

ATHLETIC GUIDELINES FOR BEAUFORT COUNTY SCHOOL DISTRICT



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PURPOSE

The purpose of this set of guidelines is to provide students, parents, coaches/advisors and the community with a resource for answering questions about the Athletic programs of the Beaufort County School District.

PHILOSOPHY

It is the philosophy of the Beaufort County School District that a well-administered and comprehensive program of athletics is essential to the overall development of young people. A well-designed program features a wide variety of opportunities to meet the needs of a diverse student population, well-prepared and student-oriented coaches and advisors and clearly articulated expectations and regulations regarding participation. Well-defined roles for coaches, students and parents are essential to assuring that programs are operated for the benefit of students and serve as a source of pride for the schools and community.

HOW TO USE THIS MANUAL

This manual is divided into sections according to roles. Sections are provided for students, coaches, parents and school. In some cases, policies and procedures may be presented in more than one section.

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Student Roles and Responsibilities

Requirements for Participation

Academics

Student-athletes participating in interscholastic sports are guided by the academic regulations of the South Carolina High School League (SCHSL). These academic requirements must be met and verified prior to participation in tryouts, practices or events. Students or teams that violate these regulations are subject to disciplinary actions both by the SCHSL and the school administration.

It is strongly recommended that other extra-curricular programs of the school adopt clear and rigorous academic requirements that match those of the SCHSL. Individual schools are responsible for sharing these standards with students, parents and advisory groups. It is the individual school's responsibility to enforce all policies.

Middle school students are subject to the SCHSL rules for eligibility. Additionally, Beaufort County School District adopted a 2.0 GPA participation policy for middle school athletic eligibility that goes beyond the SCHSL and deals with week-to-week participation guidelines for middle school students.

2.0 GPA Required:

A student must pass a minimum class load as established by the SCHSL during the proceeding semester. A student must earn a weighted GPA of 2.0 in accordance with Admin. Reg. SS-36, Student Athletics. Students not meeting these guidelines are ineligible to participate.

General Conduct

Students who represent the school through athletics do so as a privilege. The schools of Beaufort County seek to have our best students, representing high values of integrity, citizenship and positive role modeling, represent the school and the community. All students representing the school, through athletics are subject to the policies and guidelines of the **Beaufort County School District Contract for Athletic Participation**. This contract between the school and students is completed each year and is applied to all programs as outlined by the District or school. Students and their parents will commit to the contract as will the student's coach. The Contract is included as an attachment in the **Appendix as A-1**. No student may participate in practice, rehearsals or events prior to the signing of the Contract.

Classroom Conduct

A student's leadership in athletics should be demonstrated in the classroom as well. When a student plans his/her involvement in any of the school's activities, a priority must be in doing the best he/she can in his/her study and in classroom preparation. In addition to good scholarship, the expectation for students who represent the school is that they give respect at all times to staff and to classmates and that they are attentive to classroom activities. Good attendance is a primary aspect of this expectation.

While Representing the School

Whether on the field, or in the community, student-athletes are expected to represent their school, their team and themselves in the best way possible; student-athletes are under the strict supervision and direction of their coach. Student-athletes will always address these individuals with respect, using the titles, Dr., Mr., Miss, Mrs., Ms. or Coach when speaking to them. Sportsmanship and respectful language to officials, judges and other participants is expected at all times, **NO MATTER THE CIRCUMSTANCE**. Fighting and the use of profanity or obscenities will be grounds for immediate suspension from the activity as determined by the Coach or school administration.

RANDOM DRUG TESTING OF STUDENTS

Admin. Reg. SS-57

January, 2018

- I. Introduction.** The Beaufort County School District (“BCSD”) strongly believes that drug use and substance abuse can be detrimental to the physical and emotional health and the academic performance of its students. It is from this belief and out of concern for students’ well-being that the BCSD initiates a random drug-testing program. The purpose of this drug testing program is to help students and not to be punitive. Therefore:
- A. A positive test arising from this random drug testing program will not result in suspension from school or notification to legal authorities, and
 - B. A first positive test will not automatically result in ineligibility from any school activities.
- II. Findings.** The BCSD enacts this administrative regulation governing random student drug testing based on the following findings:
- A. Drug and substance abuse by students is a serious problem throughout the nation;
 - B. Beaufort County, due to its demographics and status as a tourist destination, is particularly susceptible to substance abuse problems;
 - C. The BCSD has recorded a substantial number of student drug and/or alcohol violations, leading the BCSD to believe there may be a problem of alcohol and drug abuse among Beaufort County students;
 - D. While the primary responsibility for addressing substance abuse by students rests with parents, the BCSD and the community at large also have a responsibility for addressing substance abuse by students;
 - E. The BCSD has implemented various prevention, education and intervention programs to reduce substance abuse among Beaufort County students and is committed to continue addressing the substance abuse problem head-on rather than ignoring it;
 - F. The U.S. Supreme Court has authorized the use of random drug testing of students who elect to participate in voluntary school activities that are privileges rather than rights;
 - G. An increasing number of school districts across the country have enacted random drug testing policies;
 - H. School districts that have enacted random drug testing policies report positive results in reducing drug use and discipline problems and in fostering a school culture resisting drug abuse;

- I. Students who participate in athletics and other voluntary extracurricular activities are representatives of the BCSD and their schools and are often role models for other students;
- J. Students who voluntarily choose to drive to and from school are permitted to park on campus as a privilege. The school district has a particular interest in assuring the safety of these drivers, in campus parking lots, and of others on and near school campuses; and
- K. A random drug testing policy of students engaged in voluntary school activities is likely to be an effective tool in reducing substance abuse.

III. Goals of Random Drug Testing Program. The random drug testing program is not intended to punish students, but to help them. Goals of the random drug testing program are:

- A. To educate students about the dangers and problems associated with drug use/abuse;
- B. To deter drug use/abuse by students;
- C. To identify students participating in extracurricular activities or driving to school who may be abusing drugs and to determine the identity of the drug(s);
- D. To provide information to parents so that parents can take appropriate steps at the family level;
- E. To motivate students to resist negative peer pressure;
- F. To provide opportunities for counseling and treatment for any student who is determined to be using/abusing drugs;
- G. To help ensure the safety of students who participate in athletics, extracurricular activities or driving privileges;
- H. To remove the stigma of drug use/abuse from those students who do not use drugs;
- I. To develop a drug-free program that produces students who can serve as role models and influence their peers to lead healthy and responsible lives; and
- J. To complement the BCSD overall drug education program.

IV. Students Subject to Random Drug Testing Program.

- A. All eligible students in grades 7-12 who desire to participate in any of the following voluntary school activities or privileges must agree to participate in the random drug testing program:

1. Interscholastic athletics – High School Level only beginning August 2015;
 2. Other voluntary extracurricular activities – High School Level only beginning August 2016;
 3. Campus parking privileges – High School Level only beginning August 2016.
- B. Participation in the random drug testing program is mandatory only for students who elect to participate in the above voluntary activities, which are a privilege not a right. Participation in the random drug testing program shall not be required as a condition of attending school or enrolling in any for-credit class.
- C. Any parent of a student in grades 7-12 has the opportunity to consent to the student voluntarily participating in the random drug testing program, whether or not the student is a participant in any of the privileged activities listed above. The same procedures will apply, as outlined in this administrative regulation, for all students participating in random drug testing.
- D. The BCSD administration shall prepare a Drug Testing Consent Form to be signed by the student and the student's parent/guardian. The parent/guardian shall be given a copy of the signed Consent Form and a copy of or link to this random drug testing administrative regulation. The original Consent Form shall be kept in the student's official file.
- E. Students who desire to participate in the voluntary activities or privileges covered by this program shall annually sign the Consent Form prior to participation in the activity listed in Section IV.A., above, each school year. The Consent Form will authorize random drug testing for the then-current school year only. A new consent form must be executed each school year.
- F. A signed Consent Form may be revoked by a signed Withdrawal of Drug Testing Consent Form. A student who withdraws will no longer be subject to random drug testing, and will not be eligible for participation in the voluntary activities or privileges covered by this administrative regulation for a period of 365 days from the date of withdrawal.
- G. A student who begins an extracurricular activity covered by this administrative regulation and then ceases the activity, voluntarily or involuntarily, will remain in the pool of students to be randomly drug and alcohol tested.

V. Implementation.

- A. Key Implementation Roles.

1. Contracted Test Administrator. The drug testing program will be implemented on behalf of the BCSD by a Test Administrator, which shall be an independent agency or entity operating under contract with the BCSD. The contracted Test Administrator shall have experience in implementing a drug testing program.
 2. Medical Review Officer (MRO). The contracted Test Administrator shall employ or provide by subcontract a licensed physician as a Medical Review Officer. The MRO will be certified by a national MRO certification organization.
 3. Superintendent's Designee. The Superintendent shall designate a BCSD employee to coordinate the BCSD drug testing program.
 4. Licensed Substance Abuse Professional (LSAP). Licensed substance abuse professionals whose professional credentials are acceptable to the Superintendent's designee shall conduct all substance abuse assessment and counseling services.
- B. Role of school system employees. **BCSD personnel shall not assist with the actual testing or physical collection of the samples, shall have no access to the test samples, and shall not select the students who will be randomly tested.** These functions will be carried out by the contracted Test Administrator. BCSD employees will be expected to call students from class and assist with coordinating testing as needed.
- C. Random Selection. Eligible students will be randomly selected for testing by the contracted Test Administrator using the following process:
1. The Superintendent's designee shall maintain a list of all eligible students who have signed Consent Forms. The list shall be updated prior to each testing date.
 2. Each eligible student on the list shall be assigned a number by the Superintendent's designee.
 3. The Superintendent's designee shall provide the contracted Test Administrator with a list of the students' numbers, categorized by school.
 4. Prior to each testing date for each school, the Superintendent's designee will notify the contracted Test Administrator as to what number or percentage of students will be tested.
 5. Prior to each testing date for each school, the contracted Test Administrator shall randomly generate a list of student numbers representing students to be tested at each school. Students who were absent on a testing date, after their previous selection under this random selection process, shall be added to the next randomly generated list. The list shall be maintained by the Test Administrator and shall be provided only to the school Principal upon arrival at a school to begin testing students pursuant to this Administrative Regulation.

6. On the date of each test administration at each school, the school Principal will match the randomly generated student numbers with students' names and notify the students selected.
 7. Selected students shall be pulled from class for testing on testing day. There shall be no advance notification of which students will be tested.
 8. Documentation of the selection process shall be maintained.
- D. Absences. A student who is absent on the day of a test shall be excused from testing, but shall be added to the sample to be tested on the next testing date. However, a student who is present at school on the day of testing and avoids testing by leaving campus (or cutting class) without a valid excuse for that day shall be considered as having refused to be tested.
- E. Refusal to Test or Tampering with a Test. A refusal to be tested, or an attempt to alter, substitute, adulterate or otherwise tamper with a test sample, shall result in the same consequences as a positive test.
- F. Frequency of Tests. Random drug testing will be conducted at least monthly during the academic year. The dates of testing will not be publicized in advance.
- G. Location of Tests. Testing will occur at each high school once per month from September through May of each school year. Testing may or may not occur on the same dates at multiple high schools each month. Testing dates will be assigned randomly by the Superintendent's designee and may be conducted on consecutive school days in different months.
- H. Number of students tested. It is the intent of the BCSD to test at least fifty percent (50%) of eligible students at each secondary school each year. The Superintendent shall determine what number or percentage of eligible students are tested each month and during a school year.
- I. Urine tests. Testing will be by urine specimen.
- J. Confidentiality. All test results will be strictly confidential, including the maintenance of the sample throughout the collection and testing process. All reported results will be maintained by the Superintendent's designee in a locked file cabinet. Disclosure of test results will be limited to those who have a need to know in order to implement this administrative regulation.
- K. Notification to Coach or Sponsor. When under this administrative regulation a student becomes ineligible to participate in any voluntary activity, the principal shall inform the school's athletic director and the student's coach or sponsor (or administrator for parking permits) that the student is ineligible. Upon notification to the Principal from

the Superintendent's designee and from the Principal to the coach or sponsor, the Principal, school athletic director, coach and/or sponsor are responsible for ensuring the ineligible student is not allowed to participate until allowed by this Administrative Regulation. Failure of the Principal, school athletic director, coach and/or sponsor to adhere to the ineligibility notice may result in disciplinary action.

