



Athletic Handbook 2019-2020

(Inside Cover)

A Publication of the

**Bartow County Schools
P.O. Box 200007
65 Gilreath Road, N.W.
Cartersville, GA 30120**

(770) 606-5800

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CONTACT INFORMATION

DIRECTOR OF ADMINISTRATIVE SERVICES

Michael E. Nelson
86 Registration Drive
Cartersville, GA 30121
770-606-5800

ADAIRSVILLE HIGH SCHOOL

Principal-Bruce Mulkey
519 Old Hwy 41
Adairsville, GA 30103
770-606-5841

CASS HIGH SCHOOL

Principal-Stephen Revard
1000 Colonel Way
White, GA 30184
770-606-5845

WOODLAND HIGH SCHOOL

Principal-Dave Stephenson
800 Old Alabama Road
Cartersville, GA 30120
770-606-5870

ADAIRSVILLE MIDDLE

Principal-Tony Stanfill
485 Old Hwy 41
Adairsville, GA 30103
770-606-5842

CASS MIDDLE

Principal-Dr. Kristy Arnold
195 Fire Tower Road
Cartersville, GA 30120
770-606-5846

RED TOP MIDDLE

Principal- Dr. Wes Dickey
224 Old Alabama Road
Emerson, GA 30137
770-606-5865

WOODLAND MIDDLE

Principal- Michael Blankenship
1061 Euharlee Road
Euharlee, GA 30145
770-606-5871

MISSION STATEMENT

The Bartow County School System is dedicated to providing a comprehensive athletic program emphasizing sportsmanship, moral character, team spirit, self-discipline, individual and team commitment, school loyalty and competitive athletic interaction. The athletic program will be designed to allow for the greatest number of student participants possible while encouraging academic excellence through high academic standards.

Responsibilities Of The Student Athlete

RESPONSIBILITIES OF A BARTOW COUNTY STUDENT ATHLETE

Being a member of a Bartow County athletic team is the fulfillment of an early ambition of many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad at a Bartow County School you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our school, and our community. Such a tradition is worthy of the best efforts of all championships.

Competing for your school may mean having to say “no” to pleasures, and not only understanding our traditions, but also being willing to assume the responsibilities that go with them. However, the contributions you make should be satisfying accomplishments to you and your family.

CONDUCT OF AN ATHLETE

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be above reproach in the following areas:

ON THE FIELD – In the area of athletic competition, a real athlete does not use profanity or illegal tactics and learns fast that losing is part of the game and that you should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.

IN THE CLASSROOM – In the academic arena, a good athlete becomes a good student. A student athlete is successful on the field and in the classroom. If you are lazy in class, you will be lazy on the practice field or floor and will never reach your full potential. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to insure acceptable grades.

In addition to maintaining good scholarship, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times. Horseplay and unnecessary boisterousness are not approved habits of behavior. A healthy athlete should have a good attendance record.

ON THE CAMPUS – The way we act and look on campus is of great importance. Athletes should be leaders, and fellow students should respect and follow them.

CODE OF CONDUCT

Effective administration of extracurricular/interscholastic activities requires site-based management of these programs. Each school that offers the opportunity for extracurricular/interscholastic activities will implement a Student Activity Code of Conduct. This Code of Conduct reflects the mores and sensibilities of each individual school

community and is consistently applied throughout all extracurricular and interscholastic programs. Every Student Activity Code of Conduct will include an explanation of the Rules of Conduct, Methods of Enforcement, and Dispositions of Infractions. Every Code will include the following:

- A commitment to establishing and promoting a positive image of the program, the school and the school district
- The expectation of sportsmanlike conduct from participants
- Adherence to the Bartow County School District's Discipline Code
- The expectation that students will not be involved in criminal acts or acts of moral turpitude
- The establishment of team/activity rules

Violations of the Student Activity Code of Conduct that are verified through a reliable source (school administrator, teacher, coach/sponsor, staff member, parent of involved student, law enforcement agency, etc.) will be investigated thoroughly by the school administration or designee. The violation(s) may result in disciplinary action and/or suspension from extracurricular/interscholastic activities regardless of whether the offense occurred at a school related or non-school related activity.

Based on the decision of the principal or designee, a participant in extracurricular/interscholastic activities may encounter one or more of the following dispositions for Code of Conduct infractions:

- Extra practice time, lap time, or other forms of conditioning
- Coach/student conference
- Coach/parent conference
- Loss of position
- Loss of awards privilege
- Loss of performance or participation privilege which can include a suspension of part or all of current season, and/or part or all of the next season in which he/she is a participant
- Permanent suspension for all extracurricular/interscholastic programs for the remainder of their school career
- The school reserves the right to permanently dismiss a student from all extracurricular/interscholastic programs for the remainder of their school career upon arrest or conviction of felony crimes or crimes of moral turpitude.

Reporting Suspensions

- Parent/guardian will be notified of the student's suspension.
- A suspension report will be filed with the school's Principal/Athletic Director.

Duration

This policy will be in effect year-round.

In addition to the above minimum guidelines, students will abide by all standards and guidelines established in the Georgia High School Association Constitution and By-Laws and the Bartow County Athletic and Activities Handbook.

Each student participating in an extracurricular/interscholastic activity will be given a Code of Conduct that has been approved by the principal and meets minimum guidelines set forth in this policy. This Code of Conduct must be signed by both the student and parent/guardian and returned to the Coach/Sponsor prior to participation.

Students removed, suspended, or dismissed from activities because of violations of Bartow County Discipline Code and/or Local, State, or Federal Laws will not regain eligibility by transferring to another Bartow County School. Concerns related to these types of actions may be specifically addressed to the Principal/Designee.

COMMUNITY SPONSORED ACTIVITY GROUPS

- All activities not sponsored by the school or school based organizations will be considered a community-sponsored activity. The school and/or school district are not liable for these activities. Groups sponsoring these activities must comply with the facilities use guidelines and any required lease agreements that will include insurance coverage required by the facilities use contract.
- All financial accountability, including collection and disbursement of monies by community sponsored groups, must be handled independently of the school district, school, booster club, and/or any group representing the school.

GROOMING AND DRESS POLICY

A member of an athletic team is expected to be well groomed. "He shows up best who shows off least." Appearance, expression and actions always influence people's opinions of athletes, the team and the school. Once you have volunteered to be a member of a squad, you have made a choice to uphold certain standards expected of athletes in this community.

In order to further good sportsmanship, maintain good health habits, good performance, respect for rules and authority, establish leadership, team pride, and discipline; eliminate disruptive influences and disturbances in the locker rooms, on the practice fields and gymnasiums, or trips.

TRAINING RULES AND REGULATIONS

It is the overwhelming opinion of health educators and coaches that athletes perform best when they follow intelligent training rules, which include restrictions on tobacco(vapes, E-Cigs, etc), alcohol and drugs. Medical research clearly substantiates the fact that use of tobacco, alcohol and any type of mood modifying substances produce harmful effects on the human body.

The coaches of Bartow County, concerned with the health habits of the student athletes of this community, are convinced that athletics and the use of these substances are not compatible. It is also a fact that when students have strong interest to participate in athletics, their desire to use the substances is greatly reduced.

QUITTING OR TRANSFERRING SPORTS

Quitting is an intolerable habit to acquire. There is not a place in athletics for quitters. On occasion however, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the athlete should:

- A. Talk with your immediate school coach and then the head coach.
- B. Report your situation to the Athletic Director.
- C. Check in all equipment issued to you.

Failure to follow this procedure in dropping a sport will result in the loss of your privilege to begin another sport until the one you quit has finished. Under adverse conditions you could receive special permission from the coach whose sport you quit, if both coaches agree and the principal agrees that this is in the best interest of the athlete and the programs involved. The principal has the final call.

EQUIPMENT

School equipment checked out by the student is his/her responsibility. He/She is expected to keep it clean and in good condition. Loss of any equipment is the athlete's financial obligation.

MISSING PRACTICE

An athlete should always consult his/her coach before missing practice. Missing practice or a game without good reason will be dealt with severely. Sudden illness or some other emergency would be a good reason for missing a practice or game.

TRAVEL

All athletes must travel to and from athletic contest in transportation provided by the school's athletic department. Athletes will remain with their squad and under the supervision of a coach when attending away contest. All regular school bus rules will be followed including: food, noise, remaining in seats, care and respect for equipment. Dress appropriately and in good taste.

CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES

An individual student who attempts to participate in too many extra-curricular activities will, undoubtedly, be in a position of conflict of obligations. The athletic department recognizes that each student should have the opportunity for a broad range of experience in the area of extra-curricular activities; and to this end, will attempt to schedule events in a manner so as to minimize conflicts. Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors/coaches involved immediately when a conflict does arise. When conflicts do arise the sponsors/coaches will get together and work out a solution so the student does not feel in the middle. If a solution cannot be found, then the Athletic Director/Principal will have to make the decision based on the following:

- A. The relative importance of each event
- B. The importance of each event to the student
- C. The relative contribution the student can make.
- D. How long each event has been scheduled
- E. Talk with parents.

A student is not to be penalized once a decision has been rendered and the student has complied with that decision. If it becomes obvious a student cannot fulfill the obligations of multiple school activities, he/she should re-consider their participation goals.

