. Run well-organized practice sessions.
3. Complete pre-season planning well in advance of starting date.
4. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor and parents.
5. Construct a well-organized game plan.
6. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished within the allocated budget.
7. Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

C. Athletic Director Responsibilities

The Athletic Director:

1. Is responsible to the building principal, the superintendent and the Board of Education.
2. Works directly with the principal and booster club on matters relating to awards and awards banquets.
3. Gives general supervision to the coaching staff and the entire athletic program. The AD will:
 - a. Evaluate each head coach according to the evaluation schedule established by the building principal.
 - b. Meet regularly to coordinate the facilities, evaluations, scheduling of events and programs.
 - c. Coordinates middle school and high school athletics to ensure continuity in each program.
 - d. Conducts regular meetings of all coaches in each athletic program before, during and after the season to ensure coordination and continuity in each program.
 - e. Document all meetings through written agendas and minutes. Copies will be given to the building principals.
4. Is responsible to recommend purchase and write requisitions for approved items.
5. Arranges athletic schedules in consultation with coaches and the building principal.
6. Provides a regular (monthly during the school year) report for the Board of Education (written or in person) regarding the athletic program.
7. Prepares and receives proper signatures for all athletic contracts.
8. Maintains good relations with various school groups and actively promotes athletics as a valuable part of the school program.
9. Checks students' eligibility and informs coaches of any person(s) becoming eligible or ineligible.
10. Arranges team travel in coordination with all coaches, the principal and the transportation director.
11. Arranges and supervises game administration:
 - a. Prepares officials' contracts.
 - b. Contacts officials for all hosted events that require officials.
 - c. Assigns district personnel to extra duty as it relates to the administration of the athletic events.
 - d. Prepares locker rooms and security for all home events.
 - e. Hosts the officials for the contest.
 - f. Recommends maintenance of the facilities to the district maintenance director.
 - g. Checks on clean up of facilities after events.
12. Acts as administrator in charge at all athletic events, including crowd control, unless other arrangements are approved through the building principal.
13. Is responsible for maintaining letter records and statistics of records.
14. Maintains inventory records in the athletic office.
15. Fills out and mails necessary forms in compliance with KSHSAA and league regulations.
16. Attends required KSHSAA and SCBL meetings.

D. Head Coach Responsibilities

The Head Coach:

1. Is directly responsible to the athletic director and building principal.
2. Organizes and supervises practice sessions and schedules.
3. Works with the athletic director on travel requirements for the team.
4. Recommends and requests equipment purchase through the athletic director.
5. Grows professionally through attendance at coaching clinics and rules meetings.
6. Delegates responsibility to assistant(s).

7. Works with the athletic director on schedule development.
8. Recommend athletes for rewards.
9. Works with student athletes and parents in gaining scholarship offers.
10. Furnishes team lists to the athletic director for compliance with KSHSAA and league regulations.
11. Is responsible for the conduct of student athletes under his/her coaching supervision at home or away.
12. Organizes and controls storage of equipment in his/her coaching area and the security thereof.
13. Maintains accurate inventories, a system of assigning equipment and a system of checking equipment in.
14. Provides an end of season report that shall include the season record to the athletic director and board of education.
15. Supervises student managers.
16. Is responsible to designate a person to provide game results promptly to local and regional news media immediately following each home contest.
17. Is responsible for program development through the organization of weekend, pre- or post- season activities that will provide district grade school students opportunities to learn fundamental skills of the coached activity and to interact in these activities with high school student athletes.

(Job Description and Head Coach Performance Evaluation Report, Pg. 50)

E. Assistant Coach Responsibilities

The assistant coach:

1. Is responsible to the head coach of the sport or activity in which he/she is working.
2. Will attend all practice sessions and meetings when requested to do so by the head coach.
3. Will perform the duties assigned by the head coach.
4. Grows professionally through attendance at coaching clinics and rules meetings.
5. Should be involved along with head coach in the selection of athletes who are to receive letters and or personal awards of achievement.

(Job Description and Assistant Coach Performance Evaluation Report, Pg. 49)

IV. PURCHASING

A. Procedures for Purchasing

All purchasing of athletic equipment must be done through the athletic director and principal. Listed below are guidelines for the purchasing of athletic equipment and supplies:

1. The requesting coach must submit to the athletic director the desired purchases on a district requisition form. Competitive bids or quotations are preferred for larger purchases.
2. The athletic director will determine which supplier will receive the order based on budget, price, quality and delivery time. If prices are in the same range, consideration will be give to local dealers and those who best stand behind the product.
3. The athletic director and principal will sign the requisition to be processed by the District office.
4. The coach will check in received orders and will report to the athletic director if the order is short or defective.

5. Coaches or persons, who purchase equipment without a purchase order, or prior approval, will be held responsible to personally pay for this equipment.
6. Coaches are not to bill personal items to the school account with athletic suppliers.
7. The purchase of uniforms will follow the rotation set up by the athletic director. Exceptions to the rotation must be approved by the athletic director.

V. INVENTORY OF EQUIPMENT

A. Procedures for Inventory of Equipment

Head coaches will be responsible for the care, issuing and storage of athletic equipment and uniforms for their programs.

1. The head coach shall provide to the Athletic Director an equipment-uniform checkout sheet showing the items issued to each team member at the start of each season. All uniforms shall be marked for permanent identification.
2. Head coaches will submit their athletic inventories to the Activities Director within two weeks of the end of the season or at their post-season evaluation conference along with next year's budget request. (Inventories should be maintained on a computerized spreadsheet or database.)
3. Once equipment and uniforms have been used to a point where they are no longer serviceable, the following procedure will be used for disposal:
 - a. Uniforms may be sold through the school office at the reduced price or thrown away.
 - b. Rejected football helmets will be disposed of by the athletic director.
4. During the season all equipment shall be secured in the proper storage areas after each contest or practice. Within the two-week inventory period at the season's end, all equipment and uniforms shall be cleaned and stored in the designated areas until the following year.

VI. ATHLETIC EQUIPMENT AND FACILITIES

A. Issuing of Athletic Equipment

Each head coach is directly responsible for the care and control of all equipment used in his/her program.

1. The athletic director will be responsible to see that all equipment is numbered when received by the department prior to equipment issue by members of the coaching staff.
2. A control system has been established for each athlete and a "Master Athletic Equipment Check-Out Sheet" is to be turned in to the athletic office.
 - a. Check-out sheets shall be kept current by the coaches at all times.
 - b. The coach shall retain the sheets for end of season equipment check-in.
3. Coaches should carefully consider the selection of all student equipment managers and thoroughly explain their duties. These individuals are the key to good equipment control and maintenance.
4. The head coach, although he/she may delegate the issuing of equipment to assistant coaches and managers, is ultimately responsible for the issuing of athletic equipment to all team personnel. The coach issuing equipment must have the knowledge to insure properly fitting equipment.
5. Players are to leave all uniforms at the school for laundering. Under no circumstances are the student-athletes to take their uniforms home.

6. All athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or has had abnormal usage, the athlete will be charged accordingly.
7. Periodically, coaches shall inspect equipment and facilities during the season.
 - a. Helmets, protective gear, nets, supporting poles, etc. may break or deteriorate and become unsafe during the course of the year.
 - b. Deactivate unsafe or defective equipment.
 - c. Facility hazards should be reported to the Athletic Director immediately.
8. All general equipment used by more than one sport (video equipment, pylons, etc.) will be issued by the Athletic Director. Always return equipment to the Athletic Director promptly for others to use.

B. Use of Athletic Equipment and Facilities

It is important to emphasize to all athletes their responsibilities as squad members to take good care of school equipment and facilities and to report any abuses to their coach or the Athletic Director. Replacing equipment and repair to facilities can only result in a loss of moneys that could be used elsewhere in the athletic program.

1. Athletic department-issued equipment is to be worn only during practice sessions and interscholastic contests, or by permission of coaches. At no time are athletes to wear school-issued equipment or uniforms for:
 - a. Gym classes;
 - b. Work or job;
 - c. Socially; or
 - d. School wear (see policy below).
2. Varsity level teams may wear uniform tops or game jerseys on certain game days only. Normally, the wearing of school athletic items will be reserved for special occasions.
3. In particular sports where athletes personally buy a portion of their practice or game uniforms, these may be worn at the discretion of the athlete.
4. Warm-up jackets (tennis, golf, cheerleaders, etc.) may be worn to and from school, but only on contest days. Shoes, if supplied by the school, are never to be worn as a school item.
5. Athletic equipment of the school district will not be loaned to outside groups except with the approval of the Athletic Director in unusual circumstances.
 - a. Approval will be received through the office of the Athletic Director.
 - b. For liability reasons, the use of school equipment is discouraged and in the unusual circumstance, a liability release is needed.
6. All athletic facilities use will be scheduled by the athletic director upon request of the coach.
 - a. Facility schedules will be kept by the principal and athletic director.
 - b. Head coach in each sport will meet with the athletic director prior to the start of the season for the purpose of scheduling facilities.
 - c. School teams always have priority over non-school groups.

C. Collection and Storage of Athletic Equipment

Coaches are responsible for collecting all equipment that is dispersed during the year. Experience dictates that if equipment is collected immediately after the season, more of it comes back with less effort. In fact, coaches are encouraged to collect uniforms and other equipment on the day of, and directly after their last contest.

1. The head coach shall supervise the collection, inventory and storage of all the equipment within his/her sports program.
2. As athletes turn in their equipment, it should be checked off of the check-out sheet, noting the condition of all returned equipment.
3. If any equipment is lost or has abnormal usage, the athlete shall be charged replacement costs.
 - a. The coach shall inform each athlete he/she will not receive any athletic awards until all financial obligations are met.
4. Within two weeks after the season's end, all equipment is to be collected, cleaned, inventoried and stored in the designated (central) storage area.
 - a. No equipment is to be discarded without the approval of the Athletic director.
 - b. Equipment to be repaired/reconditioned shall be marked appropriately and stored in the central storage area.
 - c. Make sure that all clothing equipment (game and practice uniforms) is either laundered or dry cleaned and repaired before being stored away.
5. The head coach shall turn in his/her equipment inventory with any outstanding player obligations and next year's budget request at the end of the year evaluation conference two weeks after the last contest.
 - a. The inventory shall include: the number of items, the description of the equipment, cost of the equipment when new, and the condition of the equipment should be listed (For condition: a. excellent, b. good, c. fair, d. poor, e. discarded). Number of discarded items must also be listed.
 - b. Keep your equipment clean, repaired and in one control area when not in use.

VII. PRACTICE SESSIONS

A. Coaches Responsibilities

1. Participant Requirements Prior to First Practice

- a. All eligibility requirements have been checked;
- b. Completed Physical Examination form;
- c. Completed Concussion & Head Injury Information Release form;
- d. Completed Consent to Treat forms;
- e. Completed Parent-Athlete Responsibility Acknowledgement forms/guidelines; and
- f. Fees paid

2. Practice Policies

- a. The morning following the first official practice, each coach shall submit a "squad roster" to the athletic director of all candidates.
- b. Practice sessions shall be scheduled so as to create the minimum amount of daily conflict with normal family activities of the participants.
- c. Practice sessions should be well planned, well structured, and should not exceed two hours, excluding time required for dressing and showering.
- d. Practices are not to exceed 2 per day.
- e. On Wednesdays, all student-athletes are to be out of the school facility by 7:00 pm.
- f. In sports where it is necessary to schedule separate, back-to-back practices due to a lack of facilities, the last practice session must be concluded by 8:30 p.m.
- g. Coaches who wish to continue practice beyond the completion of their scheduled practice time should receive prior clearance from the athletic director.

- h. Coaches and managers should be the first to arrive and the last to leave the practice sessions. At no time are athletes to practice by themselves or to be left unattended.
- i. All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be policed and secured.
- j. A student absent from school may not practice on that day unless:
 - 1) An acceptable parent or doctor's excuse is submitted to the principal, athletic director or coach.
 - 2) Permission is granted by the principal or athletic director.
- k. Upon completion of all afternoon classes, athletes are to take all needed items (coats, boots, books, etc.) to their athletic lockers in order to avoid entering hall areas after 4:00 p.m.

B. Restricted Practice Days

1. Weekend and Holiday Practices

- a. All practices are to be held on school days if at all possible. Saturday practices are to be discouraged. Sunday/holiday practices will be permitted only:
 - 1) By varsity level teams upon permission of the Athletic Director;
 - 2) When a varsity contest has been scheduled the following day;
 - 3) When a tournament or play-off contest falls on the following day; and
 - 4) Approved weekend and holiday practices are to be considered voluntary. No disciplinary actions should be levied against players who do not attend.
- b. If permission to conduct a Sunday or special holiday practice is granted, the total length of the practice session may be no longer than two hours. The entire session on Sundays must be conducted between the hours of 2:00 and 4:00 pm

2. Vacation Practices

All practices during these periods will only be permitted upon the permission of the Athletic Director.

3. Early dismissal of School or Emergency Closing

- a. In the event there is a scheduled early dismissal of school, practices may be held at that time only provided the coach(s) are available. Normally, the dismissal results in the coach attending a meeting, seminar or workshop during this period.
- b. Emergency weather conditions may result in an early dismissal or extended period of school closing. Varsity level teams only may practice during this period upon permission of the Athletic Director.

VIII. SQUAD SELECTION

A. Philosophy

It is our philosophy of athletics and our desire to see as many students as possible participate in the athletic program at U.S.D. No. 360 Caldwell. Obviously, time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, please strive to maximize the opportunities for our students without diluting the quality of the current program or future programs.

B. Cutting Policies

No team cuts will be made. Cheerleaders will be selected according to approved criteria found in the Athletic Directors office.

C. Team Selection and Playing Time

The selection of all team members and all playing time shall be the **sole responsibility** of the coach in charge of the team. Coaches are encouraged to use professional judgment in maximizing the opportunities for our students to participate. See I. Philosophy above.