VI. Substances Tested. Substances for which students will be tested shall include:

| | |
|------------------------------|------------------------------|
| Marijuana (THC) | Cocaine |
| Phencyclidine (PCP) | Amphetamines/methamphetamine |
| Opiates (OxyContin, Vicodin) | Alcohol |
| Barbiturates | Benzodiazepines (Valium) |
| Test Adulterants | Methadone |
| Propoxyphene (Darvon) | |

At the recommendation of the contracted Test Administrator and determination by the Superintendent, students may be tested for other or additional substances for which use by a minor is illegal.

VII. Consequences of Positive Tests. Violations of this Administrative Regulation shall be cumulative and shall carry over from the beginning of a student's first inclusion in the group of students eligible for this random drug testing to the student's graduation from the BCSD. For example, if a student who violated this Administrative Regulation in the 2016-2017 school year again violates this Administrative Regulation in the 2017-2018 school year, the 2017-2018 violation shall be considered the student's second violation of this Administrative Regulation.

A. First Positive Test:

1. The MRO shall notify the Superintendent's designee, who shall notify the Principal of the student's school.
2. The Principal or his designee (who shall be an assistant principal) shall schedule a meeting with the student and the student's parent/guardian.
3. In the event a student tests positive for drugs or alcohol, the student shall be ineligible for participation in extra-curricular activities (of, effective August, 2017, use of a parking permit on campus) for 365 calendar days. However, if the student is assessed and begins treatment/counseling as contemplated in Section VIII, below, the student's ineligibility will be waived and he/she will remain eligible.
4. In order to maintain eligibility, within ten (10) calendar days of notification of positive test, the student or his/her parent/guardian must provide the Principal or his/her designee with written evidence from a licensed substance abuse professional the student has been assessed and has attended at least one (1) treatment or counseling session as contemplated in Section VIII, below. The written evidence

shall include the projected length of treatment/counseling prescribed for the student.

5. At the end of the projected length of treatment/counseling prescribed for the student by a licensed substance abuse professional, the student or his/her parent/guardian shall be required to provide the Principal or his/her designee written evidence the student has successfully completed the treatment/counseling or the length of treatment/counseling has been extended. Failure to provide written evidence of successful completion or extension shall render the student ineligible for 365 calendar days or until written evidence is provided, whichever first occurs.
6. If the student elects not to provide proof of or fails to successfully complete assessment and treatment/counseling, he/she shall be ineligible for 365 calendar days.
7. The MRO shall provide the parent/guardian a list of resources for substance abuse assessment and intervention in the Beaufort County area.
8. The student shall be subject to a mandatory retest after thirty (30) calendar days but within ninety (90) calendar days of the first positive test. The student will be identified by the contracted Test Administrator for retesting on a regularly scheduled test date. School officials will not know whether the student is being retested as a mandatory retest or whether the student's number was randomly drawn.

B. Second Positive Test:

1. The MRO shall notify the Superintendent's designee, who shall notify the Principal of the student's school.
2. The Principal or his designee (who shall be an assistant principal) shall schedule a meeting with the student and the student's parent/guardian.
3. The student will be ineligible to participate in the voluntary activities covered by this administrative regulation (interscholastic athletics, other extracurricular activities and parking privileges) for 365 calendar days unless the student regains eligibility earlier, as provided below.
4. The student may regain eligibility prior to 365 calendar days upon compliance with all of the following requirements:
 - a. The student shall satisfy the substance abuse assessment/counseling requirement of Section VIII below. The student shall be considered in compliance once he/she has completed the substance abuse assessment and any recommended counseling/treatment program.

- b. The parent/guardian shall provide written certification to the Principal or his/her designee that the student has completed the required assessment and counseling/treatment program.
 - c. A student shall also be required to test “negative” on a retest prior to regaining eligibility. This retest may be the mandatory retest provided in Section VII.B.5., below, or may be a privately arranged test by a licensed drug testing agency acceptable to the Superintendent’s designee. A privately arranged drug test shall be at the expense of the parent/guardian.
5. The student will be subject to a mandatory retest after thirty (30) calendar days but within ninety (90) calendar days of the second positive test.

C. Third Positive Test:

1. The MRO shall notify the Superintendent’s designee, who shall notify the Principal of the student’s school.
2. The Principal or his designee (who shall be an assistant principal) shall schedule a meeting with the student and the student’s parent/guardian.
3. The student will be ineligible to participate in the voluntary activities covered by this administrative regulation for at least 365 calendar days.
4. The student may regain eligibility after 365 calendar days, upon compliance with all of the following requirements:
 - a. The student shall satisfy the substance abuse assessment/counseling requirement of Section VIII below and provide written proof of such completion to his/her Principal or his/her designee.
 - b. The student will be subject to a mandatory retest before regaining eligibility and must test negative at the mandatory retest.

VIII. Substance Abuse Assessment/Counseling Requirement. Whenever a student is required to satisfy the substance abuse assessment/counseling requirement of this administrative regulation, the student shall:

- A. Undergo a substance abuse assessment by a licensed substance abuse professional acceptable to the Superintendent’s designee.
- B. Provide the school principal or his/her designee with written certification by the licensed substance abuse professional that the substance abuse assessment has been completed.

- C. Undergo counseling/treatment or other intervention, if any, as recommended by the licensed substance abuse professional. The Board of Education will not specify requirements of any such counseling/treatment or intervention, as this will be based on the student's individual needs. The Board of Education's interest is that the student receive whatever assistance is appropriate for the particular individual.
- D. After a first positive test, eligibility may be regained prior to completion of the counseling/treatment program, as long as the student has undergone a substance abuse assessment and has begun a recommended counseling/treatment program. If, at any time during the recommended counseling/treatment program, it comes to the attention of the BCSD that the student has failed to complete or comply with the program, the student will again be ineligible for 365 calendar days.
- E. After a second positive test eligibility may be regained upon successful completion of the assessment and counseling/treatment program. If the student fails to complete an assessment and counseling/treatment program, the student remains ineligible for 365 calendar days.
- F. After a third positive test, the student will be ineligible for 365 calendar days. Eligibility will not be regained until the licensed substance abuse professional certifies that the student has successfully completed any recommended counseling/treatment program.
- G. Failure to fully cooperate or comply with substance abuse assessment or any counseling/treatment program recommended by the licensed substance abuse professional shall make the student ineligible for participation in the voluntary activities covered by this administrative regulation.

IX. Test Procedures and Safeguards.

- A. Urine test. Testing will be by urine specimen.
- B. Screening test. The urine specimen shall be screened using an enzyme immunoassay (EIA) test or other screening test approved by the National Institute for Drug Abuse (NIDA).
- C. Confirming test. If the screening test indicates the presence of a controlled substance, the specimen shall be subject to a confirming test by gas chromatography/mass spectrometer (GC/MS).
- D. Split sample. Each student's urine sample shall be split into two samples. In the event of a confirmed positive test, a student may request that a portion of his/her urine sample be tested by another NIDA approved laboratory at the student's/parent's expense. If this test result is negative, the student/parent will be reimbursed by the BCSD.

- E. Standards for positive test. The contracted Test Administrator will use the standard cutoff scores generally used by NIDA and/or SAMHSA (Substance Abuse and Mental Health Services Administration) for determining a positive test result.
- F. Use of licensed laboratory only. The contracted Test Administrator must use a laboratory that is appropriately licensed by the NIDA or SAMHSA.
- G. Expense. The expense, if any, of the assessment or counseling/treatment program shall be the responsibility of the parent/guardian, not the BCSD. Grants may sometimes be available to defray costs.

X. Medical Review Officer.

- A. Any confirming test reported as “positive” for the presence of a tested substance shall be reported directly to the MRO.
- B. The MRO shall notify the student and the student’s parent/guardian of the test results and provide an opportunity to present information, such as the documented use of a prescription medication or an over-the-counter drug, which would render an apparent “positive” result invalid or “negative.”
- C. Failure or refusal of the student or the student’s parent/guardian to cooperate with the MRO shall constitute a refusal to test, which is considered a positive test.
- D. The MRO shall inform the student and the student’s parent/guardian of the opportunity for an additional confirming test at the student’s/parent’s expense on the remaining sample of the student’s urine. If the additional confirming test is negative, the student/parent will be reimbursed by the BCSD.
- E. If the MRO determines that an apparent “positive” test result is the result of a lawful use of a prescription or non-prescription drug, the test result shall be considered as “negative.”
- F. If the MRO determines that the test results are verified and positive, the MRO shall inform the Superintendent’s designee of this determination.

XI. Method of Sample Collection. The following procedures shall be used for the collection of urine specimens at the individual schools.

- A. Notice of Collection. All students selected for testing at a school **shall not** be notified simultaneously. A school administrator, counselor or nurse will notify each student personally that he/she has been selected for testing immediately prior to testing. The student shall be required to proceed directly to the collection location upon being notified of selection. The student shall not be allowed to go to his/her locker, the restroom or any other location for any reason prior to arriving at the testing site. The student may not leave the testing area until he/she has provided a urine specimen.

Failure to follow these guidelines will result in consequences for a “positive” test result for offending student.

- B. **Cooperation.** If the student refuses to cooperate with school employees or the contracted Test Administrator’s staff, the student’s refusal to cooperate shall be treated as a “positive” test result.
- C. **Time of Collection.** In general, urine specimens will be collected as determined by the contracted Test Administrator in conjunction with a school administrator.
- D. **Collection Location, Supplies and Equipment.** Each school and the contracted Test Administrator shall select by mutual agreement one (1) or two (2) restrooms to use for collecting urine samples.
- E. **Protection of Student’s Privacy.** The contracted Test Administrator’s staff shall not view a student in the act of providing a specimen, but shall monitor each student in a non-intrusive but controlled manner to detect any attempt to provide a false urine specimen. Immediately upon receipt of a urine specimen it shall be tested to determine its temperature. All specimens outside of normal temperature limits will be considered invalid and the student shall be required to provide another urine sample.
- F. **Chain of Custody.** The contracted Test Administrator shall implement procedures to ensure that each student’s urine sample is appropriately labeled and secured to prevent each sample from being lost, misplaced, or contaminated. At a minimum, the contracted Test Administrator shall:
 - 1. Provide each student with a sanitized kit containing a specimen bottle. The bottle will remain in the student’s possession until a seal is placed on the bottle by the collection staff. The student will sign a form certifying that the bottle contains his/her urine sample and that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
 - 2. After the specimen has been sealed, the specimen shall be transmitted to the testing laboratory by the contracted Test Administrator.
 - 3. In order to maintain confidentiality, the specimen bottle shall be labeled with the student’s number and not the student’s name. In addition, the results sheet mailed by the laboratory to the contracted Test Administrator or MRO shall report the results by student number and not by student name.
- G. **Refusal or Inability to Provide Sample.** The contracted Test Administrator shall implement appropriate procedures for use in the event a student refuses to provide a urine sample or states that he/she is physically unable to provide a urine sample. A refusal to provide a urine sample will be treated as a “positive” test result. If a student says that he/she is unable to provide a urine specimen, the student will be given water and up to three hours to provide a urine sample. If the student states that he/she has a

medical problem which prevents the student from providing a urine sample, the student will be given the opportunity to communicate with the MRO, who shall determine whether or not the student has a legitimate medical reason for being excused from the testing.

