

**Tazewell County Public Schools**  
**Interscholastic Activities Handbook**



**Graham High School**  
**Graham Middle School**



**Richlands High School**  
**Richlands Middle School**



**Tazewell High School**  
**Tazewell Middle School**

*Tazewell County Public Schools will provide a safe learning community committed to increasing student achievement by engaging stakeholders to maximize student success.*

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## Interscholastic Activities Mission Statement

Tazewell County Public Schools offers interscholastic academic and athletic activities to middle and high school students with the purpose of enhancing the cognitive, emotional, physiological, and physical development of each participant while promoting the building of individual traits of sportsmanship, teamwork concepts, discipline, character, self-confidence, responsibility, and maturity as endowed through healthy competition.

Interscholastic activities afford each participant the opportunity to apply critical thinking skills – application of intellectual development and problem-solving skills stimulated through learning, and physical performance – proper use of large and fine motor skills in any competitive academic or physical activity that is enhanced by effective instruction and coaching. Students participating in interscholastic activities will be allowed to compete based on their attendance, ability to apply mental preparedness, readiness to perform (work ethic), level of performance, practical application of physical and cognitive skills development, and willingness to excel in practice situations. All interscholastic activities implemented by Tazewell County Public Schools are governed by guidelines that are developed by the Virginia High School League.

Interscholastic activities will provide an enjoyable social atmosphere that is conducive to developing long lasting friendships with both teammates and opponents. School and team spirit will be strongly encouraged. Hostilities exhibited towards opponents, officials, and others do not accentuate the sportsmanship goals and priorities supported by the Tazewell County School Board and the Virginia High School League and will not be tolerated. All students will learn the reality of winning and losing in a sportsman-like way. Victory and defeat will be accepted with humility. Each interscholastic team is expected to strive for victory only with the understanding that success will be measured in the overall development of the individual participant.

Parental and community involvement in the periodic revision of this document is welcomed and will enhance the success of Tazewell County Public Schools' interscholastic activities. School administrators, coaches, sponsors, faculty members, parents, and community members are charged with collaboratively adhering to this mission.

## Preface

An integral aspect of a student body's educational experience is exposure to extracurricular school activities that include both the active participant and supporter. School sponsored activities impact all stakeholders. The activities that are generated to enhance the overall learning experience should be perceived not as separate from the educational process but as an interrelated function that integrates competitive academic and physical performance with educational purpose and design.

This handbook will be used by administrators, Athletic Directors, sponsors, and coaches to ensure that all extracurricular activities maximize and enhance the overall educational experience and development of each student. The Interscholastic Activities Mission Statement of the Tazewell County School Board and its policies and regulations underpin the basis for this handbook.

Tazewell County Public Schools provides this handbook as a guide for those who participate in - and support competitive athletic and academic school-sponsored extracurricular activities. This document will additionally be used as a resource for providing answers and solutions about questionable situations that might arise concerning the numerous protocols and guidelines that are needed to appropriately implement and sustain an effective interscholastic program.

Tazewell County Public Schools supports athletic and academic activities at all three high schools and middle schools. Even though interscholastic activities provided at the middle school level are not governed by the Virginia High School League (VHSL), middle school activities will follow the protocol and procedures established by the VHSL. Beginning with the 2017-2018 school year, the VHSL expanded to six classifications, with four regions in each classification. Graham, Richlands, and Tazewell High Schools are all classified as 2A schools within the VHSL. All three schools are in Region 2D which consists of all 2A schools in Western Virginia. All three schools are assigned to the Southwest District which is comprised of the following high schools:

- Graham (G-Men)
- Marion (Scarlet Hurricane)
- Richlands (Blue Tornado)
- Tazewell (Bulldogs)
- Virginia High (Bearcats)
- Lebanon (Pioneers)

Academic Activities:	Athletic Activities	
• Forensics	• Baseball	• Soccer
• Drama	• Basketball	• Softball
• Creative Writing	• Competition Cheer	• Swim and Dive
• Scholastic Bowl	• Cross Country Track	• Tennis
• Student Publications	• Football	• Outdoor Track
	• Golf	• Volleyball
	• Sideline Cheer	• Wrestling
	• Indoor Track	

**The National Federation of High Schools (NFHS) has developed a pay for view program that affords families and patrons the opportunity to view a school's home or away athletic activities online. Access [nfhs.org](http://nfhs.org) on the web to read more about this process.**

## Student/Athlete

### Responsibilities of the Athlete:

- Adhere to team effort, goals, welfare, and success over individual aspirations.
- Adhere to guidelines that are written in the Tazewell County Student Code of Conduct regarding appropriate behavior and consequences for inappropriate behavior when representing a Tazewell County Public Schools sponsored activity - on school property (includes transportation by bus or other approved modes of transporting participants to events), in route to an event, and while attending or participating in any school sponsored activity off Tazewell County Public Schools property.
- Shall follow all rules established by the Virginia High School League (VHSL) and Southwest District or Region 2D not listed in this handbook.
- Consistently attend practice sessions scheduled by the head coach or sponsor – may include Saturdays and holiday breaks.
- Be on time and inform the coach, per coach's guidelines of communication, prior to being absent from a practice or game.
- Be receptive to coaching direction, constructive criticism, and praise.
- Be responsible for all issued uniforms and equipment.
- Follow team rules and procedures and represent your family, school, school division, and community with dignity, pride, and respect.
- Attend five class periods to be eligible to participate on any day for which a game or practice is held.
- Get all subject assignments and due dates prior to early dismissal for an athletic or academic contest.
- Be in Virginia High School League compliance to be a bona fide student in good standing of the school being represented.
- Be enrolled the last four years of high school.
- May compete in Virginia High School League interscholastic competition at the sub-varsity level when enrolled in eighth grade.
- Enroll in not less than five subjects or equivalent per semester.
- Pass no less than five subjects per semester to be eligible for the following semester.
- Not turned the age of 19 on, or before the first day of August.
- Shall not have enrolled in one high school and subsequently transferred to and enrolled in another high school without a corresponding change in the residence of his/her parents, parent, or guardian or received approval within the Division from the Superintendent.
- Home instruction does not constitute enrollment in a public school. Exception: According to VHSL transfer rules, students who enroll in a member school in Virginia from a homeschool are considered the same as those students who wish to enroll from another public school.
- Shall not have been enrolled in the last four years of high school for a period of more than eight consecutive semesters, beginning with the semester in which he/she was enrolled for the first time in the ninth grade.
- Maintain amateur status in any athletic activity.
- Prior to participation:
  - Provide the Principal and/or Athletic Director and/or Coach of the participating school with an Athletic Participation / Parental Consent / Physical Examination form signed by the appropriate individuals as indicated in signature spaces. (Appendix A)

- Provide a parent/guardian and student signed STUDENT-ATHLETE SUBSTANCE ABUSE POLICY (JFC-R.9) agreement for random drug testing prior to the sport season in which the athlete will be participating in – fall, winter, spring.
- Provide a parent/guardian and student signed TAZEVELL COUNTY PUBLIC SCHOOLS MIDDLE AND HIGH: STUDENT/ATHLETE AND PARENT AGREEMENT (Appendix GG).
- May participate in a comparable non-interscholastic activity provided the activity does not conflict with scheduling provided for the interscholastic activity – Tazewell County School Board Policy JFCB. (Appendix B)

### Bullying:

- A student, either individually or as a part of a group, shall not harass or bully others.
- Prohibited conduct includes, but is not limited to, physical intimidation or physical contact that results in physical injury, taunting, name-calling, insults and any combination of prohibited activities.
- Prohibited conduct includes verbal conduct consisting of comments regarding race, gender, religion, physical abilities or characteristics or associates of the target person – Tazewell County School Board Policy JFC. (Appendix C)

### Harassment:

- A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions in violation of Policy JFHA/GBA Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion. (Appendix D)

### Hazing:

- Students shall not engage in hazing.
- Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with, or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.
- The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.
- Hazing, as defined above, is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of up to \$2,500, or both, in addition to any disciplinary consequences which may be imposed under this policy.
- In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or infants - Va. Code 18.2-56 and Tazewell County School Board Policy JFC.



### **Random Drug Testing:**

- Eighth (8<sup>th</sup>) through twelfth (12<sup>th</sup>) grade students who participate in Virginia High School League sanctioned and Tazewell County Public Schools sponsored junior varsity and varsity athletic practices and competitions are subject to random drug testing per Tazewell County Public Schools Policy JFC-R.9, JFC-R.9.1, and JFC -R.9.1.F. (Appendix E)

### **Player Equipment Obligation:**

- Any athlete with an outstanding school-related or equipment obligation will not be allowed to participate during a subsequent sport season and privileges to attend extra-curricular activities denied until the obligation is resolved.
- Athletes are responsible for equipment that has been issued to them.
- Equipment will be returned in as close to the condition that it was issued.
- Equipment that is lost, stolen, or intentionally damaged will be replaced at the athlete's expense, based on current market value.

### **Team Participation:**

- Participation on an athletic team is a privilege and not a right.
- To be in good standing, the student athlete or academic competitor will adopt the team concept and assume an active role in assisting the team in meeting its goals for success.
- Equal playing time is not guaranteed in interscholastic competition.
- Competitors best suited to the conditions and demands of the contest will be utilized accordingly.

### **Interscholastic Competition:**

- Interscholastic competition is designed to afford students and athletes an opportunity to apply learned cognitive and physical skills to the activities in which they participate.
- Situations do affect the numbers of participants to be used, even under normal competitive circumstances.
- Examples of limitations are lack of facilities, equipment, regulations, low skill level(s) of participants, condition(s) of health, and safety issues.
- Every coach has the responsibility and authority for selecting team participants and will be solely responsible for communicating - tryouts, pre-selection workouts, criteria for selection, and the selection of student participants.
- Participants can optimize their time in action by realizing that positions are earned and not given or guaranteed and expect to be treated fairly and given consideration for their efforts.
- Parents and participants expect coaches to recognize disappointment and act accordingly with understanding and concern.
- Concerning tryouts - If it is determined that a student lacked the necessary skills needed to accomplish the targeted activity they desired to participate in, options for participating in another sport will be offered in the same season.
- Students grow and mature and should be ready to try out again the following season.

- When parents and students support a coach's decision in the selection process, whether a tryout situation or determining who will participate, it will be less difficult and awkward for everyone involved.
- Adhere to all guidelines and directives provided by the principal, athletic director and head coach pertaining the implementation of the Tazewell County Public Schools Athletic Pandemic Plan (Appendix HH).

## **Duties, Responsibilities, and Expectations**

### **Duties and Responsibilities of Principals and Assistant Principals:**

- Submit a complete list of prospective coaches and the name of the athletic director for the upcoming year to the Supervisor of Human Resources – Tazewell County School Board Policy GBN-R.2. (Appendix F)
- Oversee all activities including those of the Athletic Director, coaches, and participants.
- Evaluate the Head Coach, Assistant Coaches (Evaluation based on results of Assistant Coach's evaluation by the Athletic Director and Head Coach), and Athletic Director by the end of the school year. (Appendix G, H, AND I)
- Carefully review Master Eligibility Lists (MEL) for accuracy before authorizing electronic submission to the Virginia High School League (VHSL) through the r-school mechanism.
- Approve final athletic schedules.
- Monitor implementation of VHSL rules and regulations and school board policies.
- Approve facility usage by interscholastic teams.
- Approve usage of concession areas and dispersion of concession profits.
- Ensure that representation is provided at all district, regional, conference, state, Athletic Director, coaches' meetings, and mandatory VHSL rules clinics.
- Review and approve the Activities Budget.
- Ensure that all facilities on the school campus are clean and well maintained by all responsible parties.
- Maintain a tobacco-free environment and ensure that smoking, chewing, or any use of tobacco products by staff, students, and visitors is prohibited on school property – Tazewell County School Board Policies KGC and JFCH-R/GBEC-R. (Appendix J and K)
- Monitor spectator behavior and correct inappropriate behavior (TCSB Policy KGB).
- Require all coaches, sponsors, and trained volunteers directly associated with each program to be Cardio Pulmonary Resuscitation (CPR) certified.
- Ascertain which coaches need additional training or certifications at the end of the school year.
- All coaches should sign a coaching contract upon receipt from the Supervisor of Human Resources – Tazewell County School Board Policy EBBA. (Appendix L)
- Review the contents of this handbook with the appropriate personnel prior to the beginning of each interscholastic competition season.
- Attend district, regional, and State VHSL informational and organizational meetings.
- Lead in the implementation of procedures by Athletic Directors and Coaches on the Tazewell County Public Schools Athletic Pandemic Plan (Appendix HH).

### Duties and Responsibilities of Athletic Directors:

- The Athletic Director (AD) will oversee all VHSL sponsored athletic and academic activities at the high school and middle school level.
- The AD will work closely with each Head Coach and high school and middle school Principal when scheduling practices and competitions.
- Ensure that adequate security, emergency personnel, ticket sellers, ticket takers, and officials are present at all school sponsored activities.
- Develop and make available athletic and academic practice and competition schedules and schedule changes in an acceptable or requested format for coaches, high school and middle school principals, and the Superintendent and support staff.
- Oversee preparation of all athletic facilities.
- Arrange and communicate travel arrangements for coaches, sponsors, and teams.
- Assist the Principal in securing staffing needs for each activity.
- Monitor the eligibility of student participants with the principal.
- Ensure that each student participant submits an acknowledgement of risk and insurance coverage and an Athletic Participation/Parental Consent/ Physical Examination form signed by the appropriate individuals in the signature spaces as indicated.
- Complete and return VHSL eligibility, financial, and required forms or documents with Principal's signature when indicated.
- Submit copies of Head Coach's post-season report to the Principal.
- Principal's consent - reschedule competitions and inform all pertinent parties.
- Enforce the two-hour and forty-five-minute practice rule for athletics and Tazewell County School Board policies and regulations.
- Exception to practice time limit and/or policies - inform the Principal and submit a letter to the Deputy Superintendent or Director of Secondary Education for authorization.
- Distribute VHSL information and literature to coaches in a timely manner.
- Collaborate with principals on the activities budget.
- Secure information for payment of officials for home events.
- Provide dressing facilities, refreshments, and security for officials at home events.
- Attend mandatory VHSL meetings, workshops, and clinics with the Principal's consent.
- Schedule physicals for athletes.
- Develop the Master Eligibility List (MEL) of all students participating in VHSL sponsored activities.
- File certificates for each Head, Assistant, and Volunteer Coach who have completed a VHSL or National Federation of High Schools (NFHS) – **Coaching course** (one time), **Student Abuse** training (one time), **Emergency First Aid/CPR/AED** training (every two years), and **Concussion** training (yearly).
- Enforce and provide training to all coaches on the Tazewell County Public Schools Athletic Pandemic Plan (Appendix HH).

### Duties and Responsibilities of Head Coaches:

- Head Coaches are expected to conduct a preseason informational meeting for prospective student-athletes and their parents and communicate the following information:
  - Date, time and place of meeting via direct communication, postings on the marquee and with flyers, and through various types of social media.

- Meetings will be scheduled in the evening hours to prevent conflicts with parent work schedules or other school related activities.
- Conduct an orientation meeting prior to the start of practice with all interested students and their parents, distribute athletic insurance information and forms, distribute VHSL physical examination forms, and address scheduled practices, expectations for team members, expectations for parents, and procedures for selecting players.
- Distribute and discuss VHSL physical examination forms and individual/group athletic insurance information.
- Discuss tryout dates and criteria for team membership.
- Distribute a schedule of practices and competitions.
- Discuss the potential for injury and underlying risks associated with injury.
  - Discuss the short-term and long-term effects of concussions as presented in Tazewell County School Board Policy JJAC. (Appendix M)
  - Discuss the Virginia Association of Counties Group Self-Insurance Risk Pool (VACORP) standard insurance coverage and protocol for applying.
- Discuss Virginia High School League and VACORP catastrophic insurance coverage and procedure for filing a claim.
- Discuss and distribute the following Tazewell County Public Schools required documents for parents and students to sign prior to being eligible to participate in practice or competition:
  - **ATHLETIC PARTICIPATION/PARENTAL CONSENT/PHYSICAL EXAMINATION FORM.**
  - **MIDDLE AND HIGH: STUDENT/ATHLETE AND PARENT AGREEMENT (Appendix GG).**
  - **STUDENT-ATHLETE SUBSTANCE ABUSE POLICY (JFC-R.9) (Appendix E).**
  - **PANDEMIC - PARENT ASSUMPTION OF RISK WAIVER FOR TAZEWEEL COUNTY PUBLIC SCHOOLS ATHLETICS AND EXTRACURRICULAR ACTIVITIES: COVID-19 (Appendix II).**
  - **Coach's Guidelines or Rules of Participation (If applicable and written by each individual head coach).**
- Supervise assistant coaches and assign duties and responsibilities.
- Keep a maximum number of manageable student-athletes on roster.
- Provide written guidelines or rules of participation and selection criteria.
- Do not allow participants to practice or play in competitions until completed insurance and physical examination forms have been fully completed.
- Provide the Athletic Director with a completed team roster at least one week prior to the first scheduled contest.
- Develop daily practice schedules with dates, times, and locations indicated.
- Athletic Coaches - Prepare applicable athletic fields and indoor facilities for practice and games.
- Academic Coaches – Find necessary personnel and equipment to operate a competition or event.
- Confirm schedule and transportation needs prior to the start of a season, and weekly thereafter, with the Athletic Director.
- Assist the Athletic Director and Principals with the supervision and coordination of junior varsity and middle school interscholastic activities.
- Supervise participants from first arrival at practice until departure.

- Provide a pre-season inventory of equipment and uniforms and provisional itinerary of practice schedules to the Athletic Director.
- Maintain equipment and uniforms provided to student athletes.
- At season's end, submit a report to the Athletic Director containing district record, season record, post-season accomplishments, special honors, or awards (individual or team), post-season inventory, and budget requests for the following year.
- Teach proper and safe techniques for athletic performance, play, conditioning, and weight-lifting.
- Give immediate and appropriate attention to injuries, and submit an accident report to the Principal's office.
- Abide by the two hours and forty-five-minute practice rule unless practices cannot be conducted immediately after school when sharing facilities.
- Enforce Tazewell County School Board Policies concerning alcohol, tobacco, and drug usage.
- Demand good conduct and discipline among student/athletes.
- Maintain and have available a copy of your school's Crisis Management, Emergency Management, and Medical Response Plans.
- Make provisions for a coach to accompany an injured athlete to the emergency room, and coordinate the calling of medical personnel, parents, and administration.
- Carry copies of the student-athletes' insurance information and physical examination forms to home and away contests for emergency purposes.
- Have access to a communication device in case of an emergency.
- Professional Leave will be granted for coaches to attend mandatory VHSL events.
- Professional leave requests to attend two clinics for an applicable sport will be approved by the Principal, which includes VHSL state competitions.
- Work with guidance counselors to provide participants with information concerning applications for athletic and/or academic scholarships.
- Enforce the Tazewell County Public Schools Athletic Pandemic Plan (Appendix HH).

#### **Duties and Responsibilities of Assistant Coaches:**

- Be ready and available to assume the role and responsibilities of the head coach in his/her absence.
- Maintain a positive and professional relationship with student-athletes, academic competitors, other coaches, parents, fans, and officials.
- Use sound and professionally accepted teaching methods and coaching techniques.
- Encourage, but do not discourage participants from participating in other athletic or co-curricular activities
- Encourage consistency in performance through application of skills that are learned during repetitive practice drills that correlate with the sport in which the athlete participates.
- Organize practice sessions in concordance with the head coach.
- Promote good health practices and injury prevention.
- Maintain good communication with the participant, parent, and/or physician when injury occurs.
- Support and communicate changes in scheduled practice and competition changes per directive of the head coach.
- Maintain a safe, clean, and organized environment in athletic facilities, home and away.
- Stress academic performance over athletic performance.

- Monitor the academic progress of the participant per directive of the head coach, Athletic Director, and Principal.
- Attend mandatory VHSL meetings, workshops, and clinics per Principal approval.
- Professional leave requests to attend one coaching clinic that is pertinent to the sport being coached will be approved by the Principal.
- Teach and support adequate sportsmanship practices and lead by example.
- Be properly trained in how to respond to a suspected concussion related injury.
- Be aware of the short-term and long-term effects of concussions.
- Make every aspect of the program reflect positively on the school.
- Discourage unruly crowd behavior by projecting a positive self-image.
- Provide an environment that is conducive to both learning and enjoyment.
- Support the head coach's efforts to play as many athletes as possible during a contest.
- Enforce VHSL, national federation, and governing associations' rules and regulations.
- Assist the head Coach in enforcing the guidelines provided by the Tazewell County Public Schools Athletic Pandemic Plan (Appendix HH).

### Duties and Responsibilities of the TCPS Central Office Personnel:

- The *Superintendent* oversees all aspects of athletic and academic competitions sponsored by Tazewell County Public Schools and the Virginia High School League, including "memorandums of understanding" and contractual agreements for the use of facilities outside of the parameters of Tazewell County Public Schools property.
- The *Deputy Superintendent* coordinates the implementation of athletic and academic protocols in accordance with Tazewell County School Board Policy.
- The *Director of Secondary Schools* and *Director of Middle Schools* communicate efforts with their respective principals, assistant principals, athletic directors, and coaches in providing a safe, equitable, rules compliant, and smooth operational running of all athletic and academic competition programs as governed by the Tazewell County School Board and the Virginia High School League.
- The *Director of Human Resources* will:
  - provide Athletic Assignment Forms to principals to recommend names of prospective head coaches, Athletic Directors, and assistant coaches by June 15 and monthly thereafter.
  - Advertise for open coaching positions and conduct scheduled interviews of applicants.
- The *Director of Special Projects* or *Director of Secondary Education* will:
  - Sustain a working relationship with the athletic directors as a group when considering directives that are positively beneficial and advantageous to the operation of athletic and academic programs at their respective schools and to the whole of such programs throughout the conglomerate of public middle and high schools serving Tazewell County.
  - coordinate professional activities to assist coaches in providing effective academic and athletic programs.
  - revise the Tazewell County Public Schools Interscholastic Activities Handbook yearly or on an as needed basis.
  - conduct training sessions for prospective coaches, assistant coaches, and volunteer coaches.
- The *Human Resources Clerk/Certification Specialist* will:



- provide prospective paid or volunteer coaches with information to be completed – affidavit of completed coach training, two forms of identification, Social Services individual background check, drug test, finger printing, tuberculin test, and tax information for paid coaches.
- The *Building and Grounds Manager* will:
  - oversee new athletic facility planning and renovations to existing facilities.
  - serve as a liaison between Tazewell County Public Schools and maintenance concerning the upkeep of fields and athletic facilities, including off-campus facilities.
  - Implement guidelines and procedures applicable to implementing the Tazewell County Public Schools Athletic Pandemic Plan (Appendix HH).
- The *Transportation Manager (Crisis Management)* will:
  - Work with local law enforcement task forces to develop a crisis management plan for large venue athletic competitions in gyms and outdoor athletic facilities.
  - Establish operational protocol for the transporting of student athletes and academic competitors by implementing the guidelines underpinning the Tazewell County Public Schools Athletic Pandemic Plan (Appendix HH).
- The *Director of Budget and Finance* will:
  - oversee that the group athletic insurance policy information is completed at each school.