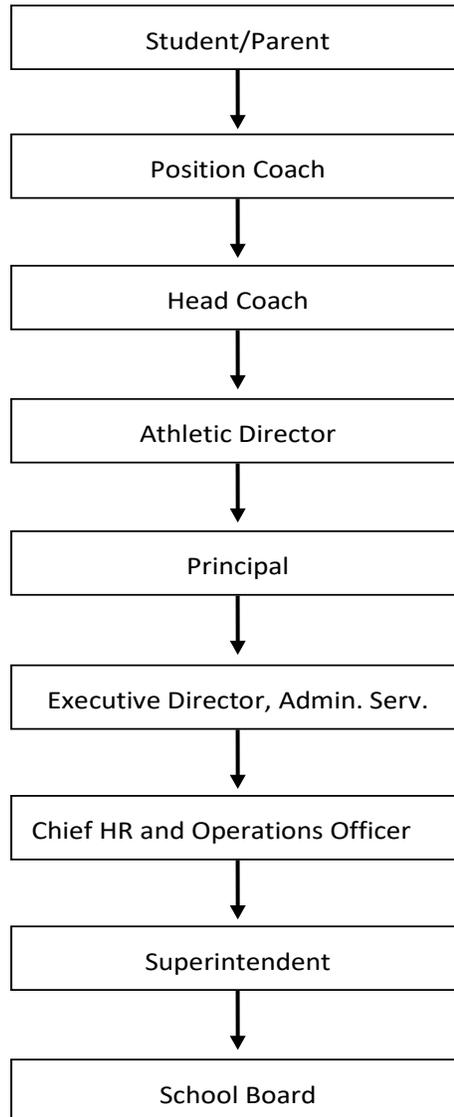
ISSUES NOT SPECIFICALLY COVERED BY WRITTEN POLICIES

These issues will be handled at the discretion of the principal, athletic director, and the head coach of the specific sport.

STUDENT/PARENT COMPLAINT PROCESS

Bartow County School System for:

1. Information
2. Voice your opinion
3. Equipment needs
4. Facility Issues
5. Conflicts



If you follow a different path, you jeopardize finding the quickest, easiest, and most productive solution to your issue. All coaches, athletic directors, and administrators are DIRECTED to follow this chain of command.

Administrative Responsibilities

Coaches

- The term coach will be used to refer to coaches, directors (band, chorus, etc), sponsors, and any other person who is assigned to supervise extracurricular or performance type activities.
- An athletic coach must be a certified employee of the Bartow County School District and meet the qualifications of the Georgia High School Association (GHSA).
- Interscholastic athletics and other extracurricular activities in the Bartow County School District will be administered as a part of the total school program and under the same administrative guidelines as other parts of the educational program.
- All events in which Bartow County Schools participate will be conducted under the rules and regulations of:
 - Bartow County School Board
 - State School Board Policy
 - State School Standards
 - Georgia High School Association
 - Southern Association of Colleges and Schools Accrediting Agency
- Each coach will be responsible for reviewing and becoming familiar with the Bartow County Athletic Handbook, along with his or her specific athletic/activity section of the Georgia High School Association Constitution and By-Laws. They will also be responsible for reviewing and becoming familiar with the specific interpretations of the rules pertaining to their particular sport/activity.
- The guidelines for handling complaints between Bartow County School District Schools are as follows:
 1. Call the school's Athletic Director and present all facts.
 2. Athletic Director will notify Principal.
 3. Principal will notify the Coordinator of Administrative Services.
 4. Coordinator of Administrative Services will notify Superintendent
 5. Only after the Superintendent or the appropriate designee gives permission, may a school contact GHSA regarding another Bartow County School.
- The activities program is an integral part of the school program. All coaches must be considered as teachers first and coaches second, even though the two aspects of the program are interrelated.
- Coaches will exhibit interest in the total school program and have the same responsibility toward faculty meetings, in-service meetings, assemblies, PTA, and other school activities as other teachers.
- In contacts with patrons outside the school program, it is the responsibility of the coach to interpret school regulations and policies and to ensure that they are adhered to insofar as possible. Good judgment on the part of coaches may avoid embarrassment or the creation of friction and misunderstandings. Coaches have much influence on the schools' public relations.
- Coaches are in a unique position to influence behavior and character development. Therefore, it is essential the coach's conduct is of the highest standard and that they

assume the responsibility for assuring equally desirable conduct from the members of their teams/student groups. Some specific areas of emphasis are:

- Use of profanity by coaches while in the performance of duties will not be permitted.
- Use of tobacco by staff will not be permitted while on school grounds or in the presence of, and while working with, students and/or supervising students' activities or school-sponsored events.
- Coaches and students will not be allowed to argue with officials or display other unsportsmanlike acts before, during, or after the event.
- Coaches are expected to be well groomed and appropriately dressed at all times.
- Coaches are expected to be supportive of administrative decisions, even those with which they may disagree.
- Middle/High school teachers applying to serve as a coach at another middle/high school should have the consent of the principal at the school in which the teacher is employed. If consent is not given, an appeal may be made to the Coordinator of Administrative Services.

ATTENDANCE

- Students will be permitted to participate in conditioning, tryouts, and games or practice for extracurricular activities only if they have been in attendance at least one-half of the day according to the State Board of Education. Exceptions must have administrative approval.
- Extracurricular activities must not interfere with the regular school day. Exceptions must have administrative approval.
- The coach will monitor all students participating in performance activities and encourage proper emphasis on scholastic achievement.

AWARDS

- The procedure for lettering and other awards for each interscholastic activity will be submitted, in writing, to local school administration for approval before the beginning of each season/school year.
- After approval, the lettering procedure will be made clear, in writing, to all participants before practice begins.
- It is recommended that a scholastic award be given in each activity.
- The Athletic Director/Principal must approve awards furnished by the booster club, an individual, or outside organization prior to presentation.
- Refer to GHSA Constitution and By-Laws for further guidelines regarding awards.

BOOSTER CLUBS AND FUNDRAISING

Booster clubs are an important part of the athletic and extracurricular program in the Bartow County School District. Booster clubs play an important role in supporting, encouraging, and in advancing these programs. The following rules and regulations are basic and broad guidelines for the establishment and operation of all booster clubs that support Bartow

County Schools. The principal of each individual school must approve all booster clubs, and questions about individual booster clubs will be addressed to the principal of each school.

- Booster clubs exist only to support the school and its program.
- A copy of each booster club's constitution, by-laws, and annual budget must be submitted to the Athletic Director/Principal before club activities each year. Each booster club will have a written philosophy with clear-cut objectives to be carried out by the club.
- Each booster club will have in its constitution procedures for an annual audit. The Athletic Director/Principal has the right and the authority to audit booster club financial records.
- Each booster club will develop an annual budget with input from the coach or sponsor, and submit it to the principal for approval prior to the start of the season. A final annual financial report will be submitted to the Athletic Director/Principal at the conclusion of the season.
- The booster clubs will provide a copy of their treasurer's report at each meeting.
- The Principal or his/her designated representative will approve all booster club meeting dates, the meeting site, and the time of the meeting.
- Coaches or sponsors of each individual activity will attend booster club meetings.
- All fundraisers and projects conducted by a booster club must have prior written approval of the Principal or his/her designee. Booster clubs must follow all Bartow County School District guidelines pertaining to fundraising activities and facilities usage. ***The Georgia Sales and Use Tax Regulations Prohibit Booster Clubs Access to the School's Sales Tax Exemption Form.***
- Booster clubs must abide by all guidelines, rules, and policies set forth by Bartow County Board of Education, State Board of Education, Georgia High School Association and all local, state, and federal laws.
- All gifts or donations given to the school by the booster club will be accepted by the principal with a signed statement indicating that they will become the property of the school.

BOOSTER CLUB BUDGET FORM

School _____ Year _____

Booster Club _____ Sport/Gender _____ / _____

| Income | PROPOSED | ACTUAL (Annual) |
|---------------------|-----------------|------------------------|
| Gate Receipts | _____ | _____ |
| Entry Fees | _____ | _____ |
| Camps | _____ | _____ |
| Dues | _____ | _____ |
| Donations | _____ | _____ |
| Sponsorships | _____ | _____ |
| Concessions | _____ | _____ |
| Program/Ad Sales | _____ | _____ |
| Fundraisers* _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| Other _____ | _____ | _____ |
| Other _____ | _____ | _____ |
| Other _____ | _____ | _____ |
| TOTAL INCOME | \$ _____ | \$ _____ |

| Expenses | PROPOSED | ACTUAL (Annual) |
|---------------------------|-----------------|------------------------|
| Entry Fees | _____ | _____ |
| Camps | _____ | _____ |
| Uniforms | _____ | _____ |
| Equipment | _____ | _____ |
| Supplies | _____ | _____ |
| Travel/Transportation | _____ | _____ |
| Meals | _____ | _____ |
| Field Maintenance | _____ | _____ |
| Facilities & Equip Rental | _____ | _____ |
| Publicity | _____ | _____ |
| Medical Supplies | _____ | _____ |
| Officials | _____ | _____ |
| Banquet | _____ | _____ |
| Awards | _____ | _____ |
| Other | _____ | _____ |
| Other | _____ | _____ |
| Capital Expenditures** | _____ | _____ |
| TOTAL EXPENSES | \$ _____ | \$ _____ |

*Principals must approve all fundraisers.

**All Capitals Expenditures must have appropriate approval.

Coach _____ Date _____

Booster Club Representative _____ Date _____

Principal/Designee _____

Date Approved
Proposed Budget

Date Approved
Annual Budget Report

COACHES EDUCATION REQUIREMENTS (GHSA)

GHSA requires that an athletic coach must be a professional teacher meeting the teaching requirements and be employed by only one board of education or similar governing authority, regardless of whether or not they are paid for their services (Note: exception when all boards of education or similar governing authorities and all principals/headmasters involved sign a consent form on an annual basis, he or she may coach at another School District), and:

- Be employed for 20 or more hours per week on a regular basis in a professional contracted position and hold a teaching certificate or leadership certificate issued by the State of Georgia, or
- Be employed for 20 or more hours per week on a regular basis as a JROTC Instructor in the school's JROTC program, or
- Be assigned as a student intern in a practice teaching situation under the guidance of a college or university teacher training program, or
- Be a retired teacher teaching or supervising less than one-half time (40 hours considered full time), or
- Be a certified teacher or administrator at a member school on medical leave governed by the "Family Medical Leave Act" and/or the "Georgia Teacher Maternity Leave of Absence" policy. (See GHSA Forms Notebook)
- GHSA member schools may use persons who are not professionally certified teachers as assistant coaches in their athletic programs. These individuals are referred to as "community coaches" or "lay coaches" and must be certified by GHSA.

