

BELTON ATHLETICS & ACTIVITIES



COACH HANDBOOK

Mission

The mission of Belton High School's extracurricular program is *to develop young men and women who work hard, respect others, and become positive leaders both within their activity and in the community at large.*

In accordance with our mission, we provide opportunities and experiences for students to develop life skills, such as:

- the ability to take positive risks
- earning and giving respect for self and others
- setting goals and developing strong work habits in pursuit of those goals
- building self-awareness and an understanding of one's strengths and weaknesses
- respecting authority and the ability to work through disagreements in a constructive manner
- recognizing the value of physical, academic, and artistic pursuits
- understanding teamwork while working towards common goals
- an awareness and appreciation for the diversity of others
- taking and accepting responsibility as a role model in the community

Our priorities in regards to the performance of our programs are to:

1. Provide a secure place for our athletes to build life skills and character
2. Represent the Belton community in a positive and honorable manner
3. Perform to our highest potential and be as successful as possible within our activity

Athletics/Activities Staff Directory

Athletics/Activities Director: George Shrum
gshrum@bsd124.org

Athletics/Activities Secretary: Kelly Daniels
kdaniels@bsd124.org

Head Coaches:

Baseball:	Tommy Coover		
Basketball (boys):	Dillon Tenholder	@BHSHardball	
Basketball (girls):		@BeltonHoops	/BeltonHoops
Cheerleading:	Whitney Bruhn	@BeltonBball	
Cross Country:	Chandler Wilson	@BHSPiratesCheer	/BeltonCheer
Dance:	Kaitlin Huskey	@BeltonDance	/BeltonDanceTeam
Football:	Todd Vaughn	@Belton_Football	
Golf:	Chase Nugen		
Soccer (boys):	Jared Smith	@BeltonSoccer	
Soccer (girls):	Jared Smith	@BeltonSoccer	
Softball:	Brandi Thomsen	@BeltonSoftball	/BSDPirateSoftball
Special Olympics	Nicole MacKay	@BeltonSpecialOlympics	
Swimming:	Martijn Keltner	@BHS_SwimCoach	
Tennis:	Greg Martin	@Belton_Tennis	
Track:	Jeff Fogel	@Beltontf	
Volleyball (girls):	Eric Scherfenberg	@Pirate_VB	
Volleyball (boys):			
Wrestling:	Jeremy Baker	@BeltonWrestling	
Flag Football:			

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A Message from the Athletic Director

Coaching student-athletes is very rewarding but also can come with many challenges. As the athletic director, I am here to support you and your program to hopefully reap the maximum benefits for our students, school, and community. It is my sincere hope all of us succeed not only as coaches, but as role models for these impressionable young people we get the privilege of working with every day.

Please do not hesitate to reach out if you need support, advice, or assistance with a situation. I cannot promise I will have all the answers, but I will do my best to serve you so you can best do your job. Thanks in advance for going above and beyond for our kids and our community. I look forward to going on this journey with you as we look to achieve our collective mission and make Belton's athletic department a special program that makes our community proud. Go Pirates!

Important Dates

Season	No Contact Period	First Day of Practice	Online Rules Window	Official Ratings Due
Fall	July 29th - August 6th	Monday August 7th		
Winter	Basketball/Wrestling October 21nd - 29th	Monday October 30st		
	Girls Swimming October 28h - November 5th	Monday November 6th		
Spring	February 17th - 25th	Monday February 26th		

Policy AC: PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION

General Rule

The Belton Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Belton No. 124 School District is an equal opportunity employer.

The board also prohibits:

- Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - Make complaints of illegal discrimination or harassment.
 - Report illegal discrimination or harassment.
 - Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning illegal discrimination or harassment.
- Aiding, abetting, inciting, compelling or coercing illegal discrimination, harassment or retaliatory actions.

3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy and law.

As used in this policy, "discrimination, harassment or retaliation" has the same meaning as "illegal discrimination, harassment or retaliation" and is limited to acts prohibited by law. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law.

Sexual Harassment Reporting and District Response

Sexual harassment is prohibited under this policy and policy ACA, but policy ACA applies only to a narrower category of sexual harassment under Title IX, as defined in the federal regulations. All sexual harassment reports must be made to the Title IX coordinator identified in policy ACA and evaluated for policy ACA applicability. If a sexual harassment report is made to any other district employee, the report must be promptly referred to the Title IX coordinator for intake. Incidents of alleged sexual harassment that are not investigated under policy ACA may be referred for processing under this policy.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. The district encourages students, employees and the public to report such behavior so that it can be promptly addressed, but the grievance process in this policy is reserved for allegations of illegal discrimination, harassment and retaliation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action with the USDA Office of the Assistant Secretary for Civil Rights or the district's compliance officer using the process outlined in policy EF.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. Such interim measures may include, but are not limited to, altering a class seating arrangement, providing additional supervision or suspending an employee pending an investigation. The district will also take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance. "Sexual Harassment under Title IX" is a subset of this definition, and the district's response to qualifying allegations is set forth in policy ACA.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

The board designates the following individual to act as the district's compliance officer:

Adult Discrimination and Harassment
Assistant Superintendent of Human Resources
Belton School District No. 124
110 W. Walnut
Belton, MO 64012-4808