XII. EVALUATION AND REVIEW OF ADMINISTRATIVE REGULATION. The contracted Test Administrator shall provide periodic statistical reports (without identifying students' names) to the Superintendent's designee, indicating the numbers of students tested and the numbers of first, second and third positive test results, by substance and by school. The Superintendent will make an annual report to the Board regarding the impact of this administrative regulation.

Adopted: June, 2015

Revised: February, 2016; January, 2018

Legal References:

- A. U.S. Const., Amend. IV
- B. *Bd. Of Education of Independent School Dist. No. 92 of Pottawatomie County v. Earls*, 122 S. Ct. 2559 (2002).

Training Rules

Attendance

Students who have been absent from school for health reasons are ineligible to participate in athletics the day of their school absence. If students are too ill to attend class, then they are not physically prepared, and it is not safe for them to be around other students for athletic participation. A student must attend at least 2 of the 4 periods a day, even though one of these periods may be a TA. If the health reasons are associated with a trip to the hospital or doctor's care, a note from the physician or team trainer may be required to participate in physical contact sports.

Practice

Students representing the school are required to attend all practices for their team; exceptions will only be made with the prior approval of the coach. Failure to attend practice will result in disciplinary action which could, if repeated, result in removal from the activity. Activities are of a group nature; failure to attend practice/rehearsal not only means that the absent student is unprepared, but in most instances, the absence has a negative impact on the performance of others.

Athletic/Extra-curricular Policies

Eligibility

It is the responsibility of the student and their family to ensure that the student meets all eligibility requirements of the school, Beaufort County School District and the SCHSL. No student may participate in tryouts, practice/rehearsal or events until they have met all aspects of eligibility unless approved by school administration. ***It is the responsibility of the student and their family to understand eligibility rules of the District and the SCHSL; school officials can and will assist but issues of grade calculation, number of passed credits and the minimal number of credits required are primarily the responsibility of the family and student.***

Tryouts

Any student who is qualified under the rules of the school, the District and the SCHSL is eligible to try out for an athletic team. The length of the tryout period should be sufficient to give students adequate time and opportunity to demonstrate their skills. In the case of athletic teams, this should be a minimum of three (3) days, which may include practice time to learn routines for an activity such as cheerleading. No student should be coerced into participating in one sport or activity over another. Coaches and advisors shall not use their authority to influence or limit participation or to direct a student toward a certain sport or activity.

A student becomes a member of a team or activity on the first day of practice if no tryout is involved or when the team list is posted after tryouts are completed.

Transferring to Other Teams or Activities

Once students have been placed on a team roster or activity as a result of attending practice or successfully completing a tryout, they are expected to complete their involvement with that team.

Students seeking to leave the team or activity to participate in another sport or activity may only do so with the permission of both coaches, the Athletic Director, and administration of the school. Students wishing to involve themselves in a conflicting sport or activity must either receive permission from their coach/advisor or completely fulfill their initial obligation before participating in the new activity. Appeals may be made to the Athletic Director of the school in the case of an athletic activity or in other cases to the school administration.

Suspended Students

See “Discipline Expectations” under the Beaufort County School District Policy and Contract for Athletic for complete details.

In School or Saturday School- If a student is assigned to In School Suspension (ISS) or Saturday School (SS) attendance, he/she is ineligible on the day of the assigned ISS or SS; however, practice is permitted. Middle School students follow their own specific guidelines.

Out of School- If a student is assigned Out of School Suspension (OSS), he/she is ineligible for participation and practice from the date the suspension begins and will continue until the day the student returns to school. This means that if students are assigned out of school suspension Tuesday thru Friday, they may not practice until Monday.

Assignments to Alternative Program- Students assigned to the alternative program are not eligible for participation in school activities.

Equipment/Uniforms

Equipment is issued by the school to insure that it is safe and meets the requirements of the sport or activity. Equipment issued, is the responsibility of that student; it is not to be used without authorization and cannot be loaned to others. Students are responsible for keeping equipment in good repair so that it functions properly. Students have a responsibility to report unsafe equipment to their coach and may not use equipment which has not been approved by the SCHSL, coach or school.

Uniforms are only to be worn by those individuals to whom they have been issued. Students involved in athletics may only wear uniforms and accessories approved by the coach and the Athletic Director. For safety reasons, jewelry is not to be worn during athletic.

Travel

Students will only travel to contests away from school in vehicles provided by and operated under the supervision of the school or District unless prior approval has been obtained from the District's Risk Manager. Prior to contests it is important for the student to be focused, remain a part of the group and to be subject to the supervision of their coach/advisor. Following the completion of the contests, a student may travel home with a parent/guardian but only with the express approval of the coach or administrator of the school; this should be done in advance. See **Appendix A-11 and A-12.**

Dual Participation (two school sponsored activities)

When prior approval has been granted by both coaches, the Athletic Director, or school administration for participation in conflicting activities or on two or more athletic teams at the same time, a schedule of practice times and contests shall be agreed to by all parties. Failure to follow this regulation could result in removal from the school athletic team or activity.

Participation on External/Non-School Teams

It is not uncommon for students to participate or want to participate with an athletic activity outside the regular school program. The student and their parent/guardian should make this known to the school and the coach of the school sponsored team. A meeting will be held involving the student, parent/guardians, external team coach and representatives from the school. The purposes of this meeting are:

- a. to ensure that a schedule of participation is established that protects the health and safety of the student*

- b. to establish the student's primary involvement with the school sponsored team during its season and that the outside organization is secondary as far as practice and competitions*
- c. the school-sponsored team coach maintains the right to determine if the student's outside participation is harmful to his/her school participation and make participation decisions based on such observations*
- d. Participation with an external team will not exclude a student from membership on a school-sponsored team.*

Quitting a Team or Activity

Quitting a team or activity is a serious action. Students who choose to quit a team or activity will have up to 24 hours to reflect on their decisions and to seek reinstatement through a meeting with the coach. Parents/guardians are encouraged to attend this meeting. It will be the coach's decision to make a recommendation to reinstate a student to the Athletic Director or to the school administration. No student who quits a second time will be reinstated to the team or activity. Students who quit a team will not be allowed to join another team or activity until the first team has totally concluded their season or events.

Playing Time and Participation

Coaches make the decision about who plays, how much they play and what roles students take in activities. Students may legitimately question their role; in these cases, it is important that the student consult the coach in a one-to-one conference to obtain clarification on his/her role or to make a case for playing more often or taking a greater role in an activity.

Middle School Student Participation on High School Teams

The Beaufort County School District has established rules for middle school student participation on high school teams in addition to those set forth by the SCHSL. Middle school students may only participate in those sports at the high school level as dictated by the SCHSL. In addition, middle school students may participate at the high school level in a sport offered at the middle school. The exception to this rule is 8th graders who try out and are selected to be on a high school team either Varsity or JV, even though the same sport may be offered at the middle school.

NCAA Contacts and Eligibility

Student-athletes who are contacted by post-secondary coaches are required to immediately inform their coach and the Athletic Director. It is vital because of the intensity of some recruiting efforts that students and their parents do this to avoid violating recruiting regulations which may impact both the student's present and future eligibility. Additionally, students and parents who have an interest in post-secondary athletic participation can expect the school's Athletic Director and their own coach to have information regarding academic eligibility and other regulations regarding NCAA, NAIA and other organization rules for participation.

Students and parents/guardians who are serious about postsecondary athletic participation at an NCAA school can become familiar with regulations by viewing the website at: www.eligibilitycenter.net. This site is filled with information about academic preparation and qualifications and also provides a sign-up form for prospective student-athletes.

Note that beginning with students entering in the fall of 2008, some of the academic requirements change. Your guidance counselor, Athletic Director and coach should be able to help you interpret the regulations to determine if you qualify. Your school's Guidance Office will have a list of NCAA qualified courses. Student-athletes should register with the NCAA Eligibility Center.

Coaches

Expectations

A coach of a team assumes a role of significance in the lives of young people: many adults say that coaches had the most profound impact on their character and important decisions which they made as adolescents and later as adults. Coaches not only help students with life decisions but they help direct the development of special talents or skills of students. Coaches coordinate students' participation with others in team or group settings.

With this opportunity of shaping character and personality comes the substantial weight of the impact coaches may have for years on impressionable minds. Additionally, a coach's ability to bring out hidden talents and direct students toward positive outcomes is demonstrated through athletic contests, and student competitions.

Coaches may develop very unique and long lasting relationships with many students with whom they work; coaches are expected to exhibit high standards for performers. Students look up to coaches and will mimic the language, opinions and behaviors they see and hear. Because of this, coaches must be ever mindful of the examples they are setting for young learners.

We can only expect and see the best in students when these same attributes and values are modeled for them by coaches. It is unlikely that the tangible rewards you receive will ever match the intrinsic rewards and the place coaches hold in the development of well-rounded students into productive citizens.

Athletic Policies and Procedures

Eligibility

Students participating in high school athletics are subject to the eligibility requirements of the SCHSL and BCSD policy. No student may participate in tryouts, practice or a game without first meeting these two requirements and having a completed physical annually. Middle school student-athletes have these same requirements and additionally must meet the week-to-week eligibility requirements set forth by the District.

Rules

Coaches are expected to be familiar with the rules that govern their sport or activity. Evaluation of performance will include knowledge of the rules governing the sport or activity. Coaches are required to attend regional rules meetings that provide updates on changes; failure to attend will result in the school being fined by the SCHSL. Fines will be passed on to the coach missing the meeting. Knowing the rules and how they impact on play or performance is essential to success in guiding and preparing students appropriately. It is unacceptable for students to fail because the coach did not know the rules of the sport or activity. Beaufort County coaches are partially evaluated based on their compliance with SCHSL expectations.

Supervision of Students

Above all else, the safety and supervision of the students under a coach's authority are paramount. Coaches are expected to provide clear rules for participation in the sport or activity. This should include, but is not limited to, practice times, where students may and may not go, requirements for behavior during travel, dress for travel, an organized means for using assistants to help monitor and supervise students, consciousness about student health and injuries, expectations for proper behavior during games, performances, and practices. While traveling to represent the school, coaches must have a clear means for contacting the school (Administration/Athletic Director) and parents regarding any problems or delays in travel.

Supervision of Assistants

A head coach of a team has the additional responsibility of assuring that any and all assistants act in a manner that is in the best interest of students and the school. Head coaches must ensure that assistants understand their roles with the team or activity and that they are prepared to make a coordinated presentation to students, parents and the community.

Community and Volunteer Coaches

First, all community coaches working with students who are not employed by the District must have an application on file with the District, Second, these individuals must be recommended, following an interview, by the Athletic Director of the school. Third, they must all have a clear SLED/TB check as required by District policy **before** they can interact with students. Fourth, they must be approved by the office of human resources for services as coaches. After meeting these qualifications, any community coach or advisor or volunteer is expected, no matter their position or pay level, to meet the same requirements and expectations established for employee coaches. Annual evaluations will be completed for any of those individuals who are receiving a stipend for their coaching services.

Tryouts

For athletic teams, tryouts should last a minimum of three (3) days; this may vary. Tryout policies should be clearly stated, including instances where students already participating in another activity may be given a different time to try out once their other activity is completed. Coaches, directors and advisors have the responsibility to speak with students about their tryouts. For students who do not make the team or activity, coaches are expected to explain why they did not qualify and what they might do to improve. As teachers, coaches have a responsibility to provide feedback that will help students grow.