### Coaching Information and Qualifications:

- The qualifications for coaches are listed in the Tazewell County Public Schools Policy Regulation GBN-R.2., IICB, AND IICC.
- Coaching candidates should possess leadership qualities and skills necessary to effectively work with students, parents, and the community.
  - Prior to the beginning of duties, all head coaches, assistant coaches, and volunteer coaches will complete the VHSL or National Federation of High Schools (NFHS) – **Coaching course** (one time), **Student Abuse** training (one time), **Emergency First Aid/CPR/AED** training (every two years), and **Concussion** training (yearly) and provide certifications to the athletic director to be filed.
- A form is provided by the VHSL for Principals to use listing recommended non-faculty coaches and to be signed by the Principal, the Superintendent, and the Executive Director of the VHSL for confirmation of approval.

### Resignations:

- When resigning from a coaching position, the employee or volunteer should submit in writing a "Notice of Resignation" after termination of a sport season or, as a minimum, one month prior to the end of a season.
- The "Notice of Resignation" must be submitted to the Principal and Athletic Director for forwarding to the Human Resources Department.
- A briefer notice will be agreed upon mutually in writing by the Principal, Athletic Director, and the head coach and submitted to the Supervisor of Human Resources.
- With emergencies being the exception, reasons for resignations prior to the completion of an academic or sports season will be taken into consideration after a conference with the Principal, Supervisor of Human Resources, and the resigning coach has been held.

- Written notification of resignations is submitted by the Principal to the to the Division Superintendent who submits the changes to the School Board for rejection or approval.

### Contracts:

- Athletic and academic coaching assignments are recommended annually by the principal of each high school.
- Principals will develop a list of prospective coaches and athletic directors by June 15 and submit the list to the *Director of Human Resources*.
- The names of recommended coaches and assignments are submitted by the Principal to the Division Superintendent by June 15<sup>th</sup> who submits recommendations to the School Board for approval by the July or August School Board meeting.
- Contracts are issued following School Board approval of assignments.
- Written notification of changes in assignments are submitted by the Principal to the to the Division Superintendent who submits the changes to the School Board for rejection or approval.

### Payment:

- Principals will submit coaching vouchers to the *Director of Human Resources* verifying they have completed or are in the process of completing their duties.
- All Head Coaches will not be paid until inventories of equipment are submitted to the Athletic Director and Principal.
- Coaches will receive supplements:
  - Fall Sports – **December.**
  - Winter Sports – **March. (Middle School Coaches of basketball and volleyball will still be paid in December)**
  - Spring Sports – **June.**
  - Athletic Directors – **November, February, and May or June.**
- Any coach not employed full time by the Tazewell County School Board will receive their supplement at the end of the athletic or academic season and upon fulfilling all assigned duties and responsibilities (Appendix G).

## **VHSL REGULATIONS AND POLICIES**

Administrators and coaches will follow the rules and regulations regarding governance of academic, athletic, and school participation provided by the Virginia High School League, National Federation for Secondary School Activities, and Tazewell County Public Schools. Contacts will be made with the appropriate personnel from these organizations for clarification of interpretations and rulings.

### Proselytizing:

- Influencing academic or athletic participants to attend another school solely for enhancing the performance levels of a team is deemed “proselytizing” by the Virginia High School League (VHSL).



- No coach, staff member, booster, or group of individuals representing a Tazewell County Public School shall subject a student from another school to undue influence by encouraging him/her to transfer from one school to another for VHSL endorsed activities.
- The appropriate VHSL District Committee resides over suspected “proselytizing” incidents, investigates accusations, and reports findings to the Assistant Director for Compliance of the VHSL, who, in turn, makes the decision to act or not act per instituted VHSL rules regarding the District Committee’s stated evidence and resulting outcomes of the investigation.

## Scheduling

### Responsibilities:

- The Athletic Director will work closely with Head Coaches to form and complete schedules.
- Final schedules will be approved by the Principal and copies sent to the Director of Secondary Education, VHSL, and officials’ associations prior to each sports’ season.

### Criteria:

- Schedule the maximum number of competitions allowable by the VHSL. When the maximum number of competitions cannot be scheduled, the Supervisor of Secondary Education shall be informed.
- Schedule opponents from the same VHSL classification when possible.
- Have a schedule that is balanced in terms of opponents' strength to avoid "overscheduling" or "under-scheduling.”
- If possible, avoid excessively long road trips, especially during the week.

### Early Dismissal:

- It is the expectation of the School Board that students shall not be dismissed early from classes for athletic competition.
- Requests for exemptions from this policy will be made in writing by the Principal to the Deputy Superintendent.

### Scheduling Dead Period:

- Varsity and junior varsity teams will not schedule any practices or competitions for December 24-25.
- Requests for exemptions from this policy shall be made by the Principal to the Deputy Superintendent.

### Practice Schedule Guidelines:

- The Athletic Director shall work closely with the Principal to assign practice times and locations. Sports in season will always take precedent over athletes participating in out-of-season practices.
- Dead periods mandated by the VHSL will be strictly adhered to.

- On a regular school day, once school is dismissed, the coach has two hours and forty-five minutes to complete practice. Students will be leaving the school grounds no later than two hours and forty-five minutes after the dismissal bell rings. Due to extenuating circumstances involving conflicts in scheduling facilities, exceptions to this rule will be allowed, and the Principal shall make a written request to the Secondary Supervisor for allowance.
- Coaches of varsity and junior varsity teams may schedule practices on snow days with the Principal's consent. However, attendance is not mandatory. Practices will not be conducted if there is early dismissal for inclement weather.
- Coaches of middle school teams may not schedule practices on snow days.

## **Modes of Transportation**

### **County School Bus:**

- The Athletic Director is responsible for sending the Supervisor of Transportation a list of transportation needs for each sports season.
- The Athletic Director is also responsible for contacting the Transportation Office in case of postponements or other schedule changes.
- Coaches are responsible for keeping order among participants during trips, maintaining a clean bus, and removing debris and items from the bus at the end of each trip.

### **Activity Bus:**

- Each high school is responsible for scheduling the use of its activity bus with the Supervisor of Transportation.
- The Supervisor of Transportation is responsible for verifying that the driver has the appropriate license.
- Coaches are responsible for keeping order among participants during trips, maintaining a clean bus, and removing debris and items from the bus at the end of each trip.

### **Charter Bus:**

- The Athletic Director has the discretion of using a charter bus service for long road trips.
- The Director of Secondary Education will secure charter bus information ensuring that the bus is properly insured, licensed, credible, and has a safe transportation record before contracts are signed.
- Coaches are responsible for keeping order among students, and or participants during trips, maintaining a clean bus, and removing debris and items from the bus at the end of each trip.

### **Personal Vehicle:**

- No more than five students shall be transported in a single personal vehicle. A personal vehicle may be used with the Principal's consent per Policy Regulation IICA-R.1. (Appendix H).
- The driver must complete a Field Trip Request form and proof of insurance coverage (Appendix H).
- Drivers who are not employees must fill out a separate form (Appendix H).

### Vans:

- If properly authorized and licensed through Tazewell County Public Schools Transportation Department, vans may be used for transporting students to and from school-related events.

### Riding Home with Parent/Guardian:

- A participant may ride with their parent or guardian from an event when the parent or guardian verbally communicates or provides a written request to transport.

## PAID ADMISSIONS AND PASSES

### Admission Prices:

- Ticket prices and passes to all Virginia High School League (VHSL) sponsored events will be determined by VHSL representative organizations comprised of Principals and Athletic Directors.
  - **New** – Using their cell phones, patrons of athletic events will purchase tickets online through Huddle Tickets at GoFan.com (<https://www.huddletickets.com/gofan>)

### Southwest District Admission Prices and Passes:

- Ticket prices and passes for admission to all Southwest District (SWD) regular season and playoff events will determined by the SWD Principals and Athletic Directors.

### Region 2D and Southwest District Playoff Admission Prices and Passes:

- Ticket prices and passes for admission to all Region 2D playoff events will determined by the VHSL.

### Employees of Tazewell County Public Schools:

- Employees of Tazewell County Public Schools will be admitted with proper Tazewell County Public Schools employee identification to regular season home games in the area in which they are employed. Passes will not be accepted for jamborees, tournaments, or play-off games.
- VHSL passes, Virginia High School Coaches Association passes, Virginia officials' organization passes will be accepted for regular season games, Class 2 Region 2A playoffs and VHSL state playoffs.
- Each high school will be responsible for formulating passes.

## Event Operations

### Payment to Event Workers:

- Athletic Directors are responsible for securing ticket sellers/takers for all relevant activities and submitting names to the Principal for approval.
- Workers will be paid \$40.00 for their services.
- The school principals and accountant are responsible for submitting the appropriate worker information and specific amount to be paid to the Tazewell County School Board Payroll Clerk.
- Compensation for ticket sellers/takers are compensated by check, after the appropriate deductions have been made, from the Tazewell County School Board Payroll Clerk.
- The Principals and athletic directors will follow VHSL guidelines and accounting procedures for VHSL playoff events (TCSB Policy BK).

### Gate Receipts:

- Revenues from athletic events will be processed per the Tazewell County Public School Activity Accounting Manual and/or procedures provided by the VHSL.
- All revenues from the middle schools will be sent to the high schools in a timely manner following the end of the season, unless other arrangements have been made between the Principals of both schools (TCSB Policies JN, DK, JL, and DNC).

### Officials:

- Athletic Directors will work with respective commissioners from the Appalachian Officials Association to schedule officials to work at home events.
- Address the needs of officials at home events, and secure payment for the services of officials.
- Before an official is paid, the school must have a completed W-9 Form for that individual.

### Clock Operator/Scorer/P.A. Announcer:

- Athletic Directors will approve designated individuals assigned to the position of clock operator, score bookkeeper, public-address system announcer, and member of a chain crew.
- Tasks performed by these individuals are expected to be objective, unbiased, and professional in manner.

### Security:

- An athletic crisis management plan will be developed that addresses the security challenges imposed by building, campus, and athletic facility plans specific to each middle and high school should a crisis occur.
- The Principal is responsible for seeing that adequate security is present at events.
- The Principal will establish communication with the sheriff's office, the state police, and the local police and use these agencies when necessary.
- Principals and AD's should develop a logistics plan with local law enforcement and security personnel to insure the safety for contestants and spectators as well as maintain the highest standards of sportsmanship and fair play.

### Safety Personnel:

- The Athletic Director is responsible for contacting local rescue squads and other emergency personnel for events.
- Principals, Athletic Directors, head coaches, and game officials will work cooperatively to ensure proper game management and control, including cancellations and postponements (i.e., inclement weather, lightning, etc.)

### Concessions:

- Principals have the responsibility to authorize use of the concession areas at home events and distribution of revenue.
- Any group not sponsored by the school must receive permission from the Superintendent's Office and the terms and conditions must be detailed in a written contract approved by the School Board.

### Invocations:

- **Invocations** - delivered prior to school-sponsored events are constitutionally inappropriate.

- **Moment of Silence** - to reflect on the day, the participants, and the upcoming contest is appropriate.
- **Moment of Reflection** - a 60 second address to be delivered by a student, focusing on sportsmanship, fellowship, citizenship, teamwork, honor, humility, educational growth, character, discipline, integrity, and/or unity is appropriate. etc.

## **Budgets and Purchasing**

### **Responsibilities:**

- Athletic Director and Principal, based on Head Coaches' post-season inventory, shall develop an Activities Budget.
- The Principal is responsible for approving the final budget.
- When approved, the Principal and the Athletic Director will review the Activities Budget with Head Coaches.
- The Athletic Director (with the Principal's consent) has the authority to place orders for equipment and supplies and must authorize all athletic orders with the Principal.
- Purchase orders over \$2500 must be solicited with three bids.

### **Priority:**

- No academic or athletic activity shall be given priority over another.
- Expenses for equipment and supplies vary from activity to activity.

### **Procurement Policies:**

- When purchasing equipment, supplies, or services, all personnel will follow State procurement policies (TCSB Policy DG).
- Three documented price quotes are recommended for every purchase more than \$2,500.
- Sharing competing quotes with other vendors is prohibited until all quotes have been rendered.
- All purchases over \$30,000 must be pre-approved by the School Board (TCSB Policies DJA, DJF, and DJ).

## **Using Indoor Facilities for Outdoor Sports**

### **General Policy:**

- Kicking, throwing, or otherwise using sports balls, equipment, etc., in such a manner as to damage light fixtures, windows, scoreboards, bleachers, backboards, ceiling tiles, floors, and any other Tazewell County Public Schools property is prohibited.

### **Baseball/Softball:**

- Safety and respect for facilities is a priority when practicing in confined facilities such as gymnasiums, multi-purpose rooms, and hallways
- Principal approval is required when baseball and softball teams practice in the gym.

- Pitching and catching is permitted with regulation balls if proper padding and netting are used to protect the facilities.
- Infield practice and batting practice inside a cage or net require that E-Z balls, incrediballs, softie balls, or an equivalent be used, thus excluding the use of regulation balls.
- Failure to abide by these restrictions shall be considered a serious infraction.

#### Track/Cross Country/Soccer/Tennis/Golf/Football:

- Safety and respect for facilities is a priority when practicing in confined facilities such as gymnasiums, multi-purpose rooms, and hallways
- Teams other than volleyball, basketball, and wrestling may practice in the gymnasium with principal approval.

### Fundraising

#### Soliciting for Funds:

- Participation in fund raising efforts by students, student groups, teachers, and boosters are governed by Tazewell County School Board Policy JL.
- Coaches, sponsors, boosters, and support groups may submit fundraising proposals on forms provided by the Principal.
- Forms will be approved or rejected by the Principal and forwarded to the Director of Secondary Education and Deputy Superintendent for approval or rejection.

## SPORTSMANSHIP, ETHICS, AND INTEGRITY

#### Sportsmanship:

- Participants and responsible adults involved in School Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom.
- The School Board further encourages all stakeholders to support the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process and in all events provided to the public and surrounding communities (TCSB Policies JFCB and KGB).

### Middle School Activities

#### Principal, Assistant Principal, and Coaches:

- Middle School Principal/Designee make a phone call to Athletic Director each week to confirm schedule (set a day and time, preferably on a Monday, when the Athletic Director is available to discuss).
- After confirming with the Athletic Director, call and confirm competitions with school playing, home and away.
- Contact transportation to confirm, home and away.
- Take nothing for granted or assume someone else got the job done where schedules are involved.



- Middle School Coaches need to assume the same responsibilities and communicate with the Middle School Principal/Designee weekly.

### Virginia High School League/Athletic Participation/Parental Consent/ Physician's Certificate Form:

- Tazewell County Public Schools operate middle school athletics per the rules and guidelines provided by the VHSL.
- High School Athletic Directors will schedule and make all arrangements for middle school sports, including securing officials for events.
- Consent, insurance, and physical examination forms provided by the middle school administration will be completed by the student and parent/guardian and submitted to the Principal prior to any student performing in a Tazewell County Public Schools sponsored activity.
- Completed forms will be filed in the Principal's Office.
- For emergency purposes, copies of each student's medical information will be available to coaches to be taken to all away competitions.

### Master Participation Form:

- Middle School Principals shall complete a Master Participation Form for each team sponsored.
- Completed forms will be filed in the participant's home school and a copy provided to the Athletic Director.

### Responsibilities:

- Middle School Principals and coaches have the same general responsibilities as those mentioned in the responsibilities section of this document for high school administrators and coaches.

### Athletics:

- All eighth-grade students will be given the opportunity to try out for the Junior Varsity (JV) team in all sports except for football and cheerleading. Middle school football cannot participate/practice with or share dressing facilities with varsity players. JV/Varsity cannot be called down to practice with middle school teams.
- Eighth grade students that participate on JV teams will either finish the middle school season before moving up to the JV team or skip participating on the eighth-grade team altogether. (Delete)
- No student below the eighth-grade level is eligible to participate in any VHSL JV or Varsity contest.
- Eighth-grade students who passed five eighth grade subjects the previous school year and have reached the age of fifteen on or before the first day of August may compete on the varsity level.
- Hold-backs - Eighth grade students are eligible to participate in JV athletics for one year only.
  - Age should be considered as the VHSL rule states, athletes may not participate in a varsity sport if they turn 19 years of age on or before August 1.
  - Eighth graders who participate in a JV sport in the first year, are not eligible to play a JV sport in the second year of eighth grade, whether they fail or are held back, but may play middle school sports.

- A student may participate in VHSL sub-varsity sports for one year only before entering the ninth grade.

### Middle School Teams:

- Volleyball – 1 girls' team.
- Basketball – 1 boys' and 1 girls' team.
- Football – 1 team.
- Track - 1 boys' team and 1 girls' team.
- Cheerleading will be supervised by the Principal.

### Middle School Basketball:

- Monday of the last full week of October is the start day for basketball practice.
- Middle School basketball tryouts will be scheduled at the discretion of the Principal.
- Practices will start after the volleyball season for girls and football season for boys.
- There will be two teams with games ending the second week of December.
- Schedules should accommodate 14 to 16 games if possible.
- On the first official start date of practice, eighth graders will have the opportunity to try out for JV basketball.
- Eighth-grade students can try out for the JV team on the scheduled tryout dates.
- Eighth-grade students who play Middle School basketball and are selected to play JV will immediately conclude their Middle School basketball season.
- Eighth-grade students who are not selected for JV will continue to complete their Middle School season.
- There will be no Tazewell County Tournament.
- There may be a basketball jamboree.

### Cheerleading – Sideline Teams and Competition Cheerleading

Competition cheerleading teams are subject to the Sports Season Rule (Section 27-12-1).

- Teams cannot be selected prior to the first practice date.
- Sideline cheer teams are not subject to the same restriction, because they are considered auxiliary support groups.
- Sideline cheer teams can be selected in the spring to facilitate fundraising, spirit raising events, etc., prior to the first practice date (local restrictions may apply).
- Sideline cheerleading teams, as auxiliary support groups, are permitted to compete in **sideline cheerleading events**, after the **November Competition Cheerleading Championships**.
- Sideline teams are afforded this opportunity because the VHSL *Handbook* defines the sideline cheerleading "season" as "the first fall practice date until the last contest by any school team they support as a cheer squad or the last day of school, whichever is later" (62-4-3) in Appendix FF.
- This interpretation applies to sideline cheerleading or Game Day-oriented cheerleading, **ONLY**.
- Entering an event after the VHSL Competition Cheerleading Championships, under the guise of a sideline team, and competing as a competition team will result in penalties to the school.
- Moreover, doing so exposes the coach, athletes, and school to potentially far-reaching legal liability.

- Eligibility - Competition Cheer to Sideline Team Competition – Students who try out for sideline team cheer in the spring are eligible to participate in sideline team cheer competition after the Competition Cheer Season ends. Those who try out for Competition Cheer, ONLY, are not eligible to participate in any cheer competition beyond the last day of the Competition Cheer season (Appendix FF).

### Prayer at School Activities

- May only be initiated by student/athletes and without coach participation.

## DEVELOPING AN EMERGENCY ACTION PLAN

Student-athlete safety during athletic competition should be a priority throughout the season. Developing an **Emergency Action Plan (EAP)** is a vital component in achieving this goal. Sound EAPs are the product of a collaborative process involving school administrators, medical professionals (i.e. athletic trainers, physicians) and local EMS and should include the identification of an **Emergency Response Team (ERT)**. In addition, the EAP should be specific to each practice or competition venue and reflect the following important considerations related to managing emergency situations.

### **Emergency Personnel**

Typically, the first responder to a medical emergency is a member of the sports medicine staff such as a certified athletic trainer or team physician. However, these individuals may not always be present at every athletic practice or competition. In some instances, a coach, sponsor, or school administrator may be the first responder and it is imperative that all potential responders understand their role in managing an emergency situation. Therefore, the EAP should identify the members of the ERT and clearly outline/identify each person's role and responsibilities. These may include but are not limited to:

- Ensuring the scene is safe and providing immediate care
- Activating EMS
- Retrieving emergency medical equipment
- Directing EMS to the scene

### **Emergency Communication**

Quick communication between members of the ERT is critical to effective management of an emergency situation. The EAP should identify both primary and secondary communication mechanisms for each venue that allows first responders to contact ERT members and EMS as quickly as possible. The communication system should be reviewed prior to each event and shared with visiting medical professionals prior to/ during contests.

### **Emergency Equipment**

Any necessary emergency equipment (e.g. AED, epi-pen, mechanism for rapid cooling) should be available and easily accessible at each venue. The members of the ERT should be familiar with the function and operation of emergency equipment and trained to use it in advance. Emergency equipment should be inspected on a regular basis and the members of the ERT should be well practiced in its use.

### **Medical Emergency Transportation**

Ideally, an ambulance is onsite at high-risk events or as needed given the size/scope of the contest. EMS response time and overall EMS transportation capabilities (e.g. basic or advanced life support) should be considered when determining whether or not to have an ambulance onsite. If an ambulance is available at the venue, it should be located in a designated, easily accessible location

### **Venue Directions and Map**

The EAP should include detailed directions to the venue, including the street address, cross streets, and landmarks if needed to make the site easier to locate. Ideally, EMS personnel and first responders will meet at the venue to familiarize themselves with its location. Consideration should be given to ambulance entrance/exit points as well as whether or not helicopter transport is a viable option. GPS coordinates can assist a helicopter transport.

## **SAMPLE EAP: LOCATION NAME**

**Revised: DATE**

### **ADDRESS:**

### **VENUE DIRECTIONS**

Practice field:

Competition field:



VENUE MAP

### **EMERGENCY PERSONNEL**

Practice field: (Listed by name/profession)

Competition field: (Listed by name/profession)

### **EMERGENCY COMMUNICATION**

Practice field: (Include description of communication mechanism and telephone # if applicable)

Competition field: (Include description of communication mechanism and telephone # if applicable)

### **EMERGENCY EQUIPMENT**

Practice field: (Identify the available equipment and its specific location)

Competition field: (Identify the available equipment and its specific location)

### **ROLE OF FIRST RESPONDERS**

1. Who will provide immediate care for the injured/ill student-athlete?
2. Who will activate EMS? (Include specific instructions regarding what to tell the dispatcher)
3. Who will retrieve emergency equipment? (Include specific instructions related to location)
4. Who will direct EMS to the scene? (Include specific instructions, including where to stand, access points etc.)
5. Who will provide "crowd control?"

## RESOURCES

- Courson RW. Preventing Sudden Death on the Athletic Field: The Emergency Action Plan. *Current Sports Medicine Reports*. 2007;(6):93–100.
- Anderson JC, Courson RW, Kleiner DM, McLoda TA. National Athletic Trainers' Association Position Statement: Emergency Planning in Athletics. *J Athl Train*. 2002; 37(1):99-104.
- Casa DJ, Almquist JL, Anderson SA, et al. The Inter-Association Task Force for Preventing Sudden Death in Secondary School Athletics Programs: Best-Practice Recommendations. *J Athl Train*. 2013;48(4):546-553.