Phone: 816-489-7000 / Fax: 816-489-7015

Student Discrimination and Harassment
Assistant Superintendent of Pupil Services
Belton School District No. 124
110 W. Walnut
Belton, MO 64012-4808
Phone: 816-489-7000 / Fax: 816-489-7025

Section 504 and ADA
Director of Special Education
Belton School District No. 124
110 W. Walnut
Belton, MO 64012-4808
Phone: 816-489-7000 / Fax: 816-489-7025

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Adult Discrimination and Harassment
Superintendent
Belton School District No. 124
110 W. Walnut
Belton, MO 64012-4808
Phone: 816-489-7000 / Fax: 816-489-7005

Student Discrimination and Harassment
Superintendent
Belton School District No. 124
110 W. Walnut
Belton, MO 64012-4808
Phone: 816-489-7000 / Fax: 816-489-7005

Section 504 and ADA
Assistant Superintendent of Pupil Services
Belton School District No. 124
110 W. Walnut
Belton, MO 64012-4808
Phone: 816-489-7000 / Fax: 816-489-7025

For matters within the scope of this policy, the compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Belton No. 124 School District except as provided in policy ACA.
3. Serve as the district's designated Title VI, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Forward reports of sexual harassment and otherwise assist in Title IX compliance as directed in policy ACA.
5. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
6. Review all evidence brought in disciplinary matters to determine whether additional remedies are appropriate, and recommend which interim measures should be implemented.
7. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.

8. Communicate regularly with the district's law enforcement unit or other law enforcement point of contact for the district to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
9. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the board.
10. Seek legal advice when necessary to enforce this policy.
11. Report to the superintendent and the board aggregate information regarding the number and frequency of grievances and compliance with this policy.
12. Make recommendations regarding changing this policy or the implementation of this policy.
13. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
14. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
15. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Belton No. 124 School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Reports Involving Sexual Harassment

In cases involving sexual harassment, all persons must report incidents directly to the Title IX coordinator for evaluation under policy ACA. All district employees will instruct all persons seeking to make a report or complaint to communicate directly with the Title IX coordinator. Even if the suspected victim of discrimination, harassment or retaliation does not report on their own behalf, district employees are required to report to the Title IX coordinator any observations, rumors or other information about actions prohibited by this policy and policy ACA.

All Other Reports

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to file a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer observations or other information about actions prohibited by this policy. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to act upon finding a violation of law, district policy or district expectations.

Even if a grievance under this policy is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. In general, administrators can immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. However, if sexual harassment is observed or alleged, the administrator must consult the Title IX coordinator to determine policy ACA's applicability to the reported facts or allegations prior to

imposing discipline. Administrators will report all incidents as directed in the "Reporting" section of this policy and will direct the parent/guardian and student to the compliance officer for further assistance. In cases not being handled under policy ACA, the compliance officer may determine that the incident has been appropriately addressed or recommend additional action.

Investigation

The district will use the investigation process outlined in this section for any grievance filed under this policy (AC).

The district will immediately investigate all grievances submitted under this policy. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation and/or serve in other roles and capacities under the procedures for grievance processing.

The district does not assume responsibility or liability for actions that are unrelated to the district's programs or activities. However, the district may investigate any behavior that occurs on or off district property to the extent that such an investigation is necessary for the district to meet its legal obligations to address discrimination, harassment and retaliation that negatively impact the education or work environment. The district will address such behavior only to the extent that the district has the legal authority to do so.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take prompt and effective corrective action in accordance with law.

Collaboration with Outside Enforcement Agencies

In the event an outside enforcement agency is investigating the same allegation of discrimination, harassment or retaliation or a similar allegation, the district will make a preliminary inquiry, then follow the outside enforcement agency's investigation and response procedures instead of the formal district grievance process. During the inquiry, if the district determines that a reasonable basis for concluding this policy was violated exists, it will enforce appropriate interim measures while ensuring due process to the alleged perpetrator when required. When requested by law enforcement, the district may reasonably delay its own investigation to permit law enforcement to conduct the criminal investigation process.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances filed under this policy even if an outside enforcing agency, such as the Office for Civil Rights, law enforcement or the CD, is also investigating a complaint arising from the same circumstances.
5. The district will share information regarding an individually identifiable student or employee with the person filing the grievance or other persons only as allowed by law and in accordance with board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may conduct the Level I investigation or assign an administrator or other qualified individual to

conduct the investigation. If the compliance officer determines that the grievance allegations involve sexual harassment under policy ACA, the report will be routed accordingly

An investigation will commence no later than five working days after the compliance officer receives the grievance. The investigator shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The investigator will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the investigator will complete a written report that summarizes the investigation and makes determinations as to the facts and whether the facts constitute a violation of this policy based on the appropriate legal standards. If someone other than the compliance officer conducted the investigation, the compliance officer will receive the report and either adopt the report as submitted or modify and complete the report upon further investigation and/or review of applicable policy and law. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may designate another person (other than the compliance officer) to review the matter when appropriate

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the board by notifying the board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the board, and the board may call for the presence of other persons the board deems necessary. The board will issue a decision within 30 working days for implementation by the administration. The board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the board's decision, in accordance with law and district policy, regarding whether the board determined that district policy was violated. The decision of the board is final.