Travel

Travel to athletic events or activities representing the school will be done only with the permission of the Athletic Director or the school Administration. Travel will be conducted using vehicles approved by the Athletic Director or Administration. Coaches will always ride with students in the lead vehicle; when there is more than one vehicle, there must be proper adult supervision in all vehicles. Students will always travel to the game, or event with their team under the supervision of their coach, unless otherwise approved by the Risk Manager for the District. Students may travel home with parents/guardians, but only after express approval of the coach or school administrator is secured in advance. Students will not travel in private vehicles driven by other students. Students may travel in private vehicles only if express permission is obtained from the Risk Manager. This will be rarely given and should only be given in emergency or other exigent situations.

Coaches will submit to the Athletic Director, travel requests minimum of three weeks before travel is expected. (exceptions may be made in the case of make-up or playoff events) The earlier a request is submitted, the more likely it is that suitable transportation can be arranged. Coaches will also submit to the Athletic Director or school administration the names and parent contact information of all students traveling to any event away from school. In regards to seasonal activities, this can be done once to cover the entire season.

Coaches are strongly encouraged to assist with travel by seeking completion of requirements for a CDL license; it should be the practice to use coaches with CDL's in their off season to help support other programs. Efforts should be made to avoid coaches or advisors driving their own team or group to an activity. When coaches/advisors drive, they reduce supervision which may lead to distractions that impact negatively on safe driving.

There are restrictions on travel in regards to using school transportation allocations. During the regular season, it is expected that games will be played against schools in South Carolina or in the contiguous states of North Carolina and Georgia. Travel outside these areas for competitions, camps or pre-season workouts will be at the approval of the Athletic Director and the Principal, who will consider funding ability in making the decision. It is expected that when teams are traveling during winter or spring break or to summer camps, no class time will be missed and that some effort will be made by students to help raise funds to support the trip. Overnight trips must meet District guidelines and have Principal approval.

Overnight travel once it is approved requires the coach or coaches to provide the following:

- 1. Clear itinerary of travel listing times and locations of lodging and event activity; it will also include addresses of locations and phone numbers where coaches and other chaperones can be contacted***
- 2. The coaches and chaperones will carry with them emergency contact information on everyone traveling with the team, both students and adults.***
- 3. On overnight trips a schedule of nighttime supervision will be developed and presented to the school Principal before the trip takes place; the Principal will approve ensuring there is 24 hour supervision of students.***
- 4. Trips that have both boys and girls participating will also have chaperones of both genders***
- 5. Prior to the trip all luggage and personal belongings will be searched to remove any contraband materials; students found with such materials will be denied participation and subject to regular school disciplinary procedures.***
- 6. Inappropriate behavior on any overnight trip is subject to regular school disciplinary procedures and may be grounds for removal from the team permanently.***

Equipment and Uniforms

While students are responsible for equipment and uniforms loaned to them by the school, it is the coach, who is responsible for having an organized and complete list of equipment and uniforms issued to each student. Besides having a readily available and up-to-date log of equipment and uniforms that have been distributed to students, coaches are responsible for showing students how to properly care for issued equipment and seeing that students follow those instructions.

Coaches have the additional responsibility of informing students how the uniform should be worn, when it can be worn and what other accessories are appropriate with any uniform. Students need to understand not only what is permitted by rule but also what is safe and appropriate.

The coach has a responsibility for a clear plan for taking up uniforms and equipment when the sport or activity has concluded, accurately accounting for all materials and providing to the Athletic Director or administration a list of those missing items and who is responsible for the loss.

Disciplinary Action toward Students

Coaches are expected to maintain good order and appropriate behavior within their sport or activity. The first essential element of good discipline is providing students and parents with a clear set of expectations and possible consequences for violation of rules or inappropriate behavior. The District, has established guidelines for some of the most serious violations. These guidelines will be followed uniformly by all coaches and will not be lessened or increased in severity, except as authorized by the District's Student Code of Conduct. Coaches who knowingly conceal or ignore information or evidence regarding violations of the Contract face disciplinary action that could include dismissal from coaching.

Team discipline should be rational and reasonable for the offense. **In no case will students be physically or verbally abused by coaches.** Adults are advised that the best and most appropriate means to disciplining students is to speak one-on-one to them in a private setting making clear what they did wrong and why there will be consequences.

Fundraising

Fundraising is an important part of many teams and activities. **District guidelines for fundraising must be followed.** Athletic programs should establish an all-sport booster club to enhance and coordinate fundraising. Individual teams or groups must have the prior approval of the Athletic Director and Administration to conduct fundraising. Fundraising must have a specific purpose and monetary goal and must be consistent with the District's Title IX obligations. Proposals for fundraising by parent or community support groups will be reviewed by the school administration to ensure they fit the general needs of the school and do not duplicate efforts.

Any funds raised by a team or activity will be deposited in the school activity fund, and expenditures will only be made with the approval of the District or school administration.

Health Issues and Injuries

The health and safety of students involved with any team or activity are primary priorities for coaches. No student may participate on an athletic team until he/she has a valid physical exam from a qualified health professional on record with the school. Physicals must be completed once a school year and used for that school year only. A new physical must be completed each school year.

All high schools have access to certified athletic trainers who are available during practice and should be present at all games. Trainer services are available to middle schools through annual agreements with providers. Additionally, all coaches are to be trained in CPR intervention. Athletic directors and the school administration are responsible for providing this training, and coaches are required to attend. The advice of health professionals and athletic trainers as to the health and ability of a student will be followed. In the case of injuries, healthcare professionals determine the student-athlete's participation.

Parents will be notified of any health or injury concerns and will be immediately informed if such injury requires medical evaluation or transportation to a medical facility for treatment. Coaches will have parent/guardian contact information readily available at all events both at home and away events.

Insurance

Although all students playing on SCHSL sanctioned teams are covered by limited insurance purchased through the school, and catastrophic coverage is provided by and administered by the SCHSL and its insurance carrier, parents are encouraged to assess the coverage and determine the appropriate level of insurance coverage for their child and to purchase any desired additional coverage. **The school does not carry insurance for students involved in other non-athletic activities except for band.** Coaches must supervise students at all times and not allow them to participate in dangerous activities.

The District buys an All Sports Insurance policy that provides limited coverage for all school-sponsored athletic participants. Coverage includes tryouts, preseason and post season play and supervised travel for all interscholastic events. Off-season weightlifting and conditioning are included. This policy covers varsity and junior varsity athletes, and cheerleaders.

Our current insurance carrier is Bollinger. If a student is injured while participating on an athletic team, a form must be completed by the coach. The coach will complete the top portion of the form and forward it to the parent. It is up to the parent to submit the claim and bills to the insurance carrier Bollinger.

Athletic injuries must be reported to the Athletic Director immediately. School nurses will be used where appropriate and possible.

Weather Issues

Coaches are reminded of the severe health issues that can be presented by weather in our region. Examples of weather-related issues include heat stroke and lightning strikes.

Heat Index (see **Appendix A-5**): Those involved with outdoor activities will follow the guidelines of the Heat Index as developed by the National Athletic Trainers' Association. Heat Index guidelines apply to both athletics and other events being conducted or practiced outside. Each year there are multiple incidences across the country in which prolonged exposure to heat and humidity cause death among athletes and others. Besides using the chart provided, each high school will purchase and learn how to operate the following: Mannix Sling Sychronometer (\$100), Weather radio (\$40) and a Thunderbolt Lightning Detector (\$560). Purchasing of this equipment should be coordinated through the schools to get the best price possible. Additionally, coaches should have a cell phone at the activity at all times. The athletic trainer or a qualified coach will take readings **every 30 minutes** and use those readings in conjunction with the Heat Index chart to determine the level of practice and whether practice is held inside or outside. As the Heat Index increases, more breaks and water/fluids should be taken. Other ways to relieve/avoid problems are to have T-shirt change outs to avoid heavy, wet garments next to the skin or to hold early morning and evening practices to avoid the high mid-day temperatures.

Coaches of middle schools and other outdoor activities are encouraged to purchase the Sling Sychronometer or have cell phone accessibility where they can be contacted by their local high school about the status of outdoor activities. Middle schools and other activities need to work cooperatively with high schools to establish an easy method for contact and warnings about heat-associated health risks.

Lightning Strikes (**Appendix A-6**) brought on by severe weather are common to our area and present a significant threat to students and spectators who may be attending a game or event. The Thunderbolt Lightening Detector should be present and activated any time students are outside and when there is a possibility for severe weather. If middle schools are unable to purchase this device then a method of sharing with the local high school must be developed for games and cell phone contact will be used for daily practices.

Athletic Letters and Other Awards

Coaches are strongly encouraged to identify students who have performed in an outstanding manner and recognize them at regular award events held by the school. Qualifying for such awards should be clearly defined and available to participants. Selection must be done in a manner that assures objectivity and fairness. In regards to athletic letters, there will be uniformity within individual schools as to the amount of participation required to receive an athletic letter.

Field/Facility Preparation and Maintenance

Field and facility maintenance is primarily the responsibility of the school and District through the Operations Department or contracted services. It is the responsibility of coaches to regularly review the condition of fields and facilities and inform the Athletic Director of concerns or needs.

Field maintenance will take place as established by the ground contracted company. The annual schedule for field maintenance is established by the District and the contracted vender. **See Appendix (A-11)**

Athletic/Extra-curricular Compensation

The Beaufort County School District has established a schedule of stipends to be paid to athletic coaches. These schedules are provided for middle schools and high schools coaches and fall under the District **payroll office**. Stipends are paid at different times of the year depending on the athletic season and/or the amount of the stipend. Stipends will only be paid after the school administration has submitted necessary forms to the District Office. These forms now include (proof) certification for all coaches in CPR/First Aid prior to any contact with student-athletes of payment of stipends. Stipends will not exceed the amount listed on the schedule.

Evaluation of Coaches

Each year an evaluation will be completed for employees receiving a stipend, this includes paid or volunteer coaches. Head coaches will be evaluated using the form (**Appendix A-2**) by the Athletic Director and an administrator. Assistant coaches will be evaluated using the form (**Appendix A-3**) by the head coach and the Athletic Director. Athletic Directors will be evaluated annually using the form (**Appendix A-4**) by the school administration.

Fines

All fines incurred to the school as a result of negligence of SCHSL rules by a coach will be paid by the coach. All coaches are expected to know the rules as set forth by by-laws provided by the SCHSL in respect to specific sports, sporting contest, and expectations of coaches. If a coach is ejected by an official during a sporting contest, the coach may be subject to disciplinary action by the school. Due process will always be afforded to all coaches.

Parent/Guardian Roles and Responsibilities

Expectations-Supporting Your Child

Parents and guardians are encouraged to support their child's participation in athletics. We hope parents/guardians will take a positive approach to their son's/daughter's participation. Students who are involved in school outside of their everyday class work perform better academically and learn important skills. Examples of skills taught include how to participate as a member of a group toward achieving a common goal and time management. Parents and guardians will hopefully manage their schedule to attend their child's events, showing support and pride in the development of their adolescents.

A student's participation in sports is sure to be a source of pride for the family. A student's participation is usually public. Performance can be both good and bad; it is important to make participation positive. Congratulating students for having the courage to perform publicly when others avoid it is an important aspect of helping students prepare for disappointment. As students move into college, the military or the workplace, they develop self-esteem through extra-curricular involvement. Poor performance should not be a source for criticism or belittling; it should, however, provide a foundation for growth and constructive analysis of what needs to be done to improve.

When or if things go poorly, public criticism of your child, another child or the coach does little to improve the situation. These kinds of behaviors only embarrass your child and possibly others listening. When parents have a difference with the coach, of an activity, they are encouraged to meet with the coach privately to discuss concerns. Coaches make the final decision but have a responsibility to explain how they made their decisions. Face-to-face conversations provide an excellent time for constructive ideas on how students might improve.