CONCUSSIONS/Sudden Cardiac Arrest:

2.68 GHSA Concussion Policy and SB 60, Sudden Cardiac Arrest Prevention Act

(a) **GHSA Concussion Policy:** In accordance with Georgia law and national playing rules published by the NFHS, any athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include: licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician's assistant, or certified athletic trainer who has received training in concussion evaluation and management).

(1) No athlete is allowed to return to a game or practice on the same day that a concussion (1) has been diagnosed OR (2) cannot be ruled out.

(2) Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.

(3) It is mandatory that every coach in each GHSA sport (including Community Coaches, Student Teachers, and Interns) participate in a free, online course on concussion management prepared by the NFHS and available at www.nfhslearn.com at least every two years.

(4) Each school will be responsible for monitoring the participation of its coaches in the concussion management course, and shall keep a record of those who participate.

(5) Each school must distribute to every athlete and his/her parent/guardian an information sheet that includes: the dangers of concussion injuries, the signs/symptoms of concussion, and the concussion management protocol outlined in this by-law. This sheet must be signed by the parent/guardian of each athlete and a copy kept on file at the school.

(b) ***SB 60, Jeremy Nelson and Nick Blakely Sudden Cardiac Arrest Prevention Act: In accordance with Georgia law:***

(1) Each school must distribute to every athlete and his/her parent/guardian an information sheet that includes: the Early Warning Signs, How to Recognize Sudden Cardiac Arrest, and Learn Hands-Only CPR outlined in this by-law. This sheet must be signed by the parent/guardian of each athlete, each athlete and a copy kept on file at the school.

(2) Each school must hold an informational meeting twice per year regarding the symptoms and warning signs of sudden cardiac arrest. At such informational meeting, an information sheet on sudden cardiac arrest symptoms and warning signs shall be provided to each student's parent or guardian. In addition to students, parents or guardians, coaches, and other school officials, such informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

Policy

Descriptor Code: JGFGB

Concussion Management

1. Prior to the beginning of each season of any extracurricular athletic activity, all parents or legal guardians of participating students shall be provided an information sheet informing them of the nature and risk of concussion and head injury.
2. If a student participating in an extracurricular athletic activity exhibits symptoms of having a concussion, he or she shall be removed from the activity and be examined by a health care provider.
3. If a student is deemed by a health care provider to have sustained a concussion, the coach or other designated personnel shall not permit the student to return to play until he or she receives clearance from a health care provider for a full or graduated return to play.
4. As used in this policy, a "health care provider" means a licensed physician or another licensed individual under a physician's supervision, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.
5. Coaches, employees, and other designated individuals supervising extracurricular athletic activities are expected to use their training, personal judgment and discretion in implementing this policy.
6. This policy is not intended to create any liability for, or create a cause of action against, the Board of Education or governing body of a charter school or their officers, employees, volunteers or other designated individuals for any act or omission to act related to the removal or non-removal of a student from an extracurricular athletic activity.
7. The Board authorizes the Superintendent to direct the development of administrative regulations and/or guidelines needed to implement this policy.

| State Reference | Description |
|------------------------|--------------------|
|------------------------|--------------------|

| | |
|----------------------|---|
| O.C.G.A 20-02-0324.1 | <u>Concussion management and return to play policies for youth athletes</u> |
|----------------------|---|

CODE OF CONDUCT

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- The establishment of team/activity rules

Violations of the Student Activity Code of Conduct that are verified through a reliable source (school administrator, teacher, coach/sponsor, staff member, parent of involved student, law enforcement agency, etc.) will be investigated thoroughly by the school administration or designee. The violation(s) may result in disciplinary action and/or suspension from extracurricular/interscholastic activities regardless of whether the offense occurred at a school related or non-school related activity.

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- All activities not sponsored by the school or school based organizations will be considered a community-sponsored activity. The school and/or school district are not liable for these activities. Groups sponsoring these activities must comply with the facilities use guidelines and any required lease agreements that will include insurance coverage required by the facilities use contract.
- All financial accountability, including collection and disbursement of monies by community sponsored groups, must be handled independently of the school district, school, booster club, and/or any group representing the school.

COMPLIMENTARY PASSES

- Bartow County School District Employee/Retiree Photo Identification Badges will serve as a complimentary pass for the bearer, plus one, for admission to Bartow County School District athletic/extracurricular events. Complimentary passes are not valid at Region or State playoff contests.
- Georgia High School Association Pass: Only the bearer of this pass, plus one, will be admitted. A photo ID must be presented for State Tournament level events.

COST TO THE PARTICIPANT

- Fundraisers which could be construed as “**pay to play**” for the athlete or his/her family should be **avoided**.
- The financial cost to the participant of a performance type activity will be held to a minimum.

- No student will be discriminated against or discouraged from participating in an activity that is sponsored by Bartow County School District because of any personal financial obligation associated with that activity.
- If funds are not available in the local budget to fully finance such activities as cheerleading, drill team, etc., then expenditures will be limited so as not to cause a hardship on individuals who wish to participate.
- Team or group expenditures must be submitted for administrative approval and cannot be determined solely by the coach/sponsor or a majority vote of the participants.

ELIGIBILITY

- Each coach, when applicable, is responsible for becoming familiar with the state, county, and GHSA eligibility requirements and assuring the local administration that there are no violations.
- An eligibility report must be filed at least twenty days prior to the calendar date for the first game or contest in any activity. Each school is responsible for filing with GHSA the required eligibility papers. A computer form may be used if it contains all information on Form A in the same order. This form must be signed by the principal or designee.
- Each school must adhere to school board policy concerning student enrollment verification to ensure that each team member lives in the district with his/her legal guardian or parents. ***Student reassignment does not carry GHSA eligibility.***
- Interscholastic/performance activities must be in compliance with the Bartow County School District Eligibility Policies and State Board Policies.

GIFTS

**Policy
Gifts**

Descriptor Code: JL

The acceptance of gifts or money by certificated personnel from students under their supervision during a school year for coaching or tutoring is prohibited by the Bartow County Board of Education.

Bartow County Schools

Date Adopted: 11/14/2000

State Reference

Description

O.C.G.A 20-02-0984.1 [PSC-Adoption of standards of performance and a code of ethics](#)

State Board of Education Rule 160-5-1.18

COMPETITIVE INTERSCHOLASTIC ACTIVITIES IN GRADES 9-12: NO PASS/NO PARTICIPATE

(1) PURPOSE

The state board supports the offering of competitive interscholastic activities subject to reasonable rules and regulations that prevent any participation from interfering with the academic achievement of students.

(2) REQUIREMENTS

- (a) Each local board of education shall adopt a policy regulating competitive interscholastic activities (Refer to Bartow County Board of Education Policy IDE (1)).
- (b) The school principal shall regulate competitive interscholastic activities in his or her school and shall ensure that all staff members adhere to requirements.
- (c) A student wishing to participate in interscholastic competitive activities shall be enrolled full time in a public school.

(3) EXTERNAL RELATIONSHIP

- (a) The State Board of Education supports a cooperative relationship with the Georgia High School Association (GHSA) in establishing statewide regulations for high school interscholastic competitive activities. A local board of education may allow schools within its jurisdiction to join GHSA; however, nothing in this rule shall be deemed to authorize the use of state or local tax dollars for membership in GHSA.
- (b) The State Superintendent of Schools or designee serves as a member or the State Executive Committee of the GHSA. Reports shall be made to the State Board of any changes in the Georgia High School Association Constitution and Bylaws.

Authority O.C.G.A. § 20-2-240

Adopted: November 13, 1997

Effective: December 29, 1997

Competitive Interscholastic Activities, Grades 9-12

The Bartow County School System Board of Education believes individual students will benefit through opportunities to grow physically and intellectually through their experience in self-discipline and their contribution to team effort made possible through competitive interschool and intramural team and individual sports activities.

It is the Board's policy to provide high school students interscholastic athletic competition in a variety of sports. Students shall be allowed to participate in individual sports on the basis of their physical condition and desire. Qualified personnel shall be provided for coaching and supervising individual sports. In addition, it is the policy of the Board to provide intramural athletic activities as an outgrowth of class instruction in physical education and commensurate with the grade level of the students involved.

The purpose of high school athletics is both educational and recreational. The athletic program should encourage participation by as many boys and girls as possible and should be carried on with the best interests of the participants as the first consideration. This should be done without unreasonable interference with other obligations in the school community.

It is recognized that a well-organized and well-conducted athletic program is a potent factor in the morals of a high school student body and an important phase of good community-school relations. Too great an emphasis on winning contests or too consistent a record of losing them are both harmful to the development of good attitudes among students and the public.

Policy Conditions

1. The athletic program is an integral part of the high school curriculum and comes under the authority of the principal to the same degree as do all other phases of the curriculum.
2. Those teachers having direct responsibility for the conduct of the athletic program of the school are required to conform in all ways to the general education program as laid down by the Board and administration, including such matters as schedules, financial expenditures, relationships with other schools, and health and safety regulations.
3. The Bartow County High Schools are members of the Georgia High School Association and in all athletic matters will adhere firmly to the rules and regulations of that body and to the philosophy of sports which GHSA encourages. The eligibility of students to participate in the athletic program is determined in accordance with GHSA regulations.

