

LAUREL COUNTY SCHOOLS



Athletic Handbook

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The Kentucky High School Athletic Association (KHSAA) defines “sport” and “sport activity” in its Bylaws as those athletic events for which the Association conducts a state championship or licenses officials. See the KHSAA Bylaws at <https://khsaa.org/general/khsaa-handbook/>

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Welcome

Welcome to Laurel County Schools.

The information in this handbook is provided for the safety of student-athletes and is developed with the best interest of the student-athlete in mind. We believe that athletics play an integral part in the total educational experience. Through athletics, we wish to promote good sportsmanship, integrity, character education, virtue, and a winning attitude in both team and individual settings.

Rules and procedures are established to provide guidance in all areas of athletics. Student-athletes, coaches, parents, and spectators are responsible for knowing the contents of this handbook and following the guidelines set forth herein. Failure to comply with these rules and procedures may result in disciplinary action. Participation in a sport is an extracurricular activity aimed at better developing the mind, body, and character of each student-athlete and serves both as a complement and supplement to their total education experience. Participation in an extracurricular activity is a privilege, not a right. Students are encouraged to enjoy the activities offered by Laurel County Schools.

District Mission

Our mission is to prepare our students for success by providing a quality education.

Statement of Purpose

The purpose of this handbook is to acquaint student-athletes, coaches, parents, and spectators with the general Board of Education policies that govern and affect the athletic programs of the Laurel County Schools.

Because this handbook is a general source of information, it is not intended to be and should not be interpreted as an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the responsibility of each coach to refer to the current Laurel County Board of Education policies and/or administrative procedures for further information. Complete copies of those documents are available on the Laurel County Schools website, www.laurel.kyschools.us, at the Laurel County Board of Education Central Office or the school. Each coach is expected to read and become familiar with all policies and procedures related to their responsibility as a coach.

School council policies may also affect athletic programs at a specific school. These policies are located at each school and on the school website.

Future Handbook Revision/Update

Although every effort will be made to update this handbook in a timely manner, the Laurel County Board of Education reserves the right and has the sole discretion to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreement and law. The District reserves the right and has the sole discretion to modify or change any portion of this handbook at any time.

Accounting Procedures for Kentucky School Activity Funds Manual

The District must comply with guidance provided in the [“Accounting Procedures for Kentucky School Activity Funds”](#) manual and hold to its minimum standard. Further, the Laurel County Board of Education may strengthen and add to any documents or procedures that are within the scope of its authority and responsibility of ensuring accurate accounting for all financial records, as well as ensuring school activity funds are expended as intended.

Specifically concerning insurance for booster and PTO organizations, the manual requires:

1. Treasurers of external support/booster organizations should be bonded.
2. All external support/booster organizations must carry separate insurance for general liability. The district liability insurance does not cover external support/booster organizations.
3. Proof of liability insurance coverage must be submitted to the Principal before commencing any fundraising activities.

Elementary Sports

Boys and girls basketball
Cheerleading

Middle School Sports

Baseball
Boys and girls basketball
Boys and girls soccer
Cheer
Dance
Football
Softball
Volleyball

High School Sports (Freshman, Junior Varsity, and Varsity)

Archery
Baseball
Bass fishing
Boys and girls basketball
Boys and girls cross country
Boys and girls golf
Boys and girls soccer
Boys and girls tennis
Boys and girls track
Cheer
Dance
Football
Softball
Swimming
Volleyball

Sportsmanship

The development of sportsmanship is an essential objective of Laurel County Schools. Development often occurs while the athlete is under the pressure of competition. All participants in all programs must understand the responsibilities that student-athletes, coaches, parents, and spectators assume. These responsibilities include the following:

Student-Athlete

- Treat opponents, teammates, and coaches with respect
- Plays hard within the rules of play
- Exercises self-control at all times, setting an example for others to follow
- Shows respect for officials and accepts their decision without gesture or argument

- Wins without boasting, loses without excuses, and never quits
- Always remembers that it is a privilege to represent the school and the community

Student-Athlete Responsibility

- **Responsibility to yourself** – The most important of these responsibilities is to yourself to make the most of your school experience. Your academic studies, participation in other extracurricular activities, and sports will help prepare you for life as an adult. Take advantage of these opportunities.
- **Responsibility to your school** – As a student-athlete, you are one of the most visible representatives of your school. The student body, the community, and other communities may evaluate Laurel County and your school by your conduct and attitudes both on and off the playing field. Because of this, you can contribute greatly to school spirit and community pride. We trust you will represent Laurel County and your school well and make your community proud.
- **Responsibility to others** – As a team member, you are responsible to the other players on the team to uphold team rules and attend and work at all practice sessions. The team's success depends on how hard each player is willing to work. If each member of the team remains dedicated to hard work and teamwork, success will follow. You have a responsibility to your parents and family, on which your actions and conduct directly reflect. They are your most loyal fans; make them proud. As a team member, you also have a responsibility to the younger student-athletes. You are a role model for them. They look up to you and will often follow your example. Set a good example for them.

Note:

If a student-athlete is ejected from an athletic event (home or away), that athlete will be suspended for the following number of games*.

High School – per KHSAA bylaw

Middle School – per High School KHSAA bylaw

Elementary School – 1 game

*This does include postseason.