Travel

Students are required to travel with their team to all events away from school. The school is responsible for providing transportation either through the District-contracted carrier or another commercial carrier. **Private cars may not be used to transport students to events (the exception to this is golf team practice).** Reasonable exemptions or accommodations to this guideline shall be made on a case-by-case basis for students with qualifying disabilities or in other exigent circumstances with the approval of the Risk Manager. Forms will be provided by the school or District Office. Students are required to travel to the event under the supervision of school personnel. Following the conclusion of a game or event, students may return home with parents or guardians but only upon express approval of the coach or a school administrator. **Travel in private vehicles is not covered by District insurance.**

Insurance

Although the District carries limited insurance for all athletes and the South Carolina High School League (SCHSL) carries catastrophic insurance for severe injuries that require treatment beyond the limited coverage provided by the District, parents are encouraged to assess the coverage and determine the appropriate level of insurance coverage for their child and to privately purchase any desired additional coverage.

Eligibility

All athletic teams have eligibility rules. It is the student's responsibility to meet these rules prior to participation. Parents/guardians can help by being aware of these rules as well. Much

of this has been defined earlier in the section on “Student Roles and Responsibilities”; however, here are some general rules.

*All students participating on an athletic team or in an extra-curricular activity where they will represent the school must read and sign “The Contract for Athletic Participation.” This document must also be signed by the parent/guardian. The Contract must be signed each school year and will cover the student for all activities they are involved in that term. **(Appendix A-1)**

*All members of athletic teams must have a physical exam on file prior to participating in any practices, scrimmages or games; a physical is good for the entire school year.

*All members of athletic teams subject to the SCHSL must meet the academic requirements of the South Carolina High School League; these may be different at different schools as a result of the school’s class schedule. Athletes and parents should check with coach or the Athletic Director at the school.

Charter School, Home School and Governor’s School Student Participation

Charter school, Home school and Governor’s school students to try out for and, if selected, participate in extracurricular activities at their residence zoned school.

Fundraising

It is evident that in some cases the funds provided by the school and District may not be sufficient to meet the needs of a quality athletic program; parents/guardians and the community have historically been significant in providing both manpower and financial support to maintain quality programs in schools. It is essential that fundraising to support school programs be done in an organized and accountable manner to ensure that support goes to the students.

Schools with athletic programs are encouraged to develop “All Sport Booster Clubs” that work with all the teams at the school. This helps coordinate fundraising efforts and provides equity. The community sees a coordinated effort and is not constantly solicited by different teams. Organizing fundraising efforts and establishing need helps the most programs and student-athletes. Fundraising should be done with a specific set of goals for the funds pre-determined. Teams that run their own fundraising activities are subject to District policy regarding fundraising.

Extra-curricular activities that fundraise may do so only if they agree to follow the District guidelines for fundraising. Additionally, parent organizations, if raising funds to support school activities by using the school name, must meet with the school administration to discuss their fundraising and the goals of their efforts and shall be subject to the District fundraising guidelines.

School's Role and Responsibilities

It is the belief of the District that any quality, comprehensive school program includes an organized, diverse and clearly defined program of athletics.

Safety

Individual schools have a responsibility in general to conduct activities in a safe manner and to ensure, as much as practical, that students are properly prepared and that equipment student's use is safe and properly certified for use. Schools will do the following in regard to safety:

- a. Provide scheduled times for students to obtain physicals at school for a minimal cost.
- b. Ensure that all equipment has been approved for use and that the equipment has been certified using national or state standards (if appropriate).
- c. Provide adequate and timely transportation to school-sponsored events with the team and maintain a cell or home phone listing to contact parents in case of late return.
- d. The District has implemented policies regarding severe weather; this includes both heat stroke and lightning strikes.

Academic Support

All students participating in athletic or extra-curricular activities representing the school are subject to the Board Policy regarding "Academic Eligibility" adopted by the Beaufort County School District Board. Schools will collect grades on a bi-weekly basis and provide tutoring services to assist students who have grades 70 or below in any area. Students will be given a minimum of four (4) weeks to raise their grades or may be subject to non-participation until grades improve. (Adopted by the BCSD School Board on November 4, 2008)

Coaches

The school has the responsibility to seek out qualified coaches to work with students. No one may assume a position as coach until he/she has been properly approved by the administration. Coaches must also be confirmed by the Athletic Director. All coaches, whether receiving a stipend or working as a volunteer, must have an application on file with the Human Resources Department and have been approved by Human Resources. **These applications are found on the District's website.**

Coaches, Assistant Coaches and Athletic Directors will be evaluated every year using the forms provided in **Appendices A-2, A-3, and A-4.**

Eligibility

The school is responsible for insuring that all students participating in athletics or other extra-curricular activities have met all eligibility requirements. Failure to do this properly may result in the school being fined, having to forfeit events or individuals being removed from their position. Below are listed some of the eligibility requirements:

- a. All students who will be representing the school as an athlete are required to sign and agree to the "Contract for Participation in Athletic Programs." (**Appendix A-1**)

- b. All athletes must meet the requirements of the SCHSL, as defined in their policies. Athletic directors have the proper definition of athletic eligibility.
- c. Students may have to meet other eligibility requirements as established by the school to participate in non-athletic activities.

Budget

School activities including athletics have essentially three ways that they can fund their efforts. First, there is the allocation from the District budget. Athletics receives funding each year for coaching stipends, equipment and transportation. Second, activities can raise funds through events at the school such as ticket sales for athletic events. Third, teams and other groups can fundraise through central organizations like the All Sports Boosters or the PTSO or they may seek to fundraise as a specific organization. In all cases, money collected or expended must comply with the policies and procedures set forth by the District. All collection of funds and expenditure of funds must be through accounts at the school with the approval of the administration. It is essential that coaches, directors or advisors become fully aware of the required permission and paperwork that needs to be completed both to raise and expend funds.

Ticket Prices

Establishing pricing for tickets to events is an acceptable means for a school to raise funds to support athletics or non-athletic activities. Ticket pricing will be uniform across the District in regards to athletic events.

Security

It is the responsibility of the school, through the administration or the Athletic Director, to provide adequate and appropriate supervision for all events. **Athletic directors or their designee will be in attendance at all home athletic contests.** Additionally, a school administrator will be present at all home football and basketball events; supervision at other athletic events by an administrator is at the discretion and judgment of the Principal. The school is required to have additional professional security at home football and basketball games; this will vary with regard to the opponent and size of anticipated crowd. Increased security will be provided for games that involve historic rivalries or that take on special importance such as playoff games

Public Use of Facilities and Fields

The District is a public agency and has a responsibility within limits to make facilities and fields available to the public. Schools do not have the authority to establish contracts with outside groups for the use of buildings or fields. All use must be compliance with District policy and will require review by the District Risk Manager and Director of Operations. Individual school administrations have been given the policy, procedures and paperwork that must be completed to request school facility and field use; see your school administration for this material. The District may establish on-going/annual agreements with some outside groups such as PALS, Boys and Girls Clubs, YMCA, American Legion, etc. These agreements, where they impact on your school, will take a secondary priority to school programs.

APPENDICES

Appendix A-1: Contract for Participation in Athletic Programs

These guidelines apply only with respect to Athletic Activities and do not replace or supersede the District's Student Code of Conduct

Guidelines and Contract for Athletic and/or Extra-Curricular Participation

Extra-curricular activities have always been one of a school's most visible avenues for displaying character, citizenship and the good sportsmanship of its students. Students who participate gain much from these experiences such as team work, socialization, trust building, camaraderie, a stage on which to demonstrate their unique skills, and life long memories, to mention a few. Students who represent their schools or the District do so as a privilege and have responsibilities both to their schools and the classmates with whom they participate.

Students have a responsibility to represent their schools in the best light possible; when involved with extra-curricular activities, they are models for other students and marquee for what a school, at its best, stands for and proudly supports. Students also have a responsibility when participating in extra-curricular activities to their classmates and teammates to be fully prepared mentally and physically for the demands that such participation can bring. With this in mind, it shall be the practice of each school and student to promote the best representative image of the school as possible. The District will promote the following:

Pledge: Students will sign and have their parents and coach sign a pledge stating that they will meet the expectations as outlined below. Students will sign this pledge before actively participating in any school sponsored and supported activity. This will include athletic teams and any other events which are deemed as meeting these criteria by the school or District administration.

Academic Expectation: All student-athletes are subject to the requirements of the SCHSL in regards to academic standards for participation.

Discipline Expectation: Students who because of unacceptable behavior have been assigned to In-School, Out-of-School or Saturday School Suspension will be limited in their ability to participate in extra-curricular activities. Students assigned In-School Suspension or Saturday Suspension.

Appendix A-2: Coaches Evaluation Form

Name:

School Year:

School:

Start Date:

Supervisor:

Sport:

PERFORMANCE STANDARDS

- *Unsatisfactory* – Minimal to no evidence of the element
- *Needs Improvement* – Some evidence of the element but it is not consistently demonstrated
- *Meets Expectations* – Consistently demonstrates this element
- *Exceeds Expectations* – Beyond proficient; is a role model for others

Provides leadership for other coaches, defines roles, delegates tasks, and holds other members of the coaching staff responsible for completing tasks

Comments:

- Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Communicates effectively with players, parents, coaching staff, and administration

Comments:

- Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Organizes and carries out productive practices sessions that contribute to overall and individual development

Comments:

- Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Cares for equipment (issues, inventories, cleaning, and storing for out of season)

Comments:

- Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Adheres to requirements of district, state, and local policies (eligibility reports, budgets, completion of required trainings, etc.)

Comments:

- Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Effectively supervises student athletes (locker room, training room, bus, practices, games, etc)

Comments:

- Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Is fair, firm, and consistent in handling discipline matters

Comments:

- Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

Shows enthusiasm for working with students and for the sport itself

Comments:

- Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations

List additional information related to strengths and weaknesses of the coach. (Optional)

Comments:

PERSONNEL RECOMMENDATIONS (check appropriate item(s):

- 1. Recommended to continue in assignment.
- 2. Not recommended to continue in assignment.
- 3. Coach is a paraprofessional, therefore must reapply.

I have seen and discussed this evaluation with the evaluator. Within seven (7) school days, if I desire,
I will submit my written comments on the evaluation.

See attached response

Supervisor's Signature

Employee's Signature

Date

Date

Appendix A-3: Athletic Director Evaluation Form

Name _____ Year _____

Using a scale of 1-5 with five being the highest score, please rate the Athletic Director on the following indicators of performance:

1. The Director meets all SCHSL deadlines for reporting required information. ____
2. The Director maintains a well-organized program of athletics:
 - a. Schedules contests ____
 - b. Maintains accurate records ____
 - c. Stays within approved budget guidelines ____
 - d. Secures transportation as needed ____
 - e. Supervises equipment inventories ____
 - f. Supervises uniform inventory ____
 - g. Provides supervision at home athletic events ____
 - h. Provides frequent opportunities for parent input ____
 - i. Seeks out and secures community support ____
3. The Director is a model for the others he/she supervises in dealing with student-athletes and promoting academics as the priority of the athletic program. ____
Please provide examples that demonstrate how the Director models these behaviors and beliefs. _____

4. The Director seeks to involve a diverse group of students in the athletic program. ____
Please provide examples of how the Director achieves this goal. _____

5. The Director promotes the academic priority of the athletic program in conversation with colleagues. ____
Please provide examples of programs or statements that the Director has made that support this.

6. The Director prioritizes good attendance and behavior with student athletes. ____
Please give examples of behaviors by the Director that exhibit this goal.

7. Please give examples of ways in which the Director, in this year, promoted the athletic program with the community and secured financial support for programs.

8. The Director takes an active role in regional, state and national athletic administration.

Please give examples of how this has been modeled in the current school year.