IX. LOCKER ROOM AND RELATED FACILITIES

A. Locker Room Responsibilities

1. Security

- a. Each coach is responsible for the action of members of his/her squad from the time they report to the locker room for practice until they leave the building after practice.
- b. It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, meets, home or away, **and to stays until the last athlete has left.**
- c. The coach shall see the lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible.
- d. Since many coaches will be using the locker room office area (coaches' office), each coach must make an effort to keep this area as neat and clean as reasonably possible.
- e. Each coach shall keep a numerical and alphabetical record of the locks and lockers used by his/her squad. This record should include lock combinations.

2. Control of Keys

- a. All keys to the building, locker rooms, equipment rooms, etc., will be issued to coaches by the Athletic Director. All coaches will return their keys to the Athletic Director on the final day of the school year, unless permission has been granted for summer use of athletic areas.
- b. Coaches who are not employed as a teacher will return their keys after the season in which they coach unless permission is given by the Athletic Director to keep their keys.
- c. Coaches are not to give athletes their keys at any time. Managers may use coaches' keys during practice sessions, but managers are not to have their own keys.
- d. If keys to the athletic area are lost, the coach should report this to the Athletic Director immediately.

B. Locker Room Procedures

1. Athlete Rules

- a. Roughhousing and throwing towels or other objects are not allowed in the locker room. Hazing of other players is not allowed.
- b. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
- c. No one except coaches and assigned players are allowed in the locker room.

- d. No glass containers are permitted in locker rooms without the permission of the Athletic Director.
- e. All spiked or cleated shoes must be put on and taken off outside of the locker room. No metal or hard plastic spikes or cleats are ever allowed in any other part of the school building.
- f. Equipment must be removed from all lockers following the conclusion of each sports season.

C. Equipment and Training Rooms

1. Controls

- a. Each coach is responsible for making sure that the equipment room is locked at all times except when equipment is being issued or received.
- b. Athletes are not to be in the training room unless they are being examined or receiving treatment by the trainer or a coach. All use of the medical or rehabilitation equipment in the training room must be by authorized and qualified personnel of the school district.

X. ATHLETIC INJURIES

A. Injuries and Accidents

1. Responsibilities

- a. Injuries to athletes will occur in interscholastic athletics at all levels regardless of the amount of precautions taken; such as safe playing conditions, proper coaching techniques, the best safety equipment and the required warnings of injury. Realizing this fact, it is recommended that, whenever possible, the U.S.D. No. 360 Caldwell enlist the services of qualified training staff for athletic programs.
- b. In the event the trainer is not present, the coach in charge of the activity is to assume the responsibility. He/she must be prepared to recognize and properly administer first aid or refer injuries to the appropriate medical personnel.
- c. No member of the coaching staff should overstep his/her bounds and attempt to diagnose or treat an injury. Since athletes are bound to have injuries, the coach must understand first aid and be ready to administer it. In addition to knowing what to do, he/she should know what not to do.
- d. It is the responsibility of the head coach in charge of a team to have a complete first aid kit, in sanitary condition, at every practice and contest.
- e. An ambulance will be at all home football games.
- f. A heat index monitor is kept in the Athletic Director's office and should be taken to practices when needed.

2. Emergency procedures.

- a. Check for consciousness and the vital signs (breathing and pulse); look for abnormally displaced body parts. If unconscious, assume injured athlete may have a spinal injury.
- b. Take appropriate steps to control excessive bleeding.
- c. Movement of the injured should be kept to a minimum.
- d. Keep the injured as warm and comfortable as possible, except with heat related illnesses.
- e. When there is any question as to the extent, seriousness or nature of the injury by the trainer/coach, seek professional medical help immediately.
- f. Notify the parents and the Athletic Director or Principal of the injured athlete immediately.

- g. Parents should assume the responsibility of contacting the family physician for any injury.
- h. Less serious injuries – have parents provide transportation for necessary medical attention.
- i. The athletes' parents' home and work phone numbers, other contact person, preferred physician and preferred hospital all should be carried at all times in the team's medical kits.
- j. If the parents are not available, a member of the coaching staff will accompany the athlete to seek the necessary medical attention, taking a copy of the consent to treat form. He/she should continue to try to contact the parents.
- k. Notify parents of all noticeable injuries, illnesses, infections, etc. The parents should always make contact with the family physician.

B. Accident/Injury Report Procedures

1. Reporting Procedures

- a. The trainer/coach will complete an athletic injury report immediately following all athletic injuries or accidents that involve any student under their control during a practice, contest or while traveling to or from a contest.
- b. The report shall be turned into the Athletic Director's office the following morning with the coach/trainer retaining a copy.
- c. Coaches should follow up on all injuries by attempting to personally contact the parents.
- d. Accident and Injury forms are found in the building office and Appendix v of this handbook.

2. Return to Participation

Athletes that have been out of action for a time because of illness and injury, and were under the treatment of the trainer or family physician, must have a written statement allowing return to competition.

XI. MISCELLANEOUS ATHLETIC POLICIES

A. Undue Influence for Participation

- 1. It shall be the philosophy of the U.S.D. No. 360 Caldwell athletic department that athletes shall enjoy as many sport seasons as the student-athletes and their parents wish them to participate in without influence from any coach to specialize in one sport. All coaches should actively encourage participation in other sports.

B. Release from Class

- 1. All interscholastic athletic contests should be scheduled so that students miss a minimum number of classes for travel to away games.
- 2. Head coaches should make arrangements with the Athletic Director to have students excused from class because of travel requirements only when absolutely necessary.
- 3. It is the responsibility of the athletes to notify their teachers they will miss class because of an athletic contest at least a day before the class they are to miss. All work shall be made up as printed in the student handbook. All student-athletes must have his/her planner signed for the classes they will be missing before they get on the bus to leave.
- 4. All coaches shall submit a list of all squad members, managers, etc., to be excused, several days in advance to the office and all teachers.

C. Coach's Responsibility for Preventive Procedures

It is assumed that the coach of the athletic team will be a positive role model for his/her athletes throughout all practice sessions and games. This would include providing proper a example of a sportsmanlike attitude toward the opposing team and coaches. Negative motivational techniques meant to inspire a team are considered detrimental to overall sportsmanship and to the preparation for a particular game. While such motivational techniques are questionable, at best, in professional athletics and college level sports, they certainly are considered inappropriate at the high school and junior high levels.

The coach's conduct at an athletic event should provide proper sportsmanship for and by his/her team as follows:

1. Athletes should be taught to avoid physical confrontations with members of the other team.
2. Players should be taught that, should one of their teammates become involved in a physical confrontation, all others are to avoid becoming involved in the physical confrontation, even under the guise/excuse of trying to separate them.
3. Players should be taught that if a confrontation does occur on the field or court, the coaches and the officials would separate the involved individuals.
4. The head coach should direct the assistant coach to assume immediate responsibility for those athletes on the bench who are not involved in the physical confrontation. For example, the assistant coach to the varsity basketball team would immediately turn to the players on the bench and verbally instruct them to remain in their seats.
5. Coaches should forewarn all athletes on their teams that involvement in a physical confrontation will result in the consideration of not only removing the athletes from the sporting event for the rest of the day, but also the possible suspension from subsequent games.
6. The behavior of the coach must at all times be marked by dignity and self-control. He/she should not, at any time, use provocative language or engage in any un-sportsmanlike actions or tactics. He/she must avoid any actions or remarks, which would tend to incite the displeasure of the spectators or provoke disorderly behavior. If the coach, as a professional educator, cannot exercise emotional control under stress, then such behavior cannot be expected from the young people on the team nor from the heterogeneous combination of spectators in the stands.
7. The coach will immediately discipline any player who intimidates an official, or displays un-sportsmanlike behavior.
8. Coaches must control their emotions by eliminating any show of outrage of discontent over an official's call.
9. Coaches should never seek out an official at anytime.

D. Trophy Display

1. All league and state trophies will be displayed in the appropriate trophy cases.
2. Trophy case display windows are not to be used for posting of notices or as a bulletin board.
3. Trophy cases will be maintained by the Athletic Director.

E. Practice Schedules

1. Practice schedules will be drawn up by the head coaches and with the approval by the Athletic Director.
2. When practices are held in the gymnasium prior to an athletic contest, the practice session must be completed at least 30 minutes prior to the start of the game.
3. All locker rooms being used by visiting teams must be available 30 minutes before a scheduled game start.

F. Repair

Coaches receiving athletic equipment that has been repaired must keep invoices, packing slips, etc. These should be given to the Athletic Director immediately.

G. Arrival of New Equipment

When new equipment arrives at the receiving area, the head coach will check it in and have it delivered to the proper storage area.

H. Videotape Equipment

All video equipment and tapes will be checked out from the Athletic Director. Coaches are responsible to instruct their managers, filmers, etc. in the proper care of the equipment.

I. Game Supervision

1. The Principal and/or Athletic Director or the designated supervisor is responsible for supervision at interscholastic contests.
2. Head coaches are responsible for squad members, including managers, etc., during athletic contests, both home and away as well as on overnight trips.
3. Cheerleaders must be supervised by the cheerleading coach.
4. In limited cases, head coaches will be designated for supervision of their athletic contest. Coaches at lower levels will be required to accept this responsibility on a regular basis. With the number of scheduled contests, it is impossible for the Athletic Director and Principal to be physically present at every event.

J. Complaints (KN Complaints – Board Policy)

1. The board encourages all complaints regarding the district to be resolved at the lowest possible level. For example: an issue concerning an athlete must be resolved with the coach involved. The chain-of-command in the parent policy agreement must be followed.
2. It must be fully understood that the coach is the person solely responsible for squad selection, playing time, player development, and the style of play. Therefore, it is essential all issues or concerns should be directed to the coach.
3. In the event that a complaint cannot be resolved at the lowest level, it may be necessary to refer the concern to the Athletic Director. The Athletic Director will hold an informal conference with the parties involved in an effort to resolve the matter. Should it become necessary, the complaining party should be referred to the District Policy for Guidelines on Parent/Coach Relationship and Spectator Expectations at Events. Appendix VI and VII.

K. Problems That Occur

Any problems relating to athletics should immediately be drawn to the attention of the Athletic Director. Head coaches should attempt to handle all problems within their own department.

L. Team Pictures

The athletic director will establish a picture day early in the season, enabling all of the teams to take a group picture.

M. Activities Awards

Each school will maintain a building level letter and award policy. Lettering requirements are found in the student handbook.

N. Team Travel

1. The head coach is responsible for the conduct of players and all others on the bus.
2. The coach and the driver are responsible for the safety of all passengers.
3. All players and others riding the bus are expected to return by the same means.
4. Only the head coach may make alternative transportation arrangements. An athlete may be given permission to return home with his parents with a confirmed request from the parent.
5. Under no circumstances should a participant be allowed to ride with another student.
6. Students are not allowed to ride home with anyone except his/her parent(s) or legal guardian(s). Any exceptions, although rarely granted, must be made well in advance through the Athletic Director.
7. The coach should report any damage to the host school's locker room or facility promptly to the Athletic Director. Locker rooms should be left as they were found.
8. Coaches are reminded to promote responsibility and sportsmanship while visiting other schools and facilities.
9. The dress of the team shall be appropriate to the manner of travel. They should be clean and neatly dressed.
10. If cars or other non-bus transportation is used, it must be driven by an adult and approval cleared with the Athletic Director and Transportation Director.

O. KSHSAA and League Regulations

1. Each coach shall make themselves aware of the regulations that govern competition. Effort shall be made to avoid any violation of these regulations. Violations that do occur shall be reported to the KSHSAA by the Athletic Director.
2. All questions regarding these regulations should be discussed with the Athletic Director.
3. Each coach shall attend necessary league meetings that are called by the league president.

P. Weight Training

A weight training program for athletes will be conducted during the off-season under the supervision of a qualified teacher or coach selected by the Athletic Director and/or Principal.

Q. Student Meal Reimbursement

Each student participating and representing the school at state events, as well as state qualifiers when overnight lodging is required, will be given a meal allowance while they are on that trip.

R. Overnight Lodging

Overnight lodging must be approved by the Athletic Director. While on an overnight trip, the coaches are directly responsible for the supervision of the student-athletes traveling with them. All meal money must be requested well in advance. Hotel arrangements must be made through the Athletic Office and done well ahead of time. Guidelines to be followed are found in the back of this handbook, Appendix IV.

S. Non-Varsity Participation

In each non-varsity contest, as many athletes as reasonably possible should be used. Each player should be provided as much opportunity for experience as is reasonably possible.

T. Statistics and Records

Head coaches are responsible for maintenance of statistics, scorebooks and records for their particular activity. Copies of these records should be turned in to the Athletic Director after each season. Coaches are responsible to provide prompt information after each home contest to the media listed on the media sheet, as well as more detailed information to the Caldwell Messenger each Monday morning by noon. Good public relations are a key ingredient to a successful program.

U. Coaching Activities During Instructional Time

Sales representatives and college coaches should not visit members of the coaching staff during a regular class period unless given prior permission by the Principal. When a student athlete is involved, prior permission by the Principal, the classroom teacher and coach of such athlete is required.

V. Lettering Requirements

All lettering requirements are listed in the Secondary Activity Handbooks.

W. Drug Policy

The district approved drug and alcohol policy is located in the Secondary School Handbooks.

X. Dual Sports Policy

Students must have a form on file in the athletic director's office that states their primary sport. The student's classroom progress will be evaluated and if grades drop significantly the student will be advised and informed that dual sport participation may be eliminated. There will be no dual sport managers and there will be no student allowed to participate in a sport and be a manager for another sport.

Y. Dual Sports/Activities Policy

If a student is participating in a sport and activity, he/she must attend the primary sport or activity scheduled for the day if there is a conflict.