Coach

- Treats their players and opponents with respect
- Inspires student-athletes to love the game and play fairly
- Disciplines team members who display unsportsmanlike behavior
- Is a teacher who understands that the athletic arena is an extension of the classroom
- Respects the officials' judgment and interpretation of the rules

Coach Responsibility

- Coaches have a tremendous influence on student-athletes and should never place winning above the value of good sportsmanship and fair play.
- Coaches shall strive to set the example of the highest ethical and moral conduct to student-athletes.
- Coaches need to be sensitive to the diversity of our student-athletes. Multi-cultural and socioeconomic differences give student-athletes a wide variety of perceptions. Casual remarks or comments made in front of a diverse group of athletes may be offensive or hurtful. Coaches are strongly encouraged to be sensitive to all student-athletes under their direction.
- Coaches shall be consistent with discipline. Inconsistency leaves a coach open to the change of favoritism and undermines the morale of the team.
- Coaches must maintain a perspective on the grade level and age of student-athletes. Intensity levels of coaching should be commensurate with both the grade level age of the student-athletes. An overzealous approach can take all the fun out of playing.
- Coaches must be punctual for all practices, meetings, and contests.
- Coaches must be familiar with district policies on fundraising, use of facilities, purchasing, etc. Any request for use or modification of any District facility must be addressed with and approved by the Principal and District.
- Coaches shall be familiar with the basic KHSAA Bylaw regarding eligibility, contest restrictions, and non-contact periods.
- Coaches shall know the game rules and shall be responsible for the interpretation provided to team members.
- Coaches shall promote the entire interscholastic program of the school. Coach-forced athletic specialization is not acceptable. That type of practice has no place within Laurel County Schools and will not be tolerated.
- Coaches shall take an active role in the prevention of tobacco, alcohol, and other drugs both on and off the field.
- Coaches are responsible for all student-athletes under their supervision. Each coach shall closely supervise their athletes before, during, and after all athletic practices or contests.
- Coaches who teach shall accept that s/he is a classroom teacher, and teaching is their first responsibility.
- The repeated use of profane, foul, threatening, or abusive language by a coach is considered unacceptable behavior. Such behavior is not tolerated and may result in disciplinary action.
- Coaches shall have a genuine desire to improve themselves and the overall athletic programs.

Note:

If a coach is ejected from an athletic event (home or away) by a referee, umpire, official, etc., that coach will be suspended from their coaching duties for the following number of games.*

High School – per KHSAA bylaw

Middle School – 2 games

Elementary School – 1 game
*This does include postseason.

The Spectator

- Attempts to understand and be informed of the playing rules
- Appreciates a good play no matter who makes it
- Shows compassion for an injured player, applauds positive performance, does not heckle/jeer/distract players, and avoids the use of profane and obnoxious language and behavior
- Respects the judgment and strategy of the coach and does not criticize players and coaches for loss of a game
- Treats opponents' spectators with respect
- Respects authority of others and the authority of those who administer the event

Note:

If a spectator is ejected from an athletic event (home or away) by a referee, umpire, official, etc., that spectator will not be allowed to attend another home event during the entire season of the sport, including postseason contests.

Eligibility

Eligibility for Extracurricular Activity

This procedure is in reference to the Laurel County Board of Education policy 09.301 “Eligibility for Extracurricular Activities” (See Appendix C for the full policy or www.laurel.kyschools.us). Any student who falls academically below a C average (2.0 GPA) for any 9-week grading period will be placed on a ten school-day extracurricular probationary suspension.

Reinstatement of eligibility will be determined by the grades obtained during the ten school-day extracurricular probationary suspension. If, after ten school days, the student's grades calculate to a minimum 2.0 GPA (C average), that student shall be reinstated immediately. Per that same policy, a student is only allowed one probationary period at each level: elementary school (grades P-5), middle school (grades 6-8), and high school (grades 9-12).

Eligibility Restrictions for “Repeaters” or “Hold-backs”

Students repeating a grade for any reason are ineligible to participate in interscholastic athletics at any level and any grade during the second year in that grade (hold-back year). Students may only play a maximum of 3 years at the middle school level. For example, a student may not play as a 6th grader at North or South Laurel Middle School and then transfer to another district and be permitted to play as a hold-back (repeater) in the 6th grade, then transfer back to North or South Laurel Middle School and play as a 7th and 8th grader.

Eligibility for Middle School and High School Athletics

Students may not participate in interscholastic athletics at any level (middle or high) until they reach grade 6. No student below grade 7 shall be permitted to participate in any sport or sport activity at the high school level. Students in grades 7 and 8 shall not participate in the contact sports of football and soccer against students in grades 11 and 12.

Eligibility as related to Academic and Tryouts for Multi-Sport

All student-athletes must meet minimum academic eligibility requirements. A student may not begin another sport until all equipment, uniforms, etc., are returned from the student-athlete's previous sport. In a sport in which tryouts are required to make the team, the first official practice would be the first practice after the student-athlete has earned a spot on the team. As outlined in the [KHSAA Handbook](#), the first official practice dates for high school interscholastic athletics are listed below:

Sport	Official Practice Dates
Archery	21 days prior to the region (no defined season)
Baseball	February 15 (First official practice after tryouts)
Basketball (boys & girls)	October 15 (First official practice after tryouts)
Bass Fishing	October 1
Cheer	July 15 (First official practice after tryouts)
Cross Country (boys & girls)	July 15 (No tryouts)
Dance	July 15 (First official practice after tryouts)
Football	August 1 (No tryouts)
Golf (boys & girls)	July 15 (No tryouts)
Soccer (boys & girls)	July 15 (First official practice after tryouts)
Softball	February 15 (First official practice after tryouts)
Swimming	July 15 (First official practice after tryouts)
Tennis	October 15
Track (boys & girls)	December 1 (First official practice after tryouts)
Volleyball	July 15 (First official practice after tryouts)

Annual Physical Examination

All students who intend to participate in athletics, including cheer and dance, must have a sports physical. This includes any student participating in open gym, open field, etc. The physical expires one year from the physical exam date and must be completed using the KHSAA approved physical form. The physical exam form for each level can be located on the Laurel County School website at www.laurel.kyschools.us, located under the Athletics tab.