Confidentiality and Records

To the extent permitted by law and in accordance with board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out interim or disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to,

documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all reports to the district's compliance officer or acting compliance officer (or Title IX coordinator for sexual harassment, per policy ACA) and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

Athletic Letter Awards

Head coaches will submit varsity lettering requirements to the Athletic Director for review and approval. The official school letter ("B"), a varsity letter certificate, a gold sports pin, and a gold service bar will be awarded to athletes for the first sport in which a varsity letter is earned. For each additional sport, the athlete will receive a varsity letter certificate, a sports pin, and a service bar. Subsequent letters earned after the first letter in a sport shall be recognized through a varsity letter certificate and a service bar.

For athletes participating on sub-varsity levels, an award certificate will be given to recognize their efforts in their respective sport.

Athletic Trainer/Injuries

Please report any injuries to our athletic trainer who is under contract to evaluate, treat, and rehabilitate injured athletes in conjunction with a student-athlete's doctor. An incident report will need to be filled out and turned into the athletics/activities office as soon as possible. The athletic trainer is on duty for practices, home games (pending availability), and select away games. When evaluating injuries, the athletic trainer shall discuss with the coach whether the player may return to practice or needs to be held out for further examination. Doctor's instructions shall be followed by our staff when it pertains to returning to games, rehabilitation, and examination of injuries. In addition to our athletic trainer, each coach is CPR/First Aid certified and will have a medical kit on hand at all practices and competitions to utilize as needed.

Banners

Sports teams need to use Pearce Photography for all banner needs (that are to be displayed on school property). If you or your athletes would like to purchase individual banners (i.e. senior banners), you will need to purchase from your activity account or students will need to purchase individually.

Budgetary Protocol

When purchasing items, services, or experiences for your program, be advised you are responsible for effectively tracking and managing your budgets. When making a purchase, please submit a purchase order to the athletic department and await approval before moving forward with said purchase.

Your “Board Account” money is provided by our school district and should only be used for items that are required and necessary to run our program. These items must stay within the program.

Your “Activity Account” is money you fundraise for your program. You can utilize this money at your discretion (pending approval) as long as it is for items, services, or experiences that enhance your program.

The “Athletic Director Account” money is for the athletic department as a whole. The athletic director will utilize these funds at his discretion. If your program has any urgent/major needs in regards to equipment or facilities, you may contact the athletic director and he will consider your proposal. Final discretion rests with the athletic director.

The “Athletic Uniforms Account” money is for the athletic director to purchase uniforms on a cyclical basis.

Upon accurate reception of items. Please inform the Athletics Office that we are “okay to pay” to complete the transaction.

Care of Equipment

Coaches must track and account for all program uniforms, equipment, and other inventory. Please share an electronic copy of your program’s inventory with the athletic director to have on file.

If you have any surplus or unwanted inventory, put a list of all items together and submit the items along with the list to the athletic director to be declared as surplus property.

In order to give athletes a sense of responsibility and an appreciation for their equipment, team members will be held accountable for the abuse or loss of all equipment checked out to them. It is the responsibility of all coaches to see that players maintain proper care of all athletic equipment.

Any equipment damaged or lost by an athlete must be paid for by the athlete. Players are not to exchange any game or practice equipment with other players without the consent of the coaches. Players are not to loan out their equipment to other students or fans unless directed by the coach. Players should keep all items locked in a locker at all times when not in visual contact.

All equipment from a sport must be returned in satisfactory condition and/or all equipment debts from a sport must be collected before an athlete can participate in another sport!

Coaching Staff

Our head coaches are trusted to be primarily responsible for hiring their assistant coaching staff. Please notify the athletic director immediately if an opening occurs within your program. Once posted, head coaches may contact the athletic director to request and access applicant information (please mind confidentiality). Once a suitable person is found, the head coach needs to submit a recommendation to the athletic director including

the applicant's name, the specific position obtained, and the applicant's years of experience as soon as possible.

Any coach who does not have a teaching certificate must complete the "Fundamentals of Coaching" course offered by MSHSAA. If a coach would like to add a volunteer coach to their staff, the volunteer must complete an online volunteer application.

Communicating with Students

Staff/Student Relations

When communicating with students, please do not text students individually. When messaging students, the message MUST include at least two coaches on the conversation. This policy is in place to protect our students, ourselves, and our school. The district will be using Remind as a means of communication between coaches/sponsors and students.

Definitions

Educational Purpose – A reason associated with the staff member's duties in the district including, but not limited to: counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description.

Staff Member – For the purposes of this policy, a staff member is any individual employed by the district, including part-time and substitute employees and student teachers.

Student – Individuals currently enrolled in the Belton No. 124 School District.

General

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

Exceptions to This Policy

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Failure to Maintain Boundaries

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Meeting students in nonwork settings without the parent/guardian being present, even if the parent/guardian grants permission.
3. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
4. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
5. Discussing the staff member's personal problems with or in the presence of students.
6. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
7. Inviting students to the staff member's home.
8. Being present when students are fully or partially nude.
9. Sending students on personal errands.
10. Allowing a student to drive the staff member's vehicle.
11. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
12. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
13. Giving gifts to individual students.
14. Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages

or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.