4. No student may start practice for any athletic team until he or she has been examined and approved by a medical doctor and until written consent has been obtained from the parent.
5. Insurance against accident or injury shall be required of parents of students engaging in interscholastic athletics. (See IDE-E)
6. An attempt will be made to have immediate medical supervision available at all athletic competition and practice sessions at all levels of competition.

State Board of Education Rule 160-5-1.19

GRADES 6-8: COMPETITIVE INTERSCHOLASTIC ACTIVITIES

(1) PURPOSE

The state board supports the offering of competitive interscholastic activities subject to reasonable rules and regulations that prevent any participation from interfering with the academic achievement of students.

(2) DEFINITIONS

(a) **Competitive interscholastic activities** – any function held under the auspices or sponsorship of a school that involves its students in competition between individuals or groups representing two or more schools. Cheerleading, bands, and chorus are included in this definition if the members compete in scheduled activities with students representing a different school.

(b) **School day** – the period between the time students are required to report and the time of dismissal as specified by the local board of education.

(3) REQUIREMENTS

(a) Each local board of education shall adopt a policy regulating competitive interscholastic activities for grades 6-12. Refer to Bartow County Board of Education Policy IDE.

(b) The school principal shall regulate competitive interscholastic activities in his or her school and shall ensure that all staff members adhere to requirements.

(c) Each school principal shall maintain documentation and upon request provide evidence that the following requirements are met.

1. Student Eligibility

- For determining student eligibility, the grading period shall be either a quarter or a semester as specified by local board of education policy. The same period shall also be the minimum length of the ineligibility period.
- Students participating in competitive interscholastic activities shall pass a minimum of five subjects carrying credit toward

grade promotion in the local board-designated grading period immediately preceding participation. • Students initially enrolling in the first quarter or semester of the seventh grade are exempt from this requirement.

- Exploratory subjects taken during the same quarter or semester are averaged to count as one subject for eligibility purposes.
- Students participating in competitive interscholastic activities shall be enrolled full time in a public school and take a minimum of five subjects carrying credit toward grade promotion during the local board-designated grading period of participation.
- Student eligibility shall be determined on the first school day of a quarter or semester.
- A student is eligible to practice/condition for first quarter/semester activities if he or she has passed a minimum of five subjects carrying credit toward grade promotion during the preceding third quarter or second semester, or 3 out of 4 for high school students on the block schedule.
- A maximum of two subjects taken in summer school and carrying credit toward grade promotion may be counted for eligibility purposes for participation in first quarter/semester activities.
- If a student receives an incomplete for a subject that will be used to establish eligibility, he/she may complete make-up work that will change the incomplete to a grade provided this opportunity is available to all students.
- To participate in first quarter/semester competitive activities, the student shall complete all make-up work within 14 calendar days from the end of the previous third quarter or second semester.
- To participate during the second quarter, third quarter, or second semester, the student shall complete all make-up work within 14 calendar days from the first day of the respective quarter/semester.
- A student is ineligible until make-up work is completed and the required passing grade(s) is/are recorded in the student's permanent record.
- Independent study course credit taken in summer school may not be used to gain eligibility.
- Summer school credits earned in non-accredited home study programs or non-accredited private schools may not be used to gain eligibility. For summer school credits to be accepted for eligibility purposes from either private schools or home study programs, the credits must have been earned in programs approved by an accrediting agency recognized by the State Board of Education in accordance with Rule 160-5- 1-.15 Acceptance of Transfer Credit and/or Grades.

2. Physical Examination

All students who participate in competitive interscholastic athletics shall have an annual physical examination prior to participation in any tryout, practice or conditioning, whichever comes first. The physical examination form shall indicate approval for participation and be signed by a doctor of medicine or a doctor of osteopathy. The physical examination form shall also include the date that the exam was performed (month, day, and year), the student's name and the physician's signature.

3. Time Restrictions

- Competitive interscholastic activities and all individual and group practice for such activities shall be conducted outside the school day.
- Competitive interscholastic activities and group and individual practice on a day preceding a school day may not begin prior to the end of the school day and must end no later than four hours after the close of the home team's school day.
- Only one day or night each week preceding a school day may be used to schedule the same competitive interscholastic activity; tournaments are excluded from this restriction.
- The number of games scheduled shall not exceed 60 percent of the number of regularly scheduled games played by the high school varsity in any given sport. One tournament, not to exceed four games, may be played in addition to the regular season games.

4. Seasonal Practice

- Spring football practice shall be scheduled so that it does not interfere with other regular season sports, academics, or examinations.
- If individual players are participating in scheduled league or association playoffs for one sport, these players shall be excused from spring football practice for the duration of the playoffs.
- Neither school personnel, sponsors nor coaches shall suggest, require, or otherwise attempt to influence students to participate in, practice and/or condition for a competitive interscholastic activity during the school day.

5. Special Provisions

- Special education students shall meet the same eligibility requirements as regular students, except that the courses passed must be according to the student's IEP. Special Olympics or other athletic programs designed exclusively for students with disabilities are exempt.
- Students who have not attained ninth grade status, but are participating in high school competitive interscholastic activities shall abide by the appropriate grades 6-8 requirements. The principal of grades 6-8 shall be responsible for the compliance of this requirement.
- Ineligible students are prohibited from practicing or dressing out for competitive interscholastic events.
- The provisions of this rule do not apply to participation in vocational clubs, academic bowls, geography bees, spelling bees, science fairs, math bowls, or specific subject area fairs.
- Local boards of education may allow schools within its jurisdiction to join leagues or appropriate associations for the purpose of formulating and enforcing uniform rules of eligibility and play. Nothing in this rule shall be deemed to authorize the use of state or local tax dollars for membership in these organizations.
- Retention of students for athletic purposes is prohibited.
- If a school chooses to retain a student in grade 6, 7, or 8 who has passing grades, the school shall document the educational reasons for the retention. Written documentation shall be maintained in the student's permanent record and shall include the following information.
 - A parent/guardian's written request outlining the reasons for requesting the retention and/or a school initiated written request with accompanying written approval of the request by the parent/guardian.
 - Statements from two professional sources from outside the school justifying the retention for educational reasons.
 - Written approval of the retention request and justification of the retention for educational reasons by the principal, the superintendent and by two teachers (other than athletic coach) who have taught the student.

(4) WAIVERS/VARIANCES

- (a) Requests for waiver or variance of provisions in this rule may be made by a student or a student's parent or guardian, by school or school district personnel, or by a local board of education.
- (b) Such requests shall include the following information.
- The requirement from which a variance or waiver is requested.
 - The type of action requested.
 - The specific facts of substantial hardship which would justify a variance or waiver for the petitioner, including the alternative standards which the person seeking the variance or waiver agrees to meet and a showing that such alternative standards will afford adequate protection for the public health, safety, and welfare.
 - The reason why the variance or waiver requested would serve the purpose of the rule on competitive activities.
 - The activity involved.
 - Evidence that supports the request, including statements of students and/or parents, school personnel, and doctors (if medical condition is involved); student grade reports; official student transcripts; and any other pertinent information.
- (c) The State Board of Education authorizes the state school superintendent to approve or deny requests for waivers/variances of this rule when requirements pose an undue hardship upon the student or the school.

Authority O.C.G.A. § 20-2-240.

Adopted: November 13, 1997

Effective: December 29, 1997

EQUIPMENT AND FACILITIES USE AND CARE

- Members of the faculty may not give permission for non-school use of school facilities.
- No keys will be loaned or duplicated except by permission of the principal. No student manager will have keys assigned to him/her.
- The supervision and care of all facilities are part of the overall safety and responsibility effort of the individual coach as well as the administration.
- Supervision must be provided any time students are in the dressing rooms or other school facilities.
- An equipment and supply inventory must be taken by each coach before the beginning and at the end of each season. The information on this inventory will be used for inventory control and budget planning purposes. The coach will ensure that all equipment is cleaned and stored. Home and visitors' dressing rooms, offices, etc., will be kept clean and orderly at all times.
- The principal or his/her designee will coordinate all use of facilities. Facilities Use Contracts must be approved by the Superintendent.
- Any non-school sponsored group using any school facility will require a Facilities Use Contract approved by the Superintendent.
- The principal's designee is responsible for inspecting all aspects of the facilities where games will be played at least 10 days before the first contest. This inspection will include such items as scoreboard, lights, field equipment, dressing rooms, press box, public address system, benches, goals, gates, public restrooms, etc.
- When uniforms are checked out to an individual participant, that student is responsible for the uniform and must pay for articles damaged by improper use or loss.
- The Bartow County School Board procedure for disposing of unusable or unneeded equipment will be strictly followed.

FINANCIAL ACCOUNTING GUIDELINES

Admissions/Ticket Sales Persons in charge of admissions and/or ticket sales shall complete a Report of Admissions or Tickets Sold Form for each activity for which tickets are sold for admission. Examples are athletic events, dances, drama productions.

Admission tickets shall be pre-numbered. A ticket must be given to each person entering an event. If it is necessary to sell tickets at more than one location (such as two or more gates at a football game), a form shall be completed for each location, and a record maintained of the ticket numbers issued to each seller or gatekeeper.

Proceeds from a night performance or activity shall be deposited in a night depository. The collections should be retrieved from the bank the next working day and verified. The bookkeeper shall then issue an official receipt acknowledging collection. This receipt shall

be securely attached to the Report of Admissions or Tickets Sold. Cash receipts should NEVER be taken home for safekeeping.