APPENDIX i

COACHING EXPECTATIONS

1. Treat all players equal.
2. After correcting a player, be sure to stop by sometime that same day and make him/her feel like coming back tomorrow.
3. Support your players.
4. Try to make every athlete feel important.
5. If you criticize, do it directly to the player's face...not to teammates or downtown. Always end your criticism with something positive about the individual.
6. Stimulate a desire in the player to be the best.
7. Always keep control of yourself and make sure your players keep control of themselves.
8. Don't ever let an athlete loaf, no matter who he/she is.
9. Coach before you criticize.
10. What you teach is the most important, not what you know.
11. Your practice plans are very important. Know what you are going to do in practice.
12. Enthusiasm is contagious.
13. Fundamentals are the most important factor of an athlete.
14. Coaches will never argue in front of players. Any disagreement should be dealt with after practice in the office. Never criticize another coach, and never let an athlete be disloyal to a coach or teammate.
15. Be concerned about injuries of any player (mental and physical).
16. Don't ever threaten a player.
17. Encourage athletes in classroom work and keep checking on them.
18. Make athletics fun for the players.
19. Do not cuss in front of an athlete.
20. Work with every athlete in your program regardless of what problems may arise.
21. Show class at all times.
22. Follow the KSHSAA Coach's Code of Ethics.
23. Be supportive of all programs. You are a big influence in your athletes' eyes. Encourage them to be active year round in all USD 360 athletic programs.
24. Cell phone usage is discouraged between coaches and players. (This is especially true of coaches and players of the opposite sex). If you need to get a hold of your athletes, use the parent contact information on the medical consent forms. We do have the capability to use the SchoolMessenger or Textcaster system to communicate with students and parents with vital information.

APPENDIX ii

**ATHLETIC HEAD COACH PERFORMANCE EVALUATION REPORT
Caldwell Schools, U.S.D. No. 360**

Note: The evaluator shall conduct observations throughout the season. Observations will take place at practice sessions and games. The practice sessions and games may or may not be announced.

Coach's Name	School	Sport & Position

5 = Outstanding 4 = Strong 3 = Acceptable 2 = Improvement Needed 1 = Poor
(Circle the appropriate number after each item.)

A. COACHING PROFILE

1. Professional Growth and Experience	5	4	3	2	1	NA
2. Knowledge of Medical Aspects of Coaching (First Aid and CPR training, etc)	5	4	3	2	1	NA
3. Cooperates with the AD/administration.	5	4	3	2	1	NA
4. Contributes in a positive manner to the overall program.	5	4	3	2	1	NA
5. Rapport with other coaches.	5	4	3	2	1	NA
6. Rapport with the players	5	4	3	2	1	NA

B. ADMINISTRATION OF PROGRAM

1. Takes Inventory and Care of Equipment	5	4	3	2	1	NA
2. Organization and Involvement (Accepts & Performs duties)	5	4	3	2	1	NA
3. Sport Philosophy / Interest	5	4	3	2	1	NA
4. Communication with Staff and Staff of Other Sports	5	4	3	2	1	NA
5. Supervision of Students/Players	5	4	3	2	1	NA
6. Supports other school programs	5	4	3	2	1	NA

C. COACHING/TEACHING SKILLS OF SPORT

1. Ability to Teach Fundamentals	5	4	3	2	1	NA
2. Ability to Motivate	5	4	3	2	1	NA

3. Prevention and Care of Injuries	5	4	3	2	1	NA
4. Enthusiasm for Coaching	5	4	3	2	1	NA
5. Established High Expectations of Student Athletes	5	4	3	2	1	NA
6. Maintains/Promotes Student Academics	5	4	3	2	1	NA

D. PROFESSIONAL RELATIONSHIPS

1. Is loyal to USD 360.	5	4	3	2	1	NA
2. Meets ALL criteria as outlined in job description by the administration and activities director.	5	4	3	2	1	NA
3. Develops rapport with activities department and district staff.	5	4	3	2	1	NA
4. Has a good rapport with the other coaches, the players, and parents.	5	4	3	2	1	NA
5. Is appropriately dressed at all times (classroom, practices and games).	5	4	3	2	1	NA
6. Shows responsibility and care for all equipment.	5	4	3	2	1	NA
7. Understands and follows the rules and regulations set forth by the Kansas State High School Activities Association, Caldwell Activities Department and U.S.D. 360.	5	4	3	2	1	NA
8. Attends ALL meetings as required by staff, activities department, USD 360 administration and faculty.	5	4	3	2	1	NA
9. Promotes all sports in the activities department by your presence and willingness to work various events if asked.	5	4	3	2	1	NA
10. Displays enthusiasm and exhibits a true interest in coaching and teaching.	5	4	3	2	1	NA
11. Has a positive demeanor and does not dwell on things they can't control.	5	4	3	2	1	NA

E. COACHING PERFORMANCE

1. Provides proper supervision of locker rooms, weight room, Training room and all bus trips.	5	4	3	2	1	NA
2. Is knowledgeable at their assigned position and uses new coaching techniques and ideas.	5	4	3	2	1	NA

3. Maintains practice and sideline conduct that is acceptable by administration.	5	4	3	2	1	NA
4. Has a well rounded knowledge of the sport making them versatile to the position assigned.	5	4	3	2	1	NA
5. Meets or exceeds expectations of extra working time involved with coaching.	5	4	3	2	1	NA
6. Has a level of understanding the fundamental skills and technical aspects of the sport. (Strategies)	5	4	3	2	1	NA
7. Has the ability to teach athletes to perform the skills needed for success.	5	4	3	2	1	NA
8. Has organized teaching progressions incorporated during practice sessions.	5	4	3	2	1	NA
9. Portrays an atmosphere of cooperation in being receptive to suggestions and implementing ideas feasible for continued success of the program.	5	4	3	2	1	NA
10. Demonstrates enthusiasm and excitement while maintaining a positive outlook in all situations.	5	4	3	2	1	NA
11. Has the knowledge to see and make the necessary adjustments to improve game plan.	5	4	3	2	1	NA
12. Performs game day assignments as expected by the AD/administration.	5	4	3	2	1	NA
13. Communicates with players and coaches at all available times during a game to ensure successful strategies and techniques are being performed.	5	4	3	2	1	NA
14. Is involved directly in the development of quality athletes in the off-season.	5	4	3	2	1	NA

**EVALUATION SUMMARY
TO BE COMPLETED BY THE PRINCIPAL & ATHLETIC DIRECTOR**

Strengths

Areas of Improvement/Growth

HEAD COACHES EVALUTION SUMMARY SHEET

**Inventory (Please give Athletic Director a copy.)

**List of letter winners (Please give Athletic Director and High School Secretary a copy.)

***List of post season award winners (Please give Athletic Director and High School Secretary a copy.)

Recommendation:

- Maintain current position
- Maintain current position with assistance plan
- Alternative position
- Termination of position

The coaches' signature does not necessarily indicate agreement, but only that all phases of the evaluation have been conducted with full knowledge of the head coach.

The coach has seven (7) days to formally include/attach comments to the evaluation. Which may include plan for improvement in selected areas, comments about how the administration can help, rebuttal of critiques, etc.

We have discussed this report in conference on _____
Date

Athletic Director Signature

Principal's Signature

Head Coach Signature

Coach's Comments: (May attach sheet to evaluation)

HEAD COACHES GOAL SUMMARY

List several goals you set for this year:

- 1.
- 2.
- 3.

I have (or have not) met these goals as demonstrated by the following:

- 1.
- 2.
- 3.

The targets for next year, including any areas needing improvement as indicated during this evaluation, are:

- 1.
- 2.
- 3.

Strategies for achieving these goals include:

- 1.
- 2.
- 3.

With the change in the KSHSAA rules allowing coaches to work with student athletes in the summer for a six week period how do you as a head coach work with the other coaches in making sure they all have equal access to all students in each of the sports that they wish to participate in?

What are your plans to work with your student athletes this summer so we keep up with the schools we compete against in the league or in this area?

APPENDIX iii

**ATHLETIC ASSISTANT COACH PERFORMANCE EVALUATION REPORT
Caldwell Schools, U.S.D. No. 360**

Note: This evaluation is to be completed by the head coach. The head coach will review the evaluation with the assistant coach. The head coach will also go over the evaluation with the athletic director as part of their final evaluation.

Coach's Name	School	Sport & Position

5 = Outstanding 4 = Strong 3 = Acceptable 2 = Improvement Needed 1 = Poor

(Circle the appropriate number after each item.)

A. COACHING PROFILE

- | | | | | | | |
|--|---|---|---|---|---|----|
| 1. Professional Growth and Experience | 5 | 4 | 3 | 2 | 1 | NA |
| 2. Knowledge of Medical Aspects of Coaching
(First Aid and CPR training, etc) | 5 | 4 | 3 | 2 | 1 | NA |
| 3. Cooperates with and is loyal to the head coach. | 5 | 4 | 3 | 2 | 1 | NA |
| 4. Contributes in a positive manner to the overall program. | 5 | 4 | 3 | 2 | 1 | NA |
| 5. Rapport with head coach and other assistants. | 5 | 4 | 3 | 2 | 1 | NA |
| 6. Rapport with the players. | 5 | 4 | 3 | 2 | 1 | NA |

B. ADMINISTRATION OF PROGRAM

- | | | | | | | |
|--|---|---|---|---|---|----|
| 1. Helps with Inventory and the Care of Equipment | 5 | 4 | 3 | 2 | 1 | NA |
| 2. Organization and Involvement
(Accepts & Performs duties) | 5 | 4 | 3 | 2 | 1 | NA |
| 3. Sport Philosophy/Interest | 5 | 4 | 3 | 2 | 1 | NA |
| 4. Communication with Staff and Staff of Other Sports | 5 | 4 | 3 | 2 | 1 | NA |
| 5. Supervision of Students/Players | 5 | 4 | 3 | 2 | 1 | NA |
| 6. Supports other school programs | 5 | 4 | 3 | 2 | 1 | NA |

C. COACHING/TEACHING SKILLS OF SPORT

- | | | | | | | |
|----------------------------------|---|---|---|---|---|----|
| 1. Ability to Teach Fundamentals | 5 | 4 | 3 | 2 | 1 | NA |
|----------------------------------|---|---|---|---|---|----|

2. Ability to Motivate	5	4	3	2	1	NA
3. Prevention and Care of Injuries	5	4	3	2	1	NA
4. Enthusiasm for Coaching	5	4	3	2	1	NA
5. Established High Expectations of Student Athletes	5	4	3	2	1	NA
6. Maintains/promotes student academics	5	4	3	2	1	NA

D. PROFESSIONAL RELATIONSHIPS

1. Is loyal to USD 360.	5	4	3	2	1	NA
2. Meets ALL criteria as outlined in job description by the head coach and Activities director.	5	4	3	2	1	NA
3. Develops rapport with activities department and district staff.	5	4	3	2	1	NA
4. Has a good rapport with the head coach other assistants and the players.	5	4	3	2	1	NA
5. Is appropriately dressed at all times (classroom, practices and games).	5	4	3	2	1	NA
6. Shows responsibility and care for all equipment.	5	4	3	2	1	NA
7. Understands and follows the rules and regulations set forth by the Kansas State High School Activities Association, Caldwell Activities Department and USD 360.	5	4	3	2	1	NA
8. Attends ALL meetings as required by staff, activities department, USD 360 administration and faculty.	5	4	3	2	1	NA
9. Promotes all sports in the activities department by your presence and willingness to work various events if asked.	5	4	3	2	1	NA
10. Displays enthusiasm and exhibits a true interest in coaching and teaching.	5	4	3	2	1	NA
11. Has a positive demeanor and does not dwell on things they can't control.	5	4	3	2	1	NA

E. COACHING PERFORMANCE

1. Provides proper supervision of locker rooms, weight room, training room and all bus trips.	5	4	3	2	1	NA
---	---	---	---	---	---	----

2. Is knowledgeable at their assigned position and uses new coaching techniques and ideas.	5	4	3	2	1	NA
3. Maintains practice and sideline conduct that is acceptable by head coach.	5	4	3	2	1	NA
4. Has a well rounded knowledge of the sport making them versatile to the position assigned.	5	4	3	2	1	NA
5. Meets or exceeds expectations of extra working time involved with coaching.	5	4	3	2	1	NA
6. Has a level of understanding the fundamental skills and technical aspects of the sport. (Strategies)	5	4	3	2	1	NA
7. Has the ability to teach athletes to perform the skills needed for success.	5	4	3	2	1	NA
8. Has an organized teaching progressions incorporated during practice sessions.	5	4	3	2	1	NA
9. Portrays an atmosphere of cooperation in being receptive to suggestions and implementing ideas feasible for continued success of the program.	5	4	3	2	1	NA
10. Demonstrates enthusiasm and excitement while maintaining a positive outlook in all situations.	5	4	3	2	1	NA
11. Has the knowledge to see and suggest necessary adjustments to improve game plan.	5	4	3	2	1	NA
12. Performs game day assignments as expected by the head coach.	5	4	3	2	1	NA
13. Communicates with players and coaches at all available times during a game to insure successful strategies and techniques are being performed.	5	4	3	2	1	NA
14. Is involved directly in the development of quality athletes in the off-season.	5	4	3	2	1	NA

**EVALUATION SUMMARY
TO BE COMPLETED BY THE PRINCIPAL & ATHLETIC DIRECTOR**

Strengths

Areas of Improvement/Growth

ASSISTANT COACHES EVALUTION SUMMARY SHEET

Recommendation:

- Maintain current position
- Maintain current position with assistance plan
- Alternative position
- Termination of position

We have discussed this report in conference on _____
Date

Signatures

Assistant Coach _____ Date _____

Head Coach _____ Date _____

Athletic Director _____ Date _____

Principal _____ Date _____

ASSISTANT COACHES GOAL SUMMARY

List several goals you set for this year:

- 1.
- 2.
- 3.

I have (or have not) met these goals as demonstrated by the following:

- 1.
- 2.
- 3.

The targets for next year, including any areas needing improvement as indicated during this evaluation, are:

- 1.
- 2.
- 3.

Strategies for achieving these goals include:

- 1.
- 2.
- 3.