9. The Director holds those he/she supervises responsible for their behaviors. ____
Please give one example from this current school year that demonstrates this.

Athletic Director's Signature

Date

Principal's Signature

Date

Is CPR/First Aid certified? Y/N

Expiration Date of certification _____

Appendix A-4: Heat Index Chart

RELATIVE HUMIDITY %

| Temp | 10% | 20% | 30% | 40% | 50% | 60% | 70% | 80% | 90% | 100% |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| 105° | 100 | 105 | 113 | 123 | 135 | 149 | | | | |
| 104° | 98 | 104 | 110 | 120 | 132 | 143 | | | | |
| 102° | 97 | 101 | 108 | 117 | 125 | 139 | | | | |
| 100° | 95 | 99 | 105 | 110 | 120 | 132 | 144 | | | |
| 98° | 93 | 97 | 101 | 106 | 110 | 125 | 132 | | | |
| 96° | 91 | 95 | 98 | 104 | 108 | 120 | 128 | | | |
| 94° | 89 | 93 | 95 | 100 | 105 | 111 | 122 | 128 | | |
| 92° | 87 | 90 | 92 | 96 | 100 | 106 | 115 | 122 | | |
| 90° | 85 | 88 | 90 | 92 | 93 | 100 | 106 | 114 | 122 | 130 |
| 88° | 82 | 86 | 87 | 89 | 93 | 95 | 100 | 106 | 115 | 125 |
| 86° | 80 | 84 | 85 | 87 | 90 | 92 | 96 | 100 | 109 | 111 |
| 84° | 78 | 81 | 83 | 85 | 86 | 89 | 91 | 95 | 99 | 105 |
| 82° | 77 | 79 | 80 | 81 | 84 | 86 | 89 | 91 | 95 | 96 |
| 80° | 75 | 77 | 78 | 79 | 81 | 83 | 85 | 86 | 89 | 91 |
| 78° | 72 | 75 | 77 | 78 | 79 | 80 | 81 | 83 | 85 | 86 |
| 76° | 70 | 72 | 75 | 76 | 77 | 77 | 77 | 78 | 79 | 80 |

| Humiture/Color Code | Real Feel | Activity/Restrictions |
|-----------------------------------|---|--|
| Recommended 84° & below | RealFeel (Heat Index) 84 and under | Full activity. No restrictions |
| Recommended 85° - 88° | Heat Index Caution: RealFeel (Heat Index) 85° to 88° | Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider reducing the amount of time for the practice session. |
| Recommended 89° - 94° | Heat Index Watch: RealFeel (Heat Index) 89° to 94° | Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider postponing practice to a time when ReelFeel temp is lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time). |
| Recommended 95° - 99° | Heat Index Warning: RealFeel (Heat Index) 95° to 99° | Provide ample water and water breaks every 15 minutes. Monitor athletes for heat illness. Consider postponing practice to a time when RealFeel temp is much lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time). Light weight and loose fitting clothes should be worn. For practices only, no football helmets or pads should be worn. If possible, all activities should be held inside under air conditioning. |
| Required 100° & up | Heat Index Alert: RealFeel (Heat Index) 100° or greater | No outside activity, practice or contest should be held. Inside activities only if air conditioned. |

*** Principals, Athletic Directors, or On-Site Trainers only will make decisions on play, practice, and/or outside activity.**

Appendix A-5: Severe Weather Procedures

Whenever severe weather is projected or indicated, it will be the practice of the District and all of its programs to take the following precautions:

1. Keep alert to changing weather by use of weather radios that sound alarms or through mechanical devices such as the Thunderbolt Lightning Detector (each high school is required to have one of these; they should be shared with middle schools).
2. At each of the distance indicators listed below, the prescribed activities are required:

25+ miles

Coaches, directors and advisors who are outside with students should be aware that lightning strikes are possible and be prepared to move students to pre-arranged shelter; spectators should be advised over the public address system that there is severe weather nearby and should be aware of the closest shelter.

12-25 miles

Coaches, directors and advisors who are outside with students should begin to curtail activities and seek shelter in appropriate locations; spectators should be advised over the public address system that they should seek shelter immediately in an appropriate location.

12 miles or less

All activities should cease immediately, and students and spectators should seek immediate shelter until it is deemed safe to return; this means leave the practice or playing field, empty bleachers and seek appropriate shelter in buildings, automobiles or other vehicles, and remove yourself from open spaces or proximity to trees, poles, power lines or high ground.

Multiple studies have proven that lightning strikes may take place from as far away as 10 miles from the actual storm. It is imperative that we take the most conservative and prompt action to insure the safety of students, staff and spectators.

It is the responsibility of the administrator on site or the head coach, director or advisor to inform event officials of the District policies and procedures for terminating an event and seeking shelter.

Appendix A-6 Hiring Procedures

HR process for Athletic Staff

Current Active Employees, returning coaches (Certified & Classified)

- Add to Athletic Staff roster, submit to HR.

*Current Active Employees, new to coaching**

- School submits Personnel Recommendation Action Form (PAF) to add COACH pay type, signed by the principal.
- Add to Athletic Staff roster, submit to HR.

*Payroll or Human Resources personnel can verify if an individual has a COACH Job type in the system profile.

Former Employees (not active in payroll system)

Inactive employees/coaches who are out of the BCSD system will be considered NEW INCOMING COACHES. Follow procedure below:

New Incoming Coaches (have never been BCSD employees)

- All new incoming coaches shall submit a Classified Employee application; link is found on the Human Resources home page of the district website. Reference check on all new incoming coaches is done by the hiring supervisor (Athletic Director).
- The school submits Personnel Recommendation Action Form (PAF) for the incoming coach, includes the date of birth and SSN. PAF is to be signed by the principal.
- HR will initiate internal procedures for the new hire (SLED check, Admin approvals, etc.) and report back to AD.
- If approved for hire, the incoming coach will complete the New Hire COACH package for enrollment in the payroll system. Enrollment will not occur (and no payment will be made) until all components of the new hire package are completed (checklist attached). New hires must present certified TB test results before they may begin work. This is a **STATE MANDATE**.
- Add to Athletic Staff roster, submit to HR.

UNDER NO CIRCUMSTANCES IS AN INDIVIDUAL TO BEGIN WORKING IN THE SCHOOL WITHOUT CLEARANCE AUTHORIZATION FROM HUMAN RESOURCES.

Athletic Staff rosters

Each school will develop a preliminary *Athletic Staff* roster to include (all) coaches of all sports and submit it electronically by August 15th of each year to the Office of the Chief Student Services Officer (Gregory A. McCord), who will verify the status of all coaches listed. If there are discrepancies, the school's AD and Principal will be notified. Corrections, if any, will be made before the final roster is approved.

The AD will be emailed the finalized *Athletic Staff* roster from HR containing revision(s), if any, and will print it out. The principal and AD will authorize where indicated and submit one original to HR for Administrative approval prior to payroll processing (deadlines for payroll will be noted).

Please note: If there are changes to the final approved roster during the season, the school must submit a revised roster to HR, noting the changes only. The verification/approval process will be initiated by HR, with the revision(s) approved by the principal, AD, and CSSO before payroll processing.

(Sample roster attached)

Appendix A-7 Ticket Pricing

Athletic Events

Middle Schools

All athletic events- \$4.00 at the gate

Children 5 and under free

Students in grades K-5 can buy a year pass good for all home events for \$10 (separate pass for each school)

6-8 students year pass- \$25 (good at home school only)*

9-12 students or adult year pass- \$35 (good at home school only)*

High Schools

Football and Basketball – (7.00 varsity, 8.00 for rival games), 5.00 JV

All other Varsity events- \$6.00 at the gate

All JV events- \$5.00 at the gate

Children 5 and under admitted free

Students in grades K-5 can buy a year pass good for all home events for \$15 (separate pass for each school)

6-12 students can buy a year pass (good at home school only)*

Purchased beginning of fall season- \$40.00

Purchased beginning of winter season- \$30.00

Purchased beginning of spring season- \$20.00

Adults can buy a year pass (good at home school only)* Prices may be set by each school. Suggested prices:

Purchased beginning of fall season- \$80.00

Purchased beginning of winter season- \$55.00

Purchased beginning of spring season- \$40.00

Middle school athletes will be admitted to high school events during their season free but must be in a group accompanied by their Coach.

Appendix A-8 Intra-District Transfer of Student-Athletes

1) There will be no approvals from the office of Student Services for any student wishing to transfer schools based solely to participate in athletics. The Chief Student Services Officer (CSSO) will however grant approvals based on academic needs (i.e. Eagles Scholars, ECCO at WBECHS, IB, Aeronautical studies) not being met by a particular school. If and when this occurs, the student's transcript and course schedule will be reviewed first and then periodically to ensure that the reason(s) given are legitimate.

2) If and when a transfer for a student-athlete is sought, the following persons must be notified prior to seeking signature from the CSSO for the SCHSL (coaches of said sport, school AD and school Principals). Signatures on the final letter will include both schools Principals and Athletic Directors.

3) All conflicts must be resolved and communicated to the families involved prior to seeking approval by the CSSO or the SCHSL. Be frank and honest in communicating to families that a student may not be deemed eligible to participate in sports if all steps are not handled properly.

Follow these steps and there will be no reason for any school to feel as though another school is recruiting athletes. Recruiting of any student from one school to another to participate in a sport is not a practice neither expected nor tolerated in BCSD. The focus should always be on academic attainment and scholastic achievement. Sporting programs are important to those that participate but still secondary to academics. Bylaws approved (Spring 2013) by the SCHSL.

Article VII, Section 9. Transfers

Add M: *A student transfers to another school under the McKinney-Vento Act where the entire family is declared homeless.*

Article VII, Section 9. Transfers

Add 9K: *A student transfers to another school in the same district (other than ninth grade) provided the school district's superintendent and affected schools' principals approve the transfer. This type transfer of eligibility is only allowed once every (365 days) calendar year.*

Article VII, Section 9. Transfers

Add: An ineligible transfer student meeting the two criteria, but not any of the circumstances of subsection (A) through (J) may compete at the sub-varsity level only. An official letter of support for athletic participation from the principal of the member school in which the student is eligible must be submitted with the Special Form A.

This type transfer of eligibility is only allowed once every (365 days) calendar year.

Please use the following letter (to be completed by the Principal of the receiving school) when seeking approval from the South Carolina High School League (SCHSL).

Commissioner Jerome Singleton
South Carolina High School League
P.O. Box 211575
Columbia, SC 29221

Dear Commissioner Singleton:

I am writing concerning _____, who has been approved for inter-district transfer by Beaufort County Schools to attend _____ from _____ . _____ is a rising _____ who is/was a student at _____ and does reside in the _____ attendance zone. _____'s family has been approved for an intra-district "School of Choice" transfer and they desire for _____ to be able to participate in athletics while at _____.

In accordance with the following rule (below) _____ is seeking eligibility to participate at _____.

Article VII, Section 9. Transfers

Add 9K: *A student transfers to another school in the same district (other than ninth grade) provided the school district's superintendent and affected schools' principals approve the transfer. This type transfer of eligibility is only allowed once every (365 days) calendar year.*

I ask that you give careful and thoughtful consideration to this matter. All parties (required) have signed and give consent. If you have questions or concerns please feel free to contact me at _____.

Sincerely,

Athletic Director (receiving school)

Athletic Director (departing school)

Principal (departing school)

Date

Superintendent or Designee

Date

Appendix A-9 Concussion Management Protocol

In order to protect the athletes of Beaufort County School District receiving a concussion while participating in district sponsored events, the following standards should be utilized to manage these athletes.