Transfer Rules for Student-Athletes

Educational guardianships, powers of attorney, and similar documents signed by a parent attempting to establish residency of a student in a geographic attendance zone other than that in which the parent resides shall not be deemed valid. See Laurel County Board of Education policy “School Attendance Areas” policy 09.11 Appendix D or www.laurel.kyschools.us.

The Laurel County Board of Education policy 09.31 “Athletics and Sport Activities” imposes transfer restrictions above that of KHSAA minimum standards to include but not be limited to the following: (see Appendix E for the full policy or www.Laurel.kyschools.us)

Any student transferring from a Laurel County elementary school, middle school, or high school to another school in-district or out-of-district following a bona fide residential move and who has participated in a particular sport or extracurricular activity including, but not limited to cheerleading and dance team, may remain eligible to participate in that particular sport or extracurricular activity including, but not limited to cheerleading and dance team at the school to which they are transferring. The student-athlete may also remain at their present (non-residential) school upon written request until the student-athlete graduates from high school. See Appendix E, Laurel County Board of Education policy 09.31 for full guidance and restrictions.

Transfers In-District and Requests for Policy Waiver

The procedure regarding student-athletic participation in a school outside of the student’s residential school attendance zone (transfer of schools without a move of residence) in Laurel County at each level (elementary, middle, and high) is as follows:

- **Elementary, Middle Schools, and High Schools:** Students who enroll in/transfer to an elementary, middle, or high school outside of their residential school attendance zone in Laurel County are not permitted to participate in athletics.

For the full policy, see Laurel County Board of Education policy “School Attendance Areas” policy 09.11 Appendix D or www.laurel.kyschools.us.

Split Feeder School

London Elementary School presents a unique situation within the Laurel County Schools residential attendance areas in that it enrolls students who will attend either North Laurel Middle School or South Laurel Middle School upon entering the 6th grade.

Upon matriculation from London Elementary School to one of Laurel County’s middle schools, students must enroll in the middle school that serves the residential attendance area within Laurel County. A student-athlete who has the choice to attend either middle school due to a qualifying circumstance (e.g.s., shared custody order with parents residing in different Laurel County residential attendance zones; a child of a parent who is an employee of the Laurel County Board of Education who resides in one zone and works in another), must choose enrollment to either

middle school before trying out for an athletic team. See Laurel County Board of Education policy “School Attendance Areas” policy 09.11 Appendix D or www.laurel.kyschools.us.

Open Athletics Activities

Open athletic activities such as open gym, field, etc., is a time set aside for all students enrolled in that particular school to have the opportunity to participate. Such events are available and open to all students enrolled in that particular school. Open athletic events are supervised; however, no instruction is provided, and the events may not be limited to student-athletes on a particular team. Attendance cannot be taken nor mandated by the coach. As a result, students that are currently under the “365 Day Rule” (see Board policy 09.31 – Appendix E) will be permitted to participate in these open athletic activities.

Athletic Summer Dead Period

The Kentucky High School Athletic Association (KHSAA) governs and enforces a summer athletic dead period, per Bylaw 24 “Summer Sports and Sport Activities” section 3, from June 25 to July 9 each year (see https://khsaa.org/common_documents/handbook/bylaws/bylaw24.pdf). During the summer athletic dead period, no school-related sports activities may take place, nor can any school facility or equipment be used. The athletic dead period begins each year at midnight on June 25 and ends at 11:59 PM on July 9. Laurel County Schools recognizes the KHSAA athletic dead period at all levels (elementary, middle, and high). As a result, no sports activities (school-related or otherwise) will occur at any district facility during the summer athletic dead period. The following summer athletic dead period restrictions are in place:

- A. Students shall not receive coaching or training from school personnel, whether salaried or non-salaried
- B. School facilities, uniforms, nicknames, transportation, or equipment shall not be used.
- C. School funds shall not be expended in support of interscholastic athletics
- D. A postseason wrap-up activity, celebration, or recognition event relating to a spring sports team at a school may be held.

Behavior and Academic Consequences to Extracurricular Activities

Acceptable behavior is expected of all student-athletes. Failure to follow all behavioral expectations of the Laurel County Schools *Student Code of Acceptable Conduct and Discipline* while representing any Laurel County School during athletic play may result in the appropriate discipline application per the *Student Code of Acceptable Conduct and Discipline* and may further disqualify the student-athlete from future athletic participation.

Hazing

Hazing is a very serious act and will not be permitted nor tolerated by any member of a Laurel County interscholastic team. Hazing is a complex social problem that is shaped by power dynamics operating in a group and/or organization. It refers to any activity expected of someone

joining a group that humiliates, degrades, or risks emotional and/or physical harm, regardless of the victim's willingness to participate.

Definition of Hazing

Hazing occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or any third party in order for the student to be initiated into or affiliated with an athletic team. Hazing includes, but is not limited to:

1. Any act involving an unreasonable risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities.
2. Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or substance that subjects the student to an unreasonable risk of physical harm.
3. Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature.
4. Any activity that subjects a student to levels of embarrassment, shame, or humiliation or which creates a hostile, abusive, and intimidating environment for the student.
5. Any activity involving a violation of federal, state, or local law or any violation of school district policies and regulations.