With the change in the KSHSAA rules allowing coaches to work with student athletes in the summer for a six week period how do you as an assistant coach work with the other coaches in making sure we have equal access to all students in each of the sports that they wish to participate in?

What are your plans to assist the head coach in working with our student athletes this summer so we keep up with the schools we compete against in the league and the area?

APPENDIX iv

OVERNIGHT TRIP PUPIL GUIDELINES U.S.D. 360, Caldwell Schools

1. The USD 360 Board of Education and administration has designated chaperons with the responsibility to supervise pupils and carry out the necessary details to provide a safe trip from the time of departure to the time of return to school.
2. All overnight trip sites, when possible, will be inspected prior to final trip arrangements. An itinerary will be provided to all parents and the school. All rooming lists will be prepared in advance of the trip and will include written hotel confirmation.
3. All school rules will be in effect from the time of departure through the time of returning to school. Parents will be provided with a written document describing all rules and regulations and clearly defined consequences. This document must be signed by parents and returned to the advisor prior to the trip.
4. Prior to the trip, all pupils will be provided:
 - a. An itinerary listing all events and times
 - b. Room and cell numbers of the chaperones
 - c. Rooming assignments with room numbers
5. In the interest of maintaining the good name and integrity of the Caldwell School District, it is expected that all members of the organization conduct themselves in a creditable manner at all times. There will be no rough housing, excessive noise or horseplay tolerated. Using common courtesy and your best manners will assure a pleasant trip.
6. Chaperons will supervise all students during the entire trip, and not leave students unattended for any reason.
7. The participants will travel together and must remain together except upon specific instructions from the advisor.
8. Curfew will be strictly enforced. Each student must be in his or her room at the time designated by the advisor. No one will be permitted to leave his or her room after that time. Specifically, boys are not to be in the girls' rooms nor girls in the boys' rooms at any time. Also, no one outside of the team is permitted in any pupil's room at any time. No exceptions. Chaperons should and will make room checks periodically and unannounced.

A student guilty of a serious violation of the curfew policy may face the following consequences subject to a consultation between the coach and athletic director.

- ❖ Immediate dismissal from the trip; and
- ❖ A chaperone/parent will accompany the pupil home.

9. No alcoholic beverages or drugs of any kind will be tolerated. Possession, purchase and/or drinking of alcoholic beverages of any kind, as well as possession, purchase and/or use of drugs other than those previously reported before leaving the high school for medical purposes, will result in severe disciplinary action as described in the USD 360 policy handbook. This pertains to all students, regardless of age, going on the trip.

A student guilty of a serious violation of school policy, such as a drug or alcohol incident, may face the following consequences:\

- ❖ Immediate dismissal from the trip
- ❖ A chaperone/parent will accompany the pupil home

10. The chaperons will not take students to eat at an establishment where the primary focus is to sell alcohol.
11. Students are expected to travel in appropriate attire, in accordance with the school dress code. (Please see Caldwell Secondary School Student Handbook)
12. Any pupil taking medication of any kind must report this to the advisor before leaving the school by means of providing written approval from a parent or guardian. The role of the advisor or designee will be limited only to supervising the storage and taking of any medication by the student – not the administering of the medication.
13. Students are to report any accidents, problems or illness immediately to the chaperons.
14. In the case of an accident, the parent/guardian will be notified as quickly as possible. Should it be necessary that a student require hospitalization, which would require a student to be sent home after the termination of the trip, it will be the responsibility of the parent/guardian to go to the hospital and/or make arrangements for transportation home. Financial responsibility for any transportation (pupil and chaperon) required will rest with the parent of the pupil involved.
15. In the event of illness or a family emergency at home which would require a student to be sent home by the best available means of transportation, it will be the responsibility of the parent/guardian to make the arrangements for the transportation home.
16. Each room will be inspected by the advisors and/or chaperones prior to check in and to leaving the hotel the last day. All students sharing a room will be held responsible for missing items or any damage to the room or furnishings. Those who occupy the room, unless the person or persons assume the responsibility will share replacement/repair costs equally. Rooms are to be left in good shape.
17. All luggage is subject to a check by the chaperons.
18. The Board of Education, administration and chaperones will not be held responsible for any loss or damage to personal property.
19. The administration reserves the right to deny the participation of any student on any overnight field trip based upon a record of inappropriate behavior and/or poor attendance pattern.

PERMISSION TO PARTICIPATE IN OVERNIGHT TRIPS
U.S.D. 360, Caldwell Schools

Student's Name: (PLEASE PRINT): _____

This permission form has been signed only after understanding and considering the following:

1. Trip Planned: [Describe the trip planned, including the place to be visited, and the dates, times and places of departure and return.]:
2. Purposes of Trip: [Describe the purposes of the trip.]:
3. Supervision: [Describe the supervision to be provided throughout the trip.]:
4. Transportation: [Describe the method students will be transported.]:
5. Requirements: [Describe any special requirements (e.g. ability to swim) which are imposed on students who participate, including bringing certain items on the trip (e.g., life jacket).]:
6. Expectations and Instructions: [Describe expectations and instructions. If there are unique dangers, mention the dangers (e.g., because of the danger of drowning, the student is expected to wear a life jacket at all times.):]

I understand the above expectations/special instructions and acknowledge that my child is expected to comply with them. Further, I have instructed my child to comply with them as well as other directions given by trip supervisors:

7. Insurance: I understand that the Caldwell School District (District) does not or may not carry any insurance relative to the trip, including the cost of the trip, or for injuries to the student. I represent that the student has insurance either through the student accident insurance offered by the District or through my own insurance carrier.

I (Parent/Guardian Name-PLEASE PRINT): _____ request that the above-named student be allowed to participate in the trip planned and specifically consent to his/her participation.

If any emergency medical procedures or treatment are required during the trip, I consent to the trip supervisors(s) taking, arranging for or consenting to the procedures or treatment in his/her or their discretion.

I agree to release, indemnify, and hold harmless the Caldwell School District (District), its Board of Education, and its employees, agents, or assignees, as well as its approved adult trip supervisors ("District Indemnities") from and forever promise not to sue them on any and all claims, demands, rights, causes of action, liabilities, losses, damages, costs and expenses (including reasonable attorneys' fees), whether known or unknown, that I, any other parent or guardian of the above-named student, or the student may have or may allege to have against the District Indemnities or which may be brought against the District Indemnities arising out of or in any manner relating to the student's participation in the overnight trip, including but not limited to the rendering of emergency medical procedures or treatment.

NOTE: *This form must be signed by student if the student is 18 years of age or older.*

Name of Student (PLEASE PRINT)

Signature of Student

Date

Name of Student (PLEASE PRINT)

Signature of Student

Date

Home Address: _____

Telephone-- Home: _____ Cell: _____ Work: _____

COACHES OVERNIGHT CHECKLIST
U.S.D. 360, Caldwell Schools

Activity _____ Dates _____

- _____ 1. Itinerary turned in with:
 - _____ Room assignments made
 - _____ Telephone numbers given
- _____ 2. Distributed information to parents
- _____ 3. Collected any medication to be taken
- _____ 4. Held meeting with students concerning expectations and reviewed with them the Overnight Trip Pupil Guidelines
- _____ 5. Received all "Permission to Participate" forms

I understand that as the chaperon of this trip, it is my responsibility to supervise the students at all times and to follow the itinerary turned in.

Chaperon's Signature

Date

Chaperon's Signature

Date

Chaperon's Signature

Date

The chaperon(s) has met all of the guidelines set forth by USD 360 to take this group on an overnight trip.

Administrator's Signature

Date

APPENDIX v

**STUDENT ACCIDENT REPORT
Caldwell Secondary School**

School Name _____ Date _____
Name _____ ID # _____ Age _____
Parent or Guardian _____ Phone _____
Address _____
Staff Member Supervising _____ Title _____
Accident Date _____ Time _____ AM/PM _____
Describe Injury and Body Part _____

DESCRIPTION OF ACCIDENT

Where did the accident occur? _____

Description of accident by person preparing the report (including activity, equipment, special situations, and contributing factors)

What would you recommend to prevent a repeat accident? _____

Student sent to: _____ Nurse _____ Athletic Trainer _____ Not Referred

Prepared by _____ Title _____

Administrator Signature _____

Care provided by Nurse or Athletic Trainer _____

Action Taken:

_____ Returned to Class _____ Sent Home _____ Sent to Physician
_____ Released to Parent _____ Sent to Hospital _____ Other, Describe _____

Additional Information for Athletic Injuries

_____ Participant _____ Spectator _____ Interscholastic
_____ Sport _____ Level _____ Practice _____ Game

Field Condition _____ Equipment _____

Specific Drill Involved _____

Athletic Director's Signature _____

**GUIDELINES ON PARENT/COACH RELATIONSHIPS
& SPECTATOR EXPECTATIONS AT EVENTS
U.S.D. 360, Caldwell School**

Both parenting and coaching are extremely difficult vocations. The following guidelines need to be met to establish an understanding of the roles of parents and coaches in interscholastic activities. By doing so, we will be better able to accept the actions of each other and provide greater benefits to children. As parents, when your children become involved in our programs, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication You Should Expect From The Coach

1. Philosophy of the coach
2. Expectations the coach has for your child as well as the team
3. Location and times of all practices and contests: and
4. Discipline procedures should team rules be broken.

Appropriate Concerns To Discuss With Coaches

1. The treatment of your child, mentally and physically;
2. Ways to help your child improve; and
3. Concerns about your child's behavior.

It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students and the team involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. When visiting with a coach, only the highest level of respect from both parties will be acceptable.

If a parent wants to visit with a coach after an event, the parent will need to observe a 48 hour waiting period. After that time has passed, they will need to set a time for the meeting with the coach.

Communication Coaches Expect From Parents

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts well in advance; and
3. Promotion of positive attitudes toward teammates and coaches

As your child becomes involved in the programs in the Caldwell district, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wish.

Issues Not Appropriate To Discuss With Coaches

1. Playing time;
2. Team strategy;
3. Play calling; and
4. Issues with other student-athletes, unless it directly relates to your student, i.e. bullying.

There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following chain-of-command needs to be followed to help promote a resolution to the issue of concern:

- Step 1: Coach-Athlete session
- Step 2: Coach-Parent-Athlete session
- Step 3: AD-Coach-Parent-Athlete session
- Step 4: Principal-AD-Coach-Parent-Athlete session
- Step 5: Superintendent-Principal-AD-Coach-Parent-Athlete session

Spectator Guidelines At Events

The spectators are the adults at athletic events and should act as such. When a spectator gains admission to a contest this **does not** give them the right to act inappropriately at the contest. Only the highest level of sportsmanship is expected and will be accepted by Caldwell spectators at all home and away events, which includes verbal harassment of any event referee, coach or player. School administrators have the right and are expected to have any spectators removed from the event who are acting inappropriately both at home and on the road. School administrators will notify any individuals whether or not they are allowed to attend any more events for the remainder of the school year.

Crowd Control At School Sponsored Activities

Disorder and disruption of school activities will not be tolerated, and persons attempting to endanger the safety of students, school personnel or other adults: to damage school property: to interfere with school activities or the educational process will be asked to leave the premises.

The school administration and staff are responsible for handling any problem caused by adults and students. The final decision for determining if assistance is needed is the responsibility of the school principal. In the absence of the principal, the determination shall be made by the athletic director or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

NOTICE OF SCHOOL ATHLETIC POLICY AND MANDATORY MEETING

Attached for your review is a copy of the school district's policy governing parent and spectator conduct at school sports and other events. The policy also governs communications between coaches and parents of students participating in athletics and other events.

Below is an Agreement to Abide by School Policy to be signed by the parents or legal guardian of children participating in athletics.

At the beginning of the fall sports seasons, a parent meeting will be conducted. Parents are required to attend these meetings before their student-athlete can participate in any contest. A general meeting will be conducted, followed by a sport specific meeting with your child's coaching staff.

We strongly encourage attendance of a parent/guardian and athlete at the meeting. If other obligations prohibit attendance, other arrangements may be available. All Parent/Guardian and Students will sign and date a Policy Agreement prior to participation by the student in an Athletic or Activity Event sponsored by Caldwell Public Schools, USD 360.

Sean Blosser
Athletic Director

Aaron Roop
Principal

AGREEMENT TO ABIDE BY SCHOOL POLICY

The undersigned, being the parent/guardian of _____ , a participant in USD 360 athletics, certify that I have received a copy of the USD 360 policy governing Parent/Coach Relationships and Spectator Expectations at Events and that I understand the policy. I also certify that I will attend the appropriate meetings before the fall seasons. As a condition of my child's participation in the athletic program, I agree to abide by the policy governing Parent/Coach Relationships and Spectator Expectations at Events.

Date: _____

Parent Signature _____

Parent Signature _____

PRIMARY SPORT/ACTIVITY COMMITMENT FORM

I, _____, chose _____ to be my primary
 {name of student/athlete} {sport/activity}
sport/activity.

I understand that in the event of two sports/activities events being held on the same day including practice that I will attend the primary sport/activity that I have chosen.

Name of Student/Athlete _____

Parent/guardian _____

Coach of Primary Sport/Activity _____

Coach of Secondary Sport/Activity _____

**STUDENT EXTRACURRICULAR ACTIVITIES ALCOHOL,
TOBACCO, E-CIG, VAPING AND DRUG POLICY**

U.S.D. 360, Caldwell School

(Revised & Approved 10/10/05)

POLICY STATEMENT

This policy is intended to address the use, possession or transfer of prohibited substances in any form during the time that a student is involved in any activity season sponsored or supervised by USD 360. The list of season dates for each activity will be provided by the coach/sponsor prior to the beginning of each season. **The school can enforce this rule during the time period students are participating or practicing voluntary school activities.** Whenever confirmed violations occur away from school premises including weekends and holidays during the period of active participation this policy will be enforced. Violations on the school premises including athletic facilities, during sponsored activities, or trips to and from activities shall fall under the *Drug Free Schools and Communities Act*, policy for all students of Caldwell Schools.