# Appendix A

REVISED JANUARY 2021

VIRGINIA HIGH SCHOOL LEAGUE, INC.  
1642 State Farm Blvd., Charlottesville, Va. 22911

Page 1 of 4

## ATHLETIC PARTICIPATION/PARENTAL CONSENT/PHYSICAL EXAMINATION FORM

Separate signed form is required for each school year MAY 1 of the current year through JUNE 30 of the succeeding year.

For school year \_\_\_\_\_

### PART 1- ATHLETIC PARTICIPATION (To be filled in and signed by the student)

Male\_\_\_\_  
Female\_\_\_\_

#### PRINT CLEARLY

Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
(Last) (First) (Middle Initial)

Home Address \_\_\_\_\_

City/Zip Code \_\_\_\_\_

Home Address of Parents \_\_\_\_\_

City/Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

This is my \_\_\_\_\_ semester In \_\_\_\_\_ High School, and my \_\_\_\_\_ semester since first entering the ninth grade. Last semester I attended \_\_\_\_\_ School and passed \_\_\_\_\_ credit subjects, and I am taking \_\_\_\_\_ credit subjects this semester. I have read the condensed individual eligibility rules of the Virginia High School League that appear below and believe I am eligible to represent my present high school in athletics.

#### INDIVIDUALIZED ELIGIBILITY RULES

To be eligible to represent your school in any VHSL interscholastic athletic contest, you:

Must be a regular bona fide student in good standing of the school you represent.

- Must be enrolled in the last four years of high school. (Eighth-grade students may be eligible for junior varsity)
- Must have enrolled not later than the fifteenth day of the current semester.
- For the first semester must be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for schools that certify credits on a semester basis. (Check with your principal for equivalent requirements.) **May not repeat courses for eligibility purposes for which credit has been previously awarded.**
- For the second semester must be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester. (Check with your principal for equivalent requirements.)
- Must sit out all VHSL competition for 365 consecutive calendar days following a school transfer unless the transfer corresponded with a family move. (Check with your principal for exceptions.)
- Must not have reached your nineteenth birthday on or before the first day of August of the current school year.
- Must not, after entering ninth grade for the first time, have been enrolled in or been eligible for enrollment in high school more than eight consecutive semesters.
- Must have submitted to your principal before any kind of participation, including tryouts or practice as a member of any school athletic or cheerleading team, an Athletic Participation/Parent Consent/Physical Examination Form, completely filled in and properly signed attesting that you have been examined during this school year and found to be physically fit for competition and that your parents' consent to your participation.
- Must not be in violation of VHSL Amateur, Awards, All Star or College Team Rules. (Check with your principal for clarification about cheerleading.)

Eligibility to participate in interscholastic athletics is a privilege you earn by meeting not only the above-listed minimum standards, but also all other standards set by your League, district and school. If you have any question regarding your eligibility or are in doubt about the effect an activity might have on your eligibility, **check with your principal for interpretations and exceptions provided under League rules.** Meeting the intent and spirit of League standards will prevent you, your team, school and community from being penalized. Additionally, I give my consent and approval for my picture and name to be printed in any high school or VHSL athletic program, publication or video.

LOCAL SCHOOL DIVISIONS AND VHSL DISTRICTS MAY REQUIRE ADDITIONAL STANDARDS TO THOSE LISTED ABOVE.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROVIDING FALSE INFORMATION WILL RESULT IN INELIGIBILITY FOR ONE YEAR.**

The **pre-participation physical examination** is not a substitute for a thorough annual examination by a student's primary care physician.

**PART II- MEDICAL HISTORY (Explain "YES" answers below)**

This form must be complete and signed, prior to the physical examination, for review by examining practitioner. Explain "YES" answers below with number of the question. Circle questions you don't know the answers to.							
GENERAL MEDICAL HISTORY		YES	NO	MEDICAL QUESTIONS CONTINUED		YES	NO
1. Do you have any concerns that you would like to discuss with your provider?				24. Have you had mononucleosis (mono) within the last month?			
2. Has a provider ever denied or restricted your participation in sports for any reason?				25. Are you missing a kidney, eye, testicle, spleen or other internal organ?			
3. Do you have any ongoing medical conditions? If so, please identify: Asthma Anemia <b>Diabetes</b> Infections Other:				26. Do you have groin or testicle pain or a painful bulge or hernia in the groin area?			
4. Are you currently taking any medications or supplements on a daily basis?				27. Have you ever become ill while exercising in the heat?			
5. Do you have allergies to any medications?				28. When exercising in the heat, do you have severe muscle cramps?			
6. Do you have any recurring skin rashes or rashes that come and go, including herpes or methicillin-resistant Staphylococcus aureus (MRSA)?				29. Do you have headaches with exercise?			
7. Have you ever spent the night in the hospital? If yes, why?				30. Have you ever had numbness, tingling or weakness in your arms or legs or been unable to move your arms or legs AFTER being hit or falling?			
8. Have you ever had surgery?				31. Do you or does someone in your family have sickle cell trait or disease?			
<b>HEART HEALTH QUESTIONS ABOUT YOU</b>		YES	NO	32. Have you had any other blood disorders?			
9. Have you ever passed out or nearly passed out DURING or AFTER exercise?				33. Have you had a concussion or head injury that caused confusion, a prolonged headache or memory problems?			
10. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?				34. Have you had or do you have any problems with your eyes or vision?			
11. Does your heart race, flutter in your chest or skip beats (irregular beats) during exercise?				35. Do you wear glasses or contacts?			
12. Has a doctor ever ordered a test for your heart? For example, electrocardiography or echocardiography.				36. Do you wear protective eyewear like goggles or a face shield?			
13. Has a doctor ever told you that you have any heart problems, including: High blood pressure A heart murmur High cholesterol A heart infection Kawasaki Disease Other				37. Do you worry about your weight?			
14. Do you get light-headed or feel shorter of breath than your friends during exercise?				38. Are you trying to or has anyone recommended that you gain or lose weight?			
				39. Do you limit or carefully control what you eat?			
				40. Have you ever had an eating disorder?			
				41. Are you on a special diet or do you avoid certain types of foods or food groups?			
				42. Allergies to food or stinging insects?			
				43. Have you ever had a COVID-19 diagnosis? Date:			
				44. What is the date of your last Tdap or Td (tetanus) immunization? (circle type) Date:			
				<b>FEMALES ONLY</b>		YES	NO
15. Have you ever had a seizure?				45. Have you ever had a menstrual period?			
<b>HEART HEALTH QUESTIONS ABOUT YOUR FAMILY</b>		YES	NO	46. Age when you had your first menstrual period:			
16. Does anyone in your family have a heart problem?				47. Number of periods in the last 12 months:			
17. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 35 (including drowning or unexplained car crash)?				48. When was your most recent menstrual period?			
18. Does anyone in your family have a genetic heart problem such as hypertrophic cardiomyopathy (HCM), Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy (ARVC), long QT syndrome (LOTS), short QT syndrome (SQTS), Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia (CPVT)?				<b>EXPLAIN "YES" ANSWERS BELOW</b>			
19. Has anyone in your family had a pacemaker or an implanted defibrillator before age 35?				# »			
<b>BONE AND JOINT QUESTIONS</b>		YES	NO	# »			
20. Have you ever had a stress fracture or an injury to a bone, muscle, ligament, joint, or tendon that caused you to miss a practice or game?				# »			
21. Do you currently have a bone, muscle or joint injury that bothers you?				list medications and nutritional supplements you are currently taking here:			
<b>MEDICAL QUESTIONS</b>		YES	NO				
22. Do you cough, wheeze or have difficulty breathing during or after exercise?							
23. Do you have asthma or use asthma medicine (inhaler, nebulizer)?							

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Athlete's Signature: \_\_\_\_\_



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## PART III- PHYSICAL EXAMINATION

(Physical examination form is required each school year dated after May of the preceding school year and is good through June 30 of the current school year)\*\*

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Male ☐ Female ☐  
BP: \_\_\_\_\_ / \_\_\_\_\_ Resting pulse: \_\_\_\_\_ Vision: R 20/\_\_\_\_ L 20/\_\_\_\_ Corrected: \_\_\_\_\_ Yes ☐ No ☐

MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance (Marfan stigmata: kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse, and aortic insufficiency)		
Eyes/ears/nose/throat (Pupils equal, hearing)		
Lymph nodes		
Heart (Murmurs: auscultation standing, supine, +/- Valsalva)		
Pulses		
Lungs		
Abdomen		
Skin (Herpes simplex virus, lesions suggestive of MRSA or tinea corporis)		
Neurological		
MUSCULOSKELETAL	NORMAL	ABNORMAL FINDINGS
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Wrist/hand/fingers		
Hip/thigh		
Knee		
Leg/ankle		
Foot/toes		
Functional (i.e. Double leg squat, single leg squat, box drop or step drop test)		
Emergency medications required on-site: Inhaler <input type="checkbox"/> Epinephrine <input type="checkbox"/> Glucagon <input type="checkbox"/> Other: _____		
COMMENTS: _____		

I have reviewed the data above, reviewed his/her medical history form and make the following recommendations for his/her participation in athletics:

☐ MEDICALLY ELIGIBLE FOR ALL SPORTS WITHOUT RESTRICTION

☐ MEDICALLY ELIGIBLE FOR ALL SPORTS WITHOUT RESTRICTION WITH RECOMMENDATION FOR FURTHER EVALUATION OR TREATMENT OF: \_\_\_\_\_

☐ MEDICALLY ELIGIBLE ONLY FOR THE FOLLOWING SPORTS: \_\_\_\_\_

Reason: \_\_\_\_\_

☐ NOT MEDICALLY ELIGIBLE PENDING FURTHER EVALUATION OF: \_\_\_\_\_

☐ NOT MEDICALLY ELIGIBLE FOR ANY SPORTS

By this signature, I attest that I have examined the above student and completed this pre-participation physical including a review of Part II- Medical History.

PRACTITIONER SIGNATURE: \_\_\_\_\_ (MD, DO, NP or PA) DATE: \_\_\_\_\_

EXAMINER'S NAME AND DEGREE (PRINT): \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

+Only signature of Doctor of Medicine, Doctor of Osteopathic Medicine, Nurse Practitioner or Physician's Assistant licensed to practice in the United States will be accepted.

Rule 28B-1 (3) Physical Examination Rule/Transfer Student (10-90)- When an out-of-state student who has received a current physical examination elsewhere transfers to Virginia and attaches proof of that physical examination to the League form #2, the student is in compliance with physical examination requirements.

**PART IV- ACKNOWLEDGEMENTS OF RISK AND INSURANCE STATEMENT**

(To be completed by parent/guardian)

I give permission for \_\_\_\_\_ (name of child/ward) to participate in any of the following sports that are NOT crossed out: baseball, basketball, cheerleading, cross country, field hockey, football, golf, gymnastics, lacrosse, soccer, softball, swim/dive, tennis, track, volleyball, wrestling, other (identify sports): \_\_\_\_\_

I have reviewed the individual eligibility rules and I am aware that with the participation in sports comes the risk of injury to my child/ward. I understand that the degree of danger and the seriousness of the risk varies significantly from one sport to another with contact sports carrying the higher risk. I have had an opportunity to understand the risk inherent in sports through meetings, written handouts or some other means. He/she has student medical/accident insurance available through the school (yes\_ no\_); has athletic participation insurance coverage through the school (yes\_ no\_); is insured by our family policy with:

Name of medical insurance company: \_\_\_\_\_

Policy number: \_\_\_\_\_ Name of policy holder: \_\_\_\_\_

I am aware that participating in sports will involve travel with the team. I acknowledge and accept the risks inherent in the sport and with the travel involved and with this knowledge in mind, grant permission for my child/ward to participate in the sport and travel with the team.

By this signature, I hereby consent to allow the physician(s) and other health care provider(s) selected by myself or the school to perform a pre-participation examination on my child and to provide treatment for any injury or condition resulting from participation in athletics/activities for his/her school during the school year covered by this form. I further consent to allow said physician(s) of health care provider(s) to share appropriate information concerning my child that is relevant to participation in athletics and activities with coaches and other school personnel as deemed necessary.

Additionally, I give my consent and approval for the above named student's picture and name to be printed in any high school or VHSL athletic program, publication or video.

To access quality, low-cost comprehensive health insurance through FAMIS for your child, please contact Cover Virginia by going to [www.coverva.org](http://www.coverva.org) or calling 855-242-8282.

**PART V- EMERGENCY PERMISSION FORM\***

(To be completed and signed by the parent/guardian)

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ AGE: \_\_\_\_\_ DOB: \_\_\_\_\_

HIGH SCHOOL: \_\_\_\_\_ CITY: \_\_\_\_\_

Please list any significant health problems that might be significant to a physician evaluating your child **in case of an emergency:**

PLEASE LIST ANY ALLERGIES TO MEDICATIONS, ETC: \_\_\_\_\_

IS THE STUDENT CURRENTLY PRESCRIBED AN INHALER OR EPI-PEN? \_\_\_\_\_ IS THE EMERGENCY MEDICATION: \_\_\_\_\_

IS THE STUDENT PRESENTLY TAKING ANY OTHER MEDICATION? \_\_\_\_\_ IF SO, WHAT? \_\_\_\_\_

DOES THE STUDENT WEAR CONTACT LENSES? \_\_\_\_\_ DATE OF LAST Tdap OR Td (TETANUS) SHOT: \_\_\_\_\_

**EMERGENCY AUTHORIZATION:** In the event I cannot be reached in an emergency, I hereby give permission to physicians selected by the coaches and staff of \_\_\_\_\_ High School to hospitalize, secure proper treatment for and to order the injection and/or anesthesia and/or surgery for the person named above.

DAYTIME PHONE NUMBER (WHERE TO REACH YOU IN AN EMERGENCY): \_\_\_\_\_

EVENING TIME PHONE NUMBER (WHERE TO REACH YOU IN AN EMERGENCY): \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

**SIGNATURE OF PARENT/GUARDIAN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

RELATIONSHIP TO STUDENT: \_\_\_\_\_

\*Emergency Permission Form may be reproduced to travel with respective teams and is acceptable for emergency treatment in needed.

**I CERTIFY ALL OF THE ABOVE INFORMATION IS CORRECT:** \_\_\_\_\_

**Parent/Guardian signature**

The pre-participation physical examination is not a substitute for a thorough annual examination by a student's primary care physician.







## Appendix B

### **SPORTSMANSHIP, ETHICS, AND INTEGRITY (JFCB)**

The School Board recognizes the value of extracurricular activities in the educational process and the values that students develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and responsible adults involved in School Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The School Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups.

Adopted: April 8, 2013

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Legal Ref.: Code of Virginia, 1950 as amended, §§ 22.1-78.

Cross Ref.:	JFC	Student Conduct
	JFC-R	Standards of Student Conduct
	JFCC	Student Conduct on School Buses
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

Interscholastic Competition: Eligibility

## A. Virginia High School League (VHSL) Sponsored Interscholastic Competition

## 1. Generally

To be eligible to represent a school in any Virginia High School League (VHSL) sponsored interscholastic contest a student shall meet the following requirements:

- a. The student shall be a regular bona fide student in good standing of the school which he or she represents.
- b. The student shall be enrolled in the last four years of high school. A student who is not a ninth grader (or higher) is not eligible.
- c. The student shall have been regularly enrolled in the school which he or she represents not later than the fifteenth school day of the semester.
- d. The student shall:
  1. For the first semester, be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for schools that certify credit on a semester basis; and
  2. For the second semester, be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester.
- e. The student shall not have reached the age of 19 on or before the first day of August of the school year in which he or she wishes to compete. This rule may not be appealed.
- f. The student shall not have enrolled in one high school and subsequently transferred to and enrolled in another high school without a corresponding change in the residence of his or her parents, parent, or guardian.
- g. The student shall not have been enrolled in the last four years of high school for a period of more than eight consecutive semesters, beginning with the semester in which he or she enrolled for the first time in the ninth grade. The eight consecutive semesters shall be counted continuously from that point regardless of whether or not he or she remains continuously enrolled in school.
- h. The student shall not have enrolled in one high school and subsequently transferred to and



enrolled in another high school without a corresponding change in the residence of his or her parents, parent, or guardian.

- i. The student shall not have been enrolled in the last four years of high school for a period of more than eight consecutive semesters, beginning with the semester in which he or she enrolled for the first time in the ninth grade. The eight consecutive semesters shall be counted continuously from that point regardless of whether or not he or she remains continuously enrolled in school.

## 2. Athletes

In addition to the criteria enumerated in Part I preceding athletes shall meet the following requirements:

- a. To be eligible to satisfy the VHSL scholarship rule, a student shall be currently enrolled in not fewer than five (5) subjects, or their equivalent, offered for credit and have passed five (5) subjects, or their equivalent, at the end of the first semester and the end of the school year.
- b. The student shall be an amateur. An amateur is an athlete who engages in VHSL athletics solely for the educational, physical, mental, and social benefits he or she derives there from and to whom VHSL athletics are nothing more than an avocation.
- c. The student shall have submitted to the principal of his or her school, prior to becoming a member of any athletic squad or team, League Form No. 2 (Athletic Participation Parental Consent Physical Examination Form), completely filled in and properly signed, attesting that he or she has been examined and found to be physically fit for athletic competition, and that his or her parent's consent to his or her participation
- d. The student shall not have accepted nor accept any source whatsoever, in recognition of or as a reward for his or her athletic skill, any award other than letters, medals, charms, rings, cups, plaques, letter sweaters, or similar trophies, or any reward of value other than of intrinsic value. These listed awards may be accepted only when presented or approved by his or her school, or when earned in VHSL sanctioned meets or tournaments.
- e. For independent team participation see Code of Virginia § 22.1-276.1 quoted in the Regulatory Authority.
- f. The student shall not have participated in an all-star contest.
- g. The student shall not have been a member of a college team in the sport in which he or she desires to represent his or her high school.

### *Editor's Note*

*For exceptions, interpretations and penalties see the VHSL Handbook cited in the Regulatory Authority.*

(2)

## B. Non-Virginia High School League (VHSL) Sponsored Interscholastic Competition

### *Editor's Note*

*See [State] Superintendent's Memo No. 1 at § 3.3 quoted in the Regulatory Authority.*

A student must be in school the day of the game in order to participate in the event (exceptions include death in family, appearance in court and such other circumstances as the principal may approve).

#### Regulatory Authority: (1992)

Code of Va., § 22.1-276.1. Student responsibility for sports participation. --"During the sports season for the relevant sport, a student may, while a member of a school squad or team engaged in interscholastic sports, become a member of or participate with an organized team in the same sport which is independent of the school's control so long as such participation does not conflict with the scheduled activities of the school squad or team. No school or student shall be declared ineligible for participation in interscholastic sports because of participation by a student as a member of an organized team in the same sport which is independent of the school's control during the sports season for the relevant sport. 2. That the provisions of this act shall expire in July 1, 1994." (1992)

~~Approved by School Board: June 9, 1986~~ Amended by School Board: April 5, 1993

Amended by School Board: September 14, 1998 Amended by School Board: October 12, 1999

Amended by School Board: September 12, 2011

## **Appendix C**

### **STATEMENT OF PURPOSE FOR STANDARDS OF STUDENT CONDUCT (JFC-R.1)**

#### *Bullying*

A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to, physical intimidation, taunting, name-calling, and insults and any combination of prohibited activities. Prohibited conduct includes verbal conduct consisting of comments regarding race, gender, religion, physical abilities or characteristics or associates of the target person.

1<sup>st</sup> Offense: Warning and mandatory parent/guardian conference within 24 hours. Mandatory participation in bullying program using Virginia Department of Education resources with school guidance counselor.

2<sup>nd</sup> Offense: Minimum of five (5) days OSS up to a maximum of ten (10) days OSS with a mandatory parent conference before the student may return.

Subsequent Offenses: Recommendation to Disciplinary Committee for expulsion of not less than 180 days. The parent/guardian must request a hearing before the Board before the student may return to the regular school setting.

#### *Harassment*

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions in violation of Policy JFHA/GBA Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion.

#### *Hazing*

Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney. Hazing, as defined above, is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of up to \$2,500, or both, in addition to any disciplinary consequences which may be imposed under this policy. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. See Va. Code 18.2-56.

## Appendix D

### **PROHIBITION AGAINST HARASSMENT AND RETALIATION (JFHA/GBA)**

#### **I. Policy Statement**

The Tazewell County School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees or others on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The Tazewell County School Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel include School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school division.

#### **The school division**

- promptly investigates all complaints, written or verbal, of harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity;
- promptly takes appropriate action to stop any harassment;
- takes appropriate action against any student or school personnel who violates this policy; and
- takes any other action reasonably calculated to end and prevent further harassment of school personnel or students.

## II. Definitions

### A. Harassment Based on Sex

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education;
- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute harassment based on sex if it meets the immediately preceding definition include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic comments about an individual's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- spreading sexual rumors
- touching an individual's body or clothes in a sexual way
- displaying sexual objects, pictures, cartoons or posters
- impeding or blocking movement in a sexually intimidating manner
- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

### B. Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include:

- use of cell phones or the internet, relating to an individual's race, national origin, disability or religion when the conduct
- creates an intimidating, hostile or offensive working or educational environment;
- substantially or unreasonably interferes with an individual's work or education; or

- otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race (**Title VI – Race Discrimination**), national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion
- hostile acts which are based on another's race, national origin, religion or disability
- written or graphic material which is posted or circulated, and which intimidates or threatens individuals based on their race, national origin, disability or religion

### C. Additional Prohibited Behavior

Behavior that is not unlawful may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation, perceived sexual orientation or gender identity.

## III. Complaint Procedure

### Formal Procedure

1. **File Report** - Any student or school personnel who believes he or she has been the victim of harassment prohibited by law or by this policy by a student, school personnel or a third party should report the alleged harassment to one of the Compliance Officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the Compliance Officers designated in this policy or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the Compliance Officers designated in this policy.

The reporting party should use the form, Report of Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports are also accepted. The complaint should be filed with either the building principal or one of the Compliance Officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the Compliance Officer/**Title IX Coordinator**. Any

complaint that involves the Compliance Officer/**Title IX Coordinator** or principal shall be reported to the superintendent.

The complaint, and identity of the complainant and alleged harasser/**respondent** will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

2. Investigation - Upon receipt of a report of alleged prohibited harassment, the Compliance Officer/**Title IX Investigator** shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after receipt of the report by the Compliance Officer/**Title IX Coordinator**. Upon receiving the complaint, the Compliance Officer/**Title IX Coordinator** shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the Compliance Officer/**Title IX Coordinator** shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the Compliance Officer/**Title IX Coordinator** determines that more than 14 school days will be required to investigate the complaint, the complainant and the accused/**respondent** shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Service in accordance with Policy JHG, Child Abuse and Neglect Reporting.