2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.

3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.

4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

Training

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

Conditioning Requirements

Each student-athlete must have participated in 14 official school conditioning practices on 14 different days prior to the date of the first contest. This requirement shall be met if a student has been a member of and has been actively practicing with another school sports team immediately preceding the sport season.

CONCUSSION EDUCATION AND MANAGEMENT PROTOCOL

Education Concussions are common in sports. The Missouri State High School Activities Association (MSHSAA) believes that education of coaches, officials, athletes, and their parents or guardians are key to safely returning a student athlete to play. Appropriate immediate care after a suspected concussion, and follow up incorporating a multi-disciplinary team that includes the coach, parent or guardian, athlete's physician, team physician and athletic trainer (if available), and school representatives, also are important for the proper management of a sport-related concussion. Each school district will receive educational materials for coaches, athletes, parents, and school officials, required forms for student athlete participation and parent/guardian consent, and recommended medical clearance forms for return to play. Annually, MSHSAA member school districts will ensure that every coach, student athlete, and parents or guardians of a student athlete completes a concussion and head injury information sheet and returns it to the school district prior to the student athlete's participation in practice or competition. Officials will receive training from their parent organization. Each official's organization will require annual concussion training and maintain a signed head injury information sheet for each official. Recognition and Evaluation of the Athlete with a Concussion

1. Recognition of the signs and symptoms of a concussion is important. Every member of the team athlete, teammates, coaches, parents or guardians, officials, athletic trainers, and team physicians have a duty to report a suspected concussion. Not all school districts have medical personnel available to cover every practice and competition; therefore, the coach is the person in the best position to protect the player and must be aware that not all student athletes will be forthcoming about their injury.
2. An official shall not be responsible for making the diagnosis of a concussion. The official can assist coaches and medical staff by recognizing signs and symptoms of a concussion and informing the coach and medical staff of their concerns.
3. The coach, (Athletic Trainer) AT, or physician on site should evaluate the athlete in a systemic fashion:
 - a. Assess for airway, breathing, and circulation (basic CPR assessment)
 - b. Assess for concussion
 - i. Any unconscious athlete should be assumed to have a severe head and/or neck injury and should have their cervical spine immobilized until a determination can be made that the cervical spine has not been injured. If no medical professional can make the assessment, the athlete should be transported to an appropriate emergency care facility.
 - ii. A conscious athlete with no neck pain can be further evaluated on the sideline.
4. An athlete experiencing ANY of the signs/symptoms of a concussion should be immediately removed from play. Signs/Symptoms of a concussion include: PHYSICAL COGNITIVE EMOTIONAL Headache Feeling mentally "foggy" Irritability Nausea/Vomiting Feeling slowed down Sadness Dazed/Stunned Difficulty concentrating More emotional Balance problems Difficulty remembering Nervousness Visual problems Forgetful of recent information Fatigue Confused about recent events Sensitivity to light Answers questions slowly Sensitivity to noise Repeats questions
5. Evaluation
 - a. Following any first aid management, the medical team, or coach in the absence of medical personnel, should assess the athlete to determine the presence or absence of a concussion. The current version of the Sport Concussion Assessment Tool (SCAT) is an assessment tool that is readily available and can assist with the assessment. The athlete should be monitored for worsening or change in signs and symptoms over the next 24 hours. Instructions should be given to the parent or guardian as to signs and symptoms that may require further or more emergent evaluation.
6. Management of a Concussion and Return to Play
 - a. An athlete determined to have a concussion or have concussion-like symptoms will be removed from practice or competition and is not allowed to return to practice or competition that same day.
 - b. If an athlete displays concussion-like signs or symptoms, the athlete should be assumed to have a concussion until further medical evaluation can occur. "WHEN IN DOUBT, SIT THEM OUT!"
 - c. Written clearance from a physician (MD or DO), Advanced Nurse Practitioner in written collaborative practice with a physician, Certified Physician Assistant in written collaborative practice with a physician, Athletic Trainer or Neuropsychologist in written supervision of a physician must be provided prior to return to play.
 - d. Following a concussion, current accepted guidelines on physical and cognitive activity should be practiced until symptoms have resolved.
 - e. An athlete must be asymptomatic at rest and with exertion prior to return to play
 - f. A graduated return to play progression should be followed to guide return to activity following medical clearance as outlined on the MSHSAA Concussion Return to Play form.

Concussion Return To Play Document

ANTI-HAZING/BULLYING

In order to promote a safe learning environment, the Belton School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined accordingly. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors, and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club, or athletic team including, but not limited to, a grade level, student organization, or school-sponsored activity.

Bullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide, or self-harm.

Accommodating Disabilities

No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities. The district seeks to identify and evaluate students who may have disabilities as defined by Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA). The district will provide students with disabilities a free and appropriate public education as required by law.

The superintendent or designee is directed to create procedures to assist the district in properly identifying, evaluating and serving students with disabilities who need accommodation to participate in the district's educational programs.

Section 504 and ADA Compliance Officer

The district designates the compliance officer listed in policy AC as the district's Section 504 and ADA compliance officer. All complaints or concerns regarding illegal discrimination must be brought to the attention of the compliance officer.