Caldwell Middle School / High School strongly encourage students to participate in the rich variety of athletic and extracurricular activities that we are privileged to offer. Caldwell schools recognizes that the use of “prohibited substances” decreases athletic performance, academic performance, increases the probability for injury, decreased team discipline, and generally prevents a student from performing at his / her best.

POLICY

It is the policy of Caldwell Schools that a student, while participating in any athletic or activity season including cheerleading, scholars’ bowl, forensics, vocal music, band, math relays, school play, football, volleyball, basketball, and/or track shall not use or have in possession any alcohol, tobacco or any substances considered illegal or controlled by the United States Food and Drug Administration, or by the State of Kansas. Violations of the policy will be established by clear and convincing evidence or proof.

The goal of this policy is for the Caldwell Schools to work with parents and guardians to promote the student’s physical and mental well- being and encourage a lifetime of healthful living by discouraging the use of illegal substances or the abuse of legal substances.

**REQUIREMENTS FOR PARTICIPATION IN ATHLETICS AND ACTIVITIES
AT CALDWELL SCHOOLS**

1. Participating students and parent and/or guardian must sign a written agreement acknowledging the receipt and understanding of this policy and resulting consequences.
2. A student must be in “Good Standing” in order to participate in any extracurricular competition.

CONFIRMATION OF A VIOLATION

A violation is confirmed by admission of the student, personal observation by a member of the faculty, assistant coach, school administrator, sponsor, or public records verifying conduct which constitutes possession or use of a prohibited substance by a student participant. Students pleading guilty to legal charges relating to or involving the use/possession of controlled substances will be subject to the policy at the time of the admission.

Confirmation may also occur if any other person provides information regarding the violation by a student involved in athletic and extracurricular activities. The provider of information shall write this information in a signed statement. After receipt of the signed statement, this information shall be investigated by the building principal/designee, activities director, head and assistant coach or activity sponsor. When assistance is required by the head coach / sponsor, the reliability and validity of any suggested wrongdoing shall be determined by a majority vote of the Policy Review Council. If an alleged student violator refuses to cooperate with an investigation, CHS reserves the right to determine consequences based upon the information gathered.

ATHLETIC POLICY VIOLATION ACTIONS

Confirmation by Convincing Evidence

If a student's confirmed violation of this policy is through clear and convincing evidence, the student shall be subject to the following:

FIRST OFFENSE

1. A parent or guardian will be notified by the building principal / designee.
2. A due process hearing will be conducted by the building principal / designee with the student. The parent/ guardian will be given the option to attend the hearing
3. The student will be suspended from participating in an activity for one competition date immediately following the infraction.
4. The student will also be subject to appropriate discipline by the coach/sponsor in accordance with activity guidelines specific to the activity.
5. Should the student not comply with disciplinary action deemed appropriate by the coach/sponsor, the student has the option of withdrawing from the activity.
6. Enrollment and completion of a school approved drug and alcohol rehabilitation program, at the student's expense, at which time the student will be re-admitted on a probationary status. This must be completed within one month or student is not in 'good standing' and will not be allowed to participate in activities.

SECOND OFFENSE

1. A parent or guardian will be notified by the building principal/designee.
2. A due process hearing will be conducted by the building principal/designee with the student. The parent/guardian will be given the option to attend the hearing.
3. The student will be suspended from participating in activities for two consecutive competition dates.
4. The student will also be subject to appropriate discipline by the coach/sponsor in accordance with activity guidelines specific to the activity.
5. Should the student not comply with disciplinary action deemed appropriate by the coach/sponsor, the student has the option of withdrawing from the activity.
6. Enrollment and completion of a school approved drug and alcohol rehabilitation program, at the students expense, at which time the student will be re-admitted on a probationary status. This must be completed within one month or student is not in 'good standing' and will not be allowed to participate in activities.

THIRD OFFENSE

1. A parent or guardian will be notified by the building principal/designee.
2. A due process hearing will be conducted by the building principal/designee with the student. The parent/guardian will be given the option to attend the hearing.
3. The student will be suspended from participating in all activities for the remainder of the year. At this point the student will be deemed to have a continuing problem with prohibited substances and be required to complete a school approved counseling and education program before further participation in activities is allowed during the students enrollment. This counseling will be at the family expense with proof of completion supplied to the building principal/designee prior to further participation in Caldwell Schools extracurricular programs. The Policy Review Council shall approve the counseling / education program.

NON-ATHLETIC CONSEQUENCES FOR CODE VIOLATIONS

These consequences pertain to Forensics, Scholar's Bowl, Student Council, National Honor Society, School Play, Homecoming Court, Band, Vocal, and other non-athletic co-curricular activities in which students perform or compete as CHS students.

FIRST OFFENSE:

Suspension from participating in non-athletic activities determined by the Building Principal and Activities Director and/or up to 20 hours of school/community service.

SECOND OFFENSE:

Suspension from participating in non-athletic activities determined by the Building Principal and Activities Director and/or up to 50 hours of school/community service.

THIRD OFFENSE:

Suspended for the remainder of the school year.

PRESCRIBED MEDICATION

It is not a violation of this policy to possess and use a controlled substance specifically prescribed for the student's own use by a physician. It is the responsibility of the student to inform the head coach or sponsor of his/her use of prescription drugs and if requested, to provide a written statement from a physician.

DUE PROCESS

The school district shall assign the hearing officer for all violations of this policy. Each student shall be afforded due process rights as outlined in the K.S.A. 72-6114.

APPEAL

A student may appeal any action under this Policy to the Review Council no later than three (3) days after denial for participation has been made. The Policy Review council shall hear the appeal within three (3) days of the receipt of the appeal request and render their decision within one (1) school day of the hearing. Until the Policy Review Council has met and rendered their decision, the student may not participate in any school-sponsored activity.

POLICY REVIEW COUNCIL

A review council shall be established to hear appeals to the above policy violations. The Policy Review Council's decision shall be final. The Policy Review Council shall be composed of the following individuals:

Building Principal / designee, Athletic Director, School Counselor, Teacher (randomly selected) and Head or Assistant Coach

All meetings of the Policy Review Council shall be conducted by the building principal / designee. All decisions by the Policy Review Council shall be a majority decision and recorded by the building principal. The Policy Review Council will use the K.S.A. 72-6114 as a guide in conducting all hearings.

DANCES/PROM

Middle School dances include students in grades 6-8. No out-of-school dates are allowed. High School dances include students in grades 9-12 only. Eligible guests may attend if they have a guest permit completed before the dance.

Prom will include CHS junior and senior students. Guest must be in 9th-12th grade or above, under the age of 21. This includes guests from other schools. High School dances will not extend past 12 midnight. Once a student leaves the dance, they will not be allowed back. A student must be in good standing to attend any dance.

Any person attending any dance, or other gatherings, may be required to submit to an alcohol breath test. Alcohol breath tests may be used during the dance, or activity, if warranted. Parents will be notified if a student fails the test, along with law enforcement. Students will be disciplined according to the handbook.

DEFINITIONS

“STUDENT” – A 6th-12th grade member of any USD #360 school sponsored athletic team or activity group, manager or Cheerleader.

“IN SEASON” – Means any time during the day, night, weekends or holidays, including all time in and away from school, from the beginning of the athletic or activity season or organizational meeting until completion of the athletic or activity season

“TOBACCO” – Means cigarettes, cigars, smokeless tobacco and all other tobacco products in any form, including electronic cigarettes.

“ALCOHOL” – Means any alcoholic beverage, cereal malt beverage or “low point beer” as defined by Kansas State Law

“ILLEGAL DRUGS” – Any substance considered illegal or controlled by the Food and Drug Administration, federal law, or Kansas State Law.

“REASONABLE SUSPICION” – Means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reasonable source, if based on personal specific knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion includes unusual increases in size, strength, weight or other athletic abilities.

“CLEAR AND CONVINCING EVIDENCE” – means evidence or proof which results in reasonable certainty of the facts as determined by the investigator.

“NOT IN GOOD-STANDING” – Means any student who violates the KSHSAA Rule 14, BONA FIDE STUDENT, Section1, Article 1 through Article 6.

“SCHOOL APPROVED COUNSELING AND EDUCATIONAL PROGRAM” – Means any counseling and educational program approved by the Policy Review Council. (The program is at the expense of the student and his / her family).

ASSISTANT COACH/SPONSOR – JOB DESCRIPTION
U.S.D. 360, Caldwell School

JOB TITLE: Assistant Coach/Sponsor

QUALIFICATIONS:

1. Certified staff member or high school diploma or equivalent.
2. Successfully complete KSHSAA Rule 10 Classes if not certified staff member.
3. Demonstrated interest in working with children and youth.
4. Ability to demonstrate an understanding, patient, warm and receptive attitude toward children and youth.
5. Ability to maintain cooperative working relationships with students, staff, parents, and the general public.
6. Documented information to indicate aptitude and knowledge for the work to be performed.
7. Meet other requirements set forth by local policies.

RESPONSIBLE TO: Building Principal, Athletic/Activities Director, Head Coach

JOB GOAL: To help provide a well-organized, smooth-functioning, participation environment in which students can take full advantage of the district programs.

PERFORMANCE RESPONSIBILITIES:

1. Assist the head coach/sponsor in proper registration of all student performers.
2. Assist the head coach/sponsor in the systematic issuance and monitoring of equipment.
3. Assist the head coach/sponsor in providing accurate information needed to compile eligibility lists and other reports.
4. Complies with all district and KSHSAA policies, rules, & regulations in assigned area.
5. Assist the head coach/sponsor in explaining all rules and regulations.
6. Assist in implementing objectives outlined in the Athletic/Activities Handbook.
7. Assumes supervisory control over student performers or group/teams when such control is needed.
8. Assumes responsibility for care of equipment and facilities.
9. Regularly attends all contests and practice sessions.
10. Applies discipline in a firm and positive manner.
11. Emphasizes safety precautions. Be aware of injury procedures and protocol.
12. Conducts self and group/team in an ethical manner during contests and practice.
13. Instructs participants in rules, rule changes, new developments, and innovative ideas.
14. Supervises and directs group/team junior varsity practice.
15. Assists in return, storage and inventory of school property.
16. Recommends participants for awards.
17. Recommends facility maintenance and improvements.
18. Assists in the teaching of the fundamentals of the activity they are assisting with.
19. Recommends schedule improvement.
20. Makes reports as requested by head coach/sponsor, AD, and principal.
21. Aids in the development of practice and contest plans.
22. Aids in seeing that all practice, participation and preparation areas are clean and safe.
23. Other duties as assigned.
24. Ability to maintain valid drivers' license and transport students in the districts' 14 passenger activity bus.

25. Ability to perform all physical requirements needed for the assigned job.
26. Requires regular attendance and/or physical presence at the job.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policies.

TERMS OF EMPLOYMENT:

For each season, salary, benefits and working condition to be established by the Board and in relevant areas those items contractually agreed by the Caldwell U.S.D. No. 360 School Board and the Caldwell Schools Negotiated agreement.

HEAD COACH/SPONSOR – JOB DESCRIPTION
U.S.D. 360, Caldwell School

JOB TITLE: Head Coach/Sponsor

QUALIFICATIONS:

1. Certified staff member or high school diploma or equivalent.
2. Successfully complete KSHSAA Rule 10 Classes, if not a certified staff member.
3. Demonstrates interest in working with children and youth.
4. Ability to demonstrate and understanding, patient, warm and receptive attitude toward children and youth.
5. Ability to maintain cooperative working relationships with students, staff, parents, and the general public.
6. Documented information to indicate aptitude & knowledge for work to be performed.
7. Meets other requirements set forth by local policies.

RESPONSIBLE TO: Building Principal and Athletic/Activities Director

JOB GOAL: To help provide a well-organized, smooth-functioning, participation environment in which students can take full advantage of the district program.

PERFORMANCE RESPONSIBILITIES:

1. Has full responsibility of the overall supervision of his/her program.
2. Is in charge of assignments and duties of assistant(s).
3. Is responsible for keeping practice periods for the program within the guidelines of the time specified by the building principal/AD and Board policies.
4. Is responsible for successfully passing KSHSAA rules test and attending all required KSHSAA meetings.
5. Keeps the building principal/AD informed of practice schedules during any holiday periods.
6. Is responsible for the general upkeep and supervision of equipment under his/her jurisdiction.
7. Reports weekly while his/her sport is in season, to the principal/Athletic Director in regard to the developments of his/her program.
8. Is directly responsible for a complete inventory of the equipment used for his/her program, to be made at the end of each activity season.
9. Is involved with parent meeting to explain rules and policies and the way communication is to take place within the program.
10. Has pre-season meeting with AD to discuss goals for the upcoming sport or activity.
11. Makes an annual, post-season report evaluating his/her program and making recommendations for improvements within the program.
12. Is responsible for keeping records as requested by the building principal and AD with regard to the developments within the program and submitting equipment requests to the principal and AD.
13. Has a primary responsibility to strive to build good sportsmanship and develop good public relations in the school and community.
14. Fills out and submits accident reports to the building principal and AD for any injury sustained by a student under his/her supervision.
15. Is responsible for assuring that all assistants know the rules in the KSHSAA Handbook and at all times abides by them.

16. Is responsible for attending required SCBL meetings to promote student athletes for all-league honors.
17. Is responsible for teaching the fundamentals of the sport/activity.
18. Works with assistant coaches and junior high coaches to develop an overall plan for the sport/activity.
19. Is responsible for seeing that each participant has a current physical on file with the Athletic Director. (If applicable)
20. Is responsible for the general health and welfare of student participants and gives appropriate attention to those who are injured or ill or otherwise incapacitated.
21. Is responsible for the actions and conduct of his/her participants whenever they are under his/her jurisdiction.
22. Is responsible for seeing that the member participants are dressed appropriately for trips to other schools.
23. Is responsible for clearing with the principal release time for trips that involves loss of school time; with the AD for departure time; and adequate notification to faculty.
24. Is responsible for seeing that all participants have transportation home when returning from road trips in late evening hours.
25. Makes recommendations for letter awards, and is responsible for clarification of the award policy to participants.
26. Hands out awards and maintains records for award programs.
27. Shall take appropriate action to see that all play, practice, changing facilities are clean and safe for student participants.
28. Ability to maintain valid drivers' license and transport students in the districts' 14 passenger activity bus.
29. Is responsible for explaining all district policies, team rules and KSHSAA regulations to all participants and their parents.
30. Perform any additional duties as assigned by administration.
31. Ability to perform all physical requirements needed for the assigned job.
32. Requires regular attendance and/or physical presence at the job.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy.