The investigation may consist of personal interviews with the complainant, the alleged harasser/**respondent**, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the alleged harasser/**respondent** and the person allegedly harassed/**complainant**. The investigation may also consist of the inspection of any other documents or information deemed relevant by the **Title IX Investigator**. The school division shall take necessary steps to protect the complainant, **the respondent**, and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the

behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator/**respondent** in relation to the alleged victim/**complainant** (i.e. whether the alleged perpetrator/**respondent** was in a position of power over the alleged victim/**complainant**); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation. The Compliance Officer/**Title IX Coordinator** shall issue a written report to the superintendent/**Title IX Decision Maker** upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any applicable.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

#### 1. Action by Superintendent

Within 5 school days of receiving the Compliance Officer's/**Title IX Coordinator's** report, the superintendent/**Title IX Decision Maker** or superintendent's designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator/**respondent**. If the superintendent/**Title IX Decision Maker** or superintendent's designee determines that it is more likely than not that prohibited harassment occurred, the Tazewell County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the superintendent/**Title IX Decision Maker** or superintendent's designee determines that prohibited harassment occurred, the superintendent/**Title IX Decision Maker** or superintendent's designee may determine that school-wide or division-wide training be conducted or that the complainant **and respondent** receives counseling.

#### 2. Appeal

If the superintendent/**Title IX Decision Maker** or superintendent's designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30



calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party, the superintendent and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the alleged harasser/**respondent** and the person allegedly harassed/**complainant**.

If the superintendent/**Title IX Decision Maker** or superintendent's designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

3. Compliance Officer/**Title IX Coordinator** and Alternate Compliance Officer/**Title IX Investigator**

The Tazewell County School Board has designated Deidra Hill, Deputy Superintendent Dr. Brad Carr, 506 Jeffersonville Street, Tazewell, VA 24651, [dhillbcarr@tcpsva.org](mailto:dhillbcarr@tcpsva.org), 276-988-5511 ext. 2450 2290 as the Compliance Officer/**Title IX Coordinator** responsible for identifying, investigating, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer/**Title IX Investigator**, Gary O. Williams, Director of Special Projects, 506 Jeffersonville Street, Tazewell, VA 24651, [gwilliams@tcpsva.org](mailto:gwilliams@tcpsva.org), 276-988-5511 ext. 2215.

The Compliance Officer shall

- receive reports or complaints of harassment;
- conduct or oversee the investigation of any alleged harassment;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy; and
- ensure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity and has the authority to protect the alleged victim and others during the investigation.

1. Informal Procedure

If the complainant and the person accused of harassment/**respondent** agree, the student's principal or principal's designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher or administrator.

If the complainant and the person accused of harassment/**respondent** agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal

procedure at any time in favor of the initiation of the Formal Procedures set forth herein. The principal or principal's designee shall notify the complainant and the person accused of harassment/**respondent** in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

#### IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The school division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings. The Compliance Officer/**Title IX Coordinator** will inform persons who make complaints, who are the subject of complaints, and who participate in investigations, of how to report any subsequent problems.

#### V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

#### VI. Prevention and Notice of Policy

Training to prevent harassment prohibited by law or by this policy is included in employee and student orientations as well as employee in-service training.

This policy is (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees are notified annually of the names and contact information of the Compliance Officers.

#### VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Adopted: July 13, 2015

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Legal Refs: 20 U.S.C. §§ 1681-1688.

29 U.S.C. § 794.  
42 U.S.C. §§ 2000d-2000d-7.  
42 U.S.C. §§ 2000e-2000e-17.  
42 U.S.C. § 2000ff-1.

34 C.F.R. 106.9.  
Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902.

Cross Refs:	AC	Nondiscrimination
	AD	Educational Philosophy
	GB	Equal Employment Opportunity/Nondiscrimination
	GBM	Professional Staff Grievances
	GBMA	Support Staff Grievances
	JB	Equal Educational Opportunities/Nondiscrimination
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct
	JFHA-F/GBA-F	Report of Harassment
	GCPD	Professional Staff Discipline
	JHG	Child Abuse and Neglect Reporting
	KKA	Service Animals in Public Schools

## Appendix E

### **STUDENT-ATHLETE SUBSTANCE ABUSE POLICY (JFC-R.9)**

#### **SECTION ONE: Purpose and Intent**

In keeping with the mission of Tazewell County Public Schools, the role of the Student Athlete Substance Abuse Policy ("This Policy") and Substance Abuse Testing program is to protect student health, safety and welfare, and to strengthen partnerships among faculty, administrators, coaches, parents, and students in order to reduce drug related barriers and hazards to academic, athletic and personal development success. A part of the intent of this policy is also to ensure that Student Athletes set an appropriate example for fellow students for whom they are a role model.

#### **SECTION TWO: Definitions**

The below defined terms as used in this Policy shall have the meanings assigned to them in this Section. All other terms used herein shall have their common or ordinary meanings unless defined elsewhere in the general Substance Abuse Policy applicable to all students and all school properties, functions, and events.

*Student-Athlete* – Any 8th-12th grade student participating in any Virginia High School League activity or sport as an established athlete or eligible participant at the junior varsity or varsity level. An established athlete or participant is one who is on a Virginia High School League (VHSL) Master Eligibility List (MEL); which encompasses all students participating in VHSL endorsed athletics and activities. The Student Athlete retains established status until the next MEL for any VHSL sanctioned activity is submitted to the VHSL.

*Prohibited Substance* - Prohibited Substances are controlled substances, imitation controlled substances, performance enhancing drugs, illegal drugs, alcohol, tobacco, nicotine, and any illegal drugs. Some substances are Prohibited Substances even though they may not be illegal or controlled in some circumstances such as nicotine and tobacco. Nicotine and Tobacco are Prohibited Substances. Tobacco is a prohibited substance even if the user is otherwise legally permitted to use tobacco. \* Nicotine is a prohibited substance. Certain Performance Enhancing Drugs, as defined herein, also are Prohibited Substances.

*Controlled Substances* - Controlled Substances are substances the use of which is regulated or controlled by law. These include but are not limited to prescription medications including but not limited to Loratab, Xanax, and Oxycontin. Prescription drugs used without a valid prescription or in excess of prescribed dosages are considered *Prohibited Substances* for purposes of This Policy.

*Illegal Drugs* - Illegal Drugs are any substance the possession of which or the use of which is a criminal offense in the Commonwealth of Virginia. Illegal Drugs include but are not limited to cocaine, heroin, marijuana, and methamphetamines. Alcohol is deemed an Illegal Drug for purposes of this policy. Some common names for some illegal drugs include "coke", "crack", "meth", "crystal meth", and "pot".

*Performance Enhancing Drugs* - Performance Enhancing Drugs are substances, including anabolic steroids, the use of which by Student Athletes is prohibited by the VHSL.

*Positive Test Result* - A test result showing the presence of a Prohibited Substance equal to or exceeding the limits permitted by This Policy. The schedule of Prohibited Substances and said impermissible concentration limits for such substances are set forth on an exhibit attached hereto as Schedule A.

*Tested Substances* - Tested Substances are Prohibited Substances the use of which random drug tests described herein are designed to indicate. Those substances include are listed on the attached Schedule A.

*Reasonable Suspicion* - Reasonable Suspicion pursuant to this policy shall mean a specific, objective reason to suspect a Student Athlete has used a Prohibited Substance, including but not limited to the Student Athlete self-reporting use of a Prohibited Substance, a parent or legal guardian of a Student Athlete reporting the Student Athlete has used a Prohibited Substance, and the Student Athlete's refusal to provide a test sample when the Student Athlete has been randomly selected for testing pursuant to this policy.

*Random Selection* - Random Selection is the method for selecting Student Athletes to be tested for Prohibited Substances without Reasonable Suspicion. All Student Athletes are subject to being randomly selected for testing. For purposes of this policy Random Selection will include ten percent (10%) of the total eligible Student Athlete population chosen at random by a third party administrator per each random testing event. The eligible population per random testing event shall be the population of Student Athlete's whose activity or sport occur or take place during the Fall, Winter, or Spring. For example, the eligible population for an October test would be Student Athletes whose events and sports occur in the Fall, such as Football and Volleyball, while the eligible population for an April test would be Student Athletes whose events and sports occur in the Spring, such as Baseball and Track.

*Prohibited Substance Use Test or Prohibited Substance Test* - A Prohibited Substance Use Test or Prohibited Substance Test is a collection of a urine specimen from a Student Athlete chosen by Random Selection which is administered by a third party as hereinafter provided.

*Substance Abuse Violation* - A Substance Abuse Violation is the use of a Prohibited Substance by a Student Athlete regardless of where the use occurred. Whether a Substance Abuse Violation has occurred is determined by the Principal of the school the Student Athlete attends. A Substance Abuse Violation may be proven solely by a Positive Test Result. A Substance Abuse Violation may also be proven solely by the Student Athlete's admission to use of a Prohibited Substance.

### **SECTION THREE: Policy Requirements**

The Student Athlete Substance Abuse Policy referred to herein as "This Policy" includes "the Tazewell County Schools Pledge Program", which is the additional requirement of an acknowledgement and agreement by the Student Athlete and the Student Athlete's parent/guardian that the Student Athlete is governed by and will comply with This Policy.

**To participate in any VHSL activity or athletics the Student Athlete must:**

- 1. All Student Athletes must read This Policy, execute a pledge acknowledging they understand This Policy, and pledge and agree that they will comply with the terms of This Policy. The parent/guardian of the Student Athlete also must read This Policy execute a pledge acknowledging they understand This Policy, and pledge and agree that they will consent to the enforcement of This Policy. Refusal by the Student Athlete or the parent/guardian(s) of the Student Athlete to execute such pledge will preclude the Student Athlete's participation in VHSL activities and athletics at the school until the pledge is executed and presented.**
- 2. Any Student Athlete who uses a Prohibited Substance and violates this Policy is subject to the consequences prescribed by this Policy.**
- 3. All Student Athletes who execute the Pledge and participate in VHSL activities and athletics thereby agree to be subject to testing for Prohibited Substances either by Random Selection or upon Reasonable Suspicion. Any Student Athlete regardless of age who has a Positive Test Result for a Prohibited Substance may be deemed to have committed a Substance Abuse Violation and be subject to the consequences below set forth.**

This Policy applies to the Student Athlete wherever or whenever any use of a Prohibited Substance occurs. A Student Athlete's violation of this policy may occur off of school grounds and outside of, or not during, any school related activity. This policy will apply to the behavior of the Student Athlete with respect to the use of Prohibited Substances without respect to the time or location that the use may occur.

### **SECTION FOUR: Interaction with other policies.**

1. In the event that a Substance Abuse Violation occurs on school property, in a school vehicle, at any school-sponsored event, going to or from school, or while participating in school-sanctioned activities, then the Student Athlete shall be subject to the Substance Use Policies applicable to all students, JFCF, JFCH, JFC-R.1 in addition to this Policy. However, the procedures prescribed by the Substance Abuse Policies Applicable to all students shall be followed in such circumstances.

2. If a Substance Abuse Violation occurs other than as provided in # 1 (above), then procedures set forth in This Policy shall be followed and only the consequences set forth in This Policy shall be enforced.

## **SECTION FIVE: Consequences for a Substance Abuse Violation:**

### **A. First Violation:**

With the exception of \*nicotine and tobacco - When the principal or his/her designee finds a Student Athlete has committed a substance Abuse Violation, the following shall take place:

1. The Student Athlete shall be suspended from play for a period of time equivalent to, and not less than, 20 percent of the total number of VHSL contest limitations for each sport to be played during the regular season (any fraction of the calculation will be dropped). This penalty will be applied immediately, upon the expiration of any appeal period or exhaustion of any appeal as provided for herein. This penalty will include the next contest(s) including playoffs, and/or to the next sport season in which the student athlete participates within 365 calendar days. During the suspension period, the Student Athlete will be allowed to attend practices and contests; however, the Student Athlete will not be permitted to dress in team uniform for contests or travel with the team to competitions. Additionally, in the event the season concludes while the Student Athlete is suspended, the Student Athlete may be allowed to participate in try-outs for the next sport's season only to the extent to determine placement on the team and only if the Student Athlete has been retested, at the parent/guardian(s)' expense, and the test results are negative.

*\*Nicotine and Tobacco – **First Violation:** Does not constitute any game suspensions, however, the Student Athlete's parent/guardian(s) contact the Athletic Director at the Student Athlete's school within five (5) school days after notice of a positive test result and provide evidence that Counseling and Preventive Services (CAPS) are being provided for their child. This counseling must be completed within a five-day period after the Athletic Director has been informed by the parent that counseling services are being provided and that a second drug test at the parent's expense will be completed within the five-day period of counseling. **Should the student/athlete provide a second sample that is positive, steps taken for A-1. above - First Violation for all substances, including game suspensions, will be enforced.***

The Student Athlete will be ineligible until all conditions of reinstatement have been completed, including the following:

- a. The Student Athlete's parent/guardian(s) contact the Athletic Director at the Student Athlete's school within five (5) school days of the suspension start-date to arrange Counseling and Preventive Services (CAPS). This counseling must be completed before the Student-Athlete may be reinstated.

b. The Student Athlete and parent/guardian(s) agrees to have the Student Athlete tested at the end of the suspension by the current company who provides Tazewell County Public Schools with Student Athlete Prohibited Substance Abuse Testing service or another substance abuse testing company approved by Tazewell County Public Schools administration that operates under SAMHSA (Substance Abuse and Mental Health Services Administration) certified laboratory guidelines. This may be done at the parent's expense, and the test results must be negative before the Student is permitted to return to participation.

c. The student athlete must also agree to regular testing for Prohibited Substances at the discretion of Tazewell County Public Schools administration for the remainder of the school year for any/all VHSL activities and athletics the Student Athlete wishes to participate in. This will be done at the school system's expense as part of the normal testing schedule.

2. Once all of the above conditions for reinstatement have been successfully completed, a letter of reinstatement from the superintendent or superintendent's designee will be granted, stating the Student Athlete is in good standing and that he/she may resume participation with VHSL activities and athletics.

#### B. Second Violation:

When the principal or his/her designee finds that a Student Athlete has committed a second Substance Abuse Violation the following shall take place:

1. The Student Athlete shall be suspended from play for a period of time equivalent to, and not less than, 50 percent of the total number of VHSL contest limitations for each sport to be played during the regular season (any fraction of the calculation will be dropped). This penalty will be applied immediately upon the expiration of any appeal period or exhaustion of any appeal as provided for herein and include the next contest(s) including playoffs, and/or to the next sport season in which the Student Athlete participates within 365 calendar days. During the suspension period, the Student Athlete will be allowed to attend practices and contests; however, the Student Athlete will not be permitted to dress in team uniform for contests or travel with the team to competitions. Additionally, in the event the season concludes while the Student Athlete is suspended, the Student Athlete may be allowed to participate in try-outs for the next sports season only to the extent to determine placement on the team and only if the Student Athlete has been retested, at the parent/guardian(s) expense, and the test results must be negative. After which time the Student Athlete will be ineligible until all conditions of reinstatement have been completed, including the following:

a. The parent/guardian(s) of the Student Athlete contacts the Athletic Director within 5 school days of the suspension start date to arrange Counseling and Preventive Services (CAPS). This counseling must be completed before the Student Athlete may be reinstated.



b. The Student Athlete and parent/guardian(s) must agree to have the Student Athlete tested at the end of the suspension by the current company who provides Tazewell County Public Schools with Student Athlete Prohibited Substance abuse testing service or another substance abuse testing company approved by Tazewell County Public Schools administration that operates under SAMHSA (Substance Abuse and Mental Health Services Administration) certified laboratory guidelines. This will be done at the parent's expense, less extenuating circumstances, and the test results must be negative.

c. The Student Athlete must also agree to regular testing for Prohibited Substances at the discretion of Tazewell County Public Schools administration for the remainder of the school year for any/all sports in which the Student Athlete wishes to participate in. This will be done at the parent's expense, less extenuating circumstances, and the test results must be negative.

2. Once all of the above conditions for reinstatement have been successfully completed, a letter of reinstatement from the superintendent or superintendent's designee will be granted, stating the Student Athlete is in good standing and that he/she may resume participation with VHSL activities and athletics.

C. Third Violation:

When the principal or his/her designee finds that a Student Athlete has committed a Third Substance Abuse Violation the following will take place.

A Student Athlete who is found to have committed a third Substance Abuse Violation during their VHSL eligibility is, thereafter, ineligible to participate in any VHSL sanctioned events while enrolled in Tazewell County Public Schools.

D. A Student Athlete who is found to have committed a Substance Abuse Violation due to a Positive Test Result for Performance Enhancing Drugs shall, in addition to the penalties herein set forth and without respect to whether the offense is a first, second, or third offense, also be ineligible to compete in interscholastic athletic competition for two years pursuant to Virginia High School League (VHSL) rules. A failure to provide a sample will be considered a Positive Test Result for purposes of Performance Enhancing Drugs, unless there are extenuating medical circumstances that physically prevent a student from providing a sample.

E. A Substance Abuse Violation pursuant to this policy shall not result in any penalties or restrictions being placed on a Student Athlete's participation in any other non-VHSL activities, nor shall any academic punishments will be imposed on the Student Athlete. No record of the Substance Abuse Violation shall be placed or noted in the Student Athlete's cumulative record.

## **SECTION SIX: Prohibited Substance Use Testing of Student Athletes**

Student Athletes agree to and may be tested for Prohibited Substances either upon a Reasonable Suspicion by the principal of their school or upon Random Selection for Prohibited Substance Testing as hereinafter provided.

### **A. Non-Compliance**

Any Student Athlete who after executing the Pledge refuses to be tested or attempts to tamper with or assist others in tampering with the test sample, the Student Athlete shall be deemed to have committed a Substance Abuse Violation for purposes of This Policy and the principal shall proceed in accordance with this policy.

### **B. Prohibited Substance Use Testing Procedures**

Prohibited Substance Use Testing will be conducted in accordance with the procedures set forth in this Section.

1. A Third Party Administrator (TPA) will be contracted by the School System to conduct all testing and will be responsible for the Random Selection with replacement and testing process.
2. For each testing event, a Random Selection of Student Athletes to be tested will be chosen for testing from the eligible population according to the month for which testing is to occur. A list of Student Athletes eligible to participate in their respective activities and athletics which are expected to occur during the same month as the particular test is to be administered, shall be given to the TPA. The TPA shall select at random ten percent (10%) of those Student Athletes. The methodology for randomizing which of those Student Athletes are selected will be determined by the TPA.
3. Testing will be performed monthly. At each site visited, ten percent (10%) of the total population of Student Athletes participating in athletic events during that season will be Randomly Selected and tested as described above. Middle school eighth grade students who participate in Junior Varsity athletics and who are Randomly Selected for drug testing will be tested at the middle school which they attend.
4. A copy of the Virginia High School League (VHSL) Master Eligibility List, identifying athletes for every sport, per sports season, will be used to determine who will be eligible for selection for testing. For the purpose of confidentiality, Student Athletes will be identified by a unique number as designated by the school.
5. Prohibited Substance Use Testing will be performed by collecting a urine sample. Testing will take place at each school and be conducted by the TPA.

6. Student Athletes selected for testing will remain under school supervision until an adequate sample can be provided. If a selected Student Athlete has not provided a reliable sample by the end of the school day, then the selected Student Athlete may be deemed to have committed a Substance Abuse Violation pursuant to This Policy, absent extenuating circumstances.
7. The TPA will provide testing materials, testers and a Medical Review Officer (MRO).
8. In the event of a Positive Test Result, the MRO will make direct contact with the parent/guardian to resolve any extenuating circumstances, medical or other, that may have contributed to an inability to provide a sample, or a Positive Test Result. Tazewell County Public Schools will not be involved in resolving Positive Test Results.
9. After all testing and test results have been verified by the MRO, the final report will be provided by the TPA to the Superintendent/Designee.
10. The Superintendent/Designee will provide the results to each school's principal.

#### C. Procedures for Positive Test Results

In the event the final report has identified any failures to provide a sample, or verified Positive Test Results, the TPA will contact the Superintendent/Designee and then the Superintendent/Designee will notify the Principal.

#### D. Confidentiality

Confidentiality of test results must be maintained at all levels including the TPA, the School Board, the Superintendent, the Principal, the Athletic Director, and the coach.

#### E. Substances Tested

The tests herein described shall be for the use of Prohibited Substances as herein defined. A list of the substances tested for and the minimum concentration of such substance necessary in the tested sample to constitute a Substance Abuse Violation is set forth on the attached Schedule A.

### **SECTION SEVEN: Procedure for Determining whether a Student Athlete has committed a Substance Abuse Violation.**

A. Upon receiving a notice of a Positive Test Result from the Superintendent or his/her designee ("Superintendent/Designee") the principal of the school which the Student Athlete who tested positive attends will meet with the Student Athlete as soon as practicable. The Student Athlete will be given the opportunity to explain any reason for the Positive Test Result other than Prohibited Substance use by the Student Athlete.

1. If the Student Athlete admits to having used the Prohibited Substance for which he or she received a Positive Test Result, then the student shall be deemed to have committed a Substance Abuse Violation.
2. If the Student Athlete denies having used the Prohibited Substance for which he or she received a Positive Test Result, the Principal may nevertheless find that the Student Athlete has committed a Substance Abuse Violation based solely on the Positive Test Result.
3. If the Principal finds that there may be extenuating circumstances which may have resulted in a Positive Test Result without a Substance Abuse Violation by the student, the Principal may refer the Student Athlete and the parent to a conference with the Superintendent/Designee, whereupon the Superintendent/Designee may find either that a Substance Abuse Violation occurred or that a Substance Abuse Violation did not occur. If the Superintendent, acting under this provision, finds a Substance Abuse Violation did not occur, he or she may direct that the Student Athlete be retested, at the Student Athlete's expense, at a time of the principal's choosing no sooner than thirty (30) days after the Positive Test Result giving rise to the determination.
4. If the Principal finds that the Student Athlete committed a Substance Abuse Violation the principal shall so inform the Student Athlete and the parent/guardian and provide them the notice below described.

B. Upon a finding by the Principal, or Superintendent pursuant to part A (3) above, that the Student Athlete committed a Substance Abuse Violation the Student Athlete shall be given a written notice of the finding, including the Reasonable Suspicion which gave rise to the test, if the test was not based on Random Selection, and Positive Test Results which were the basis of the finding. Such notice shall include a copy of This Policy, a copy of the Student Athlete's executed Pledge, and a notice of rights of appeal as herein provided. Notice to the parent/guardian shall be deemed notice to the Student Athlete and no additional notice shall be required.

C. Upon a finding by the principal that a Student Athlete has committed a Substance Abuse Violation the Student Athlete may appeal the finding to the Superintendent by giving written notice to the Superintendent within three (3) school days of receiving the notice of the finding. The Superintendent/Designee shall afford the Student Athlete and the parent/guardian the opportunity to explain why the Student Athlete should not be found to have committed a Substance Abuse Violation. Upon expiration of three (3) school days from the day of the principal's finding, where no appeal is filed, consequences pursuant to This Policy shall be enforced immediately. Where an appeal has been filed, no consequences may be enforced pursuant to This Policy until three (3) school days after an affirmation of the finding by the Superintendent/Designee. Affirmation by the Superintendent/Designee of a finding of a first or second Substance Abuse Violation by the Student Athlete shall be final.