Notice and Child Find

District publications will include notification to students and the public that the district does not discriminate on the basis of disability in admission or access to, or treatment in, its programs or activities. The notice will provide district contact information for members of the public to notify the district if they know or believe that a child may have a disability.

Grievance Procedure

All complaints alleging discrimination, violation of law or failure to follow district policies or procedures regarding the education or accommodation of students with disabilities will be made to the compliance officer and will be investigated immediately. The district will use the grievance procedure outlined in policy AC. Complaints may be made at any time to the U.S. Department of Education, Office for Civil Rights.

Eligibility

Attendance

Students are free to make their own selections as to which sports they wish to participate in. If a student chooses to participate in two activities in the same season, he/she must indicate a “primary” activity and follow guidelines regarding conflicts. Each head coach reserves the right to decide whether to allow students to participate in multiple activities during the same season or not.

As a general rule, a student who has gone out for a sport but quits on his/her own accord will **not** be eligible to practice for another sport before the end of the competition in the sport that was dropped. Exceptions are made if both head coaches acknowledge their consent in collaboration with the athletic director.

Students must be present in school to participate in a competition scheduled for that day. Students who have an unexcused absence or are late won't be able to participate in that day's competition. Be advised this policy includes students enrolled in off-campus programs (A+, Cass Career, etc.) Exceptions may be granted with administrative approval only (early communication and written notices are encouraged).

Disciplinary Action

In the event truancy or ISS/OSS takes place, the student will not be eligible for competition until he/she fulfills the disciplinary requirements set by the school. A detention **always** takes priority over any practice/contest.

The use of alcohol, tobacco, or nonprescription drugs is known to be detrimental to the individual as well as the team it represents. Therefore, in order to participate in Belton Athletics, all students must agree to be a part of our random drug-testing pool. In the event of a failed test, the following disciplinary action will be taken:

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|-----------------------------------|---|
| 1 st failed drug test: | 10 days out of activity and/or revoked parking pass, drug counseling before returning, automatically added to next month's pool of those tested |
| 2 nd failed drug test: | 30 days out of activity and/or revoked parking pass, drug counseling before returning, automatically added to next month's pool of those tested |
| 3 rd failed drug test: | Permanent suspension from activities, sports, & clubs, parking pass revoked, drug counseling before returning |

Social Media Policy

In the event social media posts imply the use of tobacco, alcohol, or drugs and/or posts which are deemed inappropriate by school administration, the following actions will be taken:

- 1st offense: Suspended 10% of competitions
- 2nd offense: Suspended 50% of competitions
- 3rd offense: Suspended 100% of competitions

**if suspension is not completed during immediate season, it will carry over to the following one*

Tobacco Policy

If there is verification that a student possesses or is using any form of tobacco, the following action will be taken:

- 1st offense: Suspended 10% of competitions
- 2nd offense: Suspended 50% of competitions
- 3rd offense: Suspended 100% of competitions

**if suspension is not completed during immediate season, it will carry over to the following one*

Alcohol/Illicit Drug Policy

If there is verification that a student possesses or is using alcohol or drugs, the following action will be taken:

- 1st offense: Suspended 33% of competitions
- 2nd offense: Suspended from all extracurricular activities for one calendar year (365 days)

**if suspension is not completed during immediate season, it will carry over to the following one*

5 Minute Rule: Students who find themselves in a compromising situation where inappropriate and/or illegal behavior is occurring, they are given five minutes to leave the premises without consequence. However, if proof exists that the student participated in the inappropriate activity, consequences will be applied.

A student who commits an act for which charges may be or have been filed by law enforcement shall not be eligible until all proceedings with the legal system have been concluded and any penalty has been satisfied. Minor traffic violations will not affect eligibility.

A student who is expelled or withdraws from school because of discipline shall not be eligible for 365 days from the date of expulsion or withdrawal (unless reinstated earlier through an appeals process).

Academics

Students must pass 80% of the classes they were enrolled in to be eligible for athletics/activities. That means 7 of 8 classes at the high school or 6 of 7 classes at the middle school during the previous semester. No more than one credit may be earned in summer school towards eligibility.

Coaches are empowered to implement tighter academic policies within their own programs; such policies should be spelled out in writing in the program's individual handbook.

Transferring Schools

If a student moves with their parents to a new school district, he/she will be eligible immediately.

If a student transfers schools and their parents do **not** move to the new district, he/she will be ineligible for 365 days, unless he/she meets one of the exceptions to the transfer or promotion rules outlined by MSHSAA.

Participation Limits

Students are eligible to participate in any sport for a maximum of four seasons. Any part of a game played during a season counts as a season of participation.

Students are eligible to participate in high school activities when they first enter ninth grade and for the first eight semesters they are enrolled in high school. If a student is 19 prior to July 1st, they will be ineligible to participate in interscholastic competition the next school year.

Non-School Competition

Students shall not participate in any organized non-school athletic competition in the SAME SPORT during the same season. Before joining any non-school team, check with the athletic director to ensure appropriate eligibility standards are met.

Fundraising

Please submit a Fundraising Application to the athletic department if you would like to implement a fundraising activity. **Applications must be approved before proceeding with any fundraising.** Upon completion of a fundraising activity, please return to the main office to complete the revenue portion of the original application. There will be some stipulations placed on fundraising.