TERMS OF EMPLOYMENT: For each season, salary, benefits and working conditions to be established by the Board and relevant areas those items contractually agreed by the Caldwell U.S.D. No. 360 School Board and the Caldwell Schools Negotiated Agreement.

ATHLETIC/ACTIVITY DIRECTOR – JOB DESCRIPTION
U.S.D. 360, Caldwell School

JOB TITLE: District Athletic/Activity Director

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Demonstrates interest in working with children and youth.
3. Knowledge of the activities/athletics offered by the district.
4. Knowledge of the local school board policies.
5. Ability to supervise students and adults.
6. Meets any other requirements set forth by the state and/or local board.

RESPONSIBLE TO: Building Principal

JOB GOAL: To assist the Principal in administering and supervising all school related activities.

PEERFORMANCE RESPONSIBILITIES:

1. Assists the Principal in administering and supervising all school related activities.
2. Works directly with the Principal regarding school related activities.
3. Works with coaches and sponsors to maintain an athletic/activity budget for the fiscal year.
4. Recommends and communicates to the administration the district athletic/activity needs and secures approval for items to be ordered for specific athletic and activity programs.
5. Assists in compiling a schedule in conjunction with Principal for all activity/athletic administration.
6. Aids and assists visiting teams, visiting fans, and visiting administration.
7. Aids and assists game officials before, during and after contests.
8. Aids and assists the building principals in monitoring hallways, restrooms and concession stand areas during school related activities.
9. Aids and assists in monitoring crowd control at school activities.
10. Aids and assists gatekeepers before, during and after games.
11. Assists in securing all money, including gate money and concession money in the vault after games/activities.
12. Aids and assists student support organizations, if scheduled.
13. Develops work schedule with principal and secures workers at all home activities, as needed, and has staff assigned when assistance is needed to cover activities.
14. Assists building principal and superintendent in development of a coaching handbook for all coaching staff.
15. Assists building principal and superintendent in development of an activity handbook and guidelines for non-athletic sponsors.
16. Keeps up-to-date on all information about safety issues involved in athletics/activities and keeps staff informed of all safety issues related to those sports/activities.
17. Assists in providing activity/athletic training and in-service, as needed.
18. Works with coaches/sponsors and the transportation director to set-up buses and vehicles, as needed, for transportation to all activities.
19. Develops a relationship with potential sponsors to help provide support for school activities/athletics.

20. Aids and assists in developing bus schedules for transporting students to and from school related activities.
21. Secures facilities and organized, aids, and assists in local school related tournaments and activities.
22. Attends league (SCBL) and state (KSHSAA) meetings as directed by the building principal or as required.
23. Keeps appropriate records on all students involved in athletic/activities as required by the state (KSHSAA) and league (SCBL).
24. Assists the principal in conducting meetings with all coaches/sponsors and making sure coaches/sponsors meet all requirements.
25. Assists in the evaluation of coaches and activity sponsors as directed by building principal.
26. Communicates with officials/judges for games and activities.
27. Assists in communication with parents, patrons, and media as it pertains to school athletic/activity events.
28. Assists in the accounting, receipting, and depositing of money from gate receipts and concessions.
29. Develops contracts and secures payment for game officials/activity judges.
30. Schedules games/contests/activities with other schools and issue contracts.
31. Have athletic events/activities published on district activity calendar, prior to checkout in June.
32. Aids and assists in getting requisitions of activity equipment and developing an inventory.
33. Ability to maintain valid drivers' license and transport students in districts' 14 passenger activity bus.
34. Perform other appropriate duties as assigned by administration.
35. Requires regular attendance and/or physical presence at the job.

EVALUATION: Performances of this job will be evaluated in accordance with provision of the U.S.D. No. 360 Board of Education policy.

TERMS OF EMPLOYMENT: School year, benefits and working conditions to be established by the Board of Education and in relevant areas those items contractually agreed by the Caldwell U.S.D. No. 260 Board of Education and the Caldwell Negotiated Agreement.

ATHLETIC/ACTIVITY DIRECTOR PERFORMANCE EVALUATION REPORT
U.S.D. 360, Caldwell Schools

Note: The evaluator shall conduct observations throughout the school year. Observations will take place at activities or during the school day.

Director's Name	School	Position

5 = Outstanding 4 = Strong 3 = Acceptable 2 = Improvement Needed 1 = Poor
(Circle the appropriate number after each item.)

1. Communicates effectively	5	4	3	2	1	NA
2. Develops a good working relationship	5	4	3	2	1	NA
3. Provides support when dealing with difficult issues	5	4	3	2	1	NA
4. Organizational skills	5	4	3	2	1	NA
5. Administrative skills	5	4	3	2	1	NA
6. Treats all coaches with respect & fairness	5	4	3	2	1	NA
7. Provides fair, equitable financial support	5	4	3	2	1	NA
8. Demonstrates an interest in all sports	5	4	3	2	1	NA
9. Provides positive leadership	5	4	3	2	1	NA
10. Serves as an advocate for all programs	5	4	3	2	1	NA
11. Organization for home games/meets	5	4	3	2	1	NA
12. Adheres to district and school policy	5	4	3	2	1	NA
13. Supports other school programs	5	4	3	2	1	NA
14. Is visible at athletic/activities	5	4	3	2	1	NA
15. Willing to listen about your program	5	4	3	2	1	NA
16. Constantly strives to improve as AD	5	4	3	2	1	NA
17. Understands and follows the rules and regulations set forth by the Kansas State High School Activities Association, Caldwell Activities Department and U.S.D. 360 BOE.	5	4	3	2	1	NA
18. Attends All meetings as required by B.O.E. & U.S.D. 360 Administration.	5	4	3	2	1	NA

	Met	Not Met	NA
Scheduling of Events			
Works with coaches/sponsors/directors to schedule events	_____	_____	_____
Develops daily, weekly, monthly, & yearly schedules of events	_____	_____	_____
Follows policy pertaining to scheduling events	_____	_____	_____
Works with building administration in scheduling activities	_____	_____	_____
Supervises or arranges supervision of all activities	_____	_____	_____
Proper Utilization of Fund Raising Activities			
Oversees funding activities and accounting procedures	_____	_____	_____
Schedules events & follows district fundraising policies	_____	_____	_____
Develops and maintains budget and requisitions for activities	_____	_____	_____
Organization of Activities			
Supervises activity staff and all activity programs	_____	_____	_____
Arranges schedules in consultation with sponsors and administration	_____	_____	_____
Prepares and receives signatures for activity contracts w/schools & officials	_____	_____	_____
Assigns extra duty, recommends maintenance, checks facilities Before and after contests, and supervises event administration	_____	_____	_____
Supervision of Students			
Properly supervises students at all times	_____	_____	_____
Ensures that all local, state, and federal policies are followed	_____	_____	_____
Adheres to building and district policies	_____	_____	_____
Reports			
Turns in required building reports to the BOE and KSHSAA	_____	_____	_____
Activity reports are properly filed	_____	_____	_____
Transportation requests completed according to policy	_____	_____	_____
Provides monthly (or) yearly reports to the BOE	_____	_____	_____
Personal and Professional Qualities			
Approaches work enthusiastically	_____	_____	_____
Works closely with sponsors and staff	_____	_____	_____
Accepts constructive criticism	_____	_____	_____
Cheerful with a good sense of humor	_____	_____	_____
Has required skills needed for work	_____	_____	_____
Promotes all activity programs	_____	_____	_____

**ATHLETIC/ACTIVITY DIRECTOR EVALUATION SUMMARY SHEET
TO BE COMPLETED BY ADMINISTRATION**

Strengths

Areas of Improvement/Growth

Recommendation:

- Maintain current position
- Maintain current position with assistance plan
- Alternative position
- Termination of position

The athletic/activity director's signature does not necessarily indicate agreement, but only that all phases of the evaluation have been conducted with full knowledge of the AD.

The AD has fourteen (14) days to formally include/attach comments to the evaluation, which may include plan for improvement in selected areas, comments about how the administration can help, rebuttal of critiques, etc.

We have discussed this report in conference on _____
Date

Administrator Signature

AD Signature

Athletic/Activity Director Comments: (May attach sheet to evaluation)

ATHLETIC/ACTIVITY DIRECTOR GOAL SUMMARY

List several goals you set for this year:

- 1.
- 2.
- 3.

I have (or have not) met these goals as demonstrated by the following:

- 1.
- 2.
- 3.

The targets for next year, including any areas needing improvement as indicated during this evaluation, are:

- 1.
- 2.
- 3.

Strategies for achieving these goals include:

- 1.
- 2.
- 3.

KGA USE OF DISTRICT PERSONAL PROPERTY AND EQUIPMENT KGA

Request for use of district equipment by individuals or outside organizations shall be submitted to the superintendent. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the administrator and approved by the board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of school equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal (or/ _____) and will be refunded when the equipment is returned in working order.

Lost, Stolen, or Damaged Property or Equipment:

No request for use of school equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purpose of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the equipment. If school equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such equipment.

The district may also require the purchase of insurance.

Personal Use: No district equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the superintendent; the building principal; or

_____ .

Approved: KASB Recommendation – 3/00; 4/07; 6/12

SCHOOL PERSONAL PROPERTY AND EQUIPMENT USE PERMIT
U.S.D. 360, Caldwell School

This permit authorizes use of the school equipment as listed. The person to whom this permit is issued (hereafter "Permittee") agrees to accept responsibility for care of the equipment and compliance with school board policy KGA as well as IIBG if Permittee is a student or employee of the district.

As a condition of use, Permittee agrees to pay the district fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage (as determined by the district) while in Permittee's possession. If school equipment is returned damaged beyond normal wear and tear of acceptable use, Permittee agrees to reimburse the district for the cost to repair/replace such equipment. No district reimbursement shall be assessed to Permittee for normal wear of the equipment commensurate with acceptable use under policy KGA and policy IIBG if Permittee is a district student or employee.

Permittee Name: _____

Address: _____

Telephone-- Home: _____ Cell: _____ Work: _____

Group or Organization Represented, if any: _____

Equipment Needed: _____

Date(s) of Use: _____

Start Time: _____ End Time: _____

Insurance and Other Special District Requirements for Use: _____

Deposit Date and Amount Paid, if any: _____

Principal's Approval: _____ Date: _____

Superintendent's Approval: _____ Date: _____

This form must be signed by the permittee and presented to the person responsible for the equipment on the date(s) shown. Please read all the provisions and guidelines related to this agreement. I have read the School Personal Property and Equipment Use Permit above and relevant policies thereto, and I agree that I will be responsible to see that there is full compliance with them.

- 1st copy: Permittee's copy
- 2nd copy: Building Principal
- 3rd copy: District Office

Signature: _____
Approved User (Permittee)

Date: _____

KGA-R USE OF DISTRICT PERSONAL PROPERTY AND EQUIPMENT KGA-R

Guidelines For Use of District Personal Property and Equipment (Football)

1. Football equipment, including helmets and shoulder pads, will only be loaned out to individuals for use at team camps, all-star games that have been approved by the building principal and athletic director at Caldwell Junior and Senior High Schools.
2. Equipment will only be loaned to individuals who are student participants in the football program at Caldwell Junior and Senior High School or will become participants of the football program upon enrolling at Caldwell Junior or Senior High Schools.
3. Football equipment will only be loaned to individuals who will be participating at team camps at which members of the Caldwell Junior or Senior High School's coaching staff will be present or have.
4. All equipment loaned out must be returned in the same condition as it was checked out. Any lost, stolen, or damaged property will be the responsibility of the person who it was loaned to, and the cost to replace or fix lost, stolen or damaged property will be that person's obligation.
5. All football helmets at Caldwell Junior and Senior High School will be reconditioned and recertified as per the manufacturer's specifications.
Exception: A student who checks out a football helmet under this policy will be issued the same helmet during the season.
6. Individuals wishing to borrow school owned football equipment for team camps will be required to complete, sign and turn into the district the following forms and documentation:
 - a. Hold Harmless and Release from Liability Form;
 - b. Proof of Liability Insurance – (provided by the organization conducting the camp)

Approved: June 11, 2012

**USE OF SCHOOL OWNED FOOTBALL EQUIPMENT FOR SUMMER CAMPS
AND/OR ALL STAR GAMES**

1. The athlete will have the helmet/shoulder pads fitted by one of our coaches.
2. The number of the helmet/shoulder pads and the name of the athlete receiving it will be recorded.
3. The player and his parent/legal guardian will sign a disclaimer stating the following:
 - a. That the helmet/shoulder pads were certified, fitted properly when they were checked out;
 - b. That the student is responsible for taking care of the helmet/shoulder pads while in his possession;
 - c. That the student and/or parent/guardian is financially responsible for the helmet/shoulder pads if lost or stolen while in their possession;
 - d. That the equipment will be returned to the coach as soon as possible after the conclusion of the camp/game;
 - e. That the student/parents/guardians understand that the equipment is the same helmet/shoulder pads that will be checked out to the student in the fall.
4. When the helmet/shoulder pads are returned to the coach following the camp/game, the helmet/shoulder pads will be “tagged” with the player’s name. The helmet/shoulder pads WILL be checked back out to the player in the fall. If for some reason the helmet/shoulder pads will not fit the athlete properly in the fall it WILL NOT be checked out to anyone until it has been reconditioned/recertified.
5. If a helmet/shoulder pads are used by a graduated player (as in the 8-man All-Star game or Shrine game) they will not be checked out to anyone else until they have been reconditioned/recertified. At this time, the only All-Star Games for which the district will allow football equipment to be used is the Kansas 8-man All Star Game and the Shrine Game.
6. ONLY USD 360/CHS STUDENTS WILL BE ALLOWED TO CHECK OUT USD 360 OWNED EQUIPMENT. Move-in situations will have to be determined on a case-by-case basis.