Any affirmation of a finding of a Third Violation of This Policy by a Student Athlete may be appealed to the Tazewell County School Board Disciplinary Committee (comprised of three School Board members) by giving written notice to the Superintendent within three (3) school days of the Superintendent's affirmation of the finding. No consequences for a third violation of This Policy may be enforced until after the Student Athlete and the parent/guardian have been given an opportunity to be heard by the Disciplinary Committee. The Disciplinary Committee's affirmation of a finding of a third violation shall be final.

Upon receipt of a notice of an appeal from the Principal's finding of a third violation, the Superintendent, in his or her sole discretion, may defer the appeal directly to the Disciplinary Committee to avoid a delay which otherwise could jeopardize the effectiveness of the punishment.

D. Upon consideration of an appeal by either the Superintendent/Designee or by the Disciplinary Committee, the party hearing the appeal may either (1) affirm the finding, (2) overrule the finding, or (3) defer enforcement of the punishment for a period not to exceed thirty (30) days for purposes of administering a second test for the same Prohibited Substance and thereafter proceed to either affirm or overrule the principal's finding. Notice of the decision by the party hearing the appeal shall be given to the Student Athlete and the parent/guardian in writing. Notice to the parent/guardian shall be deemed notice to the Student Athlete.

Adopted: February 9, 2015  
Amended: November 7, 2016  
Amended: March 13, 2017

**Tazewell County Public Schools**  
**Student Athlete Substance Abuse Policy Pledge Program**  
**Student Athlete and Parent Pledge and Agreement**

I, \_\_\_\_\_, have received a copy of the Tazewell County Public Schools' Student Athlete Substance Abuse Policy (JFC-R.9).

I have read and I understand the Student Athlete Substance Abuse Policy.

I pledge and agree to comply with the Student Athlete Substance Abuse Policy.

I pledge to abstain from using any Prohibited Substance as defined in the Policy.

I read and understood the list of Prohibited Substances.

I agree to the terms of the Student Athlete Substance Abuse Policy including agreeing to be tested for use of Prohibited Substances if chosen by Random Selection or if my principal has a Reasonable Suspicion that I have used Prohibited Substances.

I understand if I use a Prohibited Substance, I will suffer the consequences of my actions as outlined in the Student-Athlete Substance Abuse Policy.

If randomly chosen, I agree to be Prohibited Substance Tested in accordance with the Student-Athlete Substance Abuse Policy.

\_\_\_\_\_  
Student / Athlete Signature

\_\_\_\_\_  
Date

I have read, understand, and support Tazewell County Public Schools' Student Athlete Substance Abuse Policy as being necessary for the physical and mental well-being of my son / daughter as he/she pursues his/her career as a Student Athlete in Tazewell County Public Schools. If my child is randomly chosen, I give permission for my child to be tested for Prohibited Substances in accordance with Tazewell County Public Schools' Student Athlete Substance Abuse Policy. I understand that a Positive Test Result for any Prohibited Substance may result in my child being denied participation in one or more athletic sports as described in the Policy. I have read and understand the list of Prohibited Substances.

I understand alcohol, tobacco, and nicotine are included as Prohibited Substances, regardless of the age of the Student Athlete.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\*The student and parent/guardian signatures validate agreement for any and all VHSL activities in which the Student Athlete participates during their tenure in the Tazewell County Public School System.

Adopted: February 9, 2015

Amended: November 7, 2016

## Appendix F

### **PERSONNEL (GBN-R.2)**

#### Coaching Assignments

- A. It is the philosophy and intent of the Tazewell County School Board to first consider coaches from existing instructional employees. However, in the event that all efforts have failed, the principal shall make a written request, supported by complete documentation to the division superintendent for consideration of other persons recommended to fill the coaching assignment. If the principal is unable to secure someone to fill the coaching position, a decision will be made to advertise the coaching position, receive applications, and conduct interviews. Person(s) selected will be recommended to the school board for approval.
- B. The qualifications for consideration shall include:
  - 1. A Bachelor's degree
  - 2. Experience in the sport being considered
  - 3. Demonstrable qualities of honesty, integrity, sound moral character, and the ability to work effectively with young people.
  - 4. Serve under the direct supervision of the school principal of the assigned sport.

Adopted by School Board: April 6, 1998

Amended by School Board: July 25, 2000

Amended by School Board: October 10, 2011

## Appendix G

### HEAD COACH EVALUATION AND SCORE SHEET

Coach's Name: \_\_\_\_\_  
(First) (Middle) (Last)

School: \_\_\_\_\_ Date of Evaluation: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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Rating Schedule: (1) Poor (2) Below Average (3) Average (4) Above Average (5) Excellent

---

### Rating of Coach

#### **Part I**

Based on your appraisal of this coach's performance, Rate the following:

- \_\_\_ 1. Handling of Equipment: Provides an adequate system for management of equipment. This includes issuing, collecting, and accounting. Submits inventories of equipment, condition of equipment, and recommendations for re-conditioning or purchase of new equipment within prescribed deadlines.
- \_\_\_ 2. Relationship with Parents: Provides informative documentation, accessibility by phone or social media, and sustains an appropriate rapport and both oral and written communication with player's parents.
- \_\_\_ 3. Relationship with Community: Projects a professional, positive, and respectable image to all stakeholders in the community. Maintains a positive communicative relationship with community groups, agencies, and interested individuals.
- \_\_\_ 4. Pre-Game Details: Makes adequate provision for organizing and handling of all equipment, player preparation, assigning of assistant coach preparation responsibilities, transportation and emergency documents. Prepares staff and team for the physical, mental, and emotional aspects of athletic competition.
- \_\_\_ 5. Records and Statistics: Maintains adequate documentation of records, team and player statistics, activities, and personnel. Documentation is provided to the Principal, Athletic Director, and media when appropriately requested.
- \_\_\_ 6. Adherence to Regulations: Abides by Division policies that govern interscholastic and athletic activities, and District, Region, and State rules and guidelines as determined by the Virginia High School League (VHSL).
- \_\_\_ 7. Relationship with News Media: Provides requested documentation to media personnel and communicates in a professional manner when involved in verbal interviews with personnel representing the media.



- \_\_\_ 8. Relationship with Administration: Follows guidelines and directives developed by the Superintendent, Principal, Assistant Principal, and Athletic Director that establish a protocol for optimizing an athletic experience for the student/athletes under the supervision of a Coach as an employee of Tazewell County Public Schools. Develops a viable line of communication with the immediate Supervisor and governing administration.
- \_\_\_ 9. Relationship with Staff: Maintains a positive rapport with the building staff and establishes a direct line of communication with teachers when requesting pertinent information regarding the performance of student/athletes academically and behaviorally. Informs teachers that interest in the overall wellbeing of student/athletes is reciprocal.
- \_\_\_ 10. Awareness of Trends in the Sport: Keeps abreast of team concepts, learning and instructional strategies, technologies, techniques, and skills that are applicable to the activity being coached.
- \_\_\_ 11. Supervision of Practice: With safety as a priority, develops practice schedules that are well organized, efficient in time delivery, specific to skills teaching, specific to coaching of individual or team concepts, specific in the designation of assistant responsibilities, and directive in the supervision of assistant coaches during practice time. Coordinates and evaluates practice sessions with the intent of improving or maximizing player's cognitive and physical abilities and mental approach to the sport prior to, during, and after performance.
- \_\_\_ 12. Game Behavior: Utilizes the fundamentals stressed in practice sessions to efficiently coordinate the management of game situations and athlete output. Uses self-control to establish player and assistant coach decorum, sportsmanlike conduct, and support and respect of official's enforcement of rules and opponent's role as competitor.
- \_\_\_ 13. After-Game Behavior: Accepts the outcome of game as a learning experience for players and coaches, is gracious in winning and in defeat, is congratulatory toward opponent's players and coaches, and uses the game results and team performance to prepare for the next competition. Cordially addresses questions from the media and other interested parties.
- \_\_\_ 14. Relationship with Players: Establishes guidelines that address distinctions between the role of the coach and the role of the player, rules for player expectations, behavior, and training, and procedures that will address disciplinary issues and consequences. Provides open communication with players, ensures a fair opportunity to earn a position, and rewards effort and performance.
- \_\_\_ 15. Coaching/Teaching: Exhibits enthusiasm in approach, uses effective communication skills, and prepares student/athletes to model practical application of learned skills.
- \_\_\_ 16. Meetings: Attends informational coach/player, parent meetings, designated Virginia High School League (VHSL) meetings, rules clinics, coach's meetings, and player selection meetings.

\_\_\_ **Total Score**

**Part II**

**Evaluator Perception of Performance**

Comment on areas of deficiency or below average performance:

Suggestions for improvement -

Comment on areas of average to above average performance:

Suggestions for improvement -

Comment on areas of excellent performance:

Summation of overall performance:

---

Signatures indicate that the evaluation has been reviewed by the Head Coach (evaluatee) with the Principal and Athletic Director. The Head Coach may attach a memo explaining his/her disagreement regarding any aspect of the evaluation.

---

Evaluatee – Head Coach’s Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

---

Evaluator – Athletic Director Signature

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Evaluator – Principal Signature

## **Principal Recommendation to the Superintendent**

### **Part III**

\*Recommendation to the Superintendent:

- ☐ 1. Rehire
- ☐ 2. Rehire with Plan of Improvement
- ☐ 3. Short to long-term suspension
- ☐ 4. Immediate removal from position
- ☐ 5. No contract to be offered for the following season

\* The recommendation to the Superintendent is based on the results of the evaluation criteria that was shared with the Head Coach and reviewed by the Athletic Director and Principal.

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Principal Signature

## Appendix H

### ASSISTANT COACH EVALUATION AND SCORE SHEET

Coach's Name: \_\_\_\_\_  
(First) (Middle) (Last)

School: \_\_\_\_\_ Date of Evaluation: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Rating Schedule: (1) Poor (2) Below Average (3) Average (4) Above Average (5) Excellent

#### Rating of Assistant Coach

##### Part I

Based on your appraisal of this assistant coach's performance, rate the following:

- \_\_\_\_ 1. Handling of Equipment: Assists the Head Coach in the management of equipment. This includes issuing, collecting, inventorying, determining the condition of equipment, and providing recommendations for re-conditioning or purchase of new equipment within prescribed deadlines.
- \_\_\_\_ 2. Relationship with Parents: Works through the Head Coach or administration to provide informative documentation, accessibility by phone or social media, and sustains an appropriate rapport and both oral and written communication with player's parents.
- \_\_\_\_ 3. Relationship with Community: Projects a professional, positive, and respectable image to all stakeholders in the community. Maintains a positive communicative relationship with community groups, agencies, and interested individuals.
- \_\_\_\_ 4. Pre-Game Details: Assists the Head Coach organizing and handling of all equipment, player preparation, transportation, and maintaining of emergency documents. Prepares players for the physical, mental, and emotional aspects of athletic competition.
- \_\_\_\_ 5. Records and Statistics: Assists the Head Coach in maintain adequate documentation of records, team and player statistics, activities, and personnel.
- \_\_\_\_ 6. Adherence to Regulations: Abides by Division policies that govern interscholastic and athletic activities, and District, Region, and State rules and guidelines as determined by the Virginia High School League (VHSL).
- \_\_\_\_ 7. Relationship with News Media: Per the Head Coach or administration, provides requested documentation to media personnel and communicates in a professional manner when involved in verbal interviews with personnel representing the media.

- \_\_\_ 8. Relationship with Administration: Follows guidelines and directives developed by the Superintendent, Principal, Assistant Principal, and Athletic Director, and establishes a protocol for optimizing an athletic experience for the student/athletes under the supervision of the Head Coach as an employee of Tazewell County Public Schools. Develops a viable line of communication with the immediate Supervisor and governing administration.
- \_\_\_ 9. Relationship with Staff: Maintains a positive rapport with the building staff and establishes a direct line of communication with teachers.
- \_\_\_ 10. Awareness of Trends in the Sport: Keeps abreast of team concepts, learning and instructional strategies, technologies, techniques, and skills that are applicable to the activity being coached.
- \_\_\_ 11. Supervision of Practice: With safety as a priority, assists the Head Coach in developing practice schedules that are well organized, efficient in time delivery, specific to skills teaching, specific to coaching of individual or team concepts, specific in the designation of assistant responsibilities, and directive in the supervision of assistant coaches during practice time. Coordinates and evaluates practice sessions with the Head Coach with the intent of improving or maximizing player's cognitive and physical abilities and mental approach to the sport prior to, during, and after performance.
- \_\_\_ 12. Game Behavior: Utilizes the fundamentals stressed in practice sessions to efficiently coordinate the management of game situations and athlete output. Uses self-control to establish player and assistant coach decorum, sportsmanlike conduct, and support and respect of official's enforcement of rules and opponent's role as competitor.
- \_\_\_ 13. After-Game Behavior: Accepts the outcome of game as a learning experience for players and coaches, is gracious in winning and in defeat, is congratulatory toward opponent's players and coaches, and uses the game results and team performance to prepare for the next competition.
- \_\_\_ 14. Relationship with Players: Follows the guidelines established by the Head Coach that address distinctions between the role of the coach and the role of the player, rules for player expectations, behavior, and training, and procedures that will address disciplinary issues and consequences. Provides open communication with players, ensures a fair opportunity to earn a position, and rewards effort and performance.
- \_\_\_ 15. Coaching/Teaching: Exhibits enthusiasm in approach, uses effective communication skills, and prepares student/athletes to model practical application of learned skills.
- \_\_\_ 16. Meetings: Attends informational coach/player, parent meetings, designated Virginia High School League (VHSL) meetings, rules clinics, coach's meetings, and player selection meetings when designated to do so in the absence of the Head Coach.

\_\_\_ **Total Score**

**Part II**

**Evaluator Perception of Performance**

Comment on areas of deficiency or below average performance:

Suggestions for improvement -

Comment on areas of average to above average performance:

Suggestions for improvement -

Comment on areas of excellent performance:

Summation of overall performance:

---

Signatures indicate that the evaluation has been reviewed by the Assistant Coach (evaluatee) with the Athletic Director and Head Coach. The Assistant Coach may attach a memo explaining his/her disagreement regarding any aspect of the evaluation.

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Evaluatee – Assistant Coach's Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Evaluator – Head Coach Signature

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Evaluator - Athletic Director Signature

## Principal Recommendation to the Superintendent

### **Part III**

\*Recommendation to the Superintendent:

- ☐ 1. Rehire
- ☐ 2. Rehire with Plan of Improvement
- ☐ 3. Short to long-term suspension
- ☐ 4. Immediate removal from position
- ☐ 5. No contract to be offered for the following season

\* The recommendation to the Superintendent is based on the results of the evaluation criteria that was shared with the Assistant Coach and reviewed with the Principal by the Athletic Director and Head Coach.

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Principal Signature

## Appendix I

### ATHLETIC DIRECTOR EVALUATION

#### PART A: EVALUATION FORM FOR ATHLETIC DIRECTORS

Name: \_\_\_\_\_

Evaluation Year: \_\_\_\_\_

School Assignment/Position: \_\_\_\_\_

Total Years of Administrative/Teaching Experience: \_\_\_\_\_

Total Years as Athletic Director \_\_\_\_\_

Evaluators Will Use the Following to Score Each Question:

**Highly Effective** - Performance consistently exhibits multiple strengths that have a strong, positive impact on students and the school climate. Athletic Director serves as a role model. Areas for professional growth are self-directed and continuous.

#### **3 Points**

**Effective** - Often exhibits strengths that impact students, coaching staff, and school climate. Often serves as a role model. Areas for professional growth are often self-directed and continuous.

#### **2 Points**

**Improvement Necessary** - Performance typically is below the expectations in important areas that impact students, coaching staff, and school climate. Professional growth and improvement are lacking.

#### **1 Point**

**Ineffective** –Rarely exhibits the necessary strengths to perform duties effectively. Professional growth and improvement are not evident. Direct and immediate intervention is required by the administration.

#### **0 Points**

**I. Administrator Effectiveness: The Athletic Director develops a mission statement that clearly defines what the school/program is seeking to achieve and delineates the expectations of the program for student-athletes, coaches, school administration, parents, and the community. The expectations of the athletic program are the fundamental goals by which the school assesses the effectiveness of the athletic program and services provided.**

\_\_\_\_\_ 1. The Athletic Director has facilitated the athletic program mission statement and expectations. The mission is to be clearly linked to the academic mission of the school and district.

\_\_\_\_\_ 2. The Athletic Director defines expectations as they relate to the athletic program for coaches, student-athletes, parents, and the community.



\_\_\_\_\_ 3. The Athletic Director reviews the mission and expectations to assure it reflects the needs of the student-athlete, the school and the community.

\_\_\_\_\_ 4. The Athletic Director publishes the mission and expectations throughout the school community in a manner that ensures that all stakeholders are aware of athletic department's goals.

\_\_\_\_\_ 5. The Athletic Director develops and institutes curricula that advance sport specific training, conditioning, and skill development in all sports.

\_\_\_\_\_ 6. The Athletic Director develops specific programs and activities that are implemented by the athletic department to address the proper behavior of all student-athletes, coaches, parents and spectators at athletic contests.

\_\_\_\_\_ 7. The Athletic Director shall monitor the academic achievement of each student athlete throughout the high school years.

\_\_\_\_\_ 8. The Athletic Director promotes an athletic program that is safe, positive, respectful, and supportive and fosters the benefits of multi-sports athletics and the disadvantages of sports specialization.

\_\_\_\_\_ **Total Points Possible (24)**

**II. Managerial Leadership: The Athletic Director provides sufficient support and resources to all student-athletes and sports programs. The athletic program complies with all state and federal mandates. The athletic director has a clearly defined personnel evaluation plan in place which is designed to enhance the professional growth of all coaches. The Athletic Director promotes and supports all Virginia High School League (VHSL) rules and by-laws and complies with all State and National Federation of High Schools (NFHS) rules and guidelines.**

\_\_\_\_\_ 1. The Athletic Director provides sufficient funding to assure quality athletic opportunities, personnel, services, facilities, equipment, transportation, uniforms, teaching materials and supplies to support each sport offering.

\_\_\_\_\_ 2. The Athletic Director shall insure adequate, properly maintained, refurbished or replaced equipment for all teams.

\_\_\_\_\_ 3. The Athletic Director allocates resources, programs and services for all sports equitably.

\_\_\_\_\_ 4. The Athletic Director complies with all state and federal mandates of Title IX.

\_\_\_\_\_ 5. The Athletic Director provides equal opportunities for male and female athletes.

\_\_\_\_\_ 6. The Athletic Director oversees the athletic booster club.

\_\_\_\_\_ 7. The Athletic Director insures that all athletic facilities are properly maintained to ensure the safety of student-athletes.

\_\_\_\_\_ 8. The Athletic Director has clearly defined policies and procedures in place for the effective administration of the program.

\_\_\_\_\_ 9. The Athletic Director develops a student athlete handbook for student/athletes and their parents.

\_\_\_\_\_ 10. The Athletic Director provides written guidelines for all booster clubs.

\_\_\_\_\_ 11. The Athletic Director establishes emergency guidelines and evacuation procedures for all athletic events.

\_\_\_\_\_ 12. The Athletic Director collaborates with the Principal to formulate an evaluation plan for all head coaches and assistant coaches.

\_\_\_\_\_ 13. The Athletic Director encourages meaningful communication with student/athletes, parents, booster clubs, and community stakeholders.

\_\_\_\_\_ 14. The Athletic Director regularly acknowledges, celebrates, and displays the accomplishments of student/athletes, coaches, and teams.

\_\_\_\_\_ 15. The Athletic Director coordinates the use of facilities to accommodate practice schedules and games.

\_\_\_\_\_ 16. The Athletic Director maintains records, results, and awards.

\_\_\_\_\_ 17. The Athletic Director is responsible for the supervision of home athletic events.

\_\_\_\_\_ 18. The Athletic Director assists in scheduling interscholastic athletic transportation.

\_\_\_\_\_ 19. The Athletic Director serves as a Director for the Tazewell County School Division, Southwest District, Region 2D, and Group 2A team competitions and tournaments.

\_\_\_\_\_ 20. The Athletic Director procures, organizes, and schedules officials and workers for games.

\_\_\_\_\_ 21. The Athletic Director works with media regarding results, hosted events, and special press releases.

\_\_\_\_\_ 22. The Athletic Director plans and establishes the type of awards, methods of earning, and recognition programs for distribution to athletes.

\_\_\_\_\_ 23. The Athletic Director provides the schools master eligibility list to the agency responsible for conducting random drug testing.

\_\_\_\_\_ 24. The Athletic Director assists with supervision during the school day.

\_\_\_\_\_ 25. The Athletic Director models professional, ethical, and respectful behavior always.

\_\_\_\_\_ **Total Points Possible = 75**

**III. Mandatory Core of Employment: Athletic Directors are given one evaluation point through their ongoing professional core of performance necessary for success. These include the following: Attends school events as needed and expected, cooperates with peers and supervisors, follows all rules, procedures, board policies and mandates set forth by the school Division, and sets an example for timeliness and attendance.**

\_\_\_\_\_ **Total Points Possible = 1**

**Part A Total Overall Score \_\_\_\_\_ Total Possible Points = 100**

**Part A Evaluation Summary Comments:**

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## PART B EVALUATION FORM FOR ATHLETIC DIRECTORS

1. The athletic director maintains fiscal responsibility with the overall athletic budget in the black.

### 50% of Part B

The athletic director has certified and qualified officials for every home contest.

### 25% of Part B

The athletic director has signed contracts from sending schools for all home and away athletic contests.

### 25% of Part B

**Part B Total Overall Score: \_\_\_\_\_ (Total Points Possible = 100)**

**Part B Evaluation Summary Comments:**

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**Part A Total Score \_\_\_\_\_ Part B Total Score \_\_\_\_\_ Part A and B**

**Total Score \_\_\_\_\_ (Total Points Possible = 200)**

## SUMMARY OF EFFECTIVENESS FOR PARTS A AND B

### Points 160-200

Highly Effective Performance consistently exhibits multiple strengths that have strong, positive impact on students, staff, and the school climate.

### Points 120-159

Effective Performance typically exhibits multiple strengths that favorably impact students, staff, and the school climate.

### Point 80 - 119

Improvement Necessary Performance typically exhibits strengths that impact students, staff, and school climate.

### Points 40 - 79

Ineffective Performance frequently exhibits weaknesses that negatively impact students, staff, and the school climate.

Part A Total Score \_\_\_\_\_ Part B Total Score \_\_\_\_\_

Part A and B Total Score \_\_\_\_\_ (Total Points Possible = 200)

School Year \_\_\_\_\_ - \_\_\_\_\_

Date of Evaluation Conference \_\_\_\_/\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Evaluatee – Athletic Director Signature

\_\_\_\_\_  
Evaluator - Principal Signature

**Evaluation Summary Comments:**

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***Evaluator's Perception of Performance***

Comment on areas of deficiency or below average performance:

*Suggestions for improvement -*

Comment on areas of average to above average performance:

*Suggestions for improvement -*

Comment on areas of excellent performance:

Summation of overall performance:

**PART C: RECOMMENDATION TO THE SUPERINTENDENT**

- ☐ 1. Rehire
- ☐ 2. Rehire with Plan of Improvement
- ☐ 3. Short to long-term suspension
- ☐ 4. Immediate removal from position
- ☐ 5. No contract to be offered for the following season

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Signatures indicate that the evaluation has been reviewed by the Athletic Director (evaluatee) with the Principal (evaluator). The Athletic Director may attach a memo explaining disagreement regarding any aspect of the evaluation.