It is recognized that errors may occur in making change and that the actual cash turned in may not agree always with the number of tickets sold. For this reason, any difference in the potential cash and the actual cash in the cash box shall be shown on the report and explained. This form shall be signed by the seller, reviewed and initialed by the principal, and verified by the bookkeeper before a receipt is issued.

All monies received for each performance shall be deposited intact and no payments shall be made in cash to officials, security personnel, workers, or other employees. Employees will be paid through payroll and other people will be paid by school check for Casual Labor. When employees are paid through payroll, a school check for the total of salary and benefits will need to be forwarded to the Accounting Department to cover the payroll expense. Benefits for employees being paid for casual labor activities should be calculated at 7.65% above their gross pay to cover employer benefits. Casual workers should be flagged in accounts payable for 1099 receipt.

ATHLETIC EVENTS

Since large amounts of money are collected at football and basketball games, the following procedures are required: Assign two people to each gate. One person will sell tickets and collect money; the other person will collect the tickets at the gate. Only one person needs to be at a pass gate or other gate where tickets are not sold.

- Appropriate security measures should be established for the collection of cash and these measures should be followed by the ticket sellers and the police personnel, if used.
- Bank deposits should be made using regular deposit procedures on the day of the event or, if a night event, dropped in the night depository and retrieved for regular deposit the following working or banking day. It is a good idea to have a security person accompany the deposit, if possible. **YOU SHOULD NEVER TAKE GATE RECEIPTS HOME FOR SAFEKEEPING.**
- **After collection, do not cash checks from the gate receipts. Also, do not pay workers or security personnel in cash.**
- A Report of Admissions or Tickets Sold Form must be completed and signed by the person responsible for collecting money.

FUNDRAISING

The principal will approve all fundraising activities in advance. All **student fundraising** must be approved by the Bartow County Board of Education prior to the activity and accounted separately on the school's accounting record. Students will not be required to participate in fundraising in order to participate in extracurricular activities.

GENDER EQUITY

The Bartow County School District does not discriminate on the basis of gender in its athletic programs. The Sports Equity Coordinator for this school district is the Director of Student Support. Inquiries or complaints concerning sports equity in this school district may be submitted to the Sports Equity Coordinator.

Director of Administrative Services
Michael Nelson
86 Registration Drive
Cartersville, GA 30121
770-606-5800 ext. 2415

Board Policy
Gender Equity in Sports

Descriptor Code:IDFA

It is the policy of the Bartow County Board of Education to prohibit discrimination based on gender in its athletic programs. As a part of achieving this goal, the Bartow County School District annually shall notify all of its students of the name, office address, and office telephone number of the employee(s) who coordinate efforts to comply with and carry out the provisions of state law. This notification shall be included in a student handbook containing the code of conduct and distributed to all students.

An equity in sports grievance procedure is hereby adopted which provides for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action which would be a violation of the pertinent Code section. The grievance procedure shall be as follows:

1. The employee designated as the person who coordinates efforts to comply shall render his or her decision in writing no later than 30 days after receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision.
2. A copy of such decision shall be provided to the complainant within five days of the date of the decision; and
3. A complainant shall have a right to appeal such decision to the local board within 35 days of the date of the decision.
4. A complainant may appeal a decision of the Board in accordance with the procedures specified in O.C.G.A. §20-2-1160.

The design of the system athletic program shall take into consideration the following;

1. Whether the selection of sports and levels of competition effectively accommodate the interests and abilities of both sexes;
2. The provision of equipment and supplies;
3. Scheduling of games and practice time;
4. Provision of locker rooms, practice and competitive facilities;
5. Publicity.

Separate locker rooms and shower facilities shall be provided and shall be of comparable quality. Separate practice and/or playing fields may be used if deemed necessary, but shall be of comparable quality.

GENDER EQUITY IN SPORTS – GRIEVANCE PROCEDURES

It is the policy of the Bartow County Board of Education (“Board”) to prohibit discrimination based on gender in its elementary and secondary school athletic programs, in accordance with the Georgia Equity in Sports Act. The following grievance procedures are used to provide for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action which would be a violation of the Georgia Equity in Sports Act.

1. The student, parent, or guardian must submit a complaint on the Gender Equity in Sports Grievance Form and submit the completed form to the sports equity coordinator. The sports equity coordinator will date-stamp the complaint when received. (See BCSS Student Handbook)
2. The sports equity coordinator will take all reasonably necessary steps to ascertain the essential facts regarding the circumstances surrounding the complaint. The sports equity coordinator may obtain additional information from the complainant and/or other individuals that may have knowledge of the circumstances surrounding the alleged violation. The confidentiality of any information obtained will be maintained in accordance with federal and state law and the School District’s policies on confidentiality of student and employee information
3. The sports equity coordinator will render a decision in writing no later than 30 calendar days after receipt of the complaint, and such decision will set forth the essential facts and rationale for the decision.
4. A copy of such decision will be provided to the complainant within five calendar days of the date of the decision, by either certified mail or hand delivery to the address provided by the complainant on the grievance form.
5. A complainant has the right to appeal such decision to the Board within 35 calendar days of the date of the decision. The request for appeal must be submitted by the complainant in writing to the Superintendent. The Superintendent’s office will date-stamp the complaint when received.
6. The Board will review all materials related to the matter and render a decision in writing no later than 30 calendar days or at the next regularly scheduled Board meeting after receipt of the appeal, whichever is later, and such decision will set forth the essential facts and rationale for the decision.
7. A copy of such decision will be provided to the complainant within 5 calendar days of the date of the decision, by either certified mail or hand delivery to the address.
8. A complainant may appeal a decision of the Board to the State Board of Education in accordance with the procedures specified in O.C.G.A. § 20-2- 1160.

HEAT STRESS

In compliance with Georgia High School Association (GHSA) Rules and By-Laws, Heat Policy Procedures and Guidelines shall be distributed each year to all student athletes. These guidelines are contained in the Bartow County School District Physical and Consent Form package.

In addition to distributing these guidelines, coaches/sponsors will work with students and parents to provide information concerning heat stress possibilities and make suggestions for proper precautions. For the student's safety and well being, students and/or parents will make the coach/sponsor aware of any medical conditions or problems the student may be experiencing.

A coach who supervises practices shall exercise good judgment in responding to a student who, at any heat index level, requests an unscheduled rest or hydration break. Additionally, a scientifically approved instrument that measures the heat index must be utilized at each practice to ensure that the written procedures and guidelines are being followed.

**Regulation
Supervision of Students**

Descriptor Code: JGFB-R(2)

Supervision of Students

Bartow County Schools will follow the GHSA statewide policy for conducting practices and voluntary conditioning workouts in all sports, band and any other school sponsored activity during times of extremely high heat and/or humidity that will be signed by each head coach at the beginning of each season and distributed to all players and their parents or guardians. The policy shall follow modified guidelines of the American College of Sports Medicine in regard to:

1. The scheduling of practices at various heat/humidity levels
2. The ratio of workout time to time allotted for rest and hydration at various heat/humidity levels
3. The heat/humidity level that will result in practice being terminated

A scientifically approved instrument that measures Wet Bulb Globe Temperature (WBGT) reading must be utilized at each practice to ensure that the written policy is being followed properly.

| WBGT READING | ACTIVITY GUIDELINES & REST BREAK GUIDELINES |
|---------------------|---|
| UNDER 82.0 | Normal activities --Provide at least three separate rest breaks each hour of minimum duration of 3 minutes each during workout |
| 82.0 -86.9 | Use discretion for intense or prolonged exercise; watch at-risk players carefully; Provide at least three separate rest breaks each hour of a minimum of four minutes duration each. |
| 87.0 – 89.9 | Maximum practice time is two hours. For Football: players restricted to helmet, shoulder pads, and shorts during practice. All protective equipment must be removed for conditioning activities. For all sports: Provide at least four separate rest breaks each hour of a minimum of four minutes each |
| 90.0--92.0 | Maximum length of practice is one hour, no protective equipment may be worn during practice and there may be no conditioning activities. There must be 20 minutes of rest breaks provided during the hour of practice. |
| OVER 92 | No outdoor workouts; Cancel exercise; delay practices until a cooler WBGT reading occurs |

GUIDELINES FOR HYDRATION AND REST BREAKS

1. Rest time should involve both unlimited hydration intake (water or electrolyte drinks) and rest without any activity involved
2. For football, helmets should be removed during rest time
3. The site of the rest time should be a “cooling zone” and not in direct sunlight.
4. When the WBGT reading is over 86:
 - a. ice towels and spray bottles filled with ice water should be available at the “cooling zone” to aid the cooling process.
 - b. Cold immersion tubs must be available for practices for the benefit of any player showing early signs of heat illness.

DEFINITIONS

1. **PRACTICE:** the period of time that a participant engages in a coach-supervised, school-approved sport or conditioning-related activity. Practices are timed from the time the players report to the field until they leave.

2. **WALK THROUGH:** this period of time shall last no more than one hour, is not considered to be a part of the practice time regulation and may not involve conditioning or weight-room activities. Players may not wear protective equipment.

PENALTIES: Schools violating the heat policy shall be fined a minimum of \$500.00 and a maximum of \$1,000.00.

In addition to GHSA Policy, Bartow County School System will adhere to the following regarding air quality:

GUIDELINES FOR OUTDOOR ACTIVITIES DURING SMOG ALERT

When students are involved in outdoor activities:

Each school shall monitor the current Air Quality Index (AQI) during the Smog Season, which is currently identified as May 1 through September 30. This information is available at the State of Georgia Department of Natural Resources. Air Pollution Control web site <http://uam.air.dnr.state.ga.us/>.