Meals

When purchasing meals for students using district funds, please advise to the following limits:

\$18 for Breakfast (until 11 am) Includes tip

\$20 for Lunch (until 4 pm) Includes tip

\$36 for Dinner Includes tip

***Tip can be no more than 20% of the pre taxed amount of the subtotal**

These limits include tips. Tip cannot be greater than 20 percent of the total amount. Any overage or Missouri tax paid will be the staff member's responsibility to reimburse. Groups on overnight trips must eat their hotel's complimentary breakfast if offered.

Offseason Programs

Coaches are allotted twenty (20) contact days to work with their teams on sport-specific training activities during the summer. Summer begins the day after the last day of school or May 22nd (whichever comes first) and ends July 30, 2021. Conditioning and strength training activities do not count as contact days as long as they do not include sport specific training.

The purpose of our offseason programs is to develop our athletes in a way that allows them to decrease their risk of injury, maintain the fitness level required to withstand practices and competitions, and to increase their competitiveness within those competitions.

Coaches are expected to create and implement an offseason plan within their programs. A policy in regards to each coach's expectations about their offseason plans needs to be in place and communicated with their student-athletes as well as the athletic director. Participation in offseason activities can NOT be a requirement for team membership.

Overnight Policies

The Athletics department will fund all overnight trips when it pertains to MSHSAA-sponsored postseason events up to the state championship level.

The Athletics Department will not fund any overnight trips that are not MSHSAA-sponsored events and/or that are either during the regular season or past the state level. Programs can fundraise to go on these trips as long as they qualify (varsity) and receive administrative approval. Approval must be granted before communicating with the community.

School-sponsored overnight lock-ins are not allowed. Programs can hold events up to midnight but then need to dismiss students at that time.

Partnering with Parents/Guardians

It is the primary goal of our department to help students develop into the best person and leader he/she can be. This is likely a goal parents have as well, so we must be able to partner with them in pursuing this end.

Please communicate with parents:

- Your philosophy
- Your team expectations (outlined in your program handbook)
- Your evaluation protocol
- Location and times of all practices/contests
- Any discipline issues that need to be communicated
- If unsure, ask: "Would I want to know about this if it were my child?"

When communicating with parents:

- Be honest, respectful, and clear
- Attempt to develop positive relationships before a conflict occurs
- Communicate team expectations before making selections
- Be clear that if you do contact a parent about a potential concern, it does not mean you think their child is a bad kid or that they are a bad parent. Kids make mistakes and we want to partner with parents to help their child grow

Parents are expected to:

- Express concerns they may have in regards to the treatment of their child, specific concerns relating to their child, or ways to help their child improve
- Use calm and respectful language
- Avoid contacting you when heated or overtly upset (especially before, during, or after a contest)
- Not to contact you about other students or disagreements concerning playing time, player evaluations, or game strategies/philosophies

Communication Ladder

- As a general rule, concerns should be communicated through the following ladder:
 1. Athlete-Coach
 2. Athlete-Parent-Coach
 3. Athlete-Parent-Coach-Athletic Director
- Parents are expected to call or email the coach or administrator when setting up an appointment. It is not appropriate to attempt to discuss matters directly before, during, or after a practice/competition
- There may be situations whereby the athletic director and/or principal will be involved from the onset. In addition, it may not always be appropriate to include the student-athlete. These adjustments will be communicated prior to an appointment.

- Please understand that playing time, player evaluations, and game strategies/philosophies are trusted to the coach's discretion.

Physical Examinations

Athletes must have a valid physical form signed by an M.D. or D.O. turned in to BHS **before** he or she will be allowed to participate in tryouts or practice for any sport. A physical examination is valid for two years (730 days) from the date of issue.

Physical exams and health forms will be collected via eForms in the parent portal in SIS. A picture or PDF of the signed and dated physical must be uploaded to the eForm. The remaining forms will be completed and signed electronically. All sections must be completed before the eForm can be submitted. Approval will be processed by the athletics office to confirm completion of the forms. The physical tracking spreadsheet will continue to be updated with the status of completion and dates of physical exam completion and expiration.

Under no circumstance shall a student be allowed to participate without a signed physical and insurance form!

In addition to physicals, students are also required to participate in SWAY concussion testing. Our athletic trainer will provide the testing as well as be an integral part of the evaluation and treatment procedure when a concussion does occur. If concussed, no student will be allowed to return to play until completing the "Return to Play" guidelines outlined by MSHSAA.

Program Handbooks

All programs are expected to create, communicate, and follow an individual program handbook outlining specific expectations of each program. These handbooks need to include expectations regarding:

- | | |
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| <ul style="list-style-type: none"> • Contact Information • Communication Outlets • Calendar/Important Dates • Academic Standards | <ul style="list-style-type: none"> • Lettering Requirements • Behavior Standards • Attendance/Punctuality • Other Pertinent Information |
|--|---|

All programs must follow expectations and protocols included in the Belton Athletics/Activities Handbook, but coaches are empowered to set additional standards as well as more detailed information within their program handbooks. Coaches must submit their handbook to the athletic director prior to the season.