Hazing perpetrators are subject to appropriate disciplinary action, including but not limited to expulsion from the team. See the Laurel County Schools *Student Code of Acceptable Conduct and Discipline*.

Use of Telecommunication/Electronic Devices

Students shall not directly or indirectly utilize telecommunication or similar electronic devices in a manner that would violate the district's *Student Code of Acceptable Conduct and Discipline*, "Acceptable Use Policy" (AUP), individual school-based decision making (SBDM) policies, or policies of the Laurel County Board of Education. Violations may include the direct or indirect use of telecommunications or cameras to generate or share inappropriate images or language.

Note: Landline telephones, cellular telephones, and smartphones are part of the telecommunications network and considered part of the system resources. The same procedures and regulations apply as does govern other electronic media. Disciplinary action may disallow student participation in extracurricular activities.

Athletic Team Travel Requirements

Away Contests

Coaches will adhere to the following restrictions with regard to travel in scheduling athletic contests for their teams:

- **High School**

Coaches will schedule contests within a 75 miles radius (one way) Monday through Thursday. There will be no exceptions to this rule. The 75-mile radius is also in effect on weekends; however, a coach may schedule contests further than 75 miles (one way) with the understanding that the program/booster must fund the additional transportation cost over 75 miles.

- **Middle School**

Coaches will schedule contests with opponents from schools/districts in adjacent counties or within a 60-mile radius (one way). Adjacent districts include the Bell, Clay, Jackson, Knox, Pulaski, Rockcastle, Madison, and Whitley County. Additionally, the coach may schedule one (1) tournament per sport outside of the adjacent boundaries mentioned above. An equal number of home and away contests must be scheduled, not to exceed 24 total games.

Athletic Travel Supervision and Clerical Requirements of Coaches

During any overnight stay required due to the schedule and/or distance of the contest, coaches must stay on the same floor as the team. The head coach must also travel on the bus with the team with an additional certified employee on any other required bus/es. Coaches are required to submit bus trip sheets for each event the following week-day, complete with mileage and all the necessary signatures.

For out-of-state travel (e.g., baseball/softball trips during Spring Break), a detailed description of the mode of transportation must be submitted to the Director of Athletics before making any arrangements. This includes travel arrangements and itinerary after arriving at the destination. If a district-owned van/bus or approved rental vehicle is requested, only an employed coach is permitted to drive the vehicle. The head coach will be held responsible if this requirement is not followed. See “Out of State Overnight Student Travel Request” form Appendix F to be completed by the Coach and submitted to the Principal.

Student-Athlete Sign-Out From Away Contests

Student-athletes are to travel to any away contests with the team on school-arranged transportation. Laurel County School’s top priority is the safety of its student-athletes. If a parent/guardian should find the need to transport their child home from a contest, coaches will follow the same student sign-out procedure used to sign students out at the school. The coach will maintain a copy of each student-athlete’s emergency card to each away contest and maintain a sign-out signature sheet from their school for official sign-out documentation. The sign-out sheet must be filled out entirely and verified by the head coach and student-athlete emergency card.

Only persons listed on the emergency card may sign out student-athletes. In addition, persons signing athletes out must be at least 18 years of age.

Middle School Athletics per KHSAA Regulations

The KHSAA shall manage interscholastic athletics at the middle school level. Participation of repeating student-athletes at the middle school level shall be implemented pursuant to [702 KAR 7:065](#) as follows:

- Any student enrolled initially in grade six (6) through grade eight (8) who is repeating a grade for any reason is ineligible, during the school year that the grade is repeated, to compete in interscholastic competition involving student enrolled in grade six (6) through eight (8) while repeating a grade;
- A student-athlete who turns:
 - Fifteen (15) years of age before August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against student-athletes exclusively enrolled in grades eight (8) and below;
 - Fourteen (14) years of age before August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against student-athletes exclusively enrolled in grades seven (7) and below; and
 - Thirteen (13) years of age before August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against student-athletes exclusively enrolled in grades six (6) and below

Middle School Football

During the month of June, middle school football student-athletes will follow the same procedure as high school teams per the KHSAA guidelines, which require practice in which helmets only are permitted (no pads allowed).

Middle school football will adhere to the equipment acclimatization protocol.

The USA Football definitions below are fully described at:

usafootball.com/resources-tools/coach/practice-guidelines/

(1) Acclimatization and Acclimation

1. First date of official practice in a helmet only. Only Level 0 “Air” and Level 1 “Bags” drills can be conducted. Heat index monitoring guidelines must be complied with during any activity.
2. First date of practice in shells (shorts, helmets, shoulder pads) for a player who has had at least five days in helmets only. Only Level 0 “Air,” Level 1 “Bags,” and Level 2 “Control” drills can be conducted. Heat index monitoring guidelines must be complied with during any activity.
3. First practice in full gear for all players who have had at least three practices wearing helmets and shoulder pads. Level 0 “Air,” Level 1 “Bags,” Level 2 “Control,” Level 3 “Thud,” and Level 4 “Live-Action” drills can be conducted

in one practice per day. Once the first of these practices have been held, no 7-on-7 or other simulations against other teams can be held. Heat index monitoring guidelines must be complied with during any activity.

(2) Requirements for Individual Players before playing against another school (game or scrimmage).