The Monitor sites at Waleska and Kennesaw are sites that can be used to monitor local conditions.

Air Quality Index

- The Air Quality Index (AQI) was developed by the U.S. Environmental Protection Agency (EPA) to provide accurate and timely information about the daily levels of air pollution. The AQI converts the measured pollutant concentration in a community's air to a number on a scale of 0 to 500. Refer to the enclosed AQI index. This index will be used to determine Smog Alert Days.
- When to Limit or Avoid Exposure:
 1. Check for "Smog Alert Days"
 2. Days forecasted as Code Orange, Red, Purple or Black.
 3. Refer to Administrative Guidelines for modifications.
- On "Smog Alert Days" plan limited outdoor exercise and activities for students and employees, particularly between the hours of 2 p.m. and 7 p.m., when smog levels tend to be highest.

Plan ahead for "Smog Alert Days" as you would for rainy days by setting up indoor student activities. Also, outdoor activities can be held in the morning and later in the evening to avoid conditions that are generally more severe. Finally, plan activities to reduce exertion time.

- Administrative Guidelines on Alert Days
 1. Each school will alter normal outside activities and/or inform students of health risks during Code Orange, Red, Purple and Black alert days.

2. On Alert Days activities will be restricted as indicated.

AQI reading of 101-150 (CODE ORANGE)

- Elementary and Middle School Students – Limit outdoor activities for all students by holding outdoor activities in the morning, reducing the normal length of the activity and/or doing activities which require moderate to low level of exertion.
- High School Students – Administration shall announce the potential health risk related to outside activities during alert days. The student/parent shall be responsible for the student's limitation of outside activities. The Administration shall not prevent any student from limiting his/her outside activities as they so choose on alert day.

AQI reading of 151-200 (CODE RED)

- Elementary and Middle School Students – No scheduled outdoor activities, reschedule activities for inside as would be planned for a rain day.
- High School Students – Administration shall announce the potential health risk related to outside activities during alert days. The student/parent shall be responsible for the student's limitation of outside activities. The Administration shall not prevent any student from limiting his/her outside activities as they so choose on alert days.
- Limit planned outdoor activities for all students on days forecasted as Code Red Alert Days. Substitute activities that require a moderate to low exertion level. Plan practice sessions before school or late afternoon after 6:00 p.m.

AQI reading of 201-300 (CODE PURPLE)

- Elementary and Middle School Students– No outdoor activities for all groups.
- High School Students – No outdoor activities for all groups. Exception would be scheduled GHSA sanctioned events governed by a required starting time. Students with an identified respiratory disease would require a medical release from their Doctor in order to participate.

AQI reading of 301-500 (CODE BLACK)

- Elementary and Middle and High School Students – NO outdoor activity for any individual.
- Everyone will stay inside except when moving between buildings or when transportation is required to and from school. Normal activities for all students can be resumed on the alert days when **ACTUAL** AQI readings are below 100 (Code Yellow or Code Green).

HEAT ILLNESS SYMPTOMS AND TREATMENTS

(As recommended by the National Athletic Trainers Association, July 1999)

Heat illness is used to define several types of afflictions suffered when an individual experiences a rising body temperature and dehydration. Following are the different forms identified by the NATA.

HEAT CRAMPS

Symptoms:

Muscle spasms caused by an imbalance of water and electrolytes in muscles.
Usually affects the legs and abdominal muscles.

Treatment:

Rest in a cool place
Drink plenty of fluids
Proper stretching and massaging
Application of ice in some cases

HEAT Exhaustion

Symptoms:

Can be a precursor to heat stroke
Normal to high temperature
Heavy sweating
Skin is flushed or cool and pale
Headaches, dizziness
Rapid pulse, nausea, weakness
Physical collapse may occur
Can occur without prior symptoms, such as cramps

Treatment:

Get to a cool place immediately and out of the heat
Drink plenty of fluids
Remove excess clothing
In some cases, immerse body in cool water

HEAT STROKE

Symptoms:

Body's cooling system shuts down
Increased core temperature of 104°F or greater
If untreated it can cause brain damage, internal organ damage, and even death
Sweating stops
Shallow breathing and rapid pulse
Possible disorientation or lose consciousness
Possible irregular heartbeat and cardiac arrest

Treatment:

Call 911 immediately
Cool bath with ice packs near large arteries, such as neck, armpits, groin
Replenish fluids by drinking or intravenously, if needed

INCLEMENT WEATHER (Cancellation of Athletics/Activities Relative to Inclement Weather or Other Emergencies)

The following are guidelines relative to cancellation of school due to inclement weather or other emergency/extreme conditions and the resulting impact upon athletics and extracurricular activities.

Early Dismissal of School

- Adhere to all specific instructions transmitted by the Superintendent of Schools or the appropriate designee.
- Students will go home when school dismissal occurs.
- No games/performances or practices.
- All school-based meetings/functions are cancelled.

Subsequent Days of School Cancellations

Occasionally school may be cancelled, but on the subsequent day, games/performances, practices and/or meetings/functions may resume if weather and/or other conditions permit. These directives must come from the Superintendent of Schools or the appropriate designee and will be implemented by the Principals' calling network. If clearance to resume activities cannot be obtained by 2:00 p.m. on the day of the scheduled activity, cancellation will continue to be in effect. This process will be repeated for all subsequent days until school is resumed. Do not resume games/performances, practices and/or meetings/functions, even if weather conditions improve, without approval as denoted above.

Extracurricular Activities, Practices, and/or Games in Process

Any principal or coach/sponsor may cancel any game, performance, or practice when individual situations warrant. The primary concern is for the safety of all involved. Proceed to facilitate transfer of all students, fans, coaches/sponsors, etc. to a safe location as soon as possible. If students are traveling by bus, the bus driver can monitor weather conditions through the Transportation Department by bus radio or telephone.

Note: When Regional or State Competitions occur during a time of school cancellation, each individual case will be evaluated independently to determine if a particular school can participate. The directive must come from the Superintendent of Schools or the appropriate designee.

INFORMATION AND CONSENT

No student will be allowed to participate in conditioning, tryouts, practice or contest until the Information and Consent Forms are completed and signed by the parent/guardian and this form has been placed on file at the school.

INSURANCE

No student will be allowed to participate in conditioning, tryouts, practice, or contest until an insurance form, signed by the parent/guardian, has been placed on file at the school.

LIGHTNING SAFETY GUIDELINES

Georgia High School Association's regulations require lightning detectors at all outdoor venues. Guidelines have been developed to ensure standard compliance with this regulation by Bartow County School District high schools.

OFFICIALS

- The head coach/athletic/activities director is responsible for securing officials, but must receive administrative approval before confirmation.
- Written contracts will be made with officials and signed by the principal.
- All varsity athletic events hosted by a GHSA-member school in football, softball, soccer, cross country, track, gymnastics, lacrosse, swimming, golf, tennis, volleyball, competitive cheerleading, basketball, wrestling, and baseball will be officiated by officials who are members of associations that are approved by the GHSA.
- GHSA requires the host school to provide dressing facilities for football and basketball officials at the game site, which can also be used to hold the pre-game conference.
- 9th grade and JV contests may use non-GHSA officials, but this is NOT RECOMMENDED.
- Officials may not have present or recent affiliation with a participating school.
- Coaches, school officials, participants, and parents will not approach officials or enter an officials' dressing area for complaints immediately after the game.
- Participants are not allowed to argue with officials or display other unsportsmanlike acts.
- The GHSA Constitution states: "Coaches, administrators, or players are not to make comments to the media that are critical of officials and/or their calls in a game. Penalties that could be imposed by the Executive Director will include fines and/or suspensions." Coaches who violate this rule will pay any fines personally.

Suggestions to Help Officials

- Provide a specific parking space if parking is going to be a problem.
- Have someone available to greet officials and escort them to the dressing area.
- Confirm that the officials have immediate access to the dressing area.
- Provide appropriate refreshments (soft drinks, etc.).
- Monitor possible spectator problem areas.
- Express appreciation to the officials at the end of the contest.

OUT-OF-SEASON PRACTICE

- Coaches, teachers, or sponsors of all extracurricular activities will not require students to participate in any out-of-season program (including summer) as a condition of school-year participation.
- Coaches are not allowed to coach a community team, which consists of any members of their high school team during the school year. This does not prohibit a coach from coaching members of his team from the time school is out until the beginning of the next school year (GHSA defines the beginning of each school year as the first date of practice for the earliest GHSA sport).
- From the beginning of the school year, as designated by GHSA, until the last day of school, no coach is allowed to work in a camp or clinic if members of their team are participants, unless it is during their designated season as established by the GHSA.

PARKING FEES

- **Parking fees must be considered a voluntary donation.**
- Consideration for voluntary parking donations will be left to the discretion of the principal.
- **If fees are collected, the receipts will be deposited into the general athletic fund.**

PARTICIPATION

- Students are encouraged to participate in as many activities as the student and parents desire. Coaches will not prohibit or discourage participation in another school-sponsored activity.
- Students will not be required to participate in one sport in order to be eligible to participate in another sport.
- Students will not be required to attend conditioning activities during the season when they are participating in another school-sponsored sport.
- Student participation in out-of-season All Star/Showcase events is addressed in the GHSA Constitution and By-Laws.

GHSA 1.45 **Eighth grade students** may participate on a sub-varsity team of a high school provided they attend a feeder school of that high school.

(a) Students in grade 8 are never eligible for a varsity event in any activity.

(b) Eighth grade students who play on a high school team must meet all middle school requirements as put forth by the State Department of Education.

(c) An eighth grade student who is declared ineligible at a middle school or retained for academic reasons, is considered to be ineligible for participation on a sub-varsity high school team.