Scheduling

Regarding scheduling practices, the coach needs to be sure to reserve all needed facilities well in advance of their season. Please collaborate with other in-season coaches to ensure conflicts are avoided. All Sunday practices must be optional for students.

Regarding scheduling competitions, the coach will be asked to provide input but the final decision rests with the Athletic Director. Please notify the athletic office as soon as possible if any changes or updates need to be made to the schedule. Also, any overage above \$400 on entry fees will come out of that activity's budget.

Selections

If your program is going to be selecting players that make the team and some that do not, please:

- Respect each student by having an individual discussion with each of them revealing the coach's decision—whether they made the team or not
- Provide clear feedback to players on their performance and what they could do to improve their chances in the future

- Inform students of ways they could still be involved with the program and/or encourage them to continue to support the program however they can

If any changes (additions or subtractions) ever occur in your program, please notify the Athletics Office as soon as possible so we can make the proper adjustments to eligibility rosters and in MSHSAA.

Transportation Off-Campus Supervision Guidelines

Recognizing that the use of educational tours and/or field trips can enhance the educational experiences of children and that such trips are quite beneficial in extending and reinforcing classroom instruction and experiences, the Board strongly recommends that teachers continue to make full use of such tours and/or trips within the framework of the following regulations:

1. All arrangements for educational tours or trips are to be made by the teacher in cooperation with the building principal and all educational tours or trips must have the approval of the building principal.
2. Teachers are to exercise selectivity in planning a tour or trip so as to better ensure a positive learning experience for the students. Such tours/trips are intended to correlate with the curriculum or course of study.
3. Teachers are responsible for the conduct of students at all times on all tours or trips, including the time when the students are on the buses. Such responsibility is not to be transferred to the bus drivers or parents.

All students will be transported to and from contests via school transportation. The only exceptions to this are:

- Injury to a participant which would require alternative transportation
- Prior arrangements between the participant's parent/guardian and the coach for the student to ride with their parent/guardian only. This may be done via a sign out sheet that must be signed by the parent/guardian for each separate event. Coaches shall file this form for verification purposes. A copy of the travel waiver form can be found in the head coaches folder in the Google drive, or on the wall in the athletic office.

Bus schedule spreadsheets will be shared with coaches from the athletics office. Coaches will need to update their specific spreadsheet with desired pick-up time and locations. These need to be maintained and any changes need to notify the athletics office via email as well to keep DS bus up to date as timely as possible. The athletics office will send a weekly transportation email reminder for pick up time confirmation.

It is imperative all coaches supervise their student-athletes while on the bus. It is not the duty of the bus driver to supervise students. Also, if you need to cancel a trip, please notify the athletics office asap. Costs for failing to notify the office of any cancellations will be at activity's expense.

The dispatch number for DS Bus Lines, Lisa Williams 816-668-7160. This number should only be used after hours. If, for some reason, you need to reach the main office during operating hours the number is 816-331-3200; ask for Tonya or Michelle. As long as spreadsheets are updated and any changes are communicated to the athletics office, you should *not* need to reach out directly to the bus company.

Weather

During events/practices, the supervisor in charge (administrator on site or coach) as well as the athletic trainer will be monitoring severe weather. If thunder is heard or lightning strikes the ground, the event/practice needs to be suspended and all need to seek shelter immediately. Once activities are suspended, the event cannot proceed until 30 minutes after the last sound of thunder or sight of lightning.

In conditions of intense heat:

Between 95-104 degrees heat index: increase time/frequency of water breaks, utilize shorter practices, decrease equipment

Over 105 degrees heat index: practice/event must be postponed or relocated until no longer in heat warning

Program Evaluation

Each head coach will be evaluated in regards to his/her ability to perform our five core athletic standards:

1. To understand and responsibly manage the financial and budgetary processes
2. To be knowledgeable about their sport and provide effective instruction to their student-athletes
3. To exhibit a high degree of professionalism
4. To be committed to their student-athletes and their program
5. To effectively manage the administrative duties within their program

Standard 1: Coaches understand and responsibly manage the financial and budgetary processes		
	Expectation	Suggestions
1. Stays within budget	Track your Board Acct, Activity Acct, and Booster Club spending	Communicate with AD on big purchases
2. Follows all budgetary policies and protocols	Submit POs and fundraising approval forms to the AD/AD secretary for approval <i>in advance</i>	
3. Ensures all purchases are made due to necessity and/or to enhance the program	All purchases should have a clear reason or purpose in regards to improving your program	
4. Compiles and maintains an accurate inventory of all equipment, uniforms, and supplies	Have a document tracking all program equipment/uniforms and share the document with the AD Any equipment lost by an athlete, must be paid for by the athlete	Account for all inventory at the beginning and the end of your season
5. Keeps facilities well-maintained and properly stows equipment after practices, events, and the season	Make sure all equipment is put away after practice/events Notify AD of any facility issues in a timely manner	