1. These are required of each player, and this listing is vital for those coming out for the team after practice starts.
2. Five days of helmets only in sessions with the rest of the team. Only Level 0 “Air” and Level 1 “Bags” drills can be conducted.
3. Three days of helmet and shoulder pads with the team. During these days, no contact with other players, only sleds and dummies. Only Level 0 “Air,” Level 1 “Bags,” and Level 2 “Control” drills can be conducted.
4. Three days of full practice in pads with the team. The third day cannot be the day of the first desired game. Level 0 “Air,” Level 1 “Bags,” Level 2 “Control,” Level 3 “Thud,” and Level 4 “Live-Action” drills can be conducted.
5. If playing other sports after July 15 and electing to come out for football later, the five days in a helmet only (acclimatization) can be waived, but three days of helmet and shoulder pads with the team, followed by five full days of practice with the team would be required before playing against the other school.

(3) Once contact practice (practice in all equipment and drills using Level 3 “Thud” and Level 4 “Live-Action”) begins on or after August 1:

1. Cannot have multiple contact practices on any day where Level 3 “Thud” and Level 4 “Live-Action” drills are conducted;
2. On days when two practices of any type are held, a total limit of 5 hours per day of practice, not including the mandatory break. Water breaks, rest breaks, and injury treatment shall not count against the 5-hour limit;
3. A 3-hour break is required after a contact practice where Level 3 “Thud” and Level 4 “Live-Action” drills are conducted during which no activity can be held;
4. Weight training, conditioning, meetings, film study, and teaching period/walk through simulations without equipment shall count against 5- hour limit and may not be conducted during the three-hour required break.
5. If only one practice is held during a day, 3 hours per day is the limit.
6. Heat index monitoring guidelines must be complied with during any activity.
7. Schools must maintain heat index records which will be randomly audited.

Licensed Officials for Middle School Contests

Teams participating in middle school athletics as defined by Section 4(3)(a)7 of [702 KAR 7:065](#) shall use KHSAA licensed officials in the sports of baseball, basketball, football, soccer, softball, and volleyball.

Elementary School Basketball

Elementary School basketball practices will be a maximum of two (2) days per week, not to exceed an hour and a half (1.5) per practice. This rule applies to in-season practice time. Once contests begin at two (2) games per week, the practice times should be sufficient. Until contests begin, the maximum number of practices is three (3) days per week, not to exceed an hour and a half (1.5) per practice.

- Quarters - 6 minute quarters
- Halftime - 8 minutes on clock
- Between games - 10 minutes on clock
- Overtime - 2 Minutes
- Ball Size - Girl's Ball (28.5) will be used by both boys and girls play.
- 3 Pointers - Permitted for both boys and girls play.
- Timeouts - 4 sixty-second timeouts per game (1 additional per overtime)
- Tiebreak - Win-Loss Record, Head-To-Head, Record vs. next highest seed, flip a coin
- Pressing - No pressing at all in the first half (cannot press the rebounder). Teams may press in the second half until they reach the 15-point barrier.
- There is no mandatory playing rule. Coaches must make an attempt to allow all kids to play, particularly in blowout games.
- When players are attempting free throws, they will be permitted to cross the line without penalty. However, the player attempting the free throw will not be permitted to shoot and then run in to get the rebound.
- Running clock- If at any time during the contest the score differential reaches 25 points or more in the second half, a "running clock" will be instituted. Once the "running clock" is instituted, it will remain running for the duration of the game. The clock will only stop for an injured player, free throw attempts, or a timeout.
- Cheer- The rule for cheer is "one foot on the floor at all times." No tumbling, stunting, pyramid building, etc.

Sports Safety Course and CPR

All coaches (head and assistants), sponsors (head and assistants) at the high school, middle school, and elementary levels, as well as Athletic Directors and EMTs, are required to complete the KMA/KHSAA Sports Safety Course. Further, all coaches must be updated yearly in CPR.

Reporting of Violations/Protests

Anyone who wishes to report a violation/protest/allegation against a coach, player, or program must do so in writing. The protest must be signed, and contact information must be included for verification purposes. Anonymous notes, letters, and phone calls will not receive the attention of official action unless school officials believe the safety or well-being of the student-athlete is in jeopardy.

Grievance Procedure

For the purpose of improving relations between all parties, the following guidelines have been established for filing a grievance.

- If a parent has a complaint about a coach, they shall refrain from confronting the coach in public, before or after a practice or contest, at their home or over the telephone. Complaints shall be addressed to the Athletic Director, who will then establish a conference time for the coach and parent to meet.
- If, after this meeting, the matter is not resolved, the parent shall contact the Athletic Director to establish a meeting with the Athletic Director and the Principal.
- If the issue remains unresolved, the parent shall then contact the Superintendent/Designee to request a meeting with the parent, coach, Athletic Director, and the Principal.

Coaches, parents, and the administration shall not discuss other players or family members. Conferences shall focus on the complaint and a remedy to the problem that is most agreeable to all parties involved. It shall be the established policy of coaches that they are not obligated to play all players equally. The determination of playing time is determined by the coach at his/her discretion based on criteria including, but not limited to, ability level, experience, work ethic, attitude, and past performance.

Board members and administration officials may be contacted by parents and members of the community about a concern regarding a player or coach. However, Board members shall inquire as to whether or not the chain of command stated in the handbook has been followed. Any written correspondence should be passed on to the appropriate personnel giving them the opportunity to respond. Anonymous notes, letters, and phone calls will not typically receive the attention of official action unless school officials believe the safety or well-being of the student-athlete is in jeopardy.