(d) Eighth grade students participating on a sub-varsity team may only participate in 60% of the number of games allotted to the varsity team in that sport. *Eighth grade students may not participate in more sub-varsity and middle school contests combined than the number the GHSA allows for varsity competition in that respective sport.*

(e) Students below the eighth grade are not eligible to participate on any high school team.

(f) Students enrolled in grade 8 in a middle school or junior high school which is a feeder school to the member high school may participate in Spring football practice.

(g) Students enrolled in grade 8 in a middle school or junior high school which is a feeder school to the member high school may **try out** for cheerleader at the high school. Eighth grade students at a non-feeder school that has no system high school may participate in cheerleader tryouts at the member high school serving the student's area of residence. Such a student must be pre-enrolled at that member high school, and once pre-enrolled, the student has established eligibility at that high school.

(h) All eighth grade students should be reported on Eligibility Form D. This form is available on the GHSA web site (www.ghsa.net).

PERFORMANCE/ENHANCEMENT SUPPLEMENTS

In order to minimize health and safety risks to student athletes, maintain ethical standards, and reduce potential liability for individuals and/or the School District, all School District personnel (including full-time, part-time, and lay coaches) are prohibited from recommending, encouraging or permitting the use of, or supplying to students, any drug, medication, or food supplement intended to enhance performance.

PHYSICAL CARE OF PARTICIPANTS

- At practice and games, the coach will have a copy of the physical form in his/her possession in case of emergency.
- It is recommended that a physician be present at all home football games, varsity and sub-varsity. It is the responsibility of the principal or designee to ensure that an ambulance is present at all home football games.
- Coaches will confirm that the physical facilities are safe and free of hazards, that each participant's equipment is in good condition, properly fitted, and meets required safety standards.

PHYSICAL EXAMINATION

Students participating in athletics must pass a physical examination as required by GHSA. Copies of the physical examination form may be picked up at the high school or middle school, along with the Permission and Consent forms, which are required by the Bartow County School District.

PRACTICE SESSIONS

- School will not conduct an illegal practice. Refer to GHSA Constitution and By-Laws.
- Practice session will comply with local and state starting and ending dates.
- Practice sessions/meetings will be made as convenient as possible for participants and their families. The physical endurance ability, need for study time, final exams, and social needs of the students will be considered when planning meetings or the length of practice sessions. No regular school day time may be used for practice.
- Sunday practice/meetings for students are prohibited, whether voluntary or mandatory **unless approved by the Principal/Superintendent.**

- Practice sessions will be conducted in a manner that exemplifies high standards of conduct, sportsmanship, and coaching ethics.
- The coach of each team/group is in complete charge of the practice session/meeting.
- All coaches must meet GHSA qualifications. If coaches do not attend the GHSA clinic or pass the coaching exam, the coach must pay the fine levied by GHSA.
- A certified professional must supervise all Volunteer Lay/Community Coaches.
- Questions concerning time and facilities must be cleared through the principal or his/her designee.
- When Bartow County Schools are closed because of inclement weather, all activities, including practice sessions, are canceled unless notified otherwise by the school principal.
- Students participating in summer practices will be monitored closely for dehydration and/or other heat-related complications.

PRESS BOX, PRESS AREA, SCORING TABLES

- Only those people who have a job to perform, which requires them to be in the press/scoring area, will be allowed to enter.
- A reasonable effort will be made to assure that the media have a place to sit and work when they are covering a game.

PROPOSED EXPANSION OF INTERSCHOLASTIC ATHLETIC/ACTIVITY PROGRAMS

- Any new athletic/activity must be approved by the Superintendent prior to the start of the athletic/activity.
- Requests for consideration should be made in writing to the Coordinator of Administrative Services. At that time further guidelines and requirements will be discussed.

PUBLICITY

- Coaches will follow up to ensure their teams/groups and individuals receive proper recognition at both the local school level and from the media.
- Coaches will refrain from making negative comments about parents, students, or officials.
- Any requests for information from the media or Central Office will be acted upon as quickly as possible.

RECRUITING

- Refer to GHSA By-Laws regarding recruiting.
- When coaches receive inquiries from parents or students from a Bartow County school, or other regional school, concerning the possibility of transferring to your school district:
 - Please refrain from giving information to them, as this could be interpreted as undue influence on your part and/or a recruiting violation, which would place you and your school and students in jeopardy.
 - Please direct all such inquiries to your principal or his/her designee.

- Recruiting of students by coaches within a school at the expense of another coach, team, or group will be considered a serious breach of professional ethics.
- Cooperation between members of the staff is essential for the success of the total program. Lack of cooperation will not be tolerated.
- It is the responsibility of the local school administration to ensure that undue pressure is not placed upon the student either directly or indirectly in his/her choice of activities.

SCHEDULING ATHLETICS

- The head coach is responsible for planning a tentative schedule for the team/group under his/her supervision. No games, practices, or meetings will be scheduled if there is a conflict with the regular school day, unless prior administrative approval is given. After the principal or his/her designee approves the tentative schedule, it must be submitted to the Office of Student Activities and Athletics for review and approval prior to publication.
- When scheduling athletics, all state, county and region requirements must be met. The GHSA Handbook will be used as a guide.
- Recognizing that assessment is an important part of a high school's ongoing academic program, effort will be made to avoid scheduling extracurricular events during high stakes testing. Please refer to the system testing calendar for dates.
- The administration will collaborate with administrators from other schools to assist coaches/sponsors of school competitions and performances to avoid scheduling which would conflict with important testing dates.
- The principal will work cooperatively with the coaches/sponsors to minimize the amount of late night events that precedes one of the high stakes testing dates.
- A priority will be placed on scheduling each of the other county schools during each athletic season.
- Coaches/Sponsors are expected to hold travel to a minimum.
- Coaches/Sponsors are required to avoid scheduling competitions and performances during school holidays, understanding that unique circumstances may exist which will require some student participation in certain competitions and/or performances on these dates. Also, when a school holiday must be used for competition or practice, coaches/sponsors will not exceed the competition or practice time normally required for student participation on a regular school day.
- Contracts for athletic events will be made and filed by the principal or designee. **In this day and age, this should be a priority for all athletic events.**
- It is suggested that contracts will be made each two years to avoid excessive paperwork. Contracts will be made for games, matches, or meets including schools in the Bartow County School District.
- GHSA regulations, which pertain to the number of contests per week and the number of contests per season, will be strictly enforced.
- The principal or the athletic/activities director designee will make arrangements for transportation, food, lodging, etc.

STUDENT ATHLETES AND ATHLETIC AGENTS

Each public and private high school in this state will advise in writing the provisions of State Law concerning the effect of receiving money or other things of value on the student's future eligibility to participate in intercollegiate athletics. It is, therefore, the responsibility of each school to distribute the appropriate information to each athlete and ensure that the student signs upon receipt. This will be done at the beginning of each sports season.

SUMMER LEAGUES AND SUMMER CAMPS

- Participation in summer leagues or summer camps may be encouraged, but cannot be used as a prerequisite for participation in an athletic or performance activity.
- From the first day of the school year as defined by GHSA, until the last day of school, no coach is allowed to work in a camp or clinic if members of their team are participants, unless it is during their designated season as established by GHSA.
- The school employee is also directed not to require, encourage, or expect participation of his/her students in a camp/clinic if the employee receives any compensation beyond his/her contracted salary.
- The System Facilities Use Policy KG requires a special lease agreement recommended by the Superintendent and approved by the School Board when School District facilities and fields are used for profit sports summer camps, summer recreational leagues, and any other activities where Bartow County School District employees are compensated.

For Further Clarification, the Following is from GHSA Regarding Summer Activities:

Each year there are many questions concerning students and coaches' activities during the summer months of June and July. These statements do not indicate that GHSA endorses the encouragement of camps, clinics or non-required practices.

Please be aware that GHSA insurance does not cover summer camps, clinics, or practices!

1. Catastrophic Insurance expires when school is out and does not resume until the first day of football conditioning. Normally, any school insurance that a student has obtained also expires with the end of school (this includes School Insurance that students purchase).
2. **Non-mandatory practices** may be held during the summer months in any activity.
3. Students may attend camps, clinics, and practices from the first day school is out until the first day of the next school year, as defined by GHSA and/or during any dates which GHSA may set from year-to-year.

4. Students may participate in football passing leagues, basketball leagues, baseball leagues, etc. during the summer months.
5. Practices, camps, and/or clinics may or may not be taught by coaches of the high school team.
6. These camps, clinics, or practices may not be exclusive (i.e., any student who wishes to attend must be allowed to attend).
7. Camps, clinic, or practices may occur on or off school property. If they occur on school property, arrangements must be made with the proper school authorities for the use of school facilities.
8. Students may play on a summer league team that is coached by the high school coach **after the first day school is out until the first day of the next school year as defined by GHSA.**
9. Coaches may coach summer league teams consisting of participants **not** in their high school program prior to the end of school.

The ticket prices at the gate will remain consistent; however, a school may sell tickets at a discount for pre-sale which may include individual games, season passes, school activity passes, or any package of tickets as determined by the principal.

Ticket sales will be properly accounted for and receipts deposited in the appropriate school account. Guidelines are in the School Activity Funds Accounting Manual.

Ticket prices for out-of-county events and Region playoff events may vary. GHSA will set ticket prices for State events.

TRAINERS (ATHLETIC TRAINER REQUIREMENTS)

No person shall hold himself or herself out as an athletic trainer, or perform the services of an athletic trainer, without first obtaining a license from The Georgia Board of Athletic Trainers pursuant with the requirements of O.C.G.A. § 43-5-1 through O.C.G.A. § 43-5-14.