HOLD HARMLESS AND RELEASE FROM LIABILITY
U.S.D. 360, Caldwell School

By signature to this document, I/We hereby release U.S.D. 360, Caldwell Public Schools, its board members, administrators, teachers and agents from any liability for injury or accident which might be sustained by me/my child/student as a result of use of district owned sports equipment, including, but not limited to, football helmet(s), football shoulder pads, during a summer football camp/program not under the auspices of control of U.S.D. 360, Caldwell Public Schools.

I/We agree to hold U.S.D. 360, Caldwell Public Schools, its staff, board members, and agents harmless from any liability in connection with the use of the borrowed equipment owned by U.S.D. 360, Caldwell Public Schools.

It is further understood and agreed to that:

1. When checked out, the helmet/shoulder pads/equipment was certified, in good condition and properly fitted;
2. That the student/parents/guardians are responsible for taking care of the helmet/shoulder pads/equipment while in student possession;
3. The student/parents/guardians are financially responsible for the helmet/shoulder pads/equipment if damaged beyond repair or is lost or stolen while in the student's possession;
4. That the helmet/shoulder pads/equipment will be returned to the coach as soon as possible after the conclusion of the camp/game;
5. It is understood that this is the same helmet/shoulder pads/equipment that will be checked out to the student in the fall.
6. If for some reason the helmet/shoulder pads/equipment will not fit the athlete properly in the fall the equipment WILL NOT be checked out to anyone until it has been reconditioned/recertified.

By my signature, I/We are signifying that we understand and agree to the above.

Student

Parent/Guardian

Parent/Guardian

JH/HS HEAD COACH JOB DESCRIPTION
POSITION TITLE: High School and Junior High Head Coach
(Football, Volleyball, Basketball and Track)

REPORTS TO: Building Principal
SUPERVISES: Student athletes, managers and all coaching assistants
PRIMARY FUNCTION: To help each participating student safely achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

MAJOR COACHING DUTIES:

1. To organize and supervise an effective athletic program in accordance with all rules, regulations and procedures prescribed by the building principal, the school district, and the Kansas State High School Activities Association (KSHSAA).
2. To provide appropriate instruction that complies with current standards of the profession.
3. To provide effective and competent supervision of all participating students.

ILLUSTRATION OF KEY DUTIES:

1. **The varsity head coach** will perform the following duties:
 - a. Maintain an accurate inventory of all school equipment associated with the program.
 - b. Recommend purchase of equipment, supplies, and uniforms, as appropriate.
 - c. Oversee the safety conditions of the facility or area in which assigned sports is conducted.
 - d. Whenever applicable, serves as the district's certified educator responsible for KSHSAA ACEP I & II Coaching Aide(s) employed at either the junior high or senior high level.
 - e. Delegate responsibilities to assistants.
 - f. Work closely with the activities director to schedule all interscholastic contests.
 - g. Coordinate the junior high sports program with the senior high program.
 - h. Maintain necessary attendance forms, insurance records, eligibility information and other paperwork as assigned.
 - i. Plan and schedules a regular program of practice in conformance with the approved season(s).
 - j. Determine performance criteria for eligibility in interscholastic competition in the appropriate sport.
 - k. Conduct parent orientation meetings and safety meetings as required by the administration.
 - l. Communicate with parents about their child's performance and potential as an athlete in an open, honest and diplomatic manner.
2. **The assistant coaches** will perform the following duties:
 - a. Oversee the junior varsity programs and assist the head coach in all of the afore described duties.

TERMS OF EMPLOYMENT: As specified on the supplemental contract.

ACTIVITY PROGRAM GUIDELINES

U.S.D. 360, Caldwell School

THE MISSION OF THE STUDENT ACTIVITY PROGRAM AT CALDWELL MIDDLE/HIGH SCHOOL IS TO PROVIDE THE OPPORTUNITY FOR EACH STUDENT TO DEVELOP BOTH TALENT AND AN APPRECIATION FOR PARTICIPATION IN THE AREAS OF MUSIC, ART, SPEECH, DRAMA, ATHLETICS, SCHOLARS' BOWL, MATH RELAYS COMPETITION AND OTHER WORTHWHILE CULTURAL AND SOCIAL ACTIVITIES.

We believe the student activity program is supportive of the academic mission of the school. The educational objectives of our activity program are:

1. To promote lifetime healthful living by imparting respect for the human body, including personal grooming.
2. To provide physical, cultural and curricular activities that address the human needs to belong, to be recognized, and to associate with others.
3. To develop the personal qualities of self-discipline, self-reliance, self-esteem, and perseverance.
4. To develop both leaders and followers by providing activities which add variety, interest and even excitement to the school program.
5. To develop knowledge of basic skills and rules of a variety of individual and team sports and games that might be of recreational value later in life.

It is the intent of Caldwell Middle-Senior High School staff to provide our students with positive learning experiences that contribute to the following:

1. Teamwork and cooperation;
2. A sense of accomplishment;
3. Sportsmanship and fair play;
4. Learning how to cope with difficulty;
5. Development of positive social attitudes;
6. A sense of belonging and acceptance by others;
7. An interest in school;
8. The student's identity; and
9. The student's fun and personal satisfaction.

The purpose for school activities is **NOT**:

1. To provide a training ground for future college athletics; or
2. To promote a win-at-all cost attitude.

SECTION A: BUILDING POLICIES

- 1-A. Coaches will limit their "coaching" to after school hours as much as possible. During the school day emphasis is to be placed on academic endeavors and not sports. If kids were truthful, many would tell you they get "burned out" on sports talk.
- 2-A. Head coaches are required to file a completed Athletic Activity Student Report Form in the principal's office reporting any and all athletic injuries requiring professional medical attention.
- 3-A. Caldwell coaches will not intentionally run the score up on any opponent. Coaches are expected to hold the scoring down if necessary. Caldwell teams will play to win. However, when the score is way ahead or far behind it would be wise to play the younger players needing experience.
- 4-A. Coaches will restrict practice time to a reasonable length of time. When practices in any sport get "too long" the principal will be compelled to intervene and place restrictions on practice time.

Get in, get your work done, and get out. Practice time going over two hours is generally not productive.

- 4-A. 1 Middle school students involved in athletics will be dismissed at the conclusion of their seventh period class at 3:15pm to get dressed. Practice will run through 4:45pm. Early in a season the coach may have practice until 5pm if the parents are notified. All students not involved in athletics will stay in their eighth period class or will report to a designated room.
- 4-A. 2 Senior High Athletics — senior high athletic schedules will be set by the coaches. These sports will not start until 3:45-4:00pm as facilities will be shared. During basketball, senior high practices cannot start until after the middle school finishes at 4:45pm. If the middle school has a home game and only one gym is available, the senior high will have an early and late practice in the available gym. If the middle school is on the road, practice times may be moved up to start earlier than 4:45pm. Practice should end by 6:45pm in order to get students home. Early in a season coaches may keep athletes until 7:00pm if parents are notified.
- 5-A. Coaches will not engage in the promotion of his/her sport to athletes who are participating in another sport at the time. The athlete's full attention must be on the activity that is in progress and as professional educators we must be supportive of the total activity program.
- 6-A. The off-season conditioning program is regulated by the KSHSAA. All Caldwell coaches will follow the state activities' association rules. The building stairs are NOT to be used as a running track at any time.
- 7-A. Caldwell Middle and Senior High schools are member schools of the Kansas State High School Activities Association (KSHSAA). All coaches and staff will abide by the policies established by KSHSAA. Coaches will not knowingly violate any state rules. Both the principal and AD have KSHSAA policy manuals and the guidelines are also available online. If you have a question, check it out before making a mistake.
- 8-A. The use of student managers is left to the head coach. However, managers are often required to miss classes. Coaches will limit the number of managers to a minimum.
- 9-A. Each year, our athletic needs require purchase of new equipment and uniforms. Coaches will work with the athletic director when making requisitions for athletic supplies. Head coaches will submit to the athletic director a requisition at the completion of each sport.
- 10-A. Head coaches will maintain an accurate inventory of all school- owned equipment and supplies assigned to each activity program. The coach will furnish the athletic director a current inventory accounting each year. The head coach is held accountable for the security of school owned equipment and supplies.
- 11-A. Schools are in the business of education. Each year the KSHSAA warns of groups trying to exploit students in general and particularly student athletes. Caldwell coaches will not knowingly promote or encourage student involvement in any questionable program.
- 12-A. The activity program is under the direct supervision of the building principal. Supervision duties at contest sites will be distributed between the administrative assistant, the activities director, and the principal.
- 13-A. Scheduling conflicts involving athletic practices and co-curricular activities such as scholars' bowl competition will occur from time to time. Members of these groups have an obligation to meet their responsibilities. Coaches will not penalize any student missing athletic practice in order to participate in a school sponsored student activity.
- 14-A. Coaches employed by the Caldwell Middle-Senior High School are expected to conduct themselves in a professional manner demonstrating good sportsmanship. Coaches are to conform to the KSHSAA Code of Ethics for Athletic Coaches and Officials.
- 15-A. Coaches are to be supportive of the academic mission of this school and all coaches will inform their athletes of the Scholastic Eligibility Rules set by the KSHSAA.

- 16-A. Supervisors are to treat all students fairly. Acts of favoritism or demonstrations of partiality have a detrimental effect upon student morale. Please be fair to every student.
- 17-A. Caldwell Middle-Senior High School will follow a "no cut" policy. Coaches will not discourage any student from going out for a sport. All students will have the opportunity to stay out for the sport. Student athletes are not guaranteed they will get to participate in interscholastic competition.
- 18-A. Vacation practices are regulated by the KSHSAA rules. All coaches are expected to be present at vacation practices.
- 19-A. Required Sunday practices are restricted in this school district. However, the gym may be opened to students in grades 6-12 during the basketball season after the recreation adult group finishes. The Recreation Commission has first priority. Coaches are responsible for supervising and locking doors when finished.
- 20-A. Sideline coats will be made available to players whenever there is inclement weather during the football season.
- 21-A. Coaches and students are not to wear PE clothing when returning or going to classes in the high school building.
- 22-A. PE and weight training students are to wear shirts at all times upon entering the high school building.
- 23-A. Effective communications between coaches and the principal is very important. Coaches will inform the principal of problems associated with their programs.
- 24-A. Coaches will notify student participants at least one day in advance if they will not be allowed to suit up for an activity. Exceptions: School suspension, administrative action, discipline by coaches. In any case, parents MUST be notified prior to departure or time of the activity.
- 25-A. Only the students participating as either contestants or managers are to be dismissed from class during school time to make team trips. Any exception to this statement will be cleared with the principal prior to the trip.
- 26-A. Each head coach will maintain an accurate and current list in the athletic director's office naming each student participant in the program. This list is to include the names of both athletes and managers. Changes, additions and deletions in rosters are to be reported by the coach as they occur.

SECTION B: TRANSPORTATION

- 1-B. Busing students is a risky business and the transportation of student groups requires close supervision. Bus rules have been adopted and all supervising staff will comply with the established transportation rules.
- 2-B. The BOE has a policy regarding meals when students are out past 10pm. On school nights, coaches are asked to get their teams home at the earliest possible time. If students cannot arrive back in Caldwell by 10pm, they will not stop to eat on school nights. Let the students and parents know what to expect. Pre-arrangements can be made to have meals prepared to go, or students can be directed to bring sack lunches. If necessary students may be directed to eat at the concession stand when one is available. Time is the primary consideration on school nights to allow for time to do homework and time to sleep. Homework can and has been done on the bus while returning home. Students must be informed no less than one day in advance as to meal arrangements.
- 3-B. On trips away from home, supervisors will thoroughly check the host school's locker facility both before and after our students use the area. Report any damage observed to the host administration and to the Caldwell principal.

- 4-B. On trips away from home, supervisors may release a student TO THE STUDENT'S PARENTS ONLY. For the protection of the supervisor, it is necessary for the parent to sign the "Sports Parental Sign out Sheet." The only exception to this policy requires the consent of the principal and/or a special consent form on file in the principal's office prior to the trip.
- 5-B. On trips away from home, supervisors are to enforce rules governing student conduct while riding the bus. The safety of the student is our main concern. Supervisors are responsible for bus conduct.
- 6-B. Supervisors will be responsible for seeing that the bus floors are clean after each trip. Supervisory personnel will be the last off the bus. Check for trash and personal articles left behind.

SECTION C: SAFETY AND STUDENT WELFARE

- 1-C. Student initiations are prohibited by state law and administrative policy. Supervisors will not allow any student to haze or humiliate another student.
- 2-C. Coaches are professionally obligated to provide students reasonable care when dealing with athletic injury. Coaches will exercise good judgment and conduct themselves in a reasonable and prudent manner.
- 3-C. Whenever lightning or threatening weather constitutes a potential danger to the safety of students, supervisors of all activities are to use good judgment and suspend drills, vacate open areas, and return all students to the safety of the school building or nearest shelter.
- 4-C. Particularly during hot days, supervisors are to concern themselves with the dangers of dehydration. Supervisors are to provide adequate fluids to participants to reduce the risk of injury to the student.
- 5-C. It is the supervisor's responsibility to warn students of the potential danger of traffic in the streets near the school and athletic field. Students walking to and from the athletic field must be cautioned to be careful. This is also true for cross country runners, marching band, and physical education students.
- 6-C. Students who have been absent from school have been known to return to school on game day just so they can play. Coaches are to discourage such behavior and players who have been ill prior to a contest are to be considered at risk if allowed to play. The student's health is more important than any game, and the administration advises against playing any student who is not completely well. Students absent from school on the day of an activity will have their participation privilege revoked by building policy. Exceptions to this policy will be at the discretion of the building principal. Supervisors are to familiarize themselves with the student handbook policy statement governing absenteeism.
- 7-C. Head coaches will maintain a player roster with names and telephone numbers to contact in case of injury. It is recommended this play roster be kept in the team first aid kit. The Away games are when the list is most likely to be needed.
- 8-C. In compliance with state law, coaches WILL NOT administer or make available to any student any prescription or non-prescription medication.