Coaches will establish their own rules and schedules within guidelines that have been established by KHSAA and the Laurel County Schools, including practice times and duration. The head coach shall be responsible for making decisions regarding strategy, personnel, and scheduling. Both student-athletes and their parents should be given relevant information during pre-season meetings regarding team policies, discipline procedures, coach's philosophy, and any other

logistical details specific to the program. All policies governed by KHSAA and the Laurel County Board of Education shall supersede any rules set forth by the coach. It is the responsibility of each coach to know and be familiar with all rules, guidelines, and policies that pertain to their role.

Community Use of Facilities

The Laurel County Board of Education is happy to collaborate with community organizations. In order to maintain a level of consistency and stewardship, groups/teams requesting to utilize the Laurel County Board of Education facilities must abide by the same guidelines as our school teams. This includes but is not limited to following the heat index regulations as outlined by the Kentucky High School Athletic Association. Please see the [KHSAA Handbook](#) at www.KHSAA.org for details. To request use of any school facilities, see the Principal of the school.

Appendix A

Coach Agreement with the

Laurel County Schools Athletic Handbook 2020-21

As a coach in Laurel County Schools, I hereby agree that I have received, read, and will comply with the Laurel County Athletic Handbook. I further agree that I will abide by the rules and guidelines outlined in the Athletic Handbook and understand that I must follow these rules at all times. I also acknowledge that I have received training in the rules and regulations of the Kentucky High School Athletic Association (KHSAA) and agree to abide by them. I understand that violations of the rules and regulations or policies and procedures of the Laurel County Board of Education may result in my removal as a coach. It is my responsibility to provide a copy of the Laurel County Athletic Handbook to each member of my team. It is further my responsibility to answer any questions regarding the contents of the Athletic Handbook or to request information from my Athletic Director or Principal in answering those questions. As a coach, I agree that no athlete will participate on a team that I coach if that athlete and parent have not signed and returned the Student-Athlete/Parent (Guardian) Agreement (Appendix B) by the announced deadline.

Print Name of Coach: _____

Signature of Coach: _____

Athletic Team: _____

Date: _____

Appendix B

Student-Athlete/Parent (Guardian) Agreement with the
Laurel County Schools Athletic Handbook 2020-21

Student-Athlete:

As a student-athlete in Laurel County Schools, I hereby agree that I have received, read, and will comply with the Laurel County Schools Athletic Handbook. I further agree that I will abide by the rules and guidelines outlined in the Athletic Handbook and understand that I must follow them at all times. I acknowledge that violations of the rules and guidelines within the handbook may result in my removal from athletic teams and events in which I participate. The handbook is to be used as a reference tool for general information, and I understand that I should seek out either my head coach, the Athletics Director, or the Principal with questions on specific issues. I understand that failure to sign and return this form to my head coach by the announced deadline may result in my being declared temporarily ineligible for practice or competition.

Parent/Guardian:

As the parent or legal guardian of the minor student signing below, I agree that my child will follow the provisions of the Athletic Handbook of the Laurel County Schools.

Print Name of Student-Athlete: _____

Print Name of Parent/Guardian: _____

Signature of Student-Athlete: _____

Signature of Parent/Guardian: _____

Athletic Team: _____

Date: _____

Eligibility for Extracurricular Activities

The following criteria for participation shall only apply to SBDM schools in the absence of council policy that establishes school criteria or when the council chooses to adopt criteria established by the Board:

1. Any student who fails to achieve a C average for any nine week's grading period will be suspended from all extra-curricular activities for a period of ten school days beginning the day after such grades become available to the sponsor/coach of the extracurricular activity. During this time the student will be banned from any and all activities, including practice sessions and trips. If he/she has achieved a C average at the end of ten days, the student will be allowed to resume full participation in his/her extra-curricular activities. If the student has not achieved a C average by the end of the tenth school day, however, that student will be banned from all participation in extra-curricular activities for the remainder of the nine weeks grading period.
2. If the student who regains a C average at the end of the ten days fails to achieve a C average by the end of the nine weeks, that student will be suspended from participation in all extra-curricular activities for the following full nine weeks' grading period without any other probationary period.
3. Any student who fails to achieve a C average during the fourth nine weeks of school will be allowed to participate in all extracurricular activities held during the summer vacation. The student will be suspended, however, from extra-curricular activities for the first ten days of school at the beginning of the school year. His/her scholastic average will then be evaluated by the same process as above described.
4. Teachers of all students placed on the two-weeks probation, shall, at the end of the probationary period, meet with a committee appointed by the Superintendent or designee and chaired by the Principal. The committee and the teachers of the probated student will determine the extra-curricular eligibility status of the student(s) in question at this time.
5. No student shall be granted more than one two-week probationary period in elementary schools (grades P-5); middle school (grades 6-8); and senior high school (grades 9-12).
6. The school principal shall be responsible for the implementation of the foregoing policy.

Adopted/Amended: 02/12/2001

Order #: 9

School Attendance Areas

ASSIGNED ZONES

All pupils shall be assigned by geographic attendance zones and will attend the school designated to serve their area of residence. Specific areas served by each attendance zone will be marked on a map in the central administration office. The Board may revise attendance zones from time to time to attain maximum utilization of school facilities.¹

No student may be assigned to or required to attend a charter school by the District.

RECIPROCAL AGREEMENTS WITH OTHER SCHOOL DISTRICTS

Students attending Laurel County Schools pursuant to reciprocal agreements with other school districts must attend the Laurel County School closest to their residence. For all purposes of this policy, such school is the school of that student's attendance zone.