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Evaluatee – Athletic Director’s Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Evaluator - Principal’s Signature

## Appendix J

### **USE OF TOBACCO AND ELECTRONIC CIGARETTES ON SCHOOL PREMISES (KGC)**

Smoking is prohibited

- in the interior of indoor facilities owned or leased or contracted for and utilized for the provision of regular kindergarten, elementary, or secondary educational or library services to children;
- on every public school bus and all other vehicles used by the division for transporting students, staff, visitors, or other persons; and
- in every indoor facility, or portion of such facility, owned or leased or contracted for and utilized for the provision of regular or routine health care, day care, or early childhood development (Head Start) services.

For purposes of this policy, "smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

Each principal shall post signs stating "No Smoking," or containing the international "No Smoking" symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school cafeteria or other dining facility in the school.

#### Electronic Cigarettes

Students are prohibited from possessing electronic cigarettes on school buses, on school premises and at school-sponsored activities.

All other persons are prohibited from using electronic cigarettes on school premises and school vehicles.

Adopted: August 11, 2014

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Legal Refs.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§ 15.2-2820, 15.2-2824, 15.2-2827, 22.1-78, 22.1-79.5, 22.1-279.6.

Cross Refs.: JFCH/GBEC  
GBECA  
KG  
KGB

Tobacco-Free School for Staff and Students  
Electronic Cigarettes  
Community Use of School Facilities  
Public Conduct on School Property

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TAZEWELL COUNTY PUBLIC SCHOOLS

## TOBACCO-FREE SCHOOL FOR STAFF AND STUDENTS

Smoking, chewing or any other use of any tobacco products by staff, students, and visitors is prohibited on school property.

For purposes of this policy:

1. "School property" means:
  - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
  - b. Any indoor facility or portion of such facility owned or leased or contracted for and used for the provision of regular or routine health care, day care, or early childhood development (Head Start) services;
  - c. All vehicles used by the division for transporting students, staff, visitors or other persons.
2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking.
3. "Smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

This policy shall be published in student and employee handbooks, posted on bulletin boards and announced in meetings.

Each principal shall post signs stating "No Smoking," or containing the international "No Smoking" symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school cafeteria and other dining facility in the school.

Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

### Designated Smoking Areas

The School Board may direct the superintendent to issue regulations designating smoking areas on school grounds outside buildings.



## Electronic Cigarettes

Students are prohibited from possessing electronic cigarettes on school buses, on school premises and at school-sponsored activities.

All other persons are prohibited from using electronic cigarettes on school premises and school vehicles.

Adopted: August 11, 2014

---

Legal Refs.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§ 15.2-2820, 15.2-2824, 15.2-2825, 15.2-2827, 22.1-79.5, 22.1-279.6.

Cross Refs.:	CLA	Reporting Acts of Violence and Substance Abuse
	GBEC	Tobacco-Free School for Staff and Students
	GBECA	Electronic Cigarettes
	JFC-R	Standards of Student Conduct
	KG	Community Use of School Facilities
	KGC	Use of Tobacco and Electronic Cigarettes on School Premises

## Appendix K

### **TOBACCO FREE SCHOOL CAMPUSES (JFCH-R/GBEC-R)**

The Tazewell County School Board recognizes the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors.

The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes it has an obligation to promote positive role models in schools and to promote a healthy learning and working environment, free from unwanted smoke and tobacco use, for students, employees, and visitors on the school campus.

#### **Tobacco Use Prohibited**

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours (24/7):

- in any building, facility, or vehicle owned, leased, rented or chartered by the Tazewell County Public Schools;
- on any school grounds and property – including athletic fields and parking lots – owned leased, rented or chartered by Tazewell County Public Schools; or
- at any school-sponsored or school-related event on-campus or off-campus.

In addition, school division employees, school volunteers, contractors or other persons performing services on behalf of Tazewell County Public Schools are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds.

Further, no student shall be permitted to possess a tobacco product while in any school building; while on school grounds or property; or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

Tobacco products may be included in instructional or research activities in public school buildings, if the activity is conducted or supervised by the faculty member overseeing the instruction or research project, and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

#### **Definition of Tobacco Products and Tobacco Use**

For the purposes of this policy, “tobacco product” is defined to include cigarettes, electronic cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products.

**Signage**

Signs will be posted in a manner and location that adequately notify students, staff and visitors about the 100 percent tobacco-free school division policy.

**Enforcement for Students**

Consequences for students engaging in the prohibited behavior will be provided in accordance with the Student Code of Conduct. Students who violate the school districts tobacco use policy will be referred to the guidance counselor, a school nurse, or other health or counseling services for all offenses for health information, counseling and referral. Parents/guardians will be notified of all violations and actions taken by the school.

**Enforcement for Staff and Visitors**

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing, if the person refuses to leave the school property. Forfeiture of any fee charged for admission will be enforced for visitors violating this policy.

**Opportunities for Cessation**

The administration will consult with the county health department and other appropriate health organizations to provide students and employees with information and access to support systems, programs and services to encourage them to abstain from the use of tobacco products.

**Prevention Education**

The administration will consult with appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment.

**Procedures for Implementation**

The administration will develop a plan for communicating this policy which includes information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around the school campus. An enforcement protocol, which identifies consequences for students, staff and visitors who violate the policy, will be created and communicated to all students, staff, parents, and community members.

Approved by School Board: February 11, 2013

Amended by School Board: August 11, 2014

## Appendix L

### **PUBLIC CONDUCT ON SCHOOL PROPERTY (KGB)**

All visitors must register at the school office on arrival.

No one may possess or consume any alcoholic beverage in or on the grounds of any public school during school hours or school or student activities. In addition, no one may consume, and no organization shall serve, any alcoholic beverage in or on the grounds of any public school after school hours or school or student activities, except for religious congregations using wine for sacramental purposes only.

In accordance with Policy KGC Use of Tobacco and Electronic Cigarettes on School Premises, smoking and the use of electronic cigarettes is not permitted in schools or school vehicles.

Any person found to be engaged in or advocating illegal activity while on school property, including school buses, shall be reported by the principal to the local law enforcement authorities.

Any person who willfully and maliciously damages, destroys or defaces any school district building, or damages or removes any school property from a school building, will be required to compensate the school division and may be prosecuted.

Any person who willfully interrupts or disturbs the operation of any school or, being intoxicated, disturbs the same, whether willfully or not, may be ejected and/or prosecuted.

Adopted: August 11, 2014

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Legal Refs.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§ 4.1-309, 18.2-415, 18.2-128, 18.2-138, 22.1-78, 22.1-79.5.

Cross Refs:	ECAB	Vandalism
	GBEC/JFCH	Tobacco-Free School for Staff and Students
	GBECA	Electronic Cigarettes
	KGC	Use of Tobacco and Electronic Cigarettes on School Premises
	KK	School Visitors
	KN	Sex Offender Registry
	KNA	Violent Sex Offenders on School Property

## COMMUNITY RELATIONS

### Community Use of School Facilities: Rules and Conditions

Conditions under which school buildings and grounds in the division may be used for non-school activities are the following:

1. No organization may use the buildings or grounds at any time or in such a manner that would interfere with the curriculum of the school.
2. The school board or its representatives must have free access to all facilities at all times.
3. The right to revoke a permit at any time is reserved by the school authorities.
4. Any organization desiring to move special properties into the school or into the grounds, including the auditorium, prior to or on the date of rehearsal or performance must obtain permission from the office of the division superintendent. All flats, curtains and costumes must be treated for fire.
5. Putting up decorations or scenery or moving pianos is prohibited unless special permission is granted.
6. Permission for bringing equipment such as concession stands or trucks or carnival equipment on to school property must be requested in writing thirty days in advance before a formal agreement can be considered.
7. The parking of automobiles shall be restricted to designated areas.
8. The organization that uses the building and grounds shall be responsible for the conduct of its members.
9. Any damage done to school property shall be compensated for by the sponsoring organization. Police protection must be provided by any group or organization at its own expense if the school board deems it advisable.

(continued)

KGB-R

KGB-R

## COMMUNITY RELATIONS

## Community Use of School Facilities: Rules and Conditions

10. Except as herein provided, the use of all tobacco products, including cigarettes, electronic cigarettes, cigars, pipes, chewing tobacco, and snuff, is prohibited on all school property or vehicles owned, rented, or leased by the Tazewell County School Board. Such prohibition shall apply at all times, day or night, and to all students, employees, visitors, volunteers, or other persons conducting business with the schools.

The provisions of this policy shall not apply to visitors attending outdoor athletic events while the visitors are on exterior premises but shall apply inside of any building.

11. There shall be no alcoholic liquor or beverages brought to or consumed in the building or on the grounds.
12. Premises are rented with the understanding that "tipping" of custodians or other school personnel is not permitted.
13. Except by special permission, a group shall not be permitted to remain after 12 midnight.
14. Building keys will not be provided to any group.

Approved by School Board: June 9, 1986  
Amended by School Board: July 11, 1994  
Amended by School Board: August 11, 2014

(2)

## Appendix M

### **STAFF HIRING PROCEDURES (GBN)**

It is the desire of the Tazewell County School Board to recruit, hire and retain the best possible qualified applicants.

The Superintendent is responsible for developing procedures for advertising vacancies and new positions. Those procedures will be designed to ensure that all openings are properly advertised to give all interested and qualified parties the opportunity to apply. While most positions will be filled using those procedures, the School Board may, at the request of the Superintendent, fill positions in other ways. For example, the School Board may authorize the filling of a position to accommodate the disability of an employee, to transfer an employee when it is determined to be in the best interest of the school division, to satisfy the rights of employees returning from leave, to move an employee whose performance is unsuccessful to a position in which the employee might be successful or to discipline an employee for conduct deficiencies.

Current division employees are given an opportunity to apply for positions for which they are qualified.

Vacancies and new positions within the division are advertised on the internet, in each school and in the Central Office.

The applicant determined to be the best qualified shall be selected for a vacant or new position, regardless of whether the applicant is an internal or external candidate.

Application for employment in the Tazewell County Public Schools shall be made in writing on forms provided by the Human Resource office.

It is the responsibility of the applicant to furnish accurate information and any falsification of either information or credentials is cause for dismissal or refusal to employ.

Adopted: April 7, 2015

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Refs.: AC	Nondiscrimination
GCDA	Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect

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TAZEWELL COUNTY PUBLIC SCHOOLS

## PERSONNEL - GBN-R.1

### Procedures for Filing an Application for Employment

#### A. Professional and Classified Applications

Applications will be invited from persons within and outside the school division. An applicant must complete, and place on file an application for employment in the office of the Supervisor of Human Resources, Director of Environmental and Maintenance Services, Supervisor of School Nutrition Services, or the Supervisor of Transportation, respectively. An application will remain on file for one year for consideration for employment. If an applicant wishes his/her application to remain on file for a longer period of time, he/she may do so by updating the application annually at the end of the one-year period. A letter or a postcard from the program Supervisor will be forwarded to the applicant verifying the application has been received and placed on file.

#### B. Substitute Teacher Applications

1. All individuals applying for substitute teaching positions must attend an orientation workshop conducted by the program Supervisor. Applicants must successfully complete background checks prior to being employed as substitutes in the school system. A Master List of substitute teachers is compiled and submitted to the School Board at the beginning of each school year for approval. Upon School Board approval, the Master List is forwarded to individual schools. School administrators are instructed to use degreed substitute teachers whenever possible; if degreed substitutes are not available, non-degreed substitutes are then contacted. During the school year, names of additional substitutes are submitted to the School Board for approval. Supplemental lists are then forwarded to the individual schools to be added to the Master Substitute Teacher List accordingly.
2. Applicants considered for long-term substitute vacancies should be endorsed, or eligible for endorsement, in the area of the posted long-term vacancy. If no applicant is available with the specified endorsement, the applicant having qualifications closest to the endorsement area may be selected to fill the long-term vacancy. The same procedure is followed when advertising for long-term vacancies as for vacancies for full-time positions.

#### C. Academic Coaching Assignments

Academic coaching assignments are made at the discretion of the school principal and submitted to the Director of Special Projects for approval.



D. Notification to Remove Application from Active File

If an applicant (regular or substitute teacher) accepts employment with another school division, the applicant is requested to contact the Division Superintendent to remove his/her application from active status.

**PERSONNEL - GBN-R.I**

Procedures for Filing an Application for Employment (continued)

E. Eligibility Process

1. Candidates for employment shall be recruited through advertisements or by announcements in selected publications and by other appropriate methods. The vacancy announcement is advertised for ten (10) work days.
2. Applications for posted vacancies are collected until the deadline for making application has expired. Applications that are currently on file in the area(s) of vacancies posted are reviewed by the appropriate program Supervisor(s) and the selected applicants are scheduled for interviews. Resumes will be prescreened by the Division Superintendent and the program Supervisor to identify individuals meeting advertised classification specifications and time lines. After the deadline for accepting applications for posted vacancies is met, an applicant is contacted and scheduled for a formal interview.

F. Recruitment and Selection

Recruitment and selection of personnel are made without regard to an applicant's race, color, age, national origin, ancestry, gender, religion, or disability. Applicants for employment will be interviewed by the Division Superintendent and/or designated staff member(s).

1. Applicants are interviewed by the appropriate program supervisor and the division superintendent. All qualifications of the applicants are considered. Selection is based on criteria specific to the job requirements including, but not limited to, education, training, and experience. An interview form is completed for each applicant interviewed and signed by superintendent/designee and supervisor.
2. The most qualified candidate(s) are referred to the building principal. The building principal interviews and considers each candidate. An interview form is completed indicating the principal's choice for the position. The principal/supervisor notifies the Deputy Superintendent (based on position – instructional or non-instructional) of the recommended candidate for Board approval and placement.
3. The Deputy Superintendent will contact the area supervisor and the building principal/supervisor to discuss the final recommendation to the Division Superintendent.
4. The successful applicant will be notified by the Division Superintendent of the selection, subject to the final approval of the School Board. Prior to an offer of employment, the

applicant's job qualifications shall be verified by appropriate documents; such as, transcripts and personnel records. Should the resumé, or any other document be found inaccurate at any time during the selection process, the applicant shall be disqualified.

## **PERSONNEL - GBN-R.I**

### **Procedures for Filing an Application for Employment (continued)**

5. The name of the applicant most qualified for the position is recommended by the Division Superintendent to the School Board for final approval. Applicants not selected for the position(s) are notified in writing that they were not selected and their applications will remain on file for one (1) year and reactivated upon receipt of a written request for future consideration.

#### **G. Athletic Coaching Assignments**

Athletic coaching assignments are recommended monthly by the principal of each high school. The names of employees and coaching assignments are submitted to the Division Superintendent prior to each monthly Board meeting in order that recommendations may be made to the School Board for approval at their regularly scheduled monthly Board meeting.

Administrators are not allowed to coach Tazewell County Public School athletic teams.

Upon approval by the School Board, contracts are issued for coaching assignments as designated. Athletic Directors are required to provide written notification of changes to the Division Superintendent in order that these changes may be submitted for School Board approval.

#### **H. Orientation of New Personnel**

- a. An orientation for all new employees will be conducted by the Department of Human Resources. The purpose of this orientation is to provide information relative to personnel policies and benefits affecting employees.
- b. Teachers new to the school division will be required to report for duty at the beginning of the school year to participate in staff development activities.

Adopted by School Board: April 8, 1996  
Amended by School Board: June 12, 2000  
Amended by School Board: December 9, 2002  
Amended by School Board: January 14, 2008  
Amended by School Board: October 10, 2011  
Amended by School Board: January 16, 2017

(3)

## **PERSONNEL - GBN-R.2**

### **Coaching Assignments**

- A. It is the philosophy and intent of the Tazewell County School Board to first consider coaches from existing instructional employees. However, in the event that all efforts have failed, the principal shall make a written request, supported by complete documentation to the division superintendent for consideration of other persons recommended to fill the coaching assignment. If the principal is unable to secure someone to fill the coaching position, a decision will be made to advertise the coaching position, receive applications, and conduct interviews. Person(s) selected will be recommended to the school board for approval.
- B. The qualifications for consideration shall include:
  - 1. A Bachelor's degree
  - 2. Experience in the sport being considered
  - 3. Demonstrable qualities of honesty, integrity, sound moral character, and the ability to work effectively with young people.
  - 4. Serve under the direct supervision of the school principal of the assigned sport.

Adopted by School Board: April 6, 1998  
Amended by School Board: July 25, 2000  
Amended by School Board: October 10, 2011

## PERSONNEL - GBN-R.3

### Summer School Teachers

#### A. Qualifications

The minimum qualifications of summer school teachers shall be the same in all respects as those required for the regular session.

#### B. Assignment

In making teaching assignments, priority will be granted to full-time staff members. All other qualifications being equal, seniority in the summer school program will be given to employees with summer school experience.

#### C. Compensation

The salary paid instructional personnel for summer school work shall be on a per diem rate determined by the Board.

Adopted by School Board: November 11, 1985

Amended by School Board: July 15, 2002

Amended by School Board: July 11, 2005

## PERSONNEL - GBN-R4

### Affirmative Action Employment Practice Plan

#### A. Generally

Application for employment in the Tazewell County Public Schools shall be in writing and on forms provided by the Office of Human Resources. A personal interview is required of all applicants as a prerequisite to employment. All available positions within the school division require personal interviews of qualified applicants.

The Tazewell County School Board reaffirms its policy that no present or prospective employee will be discriminated against because of race, color, religion, national origin, disability, age or gender. Qualified candidates will be recruited, selected and employed by the division without discrimination in any employment practice.

#### B. Recruitment and Selection

The superintendent shall advertise in appropriate media, shall post internal and external notices of new and vacant positions, and shall encourage inquiries from minority group members. The superintendent shall emphasize in advertisements, notices, and by other means deemed appropriate that the division employs and welcomes all candidates on a fair and equal basis.

All tests given applicants for positions in the school division shall be nondiscriminatory and shall be free of any racial or cultural bias.

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#### Legal Reference:

Americans with Disabilities Act of 1990. Equal Pay Act of 1963.

Civil Rights Act of 1964 (Title VII).

Age Discrimination in Employment Act of 1967. Executive Order 11246.

U.S. Department of Health, Education and Welfare/Office of Civil Rights, Final Title IX Regulation Implementing Education Amendments of 1972 Prohibiting Sex Discrimination in Education. (Effective Date: July 21, 1975.)

North Haven Bd. of Educ. v. Bell. No. 80-986. United States Supreme Court (May 17, 1982) ruled that Title IX regulations cover employment practices.

Adopted by School Board: November 11, 1985

Amended by School Board: November 13, 2000

Amended by School Board: October 10, 2011

## Appendix N

### **VIRGINIA HIGH SCHOOL LEAGUE 27-2-1 COACHES RULE**

All coaches and sponsors of League activities, both athletic and nonathletic, shall be certified teachers regularly employed by the school board and responsible to the school principal. They shall have not less than three regular periods of classes or study hall duty per day.

Note: Interscholastic competition for girls and boys should be coached or directly supervised by a woman or man, respectively, who is responsible to the school principal. If a man coaches girls on a mixed team or coaches a girls team, it is strongly recommended that a female supervisor be present at all games and practices. If a woman coaches boys on a mixed team or coaches a boys team, it is strongly recommended that a male supervisor be present at all games and practices.

#### **27-2-2 Exceptions:**

- (1) Students in training at institutions of higher learning.
- (2) Principals, assistant principals or other members of the school division's instructional or administrative staff with duties comparable to those of teachers carrying three regular periods of classes.
- (3) Retired Virginia teachers or administrators as approved by the division superintendent.
- (4) Persons approved by the Executive Director upon written certification from the principal and division superintendent. Approval shall be contingent upon written notification from the school principal that the non-faculty coach will be apprised of all VHSL eligibility requirements for participants and any League policies pertaining to his/her sport prior to assuming duties.
- (5) Instructional or administrative aides employed full-time within the same school division.

#### **27-2-3 Interpretations:**

- (1) This rule bars special coaches or sponsors of an activity who are not employed to serve in any other capacity or who are employed during the season in the activity only, unless they are exempted under 27-2-2 (4) of this rule. It is not intended to bar assistants for whose services no recompense is given, either directly or indirectly, from any source, provided that such services are rendered only at practice sessions under the supervision of a regular faculty member.
- (2) Duties after school hours, such as athletic coaching, shall not be counted as one or more of the three regular periods of classes or study hall duty required per day.
- (3) COACHES RULE/Interpretation

A VHSL registered coach is one who:

- (1) through a special request by the school principal and division superintendent has been registered with the VHSL Executive Director for one sport season;
- (2) has been apprised of the VHSL rules pertaining to the specific sport/activity;

(3) has full coaching status as determined by the local school board.

**A volunteer coach is one who:**

(1) does not meet

any of the VHSL Coaches Rule criteria;

(2) is not registered with VHSL;

(3) is not allowed

to be on the team bench, sidelines, in the press box, in the locker room or involved in any way during any VHSL contest;

(4) is allowed to help the coach or team during practice sessions.

Virginia High School League Handbook and Policy Manual, 2017-2018  
Rules and Regulations, Page 38

**Must be 21  
years of age  
to coach**

**Appendix O**  
**Tazewell County Public Schools**  
**506 Jeffersonville Street**  
**Tazewell, VA 24651**  
**Phone (276)988-5511 Fax (276)988-6765**

**COACH'S SCREENING REQUIREMENTS – PAID OR VOLUNTEER (CHECK-OFF SHEET)**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

- \_\_\_\_\_ I-9 Employment Eligibility Verification Form
- \_\_\_\_\_ Two forms of ID (Driver's License and Social Security Card or Birth certificate)
- \_\_\_\_\_ Drug Test (to be taken at Clinch Valley Community Action, Tazewell, VA on Monday – Friday from 7:30 am to 4:00 pm). You must submit the enclosed form. Results will be emailed to Kayla Myers, Human Resources Clerk.
- \_\_\_\_\_ Virginia Department of Social Services / Child Protective Form must be completed and attach a \$10.00 **money order**, made payable to "**VA Department of Social Services**". **Note: This form must be notarized when signed and returned to the School Board office.**
- \_\_\_\_\_ VA-4 Note: Make sure this form is signed and exemptions are not left blank.
- \_\_\_\_\_ W-4 Note: Make sure this form is signed and exemptions are not left blank.
- \_\_\_\_\_ Tuberculin Evaluation (Call 276-988-5511 to schedule appointment with Lisa Singleton, Nurse Practitioner, at Tazewell County School Board office. You may have a TB test done at your family doctor's office at your expense and submit the results to the School Board office.
- \_\_\_\_\_ **Paid** coaches will need to have Live Scan fingerprints done at the Tazewell County Courthouse on **Monday or Friday only** between the hours of 1:00 p.m. and 3:00 p.m. Applicants are to enter through the front door of the courthouse and inform the officer at The scanner that they are there to have live scan fingerprints taken. The fingerprint results will be accessible to the HR Department within a few days. **You must include a \$27.00 money order made payable to "Tazewell County Schools" to cover the cost of the fingerprinting results and bring to the School Board office.**
- \_\_\_\_\_ **Volunteer** coaches will need to go to the Tazewell County Public Schools website [www.tcpsva.org](http://www.tcpsva.org) and click on Volunteer Information. Then click TCPS volunteer and proceed to step 1. Click "Start Here" and complete the BIB Secure Volunteer information. This will replace the fingerprinting process, however, if a volunteer coach should become a paid coach, you will have to complete the Live Scan fingerprints at that time.