Standard 2: Coaches are knowledgeable about their sport and provide effective instruction to their student-athletes		
	Expectation	Suggestions
1. Implements BHS, MSHSAA, and NFHS guidelines and regulations	Understand the expectations and implement them accordingly Complete rules tests, evaluation forms, etc.	Create "to-do lists" and/or reminders for specific tasks that are time sensitive
2. Exhibits a comprehensive knowledge of the sport—including skills and strategies	Demonstrate your knowledge through effective practices, game strategies, and ability to make adjustments	
3. Utilizes effective instruction to motivate and develop their student-athletes as well as their overall team	Use enthusiasm, engagement, and appropriate drills/sequencing to develop your athletes/teams	

4. Ensures all student-athletes and their parents are informed of program expectations/procedures (in writing)	Create a team handbook with your specific expectations Share your expectations at the parent meeting. <i>Notify athletics office of meeting dates/times</i>	Be as specific or as concise as needed in your handbook, but hold all students accountable accordingly
5. Administers a comprehensive offseason program—including workouts, camps, and other relevant activities as necessary	Work with S&C coach to develop offseason strength plan Be as involved as possible with improving your athletes' skills and habits in the offseason Submit your offseason calendar to the AD ASAP	Implement/encourage participation in strength training, workouts, camps, competitions, etc.
6. Is a reflective practitioner who is open to growth	Never settle and always be reflecting on ways to get better Be forthcoming if a mistake is made. Perfection is not the expectation but learning from mistakes helps us be our best	Be open with your players if you make a mistake. They'll be more likely to be accountable themselves if they see you model it

Standard 3: Coaches exhibit a high degree of professionalism		
	Expectation	Suggestions
1. Commands respect by exhibiting appropriate appearance, language, and conduct at all times	Dress and behave professionally Refrain from the use of profanity	
2. Interacts collaboratively and appropriately with other coaches, staff members, and administration	Communicate with other coaches in regards to use of facilities, plans, etc.	
3. Fosters appropriate relationships with student-athletes, parents, media, & community members	Be a role model for all—your actions speak much louder than your words	
4. Exhibits respect and sportsmanship for the game, opponents, and officials	Demonstrate the composure & self-control you expect from your athletes	
5. Supports and encourages participation in all Belton athletic teams—not just their own	Encourage our athletes to participate in as many activities as possible	Try to attend as many activities as you can—the kids and community will notice!
6. Works cooperatively and collaboratively with the Athletic Director	Communicate openly, honestly, and respectfully at all times Keep the AD in the loop of any relevant issues/concerns	

Standard 4: Coaches are committed to their student-athletes and their teams		
	Expectation	Suggestions
1. Passionately works in an enthusiastic and detailed manner to push the performance of the program to its highest potential	Make it clear through your actions and work ethic that you are passionate about the program and work hard to make it as successful as it can be	
2. Recruits and encourages participation among all students at Belton HS and the school-district at large	Develop positive relationships that encourages students to want to be a part of your program Find ways to inform and engage all students in the district—especially at BMS	Middle School night Middle School meetings Middle School camps
3. Involves and engages the community's youth into their sports program	Find ways to inform and engage the community's youth	Youth camps Youth clinics Creative ways to involve youth on game nights
4. Monitors the academic performance of their student-athletes and supports necessary academic interventions	Have a specific academic policy written in your handbook Provide accurate rosters in a timely manner for purpose of tagging	High academic performance will be emphasized and recognized publicly by the athletic department
5. Promotes positive character development and citizenship in their student-athletes	Point out and emphasize the importance of character in the success of your team	Point out the importance of character in your handbooks Incorporate character development in your practice plans/team discussions
6. Provides relevant and appropriate feedback to their student-athletes as a form of continuous improvement	Frequently reflect with your teams and individual athletes on their performance	Utilize film, observational feedback, as well as statistical feedback as necessary
7. Provides appropriate supervision before, during, and after all team activities	Must have a coach present anytime students are attending a team activity until they are picked up	Communicate importance of timeliness with your athletes and parents Have coaches rotate waiting for rides

Standard 5: Coaches effectively manage the administrative duties within their program		
	Expectation	Suggestions
1. Effectively manages and develops the program's coaching staff	Hire the best coaches you can find Help coaches grow and develop Hold coaches accountable	Give coaches specific and clear jobs/duties Possibly create a coaches' handbook for your program
2. Maintains the MSHSAA website to ensure schedules, rosters, results, and postseason information are completed in a timely manner	Keep up with all the MSHSAA requirements in accordance with the deadlines	Create "to-do lists" and/or reminders for specific tasks that are time sensitive
3. Stays current on all necessary health and safety certifications including first aid, CPR, and AED trainings	Self-explanatory	
4. Properly requests all transportation needs in a timely manner	Put in transportation requests at the beginning of the season or as soon as you know the time of a certain activity/contest Notify AD/front office of any trips or activities where students must miss time in class. Include roster and release times	
5. Properly handles all medical documentation including physicals, concussion information, and incident reports	Self-explanatory	Utilize assistants as needed
6. Maintains appropriate individual and team statistics and records	Statistics should be kept and tracked throughout the season	Keep track of your program's school records and post them for all to see—it means a lot to kids
7. Regularly communicates and engages the Belton community in regards to their program	Make the community feel proud of your program and want to be a part of it	Program website - this will be overseen by Melissa McConnell at CO. Please send any website changes and updates to her. She can link your program's social media accounts to the district website as well. Social media News media Service projects Youth activities