SCHOOL EMPLOYEES

Notwithstanding the above, full time elementary, middle, and high school employees of the Laurel County Schools may take their child or step-child to the school, or feeder school/s, that service the school where that employee works. Students must attend either the Laurel County feeder school closest to their residence or the school closest to the one in which the parent or step-parent works regardless of the student's geographic attendance zone. However, if a student changes schools after attending the school where his/her parent or step-parent is employed and begins to attend the school in his/her geographic attendance zone, the student may not change schools again to attend the school where his/her parent or step-parent is employed. If a full time employee retires or his/her employment otherwise terminates, the child or step-child of that employee may return to the proper geographic attendance zone. Transportation for students attending a non-residential school under this provision will not be provided by the school District.

For purposes of this policy, full time employment is considered a minimum of thirty-five (35) hours per week at the school to which they are assigned.

OTHER STUDENTS

Nothing in this policy shall have any effect on students with Individual Education Programs (IEPs) or 504 plans that call for students to be placed at schools other than a school in their geographic attendance zone or that otherwise conflict with the provisions of this policy.

IF FAMILIES MOVE

If a family moves from one attendance zone to another within the school system, the pupil may be permitted to complete his/her education in that non-residential attendance zone and may matriculate through at no transportation cost to the Board.

Nothing herein shall prohibit the student from deciding to attend the proper residential attendance zone school, however, once the student does so, the student shall not be permitted to return to the non-residential school.

School Attendance Areas**REQUESTS FOR CHANGE**

Requests for a change in the school assignment must be based on physical, psychological, or educational reasons and/or family hardships.

In compliance with and as set forth by federal requirements, the District shall allow students to transfer to another District school if:

1. The assigned school is designated by the state as being “persistently dangerous”;
2. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.²

Any requests for exemptions under this policy must be made in writing to the Superintendent of the Laurel County Schools. Such requests shall state the basis for the request of the exemption and the facts that support such request. An appeal of the Superintendent’s decision may be made in writing to the Board and the Board, at their discretion, may hear the party. A request for exemption of school attendance area for preschool age students will not be accepted due to state regulations governing the preschool program concerning the maximum group size. ([704 KAR 003:410](#), Section 6, Item 4)

Educational guardianships, powers of attorney and similar documents signed by a parent attempting to establish residency of a student in a geographic attendance zone other than that in which the parent resides shall not be deemed valid for purposes of this policy.

ENFORCEMENT OF THIS POLICY

Principals are required to enforce the provisions of this policy. Principals may use school personnel to check any questionable address. In the event further investigation is necessary, the Principal may request assistance in writing from the Director of Pupil Personnel (DPP) who shall investigate and report his/her findings to the Principal and the Superintendent.

REFERENCES:

¹[KRS 159.070](#)

²P. L. 114-95, (Every Student Succeeds Act of 2015); 20 U.S.C. § 6301 et seq.

[KRS 160.1592](#)

McKinney-Vento Act, 42 U.S.C. 11431 et seq.; 20 U.S.C. § 7912(a)

[OAG 80-394](#)

Adopted/Amended: 8/9/2021

Order #: 341

Athletics and Sport Activities

All interscholastic and intramural athletic and sport activity competition shall be in compliance with the constitution, bylaws, and competition rules of the Kentucky High School Athletic Association (KHSAA) and Title IX requirements. As a condition to KHSAA high school membership, each member high school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX).

PROGRAM EQUITY

Policy adopted by the school council relating to evaluation of the athletic program shall address program equity for both male and female athletics and sport activities. In non-SBDM schools, the Principal shall establish policy for program evaluation.

To assist councils (or the Principal in non-SBDM schools), the Superintendent/designee shall develop and oversee implementation of procedures to promote compliance with Title IX requirements.

AGE RESTRICTION/REQUIRED RECORD CHECKS

All coaches, including volunteer and nonfaculty coaches and assistant coaches, shall be at least twenty-one (21) years of age and submit to a criminal record check as required by [KRS 160.380](#) and [KRS 161.185](#).¹

MIDDLE SCHOOL RULES AND LIMITATIONS

Unless otherwise stated herein, middle schools shall follow rules no greater than those established by other conferences or associations, student participation rules and limitations for school sports or sport activities regarding:

- Age limitation for participating students;
- Participation of students below grade six (6);
- Limitations on practice time prior to the season in any sport or sport activity;
- Limitations on the number of school based scrimmages and regular season, school based contests in each sport or sport activity; and
- Limitations on the length of the competitive season in each sport or sport activity, including any post season activities.

However, limitations shall not exceed the limits in the following areas established for a sport or sport activity at the high school level:

- Limits on practice time;
- Number of contests; or
- Length of the playing season.

TRANSFER OF STUDENTS WITHIN THE COUNTY

The KHSAA has set minimum standards of eligibility for participation in high school athletic programs; the Laurel County Board of Education states the following additional standards relating to residency and transfers within the Laurel County Schools, including high schools, middle schools, and elementary schools, and students transferring from the East Bernstadt Independent Schools.