1. The athlete should be evaluated by the Athletic Trainer to determine if the athlete has suffered from a concussion. It is recommended to take a concussion symptom inventory and *Balance Error Scoring System* (BESS) or *Standardized Assessment of Concussion* (SAC) testing. If an athletic trainer is not present, and a coach is unsure if a concussion is present, they should err on the side of caution and hold the athlete out of play until an evaluation can be made by a healthcare professional.
2. An athlete determined to have suffered a concussion and not allowed to return to their activity should seek medical attention by a medical doctor to determine severity of injury.
3. Follow-up on that athlete should be done daily to determine when symptoms of concussion have resolved.
4. Day 1 following resolution of symptoms, the athlete may participate in 15-20 minutes of cycling activities with interval sprinting, pushups and sit-ups, stopping if any symptoms return.
5. Day 2 following resolution of symptoms, and if no symptom returned from Day 1, the athlete may participate in sport specific drills and running with no contact for 30-40 minutes. If any symptoms return, they are to stop the activity.
6. Day 3 following resolution of symptoms, and if no symptoms return from Day 2, the athlete may return to practice in non-contact drills. Level of involvement depends on the sport and the position of the athlete and is up to the discretion of the athletic trainer. Participation should last no longer than 60 minutes. If any symptoms return, they are to stop the activity.
7. If symptoms return from any of the daily workouts, then you must wait until symptoms resolve and start back at Day 1.
8. The athletic trainer has the discretion to allow for more days of controlled practices if he/she deems it necessary in his/her professional opinion.
9. If after Day 3, or additional controlled practices and **no** symptoms return, the athlete must be seen by a medical physician for clearance to participate in all activities.
10. An athlete may be sent to the physician at any time that symptoms support that referral during this return to participation process.
11. If Impact® testing had been done to set a baseline, the athletic trainer should utilize post-testing within 24-72 hours to determine the status of the athlete, post injury, for determination of athletes return. Post-testing should also be done 5-10 days post-concussion before the athlete is seen for final clearance for return to play. (POST-TESTING SHOULD NOT BE UTILIZED MORE THAN 2-3 TIMES A WEEK) The results of the baseline and all post-injury testing should be sent to the physician when seeking clearance for return to all activities. Post injury testing may be used to determine the extent of cognitive injury for the physician to determine if time off from school is needed for recovery.
12. These standards will never supersede a physician's request for prolonged treatment of a concussion, and an athlete **will not** return without written clearance from a physician and the following of these standards.

Student-Athlete Concussion Acknowledgement Statement

I, _____, understand that it is my responsibility to report all injuries and illnesses, including concussions, to my athletic trainer and/or head coach.
(print student name)

I have read and understand the CDC concussion fact sheet, *A Fact Sheet for Athletes*, and am aware of the following information:

1. A concussion is a brain injury, which I am responsible for reporting to the head coach or athletic trainer.
2. A concussion can affect my ability to perform everyday activities and affect reaction time, balance, sleep, and classroom performance.
3. I cannot see a concussion, but I might notice some of the symptoms right away. I understand other symptoms can show up hours or days after the injury.
4. If I suspect a teammate has a concussion, I am responsible for reporting the injury to my head coach or athletic trainer.
5. I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion-related symptoms.
6. Following concussion, I understand that the brain needs time to heal. I understand that I am much more likely to have a repeat concussion if I return to play before symptoms resolve.
7. In rare cases, I realize repeat concussions can cause permanent brain damage and even death.

I acknowledge that I have read and understand the CDC's *A Fact Sheet for Athletes* and accept these responsibilities to protect my well-being. If I have any questions, it is my responsibility to ask the athletic training staff or my coach.

Date: _____
Signature of Student

Date: _____
Signature of Parent or Legal Guardian (if student is under 18 years of age)

Print Name of Parent or Legal Guardian (if student is under 18 years of age)

We acknowledge Salem State University for the duplicating of this form

Appendix A-10 Student Driver Rules and Responsibilities

A student who desires to drive a private vehicle to or from a school district-sponsored, off-campus event and the student driver's parent(s) or legal guardian(s) must agree to abide by the rules and responsibilities below and must sign the release below. The option to drive a private vehicle is offered for the convenience of the student and his or her parent(s) or legal guardian(s) only.

Rules and Responsibilities

1. A student driver must have a valid South Carolina driver's license.
2. A student driver must have liability insurance as required by law.
3. A student driver must obey the school's rules regarding driving and parking vehicles on school property. Unsafe or illegal driving and unauthorized parking on school grounds is prohibited and may result in a revocation of the privilege to drive a private vehicle to off-campus events.
4. A student driver and his or her parent(s) or legal guardian(s) assume sole responsibility for the student driver driving to and from an off-campus event efficiently and safely. The school district has no duty to supervise the student driver's off-campus driving or to provide directions, driving advice, guidance, or vehicle maintenance/repairs.
5. Although the school district assumes no responsibility for policing or supervising a student driver's off-campus driving, a student driver should obey all traffic laws, rules, and regulations. A report to school district officials of unsafe or illegal driving by a student driver may result in a revocation of the privilege to drive a private vehicle to off-campus events.
6. A student driver and his or her parent(s) or legal guardian(s) have read and fully understand these rules and responsibilities and agree to abide by them.

Student Name

Student Signature

Date

Parent/Legal Guardian Name

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Name

Parent/Legal Guardian Signature

Date

Release and Indemnity Agreement

I, the undersigned, understand driving a motor vehicle involves health and safety risks, including but not limited to automobile accidents, which can result in death, serious injury, and/or property damage. I knowingly accept full and complete responsibility for any injury or accident that may occur involving my child and the driver named below, and I assume any and all risks associated with any off-campus travel involving my child and the driver named below. I hereby release and hold harmless the Beaufort County School District (“BCSD”), its Board of Trustees, employees, former employees, agents, representatives, attorneys, and/or insurers from any and all actions, causes of action, claims, damages, costs, attorneys’ fees, loss of services, expenses, and/or compensation arising out of, in whole or in part, any off-campus travel and/or any injury occurring during such off-campus travel and involving the student and the driver named below. I also hereby knowingly waive any such claims I may have. I further promise to indemnify and repay the BCSD, its Board of Trustees, employees, former employees, agents, representatives, attorneys, and/or insurers any sum or money they may be compelled to pay as a result of any claim arising out of or connected to the off-campus travel of the driver named below. These promises shall be binding on my heirs, legatees, administrators, and/or assigns. I have carefully read the foregoing Release and Indemnity Agreement, know the contents thereof, and sign the same as my own free act.

| | | |
|-------------------------------------|--|---------------|
| _____ Student Name | _____ Student Signature | _____ Date |
| _____ Parent/Legal Guardian Name | _____ Parent/Legal Guardian Signature | _____ Date |
| _____ Parent/Legal Guardian Name | _____ Parent/Legal Guardian Signature | _____ Date |

Appendix A-11 Off-Campus Student Pick-up Form

Release and Indemnity Agreement

I, the undersigned, understand driving a motor vehicle involves health and safety risks, including but not limited to automobile accidents, which can result in death, serious injury, and/or property damage. I knowingly accept full and complete responsibility for any injury or accident that may occur involving my child and the driver named below, and I assume any and all risks associated with any off-campus travel involving my child and the driver named below. I hereby release and hold harmless the Beaufort County School District ("BCSD"), its Board of Trustees, employees, former employees, agents, representatives, attorneys, and/or insurers from any and all actions, causes of action, claims, damages, costs, attorneys' fees, loss of services, expenses, and/or compensation arising out of, in whole or in part, any off-campus travel and/or any injury occurring during such off-campus travel and involving the student and the driver named below. I also hereby knowingly waive any such claims I may have. I further promise to indemnify and repay the BCSD, its Board of Trustees, employees, former employees, agents, representatives, attorneys, and/or insurers any sum or money they may be compelled to pay as a result of any claim arising out of or connected to the off-campus travel of the driver named below. These promises shall be binding on my heirs, legatees, administrators, and/or assigns. I have carefully read the foregoing Release and Indemnity Agreement, know the contents thereof, and sign the same as my own free act.

My child has traveled or will travel to a school district-sponsored event with a team, squad, club, or organization affiliated with a BCSD school involved in the event. My child will be picked up from the event site by _____ (authorized adult). My child will not be transported back with the team, squad, club, or organization involved in the event. I accept full, complete, and sole responsibility for the supervision, protection, care, and/or custody of my child as of the date and time below, and I release the BCSD from any such duties or liability.

Student Name

Event

Parent/Legal Guardian Name

Parent/Legal Guardian Signature

Date

Time

Appendix A-12 Athletic Grounds and Equipment Expectations

1. ADs and coaches are expected to promote the proper care for outdoor athletic equipment. As a district, we will not seek to replace or purchase new equipment at schools due to negligence or lack of proper care of equipment.
2. Outdoor Athletic Equipment replacement is being added as a recurring cost to the 5 Year Plan and Capital Budget. This will be updated in time for the new 5 year Plan and Capital Budget presented in November. This means that items such as high jump pads, track walk off mats, discus cages netting, etc. will be placed on a reoccurring schedule for replacement.
3. Track surfaces are already on a reoccurring schedule of 7 years. This means that if your track surface is in need of repair prior to 7 years. This will be considered a responsibility of the school. It is expected that each school maintain a track surface for 7 years. This includes all outdoor equipment. Here are a few examples on how to help preserve a track for seven years.
 - a. Do not let football players in cleats walk across a track that is not covered.
 - b. Do not set benches and trash cans on the track.
4. We expect all facilities to be treated with PRIDE by all schools and programs. To that end, we need to work on limiting the use of stadium fields. Stadiums are to showcase sporting events and graduations in June. Practice and other auxiliary uses are expected to be monitored and limited by AD's. Expectations include:
 - a. When Spring sports are finished, use of stadium fields should discontinue until Fall. The stadium field needs to have time to recover in order to be ready for Fall sports. Stadium fields need at least 10 weeks with **NO** use in order to recover.
 - b. Grounds crew will begin work on fields immediately after Spring sports end. These fields are expected to be used as an alternative to the stadium (when possible).
 - c. Spring practices and games (when possible) need to be held at other locations. This is an opportunity to promote your team at another field such as a middle school field. Facilities Planning and Construction will continue to work on improving middle schools fields which will make them a more viable option for holding smaller spring football events.
 - d. Summer Camps should be limited to fields other than stadium fields.

Appendix A-13 Coaching Tips: Working with News Media

News media contacts

With day-to-day issues, school athletic directors are the primary point of contact for news media. However, coaches who are contacted by news reporters before or after their games are encouraged to comment about those games and their teams' performances.

If a coach is contacted by a news reporter on a non-game day concerning a complex or potentially controversial issue involving a team or school, the coach should contact the school's athletic director prior to speaking with the reporter.

News media relations

As with most things, preparation is the key to communicating. You want to be as clear as possible so that the reporter understands and reports accurately. By determining ahead of time which of your messages is most important, and by returning to those messages during your interview, you will increase the likelihood of those messages appearing in the final version of the story.

Here are some important ground rules to keep in mind when dealing with the press:

- Always give reporters the conclusion or bottom line first. Lead with the most important message, and try to deliver a maximum of three principal message points.
- Keep everything "on the record," even if a conversation is called a background discussion.
- Always remember that what you write in an e-mail may very well appear in print.
- Don't be afraid to say "I'll have to call you back" if you're not prepared to answer right away. But make sure you do call back and in a reasonable amount of time.
- Be honest; don't lie. If you don't know an answer, that's OK, especially if you can lead reporter to someone who would know.
- Don't let a reporter lead you into discussing "what if" situations. Avoid the hypothetical and confine your remarks to the facts.
- Don't say "no comment." Go back to one of your key message points if you can. (Example: "I can't talk about personnel issues, but I can tell you that school safety is our top concern".)
- Refer to school district policy whenever you can. For example, in situations involving a student-athlete, you can say, "We're following district policy, which is...")
- When doing a television interview, most reporters will allow you to retry an answer if you stumble over your words or if you think you can do a better job on a second or third "take."