**Please complete all forms on this sheet. After all items are complete, please bring to the Tazewell County School Board Office. If you have any questions please call Kayla Myers at (276) 988-5511 at extension - 2220. The principal and athletic director will be notified when your paperwork is complete.**

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## Appendix P

### COACH TRAINING RECOMMENDATION AND BACKGROUND CHECK: PROTOCOL FOR PRINCIPALS AND ATHLETIC DIRECTORS

*Prior to assuming coaching responsibilities - Coach training **first**, background check **second** (conditional 4 to 6 - week turnaround on completion of all background checks), and recommendation to Tazewell County School Board for approval **third**.*

*1. All head coaches will provide names of assistant coaches to the Principal and Athletic Directors.*

*2. The Principal will meet with Head Coaches to affirm that no one is permitted to coach without Principal approval.*

*3. The Principal will provide a list of prospective coaches to the Director of Secondary/Middle who need training.*

*4. Upon completion of training, the Director of Special Projects will submit Affidavits of Training Completion to Kayla Myers, Human Resources Clerk/Certification Specialist.*

*5. Prospective coaches will complete all required information provided by Kayla Myers.*

*6. After receiving all completed background check information, Kayla Myers will submit names to the Tazewell County School Board for approval.*

*7. Kayla Myers will send the list of names of all personnel approved by the School Board to the Principal.*

*8. The Principal will inform the applicant of the School Board's approval or disapproval.*

# **Topics**

**COACH'S ROLE as ADULT / SUPERVISOR**

**TAZEWELL COUNTY PUBLIC SCHOOLS INTERSCHOLASTIC  
ACTIVITIES HANDBOOK**

**PHYSICAL SAFETY ISSUES**

**VIRGINIA HIGH SCHOOL LEAGUE INFORMATION**

**VIRGINIA HIGH SCHOOL LEAGUE LOCAL COMPONENT REVIEW**

**TAZEWELL COUNTY PUBLIC SCHOOLS REQUIRED INFORMATION**

**NCAA and NAIA ELIGIBILITY**

### **Coach's Role as Adult Supervisor**

- Discussions Outside of School / Confidentiality.
- Neighbor / Family Inquiry.
- Releasing Students.
- Illegal Substance / Item Suspected.
- Professionalism.
- Language.

### **Tazewell County Public Schools Interscholastic Activities Handbook**

- Administrative responsibilities.
- Coach and assistant coach responsibilities.
- Operational procedures, including pay dates for hired coaches and Athletic Directors.
- Evaluations for head and assistant coaches.
- TCPS Policies governing athletics.

[https://www.tcpsva.org/apps/pages/index.jsp?uREC\\_ID=1751768&type=d&pREC\\_ID=1935794](https://www.tcpsva.org/apps/pages/index.jsp?uREC_ID=1751768&type=d&pREC_ID=1935794)

### **Physical Safety Issues**

#### **Coach Training – Option 1**

**National Federation of High Schools** (NFHS) - There is no substitute for a capable, accomplished coaching staff that can address today's unexpected challenges in a positive way.

- NFHS Learning Center Courses:
  - "Fundamentals of Coaching"
  - "Concussion in Sports" (Free)
  - "Sudden Cardiac Arrest" (Free)
  - "Protecting Students from Abuse" (Free)
  - "Sudden Cardiac Arrest" (Free)

➤ <https://nfhslearn.com/>

## Coach Training – Option 2

**Virginia High School League (VHSL)** - In May of 2009 the Executive Committee of the Virginia High School League passed a coach education initiative which requires **ALL** first time athletic coaches at VHSL member schools, and those athletic coaches who are exempted through the VHSL Coaches Rule 27-2-2(4), to complete an approved course in principles of coaching and sport first aid. Additionally, **ALL** athletic coaches are required to complete a VHSL component which familiarizes the coach with rules and regulations found in the VHSL Handbook as well as those found at the local school level. **(Must be completed within two years of hire and certificates of completion presented to the school Athletic Director)**

- <https://www.vhsl.org/coach-education/>
- **1. Coaches must complete a Coaching Principles course and the VHSL Component (state and local) through Human Kinetics**
  - [http://www.asep.com/asep\\_content/org/VHSL.cfm](http://www.asep.com/asep_content/org/VHSL.cfm)
  - <https://nfhslearn.com/home/coaches>
- **2. Complete the Child Abuse Training**
  - [http://www.doe.virginia.gov/teaching/licensure/child\\_abuse\\_training.s](http://www.doe.virginia.gov/teaching/licensure/child_abuse_training.s)
- **3. Coaches must complete CPR and AED training. This training does not have to result in a certification. (Submit your training documentation to your Activities Director.) The following is an example of an online training:**
  - <https://www.ecsinstitute.org/about-ecsi/about>
- **4. Each year coaches need to complete concussion training. You can complete the training at any of the following websites:**
  - <https://nfhslearn.com/courses/61064/concussion-in-sports>
  - <https://www.cdc.gov/headsup/highschoolsports/training/>
- **5. Sudden Cardiac Arrest**
  - <https://nfhslearn.com/courses/sudden-cardiac-arrest>

**Certification Opportunities** - The VHSL believes it to be imperative that the coaches working with our student athletes across the state of Virginia be well trained and educated in the principles of coaching. Coaching Education continues to grow and many states including Virginia have established mandatory programs. The VHSL has enhance their Coaching Education by providing a certification program as an incentive to state coaches as they meet the requirements of Coaching Education. The program is patterned after the NIAAA certification program for athletic administrators, having three levels with various requirements to obtain each level.

- “Registered Athletic Coach”
- “Certified Athletic Coach”
- “Certified Master Athletic Coach”

➤ <https://www.vhsl.org/coach-education/certification-levels/>

- **Virginia Department of Social Services - Suspected Abuse & Student Reported (Report to Principal):**

➤ [http://www.dss.virginia.gov/family/cps/mandated\\_reporters/cws5691/introduction.html](http://www.dss.virginia.gov/family/cps/mandated_reporters/cws5691/introduction.html)

- **Child Abuse and Neglect: Recognizing, Reporting, and Responding for Educators – This online course is provided by the Virginia Department of Social Services training division.**
- **Individuals must select the “Required Training/Courses” tab under the heading “Child Protective Services.”**
- **Then select the “Child Abuse and Neglect: Recognizing, Reporting, & Responding (for educators) (Web page).”**

- **Physical Form – Virginia High School League (VHSL) mandate that forms or emergency information for each student be immediately available at all practices and games.**

➤ <http://sbo.nn.k12.va.us/athletics/doc/VHSLphysical.pdf>

### **Tazewell County Public Schools Student Athlete Substance Abuse Policy.**

➤ [http://images.pcmac.org/Uploads/TazewellCountySD/TazewellCountySD/Departments/DocumentsCategories/Documents/2020-2021\\_%20TCPS%20Interscholastic%20Activites%20Handbook\\_Revision%2011-11-2019\\_%7BSISE2805940370D%7D.pdf](http://images.pcmac.org/Uploads/TazewellCountySD/TazewellCountySD/Departments/DocumentsCategories/Documents/2020-2021_%20TCPS%20Interscholastic%20Activites%20Handbook_Revision%2011-11-2019_%7BSISE2805940370D%7D.pdf)

- **Appendix E - STUDENT-ATHLETE SUBSTANCE ABUSE POLICY (JFC-R.9). (p. 50)**

- **Blood borne Pathogens / Methicillin-resistant Staphylococcus aureus (MRSA) - MRSA,** while in athletics, has become of increasing concern over the past several years and has been addressed as a serious health issue by the VHSL level. The following link is provided through the Center for Disease Control and offers information, advice and prevention techniques which may be of significant benefit to players, parents and coaches.

➤ <http://www.cdc.gov/mrsa/community/team-hc-providers/advice-for-athletes.html>

- **Heat Acclimatization -** The NFHS Sports Medicine Advisory Committee wrote a position statement and created an online course entitled A Guide to Heat Acclimatization and Heat Illness Prevention. The National Athletic Trainers’ Association (NATA) developed several position statements and published Preseason Heat Acclimatization Guidelines for Secondary School Athletics.

### **Dangers of Heat Illness Reduced by Following Proper Guidelines**

➤ [www.nfhs.org/articles/dangers-of-heat-illness-reduced-by-following-proper-guidelines/](http://www.nfhs.org/articles/dangers-of-heat-illness-reduced-by-following-proper-guidelines/)

- **Heat Acclimatization and Heat Illness Prevention** - – Acclimatization • Heat/Humidity • Intensity • Duration • Uniform configurations – Modify Activity • Decrease workload • Increase rest period duration & frequency • Cancel; Move indoors – ↑ Rest/Recovery time – Limit participation – ↑Monitoring; EAP

➤ [www.nfhs.org/media/865856/wkshp-32-bergeron.pdf](http://www.nfhs.org/media/865856/wkshp-32-bergeron.pdf)

- **National Weather Service Heat Index Chart:**

➤ [http://www.nws.noaa.gov/om/heat/heat\\_index.shtml](http://www.nws.noaa.gov/om/heat/heat_index.shtml)

- **Oregon Schools Activities Association (OSAA) Heat Index Calculator:**

➤ <http://www.osaa.org/heatindex/>

**Virginia High School League (VHSL) Information** ([www.vhsl.org](http://www.vhsl.org))

- Brackets.
- Handbook – VHSL Personnel Directory, Athletic Rules, Scholastic Competition Rules.
- Directory for All Member Schools

- **Homepage**

- Publications (Weekly Update).
- News.
- Forms:
  - Master Eligibility List.
  - Physical Form.
  - Approval form for non- faculty Coaches.
  - Commissioner's Ejection Form.
  - Felony Conviction Certification Form.
  - Weekly Update.
  - VHSL School's Ejection Report Form.
  - VHSL Financial Policies & Procedures.
  - Respective Sports – National Federation of High Schools (NFHS) Association.

**National Collegiate Athletic Association (NCAA) and National Association of Intercollegiate Athletics (NAIA) Eligibility**

- Student coursework – Academic requirements (Transcript, SAT, and ACT) reviewed by School Counselor.

### **VHSL Coaches Education Local Component Review**

- What are the procedures to follow when disciplining an athlete?
- How do you identify and develop athletic award guidelines for your team?
- What are the expectations of the coach for parent communication and community group involvement?
- Describe the emergency notification procedures for injuries.
- Who is responsible for the development of practice and competition schedule? Who authorizes changes in the schedule?
- What are the local eligibility requirements for athletes, if more stringent and restrictive than the VHSL requirements?
- Explain the policies for transportation, including scheduling and behavior expectations?
- What are the coaches' responsibilities for equipment inventory, issue, collection, and maintenance?
- What are the duties of the coach with respect to media relations? Include reports of game results, program publicity, and student contact with the press.
- Identify the local school policies for tobacco, alcohol, and other drugs as related to athletic participation
- Does the school have any rules or expectations concerning sportsmanship that are in addition to the VHSL rules on sportsmanship?
- What are the financial policies for purchases, fundraising, travel and other issues dealing with money?
- What are the responsibilities concerning security and squad supervision?
- Explain other local policies or rules that a coach in your school system needs to know as identified by the local school principal.

## **Tazewell County Public Schools Human Resource Required Information**

Contact: Kayla Myers

Human Resources Clerk/Certification Specialist

(276) 988-5511 Extension: 2220

[kmyers@tcpsva.org](mailto:kmyers@tcpsva.org)

See – Kayla Myers about the following after training has been completed:

### **EMPLOYED COACH:**

- Two forms of identification.
- Signed Affidavit of Completed Training.
- Department of Social Services (DSS) Child Abuse and Neglect Background Check – \$10.00 Money Order – See Kayla Myers.
  - *Tazewell County Public Schools* web-page.
  - Click on *Departments*.
  - Click on *Human Resources*.
  - Scroll down to *Quick Links* on the left side.
  - Click on *Volunteer Information*.
  - Click on *TCPS Volunteer* which will provide an application and a link to *Background Check* from Department of Social Services.
- Tax Forms.
- Drug Test – Clinch Valley Community Action: Form needed from Kayla Myers. Fingerprint - \$27.00 (Live Scan) Tazewell County Court House.
- Tuberculin Evaluation – See Lisa Singleton, Nurse Practitioner at (276) 988-5511 Extension 2275.

### **VOLUNTEER COACH:**

- Two forms of identification.
- Signed Affidavit of Completed Training.
- Department of Social Services (DSS) Child Abuse and Neglect Background Check – \$10.00 Money Order – See Kayla Myers.
  - *Tazewell County Public Schools* web-page.
  - Click on *Departments*.
  - Click on *Human Resources*.
  - Scroll down to *Quick Links* on the left side.
  - Click on *Volunteer Information*.
  - Click on *TCPS Volunteer* which will provide an application and a link to *Background Check* from Department of Social Services.
- Drug Test – Clinch Valley Community Action: Form needed from Kayla Myers. Fingerprint - \$27.00 (Live Scan) Tazewell County Court House.
- Tuberculin Evaluation – See Lisa Singleton, Nurse Practitioner at (276) 988-5511 Extension 2275.



**Tazewell County Public Schools  
Paid Coach/Volunteer  
Affidavit of Training Completion  
Sign Sheet**

NAME	SCHOOL	Head, Paid Assistant, or Volunteer	SPORT
<b>Print Name:</b> _____ <b>Signature:</b> _____			
<b>Print Name:</b> _____ <b>Signature:</b> _____			

\_\_\_\_\_  
Coach Training Coordinator (Day of)

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Date Completed

\_\_\_\_\_  
Time

**Coordinators:**

**James McGee - Director Secondary and Middle**

\_\_\_\_ **In-Person**

\_\_\_\_ **Google Meet**

\_\_\_\_ **Zoom Meet**

## Appendix Q

### **CHILD ABUSE AND NEGLECT REPORTING (JHG)**

#### **Reporting Requirement**

Every employee of Tazewell County School Board who, in his professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia § 63.2-1509 et seq. shall immediately report the matter to

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- to the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or
- to the person in charge of the school or department, or his designee, who shall make the report forthwith to the local or state agency. The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

#### **Notice of Reporting Requirement**

The School Board posts in each school a notice that

- any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and
- all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline.

#### **Complaints of Abuse and Neglect**

The School Board and the local department of social services have adopted a written interagency agreement as a protocol for investigating child abuse and neglect reports, including reports of sexual abuse of a student. The interagency agreement is based on recommended procedures for conducting investigations developed by the Departments of Education and Social Services.

Adopted: July 13, 2015

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:7.A, 22.1-291.3, 63.2-1509, 63.2-1511.  
Cross Refs.: JFHA/GBA Prohibition Against Harassment and Retaliation  
GBLA Third Party Complaints Against Employees

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TAZEWELL COUNTY PUBLIC SCHOOLS

## **Reporting Child Abuse or Neglect**

### **A. Definitions**

An abused or neglected child is one who is less than eighteen years of age and whose parent or other person is responsible for his/her care:

1. Creates or inflicts, threatens to create or inflict, or allows to be created or inflicted a physical or mental injury made by other than accidental means, or creates a substantial risk of death, disfigurement, impairment of bodily or mental functions;
2. Neglects or refuses to provide care necessary for the child's health, unless the child is, in good faith, under treatment solely by spiritual means through prayer, according to the practice of a recognized church or denomination;
3. Abandons the child;
4. Commits or allows to be committed any sexual act in violation of the law.

### **B. School Personnel: Responsibility/Immunity**

Although all individuals who witness an alleged child abuse or neglect incident are urged to report it, teachers or any other persons employed in a public school are required to report such incidents. All persons making reports are immune from civil or criminal liability unless there is proven malicious intent. The referral form and name of the complainant will be considered confidential information unless the court directs it to be otherwise. School personnel shall cooperate with the coordinator of child protective services. Any person required to make a report of investigation may talk to any child suspected of being abused or any of his/her siblings without consent of his/her parent or guardian.

### **C. Procedures**

In reporting suspected child abuse and neglect, the following procedures should be followed:

1. Suspected child abuse/neglect cases should be reported to the principal or a designee; who shall make such report forthwith. The principal may also request assistance from the visiting teacher, nurse or other personnel as appropriate.
2. The principal may elect not to make the report if in possession of clear and convincing information which indicates that the report is invalid and has been made with malicious intent. Consultation with social services is advisable in these situations. Such refusal by the principal or a designee to make a report should be reported immediately to the complainant who shall, should he continue to legitimately suspect child abuse or neglect, make the report himself.
3. The principal, designee or preferably the complainant with permission of the principal shall contact a child protective service worker at the Department of Social Services. After hours the call should be directed to: **1-800-552-7096 (Child Abuse Hotline)**.
  - a. The Department of Social Services handles all local cases.

- b. The reporter should give his/her name and phone number. He/she should also be prepared to give the child's name, address, birthdate, caretaker's name, alleged abuser's name and any other pertinent information requested.
  - c. Complainant's name shall be confidential unless the court direct otherwise.
  - d. Social services shall make every effort to be readily accessible to the school. Timely feedback will be given whenever possible.
4. School personnel shall cooperate with the protective service worker in the detection and prevention of abuse/neglect. This cooperation includes permission for the social worker to interview the child at school without the presence of school personnel. If appropriate the worker may request the presence of school personnel.

#### D. Complaint Involving School Personnel

When the Department of Social Services receives a report of suspected child abuse or neglect of a child by any school personnel during the performance of their job, the following procedures will be followed:

1. The social services department shall notify the administrator (or other official designee) of the employee's school. In the event that the administrator is the subject of the complaint, contacts should be initiated through the superintendent of schools (or designee).
2. Upon receipt of notification of a complaint against school personnel, the administrator or other official designee of the employee's school should inform the school superintendent.
3. 3. An immediate investigation following procedures outlined in Virginia Department of Social Services policy Volume VII, Section III, Chapter A, Pages 68-71 and in the first section of these procedures, will be conducted. A disposition will be made by the protective services staff involved within 45 days of the receipt of the complaint.
4. Designated school officials (administrator or superintendent) are encouraged to participate in the investigative process initiated by the Department of Social Services.
5. In all cases, the protective services worker shall notify the alleged abuser/neglector and the superintendent in writing of the findings and any recommendations for corrective action.

6. In founded and reason to suspect cases, the social services workers shall forward a copy of the findings and recommendations to the following:

- the division superintendent
- the administrator (or other official designee) of the employee's school, if involved in the investigation, and
- the parents/guardian of the child.

See also "Child Abuse and Neglect An Agreement Between the (Virginia) Department of Social Services and the (Virginia) Department of Education" 12/16/88 and 2/8/89.

Approved by Superintendent. June 9, 1986  
Amended by School Board: March 14, 1994

## Appendix R

### **DRUGS IN SCHOOL (JFCF)**

#### **I. Generally**

Possession of a controlled substance, imitation controlled substance or marijuana, as defined in Va. Code § 18.2-247, on school property or at a school-sponsored activity is prohibited.

#### **A. Expulsion**

A student who is determined to have brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school-sponsored activity may be expelled in accordance with Policy JGD/JGE Student Suspension/Expulsion. The School Board may determine, based on the facts of the particular case that special circumstances exist and another form of discipline is appropriate. In addition, the School Board may, by regulation, authorize the superintendent or superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate.

#### **B. Prevention and Intervention**

Any student who violates this policy shall participate in the prevention and intervention activities identified in Tazewell County school division's drug and violence prevention plan.

The School Board may require any student who is in possession of or under the influence of drugs at school or school-sponsored activities to: (1) undergo evaluation for drug abuse and (2) participate in a drug treatment program if recommended by the evaluator and if the student's parent consents.

#### **C. Required Reporting to Parents and Local Law Enforcement**

The Principal shall report a violation of this policy to parents and local law enforcement as required by Policy CLA Reporting Acts of Violence and Substance Abuse.

### **II. Students with Disabilities**

A. Students with disabilities are subject to the provisions of Section I of this policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student's disability. The provisions of Policy JGDA Disciplining Students with Disabilities will be followed in addition to the regular disciplinary procedures.

B. Additional authority to remove a student with a disability from school for a drug violation.

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JFCF

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1. In addition to the authority granted in subsection A above, a student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.

2. For purposes of this forty-five (45) school day removal, “illegal drugs” and “controlled substance” are defined as follows:

a. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in § 202(c) of the Controlled Substances Act at 21 U.S.C. § 812(c).

b. Illegal drug means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

Adopted: April 7, 2015

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Legal Refs: 20 U.S.C. §§ 1415(k)(1)(G)(ii), 1415(k)(7)(A), 1415(k)(7)(B).

21 U.S.C. § 812(c).

Code of Virginia, 1950, as amended, §§ 18.2-247, 18.2-250, 18.2-250.1, 18.2-255.2, 22.1-277.08.

8 VAC 20-81-10.

Cross Refs: CLA Reporting Acts of Violence and Substance Abuse

JGD/JGE Student Suspension/Expulsion

JFC Student Conduct

JFC-R Standards of Student Conduct

JGDA Disciplining Students with Disabilities

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## Appendix S

### **EMERGENCY FIRST AID, CPR, AND AED CERTIFIED PERSONNEL (EBBA)**

In school buildings with an instructional and administrative staff of ten or more, there shall be at least three employees who have current certification or training in emergency first aid, cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED). If one or more students diagnosed as having diabetes attend such school, there shall be at least two employees who have been trained in the administration of insulin and glucagon.

In school buildings with an instructional and administrative staff of fewer than ten, there shall be at least two employees who have current certification or training in emergency first aid, CPR and the use of an AED. If one or more students diagnosed as having diabetes attend such school, there shall be at least one employee who has been trained in the administration of insulin and glucagon.

When a registered nurse, nurse practitioner, physician or physician assistant is present, no employee who is not a registered nurse, nurse practitioner, physician or physician assistant shall assist with the administration of insulin or administer glucagon. Prescriber authorization and parental consent shall be obtained for any employee who is not a registered nurse, nurse practitioner, physician or physician assistant to assist with the administration of insulin and administer glucagon.

Adopted: July 8, 2013

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-274, 22.1-274.4.