DON'T DO IT!

- 9-C. Coaches are to report any faulty equipment to the athletic director immediately. Students are not to be allowed to use any equipment observed to be either in disrepair or presenting a danger to students and staff.
- 10-C. As a professional coach, you are aware of the potential danger of blood-borne pathogens. Coaches are expected to follow appropriate procedures when dealing with blood or potentially infectious body fluids. The school provides blood pathogen kits which include personal protective

equipment along with cleaning solutions. BE SURE YOU HAVE THIS KIT AVAILABLE TO YOU AT ALL TIMES.

SECTION D: SUPERVISION RESPONSIBILITIES

- 1-D. Student supervision is part of the coach's job. Students participating in activity programs must be supervised at all times. That means in locker rooms, the gymnasium, the cafeteria area, athletic fields, in the whirlpool, on the bus, while attending games as a team member, and both before and after practice. The head coach cannot do it all. Assistant coaches need to accept some of the responsibility for supervision.
- 2-D. A problem common to both the junior high basketball program and the varsity football program is players arriving at the gymnasium on game day well ahead of any supervising coach. Coaches will instruct their players the time they are to arrive at school. Coaches will supervise their own team members when they enter the building.
- 3-D. At no time are students to be permitted to use the weight room without a staff member present.
- 4-D. The lockers in the athletic locker rooms have been repainted and / or replaced. In the past the lockers have been abused by allowing our students to hit, bang, and otherwise mistreat them. The solution is stricter supervision in the dressing room. There must be a coach or coach's aide with the athletes at all times.
- 5-D. Coaches are responsible for the locker rooms and it is advised all locker room doors be kept locked.
- 6-D. The practice of "wall-banging" basketballs against the brick or block walls skins the hides on the balls. Coaches will be strict in caring for the basketballs and "wall-banging" will be prohibited.
- 7-D. Protect the gym floor from abuse. Coaches are to exercise their authority in assisting with the overall supervision of the facility.
- 8-D. Coaching supervisors will not allow students to hang on the backboards or rims.
- 9-D. Coaches will **not** allow athletes to drink from a "common water cup." Each athlete is to have their own container marked with their name.
- 10-D. Coaches are expected to advise their athletes to lock their valuables in the locker room. Coaches need to provide security bags whenever necessary.

SECTION E: STUDENT-PARENT MEETING

Students must not be relied upon to read the rules themselves. Present each student with a copy of the rules and read the rules aloud to the students. Students are entitled to be informed as to what is expected of them from the very beginning.

- 1-E. Since many school activities involve a certain risk of injury, coaches are to warn their athletes of the hazards and risks involved in their participation.
- 2-E. Coaches are to follow the guidelines governing rules, regulations, and procedures. Coaches must inform their athletes the school policy governing tobacco, alcohol, and drugs by an athlete and the consequences for violating the policy.
- 3-E. The image projected by Caldwell student athletes is important when it comes to public support. Coaches will implement a dress policy for their players on game days. Coaches will impress upon their athletes the importance of being well behaved and looking nice. Both coaches and athletes are to be well groomed and clothed in attractive and presentable attire for all school activities.
- 4-E. Athletic programs are part of the school and can be justified only in terms of educational objectives and goals. Coaches are responsible for communicating and explaining the educational goals and objectives to the student athletes and parents.

- 5-E. Document in your personal records the exact date, time and place as to when and where the students and / or parents were informed. The acknowledgment sheet must be signed by both athletes and parents and kept on file with the athletic director.
- 6-E. The school will be on solid ground if written rules are followed along with adequate supervision, proper instruction and proper maintenance of equipment.

SECTION F: POLICY STATEMENT GUIDELINES

It is the responsibility of the staff member in charge (head coach, director, sponsor, etc.) to prepare a written statement governing program rules, regulations, and policies to be presented to all participants and their parents at the beginning of each season or school year. This statement must include district and building level policy relevant to the student activity program. All policy statements issued by individual staff **MUST** be in total agreement with building and district policy and followed as written. If a program policy is found to be inconsistent with the district and building policy the latter will be enforced. Notify the athletic director in advance when and where you will be meeting and furnish the athletic director with a copy of your policy statement prior to any team/parent meeting. One reason for writing policy statements is to protect against the student saying "I didn't know." Be sure not to overlook newcomers or late enrollees who must be informed just the same as everyone else.

- 1-F. "There is no issue unless someone makes it an issue." However, if an issue is brought up and that issue reaches the legal system, the school will be at a disadvantage if it has indeed acted in an arbitrary and capricious manner. It is not the intent of the courts to get involved in the day-to-day affairs of the school. The courts will, however, involve themselves in matters relating to constitutional or statutory issues. The courts view educators as conducting government business which entitles students to fair treatment. Fairness in this context is interpreted by the courts as a complex legal concept. The following points of information are intended to assist in formulating rules, regulations, and policies to govern the local activity program. Head coaches have the prerogative to establish their own program rules and regulations pertaining to practice attendance, detentions, curfew, dress and general conduct by participants during practice, contests and trips, and it is the coach's responsibility to enforce standards.
- 2-F. Coaches are to be totally familiar with the policy statements, rules and regulations found in this manual and the Parent-Student Handbook.
- 3-F. All policy statements must be determined reasonable and acceptable by the principal prior to being issued to students and parents. Current copies of the statement must be on file with the athletic director prior to the "Parent-Student meeting."
- 4-F. Program supervisors are expected to follow their own policies as stated. These policies are to be applied consistently to all students in such a manner that others are able to rely on the policy being enforced as written.
- 5-F. Policy statements must be specific in describing what behaviors are expected of the student and the consequences for failure to comply with the prescribed standards.
- 6-F. Program supervisors must inform their students in advance as to what behaviors will result in disciplinary measures and the penalties that will be applied.
- 7-F. Anticipate every conceivable area that can possibly present a problem and develop written rules, regulations, and policy statements to govern the various situations.
- 8-F. Rules, regulations and policies are to reflect educationally sound judgments. The school activity program is expected to be supportive of the educational mission of the school.
- 9-F. Write each rule, regulation, or policy in simple, easy to understand language. Be very exact and specific as to what behaviors are unacceptable and will result in punishments or penalties. Spell out in no uncertain terms what the punishment or penalties are for each offense. "The punishment must fit the crime."

- 10-F. The Board of Education is an arm of the STATE and policies approved by the BOE are just as enforceable as law. Anytime an employee of the district violates school policy, grounds for litigation exists. The building principal is legally responsible for the professional actions of his staff. It is the responsibility of each staff member to be familiar with all school policies pertaining to school activities. This includes rules and regulations issued by the KSHSAA, the local BOE, and the school administration.
- 11-F. The courts have determined school activities to be a privilege and not a student right. Students are not required a due process hearing in matters relating to school activities.
- 12-F. Fairness on the school's part involves procedural due process which requires equal treatment for everyone in a similar situation or circumstance. Rules must be applied the same to everyone. Procedural due process deals with the question of whether or not a person has been accorded fair and proper treatment. Substantive due process deals with the question of whether or not the rule was fair and reasonable in the first place. The courts are not concerned with how smart or dumb a rule is, but whether it is fair or not.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

The U.S.D. 360 Board of Education has adopted the DRUG FREE SCHOOLS AND COMMUNITIES ACT policy. Parents and students are to understand that compliance with the standards of conduct in this policy is mandatory. Consistent with other rules and regulations stated in the Student-Parent Handbook governing student involvement with alcohol, tobacco, and drugs, the official position of this school district is that the use of "prohibited substances" decrease overall academic performances, increase the probability for personal injury and physical damage, and lessens the chance for the student to reach his or her full potential.

In order to provide the individual student and other students, as well as provide a legitimate reason for students to say "NO" to drug use and provide an opportunity for those taking drugs to receive help in locating programs which can provide assistance, and with the intent to create a safe, drug-free environment for students, it is hereby the policy of Caldwell Schools that a student shall not use, buy, sell, or have in possession any alcohol, tobacco, or any substance considered illegal or controlled by the United States Food and Drug Administration, or by the State of Kansas on school premises, to and from a school activity, or at any school activity.

The primary goal of this policy is to promote the student's physical and mental well-being and a lifetime of healthful living by discouraging the use of illegal substances or the abuse of legal substances. School policies dealing with alcohol, tobacco, and drugs are found in the discipline code section and the Student Athlete Alcohol, Tobacco, and Drug Policy.

Through this policy and subsequent educational opportunities, it is hoped the student learns to make responsible choices in their lives. Caldwell Schools encourage students to participate in a variety of academic, social, and athletic activities and to maintain healthy, drug-free lives.

STUDENT CONDUCT

As a condition of continued enrollment in this school, students shall abide by the terms of the DRUG FREE SCHOOL AND COMMUNITIES policy as adopted by the Board of Education. Any violation of this policy supersedes any subsequent policy and subjects the violator to the following:

First Offense

1. If a student's confirmed violation of this policy is through clear and convincing evidence, the student shall be subject to the following:

- a. The parent or guardian **AS WELL AS THE APPROPRIATE LAW ENFORCEMENT AGENCY** will be notified by the building principal;
- b. A due process hearing will be conducted by the principal with the parent or guardian and the student;
- c. The student will be subject to a short-term suspension **AND POSSIBLE EXPULSION** and suspended from all student activities for a period of not less than one month or four weeks. The student will be given the option of:
 - 1) Enrollment in and completion of a school-approved drug and alcohol rehabilitation program at the student's expense at which time the student will be re-admitted on a probationary status; or
 - 2) Be suspended from participation in and attendance at all school activities for the remainder of the school year. (July-June)

Second Offense

1. If a student's confirmed violation of this policy is through clear and convincing evidence, the student shall be subject to the following:
 - a. The parent or guardian **AS WELL AS THE APPROPRIATE LAW ENFORCEMENT AGENCY** will be notified by the building principal;
 - b. A due process hearing will be conducted by the principal with the parent or guardian and the student;
 - c. The student will be subject to a long-term suspension **AND POSSIBLE EXPULSION** and suspended from all student activities for a period of not less than eighteen weeks or four months. The student will be given the option of:
 - 1) Enrollment in and completion of a school-approved drug and alcohol rehabilitation program at the students expense at which time the student will be re-admitted on a probationary status; or
 - 2) Be suspended from participation in and attendance at all school activities for the remainder of the school year. (July-June)

Third Offense

1. If a student confirmed violation of this policy is through clear and convincing evidence, the student shall be subject to the following:
 - a. The parent or guardian **AS WELL AS THE APPROPRIATE LAW ENFORCEMENT AGENCY** will be notified by the building principal;
 - b. A due process hearing will be conducted by the principal with the parent or guardian and the student;
 - c. The student will be subject to expulsion from school for the remainder of the school year. The student will be given the option of:
 - 1) Enrollment in and completion of a school-approved drug and alcohol rehabilitation program at the student's expense at which time the student may be re-admitted during the term of the expulsion; or
 - 2) Expulsion from school for the remainder of the school year.

Note: The POLICY REVIEW COUNCIL will make a recommendation to the building principal prior to a student being re-admitted to school or school activities following a violation of this policy. The POLICY REVIEW COUNCIL will consider re-admittance only upon the student's completion of the prescribed program outlined above.

STUDENT PARTICIPANT DRUG / TOBACCO & ALCOHOL RECEIPT FORM

U.S.D. 360, Caldwell School

Student participation in sport activities is completely voluntary on the student's part and all participants, along with their parents, are required to acknowledge their awareness of the rules and policies governing athletic activities at Caldwell Middle — Senior High School. Students are asked not to participate if they cannot fully comply with the rules.

SPORT OR ACTIVITY _____

STATEMENTS TO BE SIGNED BY PARTICIPANT AND PARENT OR GUARDIAN.

I have read and fully understand both the school's policies stated in the online Student Handbook and the coach's rules governing student participation in this activity. A copy of the coach's rules has been furnished to my parents or guardian, and I have secured my parent or guardian's signature which acknowledges receipt of a written set of rules. As a student participant at Caldwell Middle-Senior High School I agree to comply with the rules and policies governing my participation in this sport or activity. I am also aware that violation of certain rules will be grounds for my dismissal or removal from the team for the remainder of the season.

Date _____ Student's Signature _____

I acknowledge receiving a copy of the rules governing my child's participation in this activity.

Date _____ Parent/Guardian Signature _____

Date Received by Head Coach _____

Head Coach's Signature _____

Questions regarding this policy should be addressed to the head coach or principal prior to signing this agreement.

ACTIVITY LETTERING POLICIES

Lettering standards have been set by Coaches, Athletic Director, and Principal.

To be eligible for lettering:

1. Student athletes must be eligible according to KSHSAA and be in 'good standing' with CHS.
2. Must have successfully completed the season.
3. Injured participants will be handled on an individual basis.

Lettering Requirements for each activity:

1. Cross Country: Run in at least half of varsity meets.
2. Volleyball: Play in at least half of varsity matches.
3. Football: Play in at least half of varsity quarters.
4. Basketball: Play in at least half of varsity quarters.
5. Track: Earn 10 varsity points throughout the season.
6. Cheer: Set by Cheerleading Sponsor.
7. Managers: Upon recommendation of Head Coach.
8. Scholars' Bowl: Set by Scholars' Bowl Coach.
9. Band: Set by Band Instructor.
10. Vocal: Set by Vocal Instructor.
11. Forensics: Set by Forensics Sponsor.
12. School Play: Set by Sponsor.