Dos and Don'ts when dealing with news media:

- *Do* find ways to restate your key messages.
- *Do* prepare for the toughest questions.
- *Don't* bury your points in long answers.
- *Do* try to find the positive in situations.
- *Don't* get fixated by a question.
- *Do* listen to the reporter.
- *Do* provide supporting data.

- *Do* illustrate your point with examples.
- *Do* "bridge" back to your main points.

As an interview subject, you have the right:

- To know who is interviewing you and the publication the reporter represents.
- To know in advance the subject of the interview.
- To have others present during the interview and to tape-record the interview.
- To use notes, press materials and other information resources.
- To challenge questionable facts, premises and assumptions.
- To provide additional information at a later time.
- To end the interview after a reasonable time.

Rights you don't have:

- To know specific questions in advance.
- To approve your quotes.
- To review the article before it is published.
- To ask for another reporter to do the story.
- To lie to the reporter.
- To retract statements you made in the interview.
- To decide after the fact that all or part of the interview is "off the record." You should never go, "off the record." Proceed as if everything you say can and will appear in print.

Phrases that help refocus the discussion and "bridge" back to your main messages:

- "What's important to point out is..."
- "What I'd really like people to know is..."
- "That speaks to a bigger point..."
- "Our concern is..."

Phrases that address questions that are based on inaccurate information:

- "Not at all. What we're doing is..."
- "The truth is..."
- "Let's examine what you are asking..."
- "That's one point of view. Here's another..."

Tips for difficult situations:

- Negative or "loaded" phrases – Never agree with or repeat these phrases. Respond by stating or restating the facts. The danger is that negative phrases will be repeated by you. A famous example of what not to do is Richard Nixon's famous remark, "I am not a crook."
- "Wouldn't you agree?" – Careful! Step back, don't take a position, and restate facts.
- Hypothetical question – Don't deal with the hypothetical. Respond with facts that bridge to positive points
- False assumptions – Challenge the data. Ask for a source. Don't argue, but give the facts as you know them.
- Putting words in your mouth – Be aware of reporters trying to lead you into giving them the answer they're looking for. Always use your own words to state or restate one of your key

messages.

- Answers you are unsure about – Don't speculate or attempt to answer if you are not adequately prepared, or if you need to check with your supervisor before answering. You can always call the reporter back with additional information.
- When you've answered the question, be quiet. Even if the reporter doesn't say anything, don't fill the dead air with things you don't want to say.

Wrapping it up:

- Many print reporters will, if asked, read back your quotes to you for accuracy. Some reporters also will read back technical passages for you to fact-check. The last thing they want is to have to run a correction.
- Often a reporter will ask, "Is there anything else you'd like to add?" Take the opportunity to re-state your main message. This is particularly effective in broadcast interviews, where the "sound bite" will be easy for the reporter to edit into the story if it is re-stated succinctly.

After a story runs:

- Contact the reporter if anything in the story is not accurate, but use your good judgment when deciding whether to ask for an official correction. With minor errors, just let the reporter know so that the mistake can be corrected in the newspaper or TV station's archives. This way, the mistake won't reappear later when a different reporter researches past stories for background material.
- Don't hesitate to contact a reporter when he or she does a good job on a story. Like anyone else, a reporter will appreciate it when someone appreciates their work.

Appendix A-14: Substance Abuse Counseling Sign-off Sheet

SS-57-E(1)

Name of Student: _____ Date: _____

School: _____

Date of Completed Assessment: _____

Counseling/Treatment Log:

| Date of Counseling/Treatment Session | Counselor's Initials |
|--------------------------------------|----------------------|
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Please check all that apply:

- Individual Counseling
- Family Counseling
- Problem Solving Skills
- Contingency Management for Parents
- Continued Therapy not recommended at this time
- Psychoeducation
- Coping Skills
- Behavior Modification

Signature

Name of Licensed Substance Abuse Professional

Date: _____

Contact Telephone Number: _____

Appendix A-15: Drug Testing Consent Form

SS-57-E(2)

I desire that _____ (student) be able to participate in some or all of the following voluntary activities or privileges offered by the Beaufort County Schools: interscholastic athletics, other voluntary extracurricular activities, and campus parking privileges.

I hereby agree that:

- I have read and understand the Beaufort County School District administrative regulation governing random student drug testing. I have read and understand the regulation.

_____ (student) shall be enrolled in the Beaufort County Schools random drug testing program beginning with this school year and may be drug-tested in accordance with the random drug testing regulation at any time during this school year while enrolled in the Beaufort County Schools.

- Drug tests of students under the random drug testing regulation are completely voluntary and a student is never forced to undergo a drug test. However, a refusal to take a drug test shall result in the same consequences as a positive drug test.
- Drug test results may be released to the student, the parent/guardian, the contracted Test Administrator for Beaufort County Schools, the Medical Review Officer, the Superintendent’s designee and the student’s school Principal.

Dated: _____, 20_____.

Name of Student

Name of Parent/Guardian

Signature of Student

Signature of Parent/Guardian

G:\LAW\P&R\Student Services (SS)\SS-57-E(2) Drug Testing Consent Form.docx

Appendix A-16: Drug Testing Opt-In and Consent Form

SS-57-E(3)

While _____(student) might not participate in any of the following voluntary activities or privileges offered by the Beaufort County Schools: interscholastic athletics, other voluntary extracurricular activities, and campus parking privileges, I desire for _____to participate in the Beaufort County Schools random drug testing program.

I hereby agree that:

I have read and understand the Beaufort County School District administrative regulation governing random student drug testing. I have read and understand the regulation.

_____ (student) shall be enrolled in the Beaufort County Schools random drug testing program beginning with this school year and may be drug-tested in accordance with the random drug testing regulation at any time during this school year while enrolled in the Beaufort County Schools.

Drug tests of students under the random drug testing regulation are completely voluntary and a student is never forced to undergo a drug test. However, a refusal to take a drug test shall result in the same consequences as a positive drug test.

Drug test results may be released to the student, the parent/guardian, the contracted Test Administrator for Beaufort County Schools, the Medical Review Officer, the Superintendent’s designee and the student’s school Principal.

Dated: _____, 20_____.

Name of Student

Name of Parent/Guardian

Signature of Student

Signature of Parent/Guardian

Appendix A-17: Withdrawal of Drug Testing Consent Form

SS-57-E(4)

(Sign and return this form only if you wish to opt your 7th-12th grade child out of privileged activities and the drug testing program.)

I hereby withdraw consent for _____(student) to participate in the Beaufort County Schools random drug testing program. I understand, once this form is submitted, the student will not be eligible to participate in interscholastic athletics in 2015-2016. Beginning 2016-2017, all voluntary extracurricular activities privileges will be lost and beginning 2017-2018 students will lose all campus parking privileges as well; for a period of 365 calendar days from the date on this form.

Dated: _____, 20____ .

Name of Student

Name of Parent/Guardian

Signature of Student

Signature of Parent/Guardian

Name of School Official

Signature of School Official

Appendix A-18: Worker's Compensation Claims Reporting Procedure

Employee

Report all injuries immediately (within 24 hours) to supervisor, or other authority at school if immediate supervisor is unavailable.

Supervisor

If this is an emergency, call an ambulance. If not, send injured employee to School Nurse. If unavailable, contact Office Manager. If neither is available, follow directions under the Nurse's section.

Nurse

Supervisors will send injured employees to you for initial assessment. Unless emergency care is required, the incident report and medical information authorization and release are to be filled out at this time by the employee, signed and left with you. If the employee needs outside medical treatment, complete the Medical Authorization form, and send the employee to one of the following:

| Beaufort | Bluffton | Hilton Head |
|---|---|---|
| Doctors Care 1501 S. Ribaut Road Port Royal, SC 770-0676 Fax: 770-0776 | Doctors Care 64 Bluffton Road Bluffton, SC 29910 757-0676 Fax: 757-0779 | Doctors Care 845 William Hilton Pkwy Hilton Head, SC 29928 341-2416 Fax: 341-2417 |

Office Manager/Nurse

- When the completed incident report and medical authorization is received from the Nurse, submit the claim on-line at http://www.pmacompanies.com/generic_reportclaim.html, User Name: 0353292, Password: newclaim.
- If the injured employee does not return with the Medical Authorization (i.e. Doctor's Note) within 24 hours, contact the Risk Manager. When the employee does return make sure the Doctor's note indicates work status and date of next follow-up visit (if any.) Fax, or send via courier, incident report, medical information authorization, witness statements (if any), and Doctor's note to Risk Management within 24 hours. Make note of any follow-up Doctor's visits and follow-up after that date to obtain Doctor's note from employee that will contain a revised work status. Send to Risk Management within 24 hours.

Goals for service that should be met are:

- 24 hours reporting of injury by employee to school
- 24 hour reporting of injury on-line.
- Work status of employee maintained and tracked by school
- Light duty anticipated and made available.

Jennifer Staton, MS, CSP Risk Manager
Beaufort County School District
2900 Mink Point Blvd.
PO Drawer 309
Beaufort, SC 29901-0309
843-322-2355
843-812-6405 mobile
843-322-2389 fax

Frequently Asked Questions

Does the injured employee need to complete the forms before they go to the clinic?

Yes, otherwise a claim can't be filed on their behalf, follow-up treatment authorized or medical bills paid.

If the employee is taken to the emergency room via ambulance this does not apply. However, you will need to follow-up with the employee and have the forms completed as soon as possible.

If an employee begins missing work due to a workers' compensation injury, notify Risk Management. The District Office will have no other way of knowing to begin to coordinate out of work benefits.

Does an employee need to fill out an incident report even if they don't want to go to the doctor? Yes, always have the employee fill out an incident report. An injured employee does not have to seek medical care, but have them complete the Incident Report and Medical Release Authorization forms and send it to Risk Management promptly. Delay in reporting can be an indicator for fraud and a delay of over 90 days can result in the claim being denied.

Who is responsible for following up with injured workers?

Care for injured workers is a joint responsibility between the school and Risk Management. The school is responsible for collecting doctor's notes from the employee, knowing when the next doctor's appointment is scheduled, communicating with Risk Management if treatment isn't going well, when surgery is scheduled, if an employee starts missing work from a workers' compensation injury, etc. All notes must be sent to Risk Management. Some doctors are good about sending notes to the insurance carrier, some are not. We don't want injured employees waiting on treatment- the school needs to be an advocate for the injured employee. If there are problems or issues you need to contact Risk Management.

Who is eligible for workers compensation?

Only employees of the Beaufort County School District are covered by our workers' compensation insurance. Contract employees, such as Artists in Residence, are not covered by our workers compensation. Assist visitors to our schools if they are injured on our premises, but do not send them to the clinic with our Medical Authorization form.

Are all injuries at work covered?

No. Most, but not all. It has to be within the "course and scope" of your employment and "injury by accident." I'll give you a couple of examples of injuries that are not covered by workers' compensation insurance.

- A media specialist decides to show a group of kindergarten students that she can still jump rope and twists her ankle. Jumping rope is not within the "course and scope" of the media specialist's job, but it would be for a P.E. teacher.
- A science teacher feels she is exposed to chemicals in her classroom, but the actual diagnosis is sinusitis (allergies) due to pollen. This is not a work related injury, not "injury by accident."

The injured employee has brought back a note and they have job restrictions what do we do?

If the employee can do the essential job functions of their position (see job description) discuss with employee what the school can do to help them do their job and comply with their doctor's restrictions. If the employee cannot do the essential job functions of their position, contact Risk Management.