An athletic trainer shall be a person licensed by The Georgia Board of Athletic Trainers who, upon the advice and consent of a physician, carries out the practice of prevention, recognition, evaluation, management, disposition, treatment, or rehabilitation of athletic injuries; and, in carrying out these functions, the athletic trainer is authorized to use physical modalities, such as heat, light, sound, cold, electricity, or mechanical devices related to prevention, recognition, evaluation, management, disposition, rehabilitation, and treatment. This code does not preclude schools/teams from utilizing a team doctor.

Any person may serve as a student trainer, assistant trainer, or any similar position so long as such service is not primarily for compensation, they do not hold themselves out to the public as licensed athletic trainers, and such service is carried out under the supervision of a physician or licensed athletic trainer. No licensure is required of elementary or secondary

schoolteachers, coaches, or authorized volunteers who do not hold themselves out to the public as athletic trainers.

TRAINING AND CONDUCT RULES

- The administration expects all staff members engaged in performance activities to exert every effort to establish and enforce consistent rules for all activities.
- Coaches, participants, and school officials will not approach officials or enter an official's dressing area for complaints immediately after the game.
- When it is necessary to take disciplinary action that is severe in nature, such as a lengthy suspension or expulsion of a participant, the Athletic Director/Principal must be consulted to assure that he/she supports the recommended action.
- Externally suspended students and students in alternative school for disciplinary reasons may not condition, tryout, practice, or participate in extracurricular activities.
- Bartow County School District's Disciplinary Code will be strictly enforced at all times.
- Students involved in performance activities will not use tobacco(vapes, E-Cigs, etc), illegal drugs, steroids or alcohol.
- If a student who participates in extracurricular activities is discovered using tobacco(vapes, E-Cigs etc), illegal drugs, steroids or alcohol, he/she will receive the same disciplinary action as any other student, and any additional punishment which is considered appropriate by the coach. The principal must be consulted of any additional punishment to assure that he/she supports the recommended action.
- Students who have been properly notified of this requirement may even be prohibited from participating in performance activities.
- Whenever there are problems of such consequence that may bring appeals or protests to the administration, whether in practice, games, or in the dressing rooms (example: fights, destruction of facilities or equipment, confrontations with officials or parents, technical fouls, expulsion from a game or contest, etc.), a written report must be submitted to the principal the morning after the occurrence.

TRANSPORTATION

- All requests for county buses should be made to the Director of Transportation.
- If a game/contest/meeting is canceled, the principal or designee will notify Transportation.
- All overnight or out-of-state Field Trip Request Forms must be received by the Coordinator of Administrative Services at least 6 weeks prior to the day of the trip and must have Board approval.
- In some extenuating circumstances a school team, squad, or individuals may qualify for a state, regional, or national competition, which may necessitate an out-of-state and/or overnight field trip. If this occurs and time restraints prohibit the Superintendent from obtaining Board approval before the scheduled event, the Superintendent/designee will review the principal's request and approve or deny the request.
- When the school is taking responsibility for transportation, no student will be allowed to drive his/her own vehicle to events held away from the school. Parents will be given prior notice when no transportation is provided.

- The use of vans to transport students to and from school related functions is inconsistent with the School District's priority of assuring the safety and security of students; and as such, van use is not permitted. This restriction is intended to apply to large vans (those with a capacity of more than 10-including the driver). This is consistent with federal laws which regulate vehicles that carry 11 or more persons, and that are sold for the purpose of transporting students to or from school or school related events. The use of 15- passenger vans is prohibited.

WEIGHT TRAINING

- Weight training during the off season/summer may be encouraged, but not required, as a prerequisite for participation in an athletic performance type activity.
- Students will not be required to lift weights during the time they are engaged in another school-sponsored sport. This does not include weight-training classes as part of a student's curriculum.

VOLUNTEER LAY/COMMUNITY COACH

- The Volunteer Lay/Community Coach will sign a contract with the local Board of Education and meet all local and state guidelines including guidelines set by GHSA. After meeting all state, local, and GHSA guidelines, a contract will be required annually.
- The Volunteer Lay/Community Coach must read and become familiar with the Bartow County School District Athletic Guidelines and GHSA policies, rules, and regulations.

FORMS

Forms are available from the following sources.

<https://4.files.edl.io/ea09/07/03/19/200012-eab3d112-14e1-4cec-9d3f-bdf4ffb7e704.pdf>

https://www.ghsa.net/sites/default/files/documents/forms/GHSA-PPE-4_2018.pdf

GHSA FORMS

<http://www.ghsa.net/forms>

https://www.ghsa.net/sites/default/files/documents/sports-medicine/Sudden_Cardiac_Arrest_Awareness_Form.pdf

https://www.ghsa.net/sites/default/files/documents/sports-medicine/Sudden_Cardiac_Arrest_Prevention_Parent_Sign_In.pdf

[https://www.ghsa.net/sites/default/files/documents/sports-medicine/Sudden Cardiac Death Prevention Info.pdf](https://www.ghsa.net/sites/default/files/documents/sports-medicine/Sudden_Cardiac_Death_Prevention_Info.pdf)

<https://www.nfhslearn.com/courses/61032/sudden-cardiac-arrest>

All other forms available from your local school.

BARTOW COUNTY SCHOOLS
CODE OF CONDUCT AGREEMENT, VIOLATIONS, AND CONSEQUENCES
FOR EXTRACURRICULAR PARTICIPATION

Participation in extracurricular activities is a privilege in schools and not a property right. It is understood by all students, parents, coaches, and sponsors that the top priority is academic progress. Everyone involved in these activities will make every effort not to interfere with that ultimate goal. The purpose of the Code of Conduct is to establish a minimum standard of behavior. Therefore, **coaches or sponsors may establish rules and consequences that are more severe than the stated code**. Organization rules must be in writing and approved by the administration of each school. This policy will be enforced in Bartow County Middle and High Schools. However, consequences for violations A thru D below will start over when the student begins high school. Consequences for violation E below will carry from middle to high school.

NOTE: *Parents must report any arrest of the student to the athletic director or sponsor within 72 hours of the arrest, even during school breaks. Failure to do so will result in the student being suspended for one (1) calendar year upon evidence proving an arrest occurred.*

VIOLATIONS AND CONSEQUENCES

- A. VIOLATION:** **Violation of school rules resulting in In-School Suspension (ISS) or Out-of-School Suspension (OSS) during the season.**
CONSEQUENCES: The student may resume participation when:
(1) All assignments are completed and released from ISS, and/or
(2) The student returns to school on the next school day upon completion of OSS.
- B. VIOLATION:** **Assigned to Long Term Suspension (LTS) or Expulsion (EXP)**
CONSEQUENCES: Dismissed from extracurriculars while serving LTS or EXP
- C. VIOLATION:** **If found to have been charged with a delinquent act identified as a misdemeanor under the laws of Georgia, regardless of location or time of the alleged act and whether in or out of school**
CONSEQUENCES: 1. 1st Conviction of a delinquent act identified as a misdemeanor under the laws of Georgia: Meeting with athletic director or principal, head coach or sponsor, parents, and student, and a one (1) game or activity suspension.
2. 2nd Conviction of a delinquent act identified as a misdemeanor under the laws of Georgia: Suspended one (1) calendar year from all extracurriculars (begins with date of charges).
3. 3rd Conviction of a delinquent act identified as a misdemeanor under the laws of Georgia. Suspended from all extracurriculars for the rest of his/her 7-8 or 9-12 education
- D. VIOLATION:** **If found to have been charged with a delinquent act identified as a felony under the laws of Georgia, regardless of location or time of the alleged act and whether in or out of school.**
CONSEQUENCES: 1. Suspended until case is adjudicated
2. 1st Conviction of a delinquent act identified as a felony under the laws of Georgia: Suspended one (1) calendar year from all extracurriculars (begins with date of arrest).
3. 2nd Conviction of a delinquent act identified as a felony under the laws of Georgia: Suspended from all extracurriculars for rest of his/her 7-8 or 9-12 education.

E. VIOLATION: If found to have been charged with an act identified as Murder, Rape, Armed Robbery, Aggravated Child Molestation, Aggravated Sodomy, Aggravated Sexual Battery, and/or Voluntary Manslaughter under the laws of Georgia regardless of location or time of the alleged act and whether in or out of school.

CONSEQUENCES:

1. Suspended until case is adjudicated
2. 1st Conviction of such an act under the laws of Georgia: Suspended from all athletics for the rest of 7-12 education

NOTE: A second or subsequent arrest for a misdemeanor charge will result in the student being suspended until the case is adjudicated.

NOTE: A combination of a felony conviction and a misdemeanor conviction will result in the student being suspended from all extracurricular activities for one (1) calendar year. A combination of a felony conviction and two (2) misdemeanor convictions will result in the student being suspended from all extracurricular activities for the rest of his/her 7-8 or 9-12 education.

APPEAL PROCEDURE:

- (1) Any student wishing to appeal an athletic suspension must submit in writing to the District Athletic Coordinator the reason(s) why he/she should not be disciplined as outlined. This request will then be forwarded to the members of the review committee for their consideration. Parents will be given a written statement of decision from the committee. The review committee will be made up of the Bartow County Schools Athletic Coordinator, one (1) building level Administrator, and one (1) system level administrator.
- (2) Any student wishing to appeal a suspension from any other extracurricular activity must submit in writing to the principal the reason(s) why he/she should not be disciplined as outlined. This request will then be reviewed by the principal and the organization sponsor. Parents will be given a written statement of decision from the sponsor or principal.

Student's Signature _____ Date: _____

Parent's Signature _____ Date: _____