Athletics and Sport Activities**TRANSFER OF STUDENTS WITHIN THE COUNTY (CONTINUED)**

1. Any student transferring from a Laurel County high school, middle school, or elementary school to another Laurel County school, without a bona fide change of residence of the family unit (one or both parents) to that school's geographic attendance zone, shall be ineligible for athletics.
2. Any student transferring from a Laurel County high school, middle school, or elementary school to another Laurel County school following a bona fide change of residence of the family unit who has participated in a particular sport or extracurricular activity including, but not limited to, cheerleading and dance team, shall remain eligible to participate in that same sport or extracurricular activity including, but not limited to, cheerleading and dance team at the school to which they are transferring.
3. Any student transferring from a Laurel County high school, middle school, or elementary school to a different school district because of a bona fide change of residence as defined by the KHSAA (By Law 6) and then transfers back into the Laurel County school District due to another bona fide change of residence as defined by the KHSAA (By Law 6) and wishes to re-enroll in a school in a different geographic attendance zone will be ineligible to participate in any sport or extracurricular activity including, but not limited to, cheerleading and dance team at the school in which they are transferring for one (1) year (365 days) from the date of the initial withdrawal from the Laurel County School District. However, absolute deference shall be given to any ruling to the contrary by the KHSAA.
4. Any student transferring during the school year from the East Bernstadt Independent Schools who has participated in a sport that is offered in the past at the East Bernstadt Independent Schools shall not be allowed to participate in that sport at any of the Laurel County Schools for one (1) year (365 days). This shall not apply to any student that completes any grade from the East Bernstadt Independent Schools and enrolls in the Laurel County Schools at the beginning of the next school year. But, upon completion of a grade at East Bernstadt Independent Schools, in order to participate in any sport or extracurricular activity, including but not limited to cheerleading and dance team, the student must attend the Laurel County School in their geographic attendance zone.
5. However, any "homeless" student as that term is defined in 42 U.S.C. § 11431, et. Sq. (the "McKinney-Vento Act"), shall have equal access to extracurricular activities in the Laurel County Schools, in keeping with the provisions of the Laurel County Board Policy 09.12. The custodian of any homeless student who has transferred to or from a Laurel County School and believes that such student is being denied participation in any extracurricular activity shall notify the Principal of the school, the Athletic Director, the District liaison office, and/or the Superintendent of the Laurel County Schools of such denial, who shall, within ten (10) days, investigate such claim, make a written report of the investigation and recommend admission or denial in the extracurricular activity. An appeal of the decision shall be pursuant to the Dispute Resolution Form Homeless Education, 09.12 AP.2.

Athletics and Sport Activities**TRANSFER OF STUDENTS WITHIN THE COUNTY (CONTINUED)**

6. Notwithstanding anything to the contrary herein, if a student is enrolled in a Laurel County middle or high school, but experiences a bona fide change of residence to the attendance zone of the other Laurel County middle or high school attendance zone, and the student (and parents or guardians) wish the student to remain a student at his/her present (non-residential) middle or high school, that student shall be permitted to do so upon written request of the parent (or student if the student is over 18 years of age) until the student graduates from high school. That student/parent must provide transportation for the student at their own cost and expense to and from the non-residential school. Nothing herein shall prohibit the student from deciding to attend the proper residential attendance zone school, however, once the student does so, the student shall not be permitted to return to the non-residential school.
7. Any disputes arising regarding residency of any high school student athlete eligibility shall be determined by the Kentucky High School Athletic Association (KHSAA). Any disputes arising regarding the eligibility or residency of any Laurel County middle school student shall be determined by the Laurel County School District Athletic Coordinator. The Laurel County District Athletic Coordinator may request the assistance of other school personnel, particularly the DPP, in such matters. Any appeals of Laurel County middle school residency decisions from the Laurel County District Athletic Coordinator shall be heard by the Laurel County Board of Education.

REFERENCES:

¹[KRS 156.070](#); [KRS 160.380](#); [KRS 161.185](#)
[KRS 160.345](#); [KRS 160.445](#); [KRS 620.146](#)
[702 KAR 007:065](#)

Kentucky High School Athletic Association Handbook
20 USC Section 1681 (Title IX)

RELATED POLICIES:

02.4241
09.12; 09.3

Adopted/Amended: 8/9/2021
Order #: 341

Appendix F
Out of State Overnight Student
Travel Request Form

DATE SUBMITTED: _____

SCHOOL: _____

SPONSOR/COACH NAME: _____

SPONSOR/COACH PHONE NUMBER: _____

ORGANIZATION OR GROUP: _____

DESTINATION: _____

ADDRESS: _____

- Out-Of-State
- Overnight (Give name, address, phone # of lodging _____)

PURPOSE OF TRIP (i.e., Competition, Conference, Athletic Event, Educational Field Trip)

Date(s) of Trip: _____

Departure Date/Time: _____ Return Date/Time: _____

of SCHOOL DAYS ABSENT: _____

Number of Students: _____ Sponsors/Coaches: _____ Chaperones: _____

Sponsor Signature: _____ Date: _____

Principal Approval: _____ Date: _____

Laurel County Board of Education policy 09.3 "Student-Related Student Trips"

The Board shall approve all overnight and all out-of-state school-related trips.

Appendix G
Student Request Form For
Parade Participation

DATE SUBMITTED: _____

SCHOOL: _____

SPONSOR/COACH NAME: _____

SPONSOR/COACH PHONE NUMBER: _____

STUDENT ORGANIZATION OR GROUP: _____

NAME OF PARADE: _____

PARADE SPONSORED/ORGANIZED BY: _____

PARADE DATE/TIME: _____

PARADE LOCATION/ROUTE: _____

Describe how each student will participate in the parade: (Student participation includes activities such as; marching band performance, riding on a float, student performance, etc.) If riding on a float, please provide the name of vehicle/carrier: ex: Fire truck, city-owned vehicle, private float/other vehicle, etc.)

Number of Students who will be participating in the above named event: _____

Name of Coaches/Sponsors/Chaperones for the above-named event:

All participants must have a parade release and waiver form completed by the parent/guardian prior to participating in the above-named event.

Sponsor Signature: _____ Date: _____

Principal Approval: _____ Date: _____