Cross Ref.: EB School Crisis, Emergency Management, and Medical  
Emergency Response Plan  
JHCD Administering Medicines to Students

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TAZEWELL COUNTY PUBLIC SCHOOLS  
AED CERTIFIED PERSONNEL

#### A. Generally

##### Purpose



To establish procedures for the placement, use and maintenance of Automatic External Defibrillators (AED) in Tazewell County Public Secondary Schools (Tazewell High, Richlands High, Graham High and Pocahontas High).

B. Procedures

1. In buildings with automatic external defibrillators (AEDs), at least two employees, other than the health assistant or school nurse, shall have training and current certification in the use of an AED. Athletic trainers and coaches should be trained and have current certification in First Aid, CPR and in the use of an AED.
2. Each principal of each of TCPS high school will designate staff member(s) in cooperation with School Health personnel to be responsible for the following:
  - a. Placement of AED in a secure, central accessible location near phone access;
  - b. Notification of local EMS agencies of the AED location;
  - c. Ensuring that any individual who removes the AED for sporting or other events knows the proper procedure for removing, replacing and reporting the removal of the AED;
  - d. Assures basic scheduled maintenance is completed. See schedule for daily, monthly and annual maintenance guidelines in Administrative Handbook or School Health Services Guidelines Manual.
3. Maintenance costs including materials and supplies associated with the AED will be taken from the School Health Services budget.
4. Each principal shall designate staff member(s) or School Health Service personnel to facilitate training and certification programs for First aid, CPR and use of AEDs for school staff members. Also, the principal shall designate staff member(s) or School Health services personnel to monitor current First Aid, CPR and AED certification of staff members within the school building.
5. Each principal will assure a coordinated plan for responding to an emergency is in place in each school building. First responders will be designated by the principal. The identity and physical location of the first responders will be shared with all staff members at the beginning of the school year. This action plan shall be congruent with the school's crisis plan.
6. First Aid, CPR and AED training will be provided annually to staff members. Principals will designate and encourage staff members to participate in training. Costs for the training and certification shall come from the staff development budget, as long as funds are available. Certification in CPR, first aid and AED is required to be a first responder. Staff members may choose a training and certification course by American Red Cross or

American Heart Association (AHA). However, the training and certification course must include CPR, first aid and AED use. Certified staff members must be re-certificated as indicated by the expiration of their certification cards.

7. The indications for use of the AED are for victims exhibiting symptoms of sudden cardiac arrest including unresponsiveness and lack of breathing. Post resuscitation, if the victim is breathing, the AED should be left attached to allow for acquisition and detection of the ECG rhythm. As well as certification training by the AHA or American Red Cross, the Powerheart G3 AED has an accompanying training module on CD ROM that may be used as an annual review. A step-by-step procedure is also available in the Powerheart G3 AED operating manual, pages 34 – 37.
8. Documentation and retrieval of data from the memory of the AED **AFTER** use must be completed. See Report of AED use form in Administrative Handbook Appendix or School Health Services Guidelines Manual. Also, information on how to download data from the memory of the AED **AFTER** use is available in the Powerheart G3 operating manual, page 39. The report(s) should be reviewed by the oversight physician and/or school health services personnel for quality assurance purposes.
9. Disciplinary measures related to misuse or false activation of this equipment shall be in accordance with TCPS Standards of Student Conduct, Category B3: School Disturbances. Also, disciplinary measures related to damage or theft of this equipment shall be in accordance with TCPS Standards of Student Conduct, Category B6: Vandalism and Theft.

Adopted by School Board: September 12, 2005

## REPORT of AED USE in RESCUE

The following form should be completed each time your AED is used in a rescue:

### PATIENT INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Age: \_\_\_\_\_ Gender: Male      Female

### RESCUE INFORMATION:

Site of incident including name of facility and location within facility: \_\_\_\_\_

Date AED used \_\_\_\_\_ Time \_\_\_\_\_

Witnessed arrest:	YES__	NO__
-------------------	-------	------

Breathing Upon arrival of designated responders	YES__	NO__
---	-------	------

Pulse Upon arrival of designated responders	YES__	NO__
---	-------	------

Bystander CPR:	YES__	NO__
----------------	-------	------

Cardiac Arrest <i>after</i> Arrival of responders	YES__	NO__
---	-------	------

Number of defibrillation shocks: \_\_\_\_\_

Additional information or comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rescuer's Signature: \_\_\_\_\_

\*Copy to School Health Coordinator (Fax 988-9600, phone 988-6980)

\*Copy to School Administrator

\*Copy to ER or Give to EMS upon Arrival

Adopted by School Board: September 12, 2005

## Appendix T

### **STUDENT-ATHLETE CONCUSSIONS DURING EXTRACURRICULAR ACTIVITIES (JJAC)**

#### **Definitions**

**Concussion:** a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long-term future of the injured individual.

**Licensed Health Care Provider:** a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.

**Return-to-Learn:** instructional modifications that support a controlled, progressive increase in cognitive activities while the student recovers from a brain injury allowing the student-athlete to participate in classroom activities and learn without worsening symptoms and potentially delaying healing.

**Return-to-Play:** to participate in a non-medically supervised practice, game, or athletic competition.

#### **I. Tazewell County Concussion Management Team**

- a. The Tazewell County Concussion Management Team (“CMT”) shall be appointed by the superintendent and shall consist of a school administrator, an athletic administrator, a licensed health care provider, a coach, a parent or guardian of a student-athlete, a student-athlete and any such other person or persons the superintendent determines will assist the CMT in its actions.
- b. The CMT shall develop concussion training materials for school personnel, volunteers, student-athletes and parents of student-athletes. Those materials may address the proper fitting and maintenance of helmets. The CMT shall also develop concussion reporting, management and review protocols for the school division. The CMT shall maintain a record of all incidents where a student-athlete has been removed from a game, competition or practice because he or she has been suspected of sustaining a concussion.
- c. The CMT shall meet at least once per semester and shall evaluate the division’s training materials, concussion reporting, management and review protocols annually.

#### **II. Required Concussion Training for School Personnel and Volunteers:**

- a. Every coach, assistant coach, school staff, adult volunteer, or other person serving in a coaching or advisory role over student-athletes during games, competitions or practices shall receive training in the signs and symptoms of sports-related concussions, strategies to reduce the risk of concussions, how to seek proper medical treatment for concussions and the

process by which a concussed student-athlete may safely return to practice or competition. Each school and the CMT shall maintain a written record of the names and dates of completion for all persons completing the school's concussion training.

- b. Each school shall ensure that no person is allowed to coach or advise a student-athlete in any practice, game, or competition who has not completed the school's concussion training within the previous twelve months.

### III. Distribution of Training Materials for Student-Athletes and Parent/Guardian:

- a. Prior to participating in any extracurricular physical activity, each student-athlete and the student-athlete's parent or guardian shall review concussion training materials developed by the CMT and sign a statement acknowledging receipt of such information. The concussion training materials shall describe the short-and long-term health effects of concussions.
- b. The signed statements acknowledging the receipt of concussion training materials shall be valid for one calendar year and will satisfy the concussion training requirements for all of a student-athlete's extracurricular physical activities for a calendar year.

### IV. Removal from Extracurricular Physical Activities

- a. A student-athlete suspected by a student-athlete's coach, athletic trainer or team physician of sustaining a concussion or brain injury in a practice, game or competition shall be removed from the activity immediately, evaluated and, if necessary, referred for further treatment. A student-athlete who has been removed from play, evaluated, and suspected to have sustained a concussion or brain injury shall not return to play that same day.
- b. In determining whether a student-athlete removed from play is suspected of having sustained a concussion, an appropriate licensed health care provider or other properly trained individual, shall evaluate the student-athlete at the time of removal utilizing a standardized concussion sideline assessment instrument (e.g., Sideline Concussion Assessment Tool (SCAT-II, SCAT III, ChildSCAT3), the Standardized Assessment of Concussion (SAC), or the Balance Error Scoring System (BESS)).
- c. The determination of whether a student-athlete removed from play is suspected of having sustained a concussion shall be the sole determination of the licensed health care provider or other properly trained individual conducting the concussion sideline assessment. Such determination is final and may not be overruled by another licensed health care provider or other properly trained individual, coach, assistant coach, school staff, or other person serving in a coaching or advisory role, the student-athlete or the parent or guardian of the student-athlete.
- d. The coach of a student-athlete may elect not to return the student-athlete to play, even if after the concussion sideline assessment it is determined that the student-athlete is no longer suspected of having sustained a concussion.

### V. Return-To-Play Protocol

- a. No student-athlete shall be allowed to return to extracurricular physical activities, which includes the student-athlete's practices, games or competitions, until the student presents a written medical release from the student-athlete's licensed health care provider. The written medical release shall certify that (i) the provider is aware of the current medical guidance on concussion evaluation and management; (ii) the student-athlete no longer exhibits signs symptoms or behaviors consistent with a concussion at rest or with exertion; and (iii) that the student-athlete has successfully completed a progressive return to sports participation program. The length of progressive return to sports participation program shall be determined by the student-athlete's licensed health care provider but shall last a minimum of five calendar days.
- b. The coach of a student-athlete may elect not to allow a student-athlete to return to extracurricular physical activities, even after the production of written medical release from the student-athlete's licensed health care provider, if the coach observes signs and symptoms of sports-related concussions. If the student-athlete's coach makes such a decision, the coach shall communicate the observations and concerns to the student-athlete's parent or guardian within one day of the decision not to allow such student-athlete to return to extracurricular physical activities.

#### VI. Return-to-Learn Protocol

- a. School personnel shall be alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; and (iii) short-term problems with speech and language, reasoning, planning and problem solving.
- b. School personnel shall accommodate the gradual return to full participation in academic activities by a student who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student's licensed health care provider as to the appropriate amount of time that such student needs to be away from the classroom.

#### VII. Helmet Replacement and Reconditioning

- a. All helmets used in school physical activities must conform to the National Operations Committee on Standards for Athletic Equipment (NOCSAE) and certified as conforming by the manufacturer at the time of purchase.
- b. Reconditioned helmets that have been purchased must be recertified as conforming to the NOCSAE by the re-conditioner.

## VIII. Athletic Activities Conducted by Non-School Organizations on School Property

The school division may provide this policy and the Board of Education's Guidelines for Policies on Concussions in Student-Athletes to organizations sponsoring athletic activity for student-athletes on school property. The school division does not enforce compliance with the policy or Guidelines by such organizations.

Adopted: August 8, 2016

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-271.5, 22.1-271.6.

Virginia Board of Education Guidelines for Policies on Concussions in Student-Athletes (Adopted January 22, 2015).

Cross Refs.: KG  
KGB

Community Use of School Facilities  
Public Conduct on School Property.

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TAZEWELL COUNTY PUBLIC SCHOOLS

## Concussion Management - File: JJAC-R

Each local school division shall develop policies and procedures regarding the identification and handling of suspected concussions in student-athletes. In order to protect student-athletes, Tazewell County School Board mandates that all athletes, parents/guardians, and coaches be apprised of § 22.1-271.5 of the Code of Virginia dealing with the nature and risks of concussions, criteria for removal from and return to play, and risks of not reporting the injury and continuing to play. The goal of the school division is to ensure that student-athletes are properly diagnosed; given adequate time to heal; and are comprehensively supported until symptom free.

The purpose of this regulation is to establish procedures for the management of a concussion. A concussion is defined as a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning. A concussion is caused either by a direct blow to the head, face, or neck or elsewhere on the body with an "impulsive" force transmitted to the head. A concussion can occur with or without a loss of consciousness. Concussions may range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. Even a hit or a bump on the head can be serious. One may not see a concussion, and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up immediately after the injury or may take several hours or days to fully appear. If a student reports any symptoms of concussion, school personnel should seek medical attention immediately.

### Concussion Management Team (CMT)

- a. The Superintendent will appoint a Concussion Management Team ("CMT"). The CMT shall consist of the Supervisor of Secondary Education, a School Administrator, an athletic administrator, the School Division Nurse Practitioner, a coach, a parent or guardian of a student-athlete, a student athlete, and any such other person the Superintendent determines will assist the CMT in its actions.
- b. The CMT shall develop concussion training materials for school personnel, volunteers, student-athletes, and parents of student-athletes. The CMT shall also develop concussion reporting, management, and review protocols for the school division. The CMT shall maintain a record of all incidents where a student-athlete has been removed from a game, competition, or practice because he or she has been suspected of sustaining a concussion.
- c. The CMT shall meet at least once per semester and shall evaluate the division's training materials, concussion reporting, management, and review protocols annually.



**Procedure:**

1. Each school principal or designee will be responsible for requiring all coaches in high school and middle school to participate in annual training on concussion management. The recommended program is The National Federation of State

High School Associations' (NFHS) – *Concussion in Sports- What You Need to Know*. This CDC-endorsed program provides a guide to understanding, recognizing, and properly managing concussions in high school sports. It is available at [www.nfhslearn.com](http://www.nfhslearn.com). A copy of the certificate of completion is to be maintained by the principal and a copy kept on file by the school's athletic director.

2. In order to participate in any extracurricular physical activity, each student-athlete and the student-athlete's parent/guardian shall annually receive, review, and sign a statement acknowledging receipt of such information provided by the local school division. Fact sheets for student-athletes and parents/guardians are available from the Centers of Disease Control (CDC).
3. A coach, athletic director, school administrator, athletic trainer, team physician or parent shall remove a student-athlete suspected of sustaining a concussion or brain injury in a practice or game from the activity at that time. A student-athlete who has been removed from play, evaluated, and suspected to have a concussion or brain injury, **shall not return to play that same day nor until (1) evaluated by an appropriate licensed health care provider, and (2) in receipt of written clearance to return to practice or play from a licensed health care provider.**
4. The athlete should receive **immediate** evaluation by his or her primary health care provider or in the emergency room if any of the following are present:
  1. Loss of consciousness
  2. Cervical spine complaints
  3. Focal neurological deficit
  4. Recurrent vomiting
  5. Bleeding/clear fluid leakage from ears and nose
  6. Unresolved balance or gait disturbance
  7. Headaches that has worsened
  8. Appears drowsy/ cannot wake up
  9. Appears confused (cannot recognize people/places or time)
  10. Experiences seizures
  11. Complains of weakness/numbness in arms/legs
  12. Experiences slurred speech
5. Concussion symptoms include:
  - a. Physical

- i. Headache
- ii. Nausea and vomiting
- iii. Balance/Gait disturbance
- iv. Visual disturbances
- v. Sensitive to noise
- vi. Fatigue
- vii. File: JJAC-R

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- b. Cognitive
  - i. Difficulty concentrating or following conversation or instructions
  - ii. Confusion
  - iii. Amnesia
  - iv. Answers questions slowly
  - v. Repeats questions
- c. Emotional
  - i. Change in personality
  - ii. Mood swings
  - iii. Emotions not matching situation
  - iv. Irritability
  - v. Sadness
  - vi. Nervousness
- d. Sleep
  - i. Alteration from normal sleep patterns
  - ii. Drowsiness
  - iii. Difficulty falling asleep
  - iv. Sleeping less than usual
  - v. Sleeping more than usual

Any athlete removed from play, due to suspicion of a concussion or who continues to have symptoms, must follow-up with an appropriate licensed health care provider.

For the purpose of this regulation appropriate Health Care providers include: physicians, physician assistants, or osteopaths licensed by the Virginia Board of Medicine; a certified athletic trainer licensed by the Virginia Board of Health Professionals; a neuropsychologist licensed by the Virginia Board of Psychology; or a nurse practitioner licensed by the Virginia Board of Nursing. The treating provider will give written clearance for return to play and this documentation will be given to the school administrator or their designee. After reviewing all medical documentation, the principal/designee, athletic director and coach shall have discretionary approval regarding a student's return to school and for sports activities.

## **Post-Concussion Return to Practice, Play or regular Classroom activities**

The appropriate health care provider shall determine and document in writing when a student-athlete can return to practice, play or regular classroom activities, including Physical Education or recreational activity (participation in recess, etc.). The appropriate health care provider shall list any accommodations needed for the student athlete. A student athlete who has been released to practice, play or regular school activities is to return to practice or play ***gradually***.

Gradual return to practice or play should include gradual aerobic activity to increase heart rate; then include activities that increase heart rate with movement; next add controlled contact, if appropriate; and finally student-athlete may return to full sports competition. The gradual return to practice or play may include, but is not limited to the following:

- Day 1: No physical activity, can observe practice and participate in planning sessions;
- Day 2: Light jogging for up to 30 minutes, light weights (low weights, higher reps, no squats or bench);
- Day 3: Moderate levels of physical activity with body/head movement including moderate jogging, brief running, moderate stationary bike and/or, moderate weight workout (reduced time and/or reduced weight from typical routine);
- Day 4: Heavy non-contact physical activity including sprinting, running, regular weight lifting, non-contact sports specific drill;
- Day 5: Full controlled practice with contact with rest breaks;
- Day 6: Full return to game play.

Each day, and at intervals, the student athlete will be monitored for any returning symptom(s) of concussion. If any symptom reoccurs, the student-athlete will be immediately removed from practice, play or regular classroom activities, and the parent will be notified and a follow-up examination with the health care provider must be performed. Documentation of the follow-up visit, along with recommendations for return to practice, play or regular classroom activities, must be received by school personnel, administration, and coaching staff.

Gradual return to regular classroom activity will be designated by the health care provider. No Physical Education or recreational activities (such as recess, etc.) will be permissible if the health care provider indicates a gradual return to practice or play. As the student-athlete progresses through each step of the gradual return to practice or play without the reoccurrence of symptoms, the student-athlete will be allowed to return to Physical Education Class and recreational activities.

## Helmet Replacement and Reconditioning

- a. All helmets used in school physical activities must conform to the National Operations Committee on Standards for Athletic Equipment (NOCSAE) and certified as conforming by the manufacturer at the time of purchase.
- b. Reconditioned helmets that have been purchased must be recertified as conforming to the NOCSAE by the re-conditioner.

Resources and References:

Heads up Main Page: <https://www.cdc.gov/headsup/index.html>

Assessment tool for Concussions:

[https://www.cdc.gov/headsup/pdfs/custom/headsupconcussion\\_actionplan.pdf](https://www.cdc.gov/headsup/pdfs/custom/headsupconcussion_actionplan.pdf)

ACE Care Plan from providers for School

[https://www.cdc.gov/headsup/pdfs/providers/ace\\_care\\_plan\\_school\\_version\\_a.pdf](https://www.cdc.gov/headsup/pdfs/providers/ace_care_plan_school_version_a.pdf)

Concussion Fact Sheet For Athletes:

[https://idhsaa.org/asset/document/72-athletes\\_fact\\_sheet-a.pdf](https://idhsaa.org/asset/document/72-athletes_fact_sheet-a.pdf)

Concussion Fact Sheet for parents:

[https://www.cdc.gov/headsup/pdfs/custom/headsupconcussion\\_fact\\_sheet\\_for\\_parents.pdf](https://www.cdc.gov/headsup/pdfs/custom/headsupconcussion_fact_sheet_for_parents.pdf)

Free Training for Coaches Online: [http://www.cdc.gov/concussion/HeadsUp/high\\_school.html#3](http://www.cdc.gov/concussion/HeadsUp/high_school.html#3)

<http://www.nfhslearn.com/Index.aspx>

Code of Virginia § 22.1-271.5

Adopted by the School Board: June 13, 2011

## CONCUSSIONS IN STUDENT/ATHLETES - JJAC-F

### **PLAYING WITH A CONCUSSION OR RETURNING TO COMPETITION TOO SOON**

Athletes presenting signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to a prolonged recovery, or to severe brain swelling (second impact syndrome); with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms or injuries; concussions are no different. As a result, the education of administrators, coaches, parents and students is the key for student-athlete's safety.

### **A STUDENT WHO SUFFERS (OR IS SUSPECTED OF SUFFERING) A CONCUSSION**

Any student-athlete suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it appears or how quickly symptoms clear. Close observation of the student-athlete should continue for several hours.

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition immediately and may not return to play until the student-athlete is evaluated by a medical doctor, trained in the evaluation and management of concussion, and given written clearance to return to play from the licensed health care provider.

Parents should also inform the student's Coach, Principal, and Athletic Director if they think their child/player may have a concussion. "When in doubt, the athlete sits out."

For current and up-to-date information on concussions go to:

<http://www.cdc.gov/ConcussioninYouthSports/>

[www.nfhslearn.com](http://www.nfhslearn.com)

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_\_  
Print Student-Athlete's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Print Parent/Guardian's Name

\_\_\_\_\_  
Date

**This form is to be maintained on file at the school.**

## Appendix U

### **METHICILLIN RESISTANT STAPHYLOCOCCUS AUREUS (MRSA) AND SPORTS PARTICIPATION**

Virginia High School League

Informational Statement on Methicillin Resistant Staphylococcus Aureus (MRSA) and Sports Participation

Vito A. Perriello, Jr. MD  
Sports Medicine Advisory Committee

The Virginia High School League, (VHSL), like many sports medicine policy groups, is responding to the recent CDC release of information on a skin infection in athletes that can be difficult to treat and result in more serious infections and complications if not recognized.

#### **What is MRSA?**

MRSA stands for Methicillin Resistant Staphylococcus Aureus. "Staph", as it is commonly known, is a bacteria that most of us have living in our nose and on our skin. For twenty years or more, staph strains resistant to standard antibiotics have been emerging. Methicillin is a strong antibiotic that has been the "go to antibiotic" when severe or resistant cases of staphylococcus infections were encountered. These new strains of staph are even resistant to this antibiotic, hence the term MRSA.

#### **What disease(s) does Staphylococcus aureus cause?**

Staph is the most common cause of skin infections in our society. These are usually mild infectious such as pimples, boils, abscesses, and impetigo and are usually easily treated. The potential for staph to cause much more serious diseases such as bone infections, pneumonias, and blood stream infections does exist in individuals with poor immunity, with delayed or inappropriate treatment of mild disease, or with infection with resistant bacteria such as MRSA.

#### **How does one develop a Staphylococcus infection?**

- a. **"Self-infection"**: As mentioned, many of us carry staph bacteria in our nose and on our skin. It lives there waiting for an opportunity to invade our bodies and multiply enough to produce an infection. Any insult that breaks through the integrity of the skin, such as a bite, scrape, or scratch allows easier entry of these bacteria into our body and can result in a localized skin infection.
- b. **Contagiousness**: Staph is not considered an "airborne" bacteria and therefore spread should not be expected to occur by sitting in a classroom with an infected individual or from passing them on the street. Infection can occur from direct contact with an open wound, especially if you have an open area on your skin as well. Infection can also develop from exposure to a towel, piece of equipment, or other item that has been contaminated by discharge from an infected wound.

#### **How does one develop a MRSA infection?**

Since MRSA is just a different strain of staphylococcal infection, the same methods for contracting any staph infection apply. Because MRSA strains may not respond to initial treatment, the risk for progression to a more serious disease is greater with MRSA than with other strains of staph.

## **What is the connection between sports participation and MRSA?**

Until recently, MRSA has been considered a problem limited to hospital and other healthcare situations. Over the last few years, "community acquired MRSA" has been showing up in situations where there is no direct or indirect exposure to the medical environment. In addition to crowded environments with poor hygiene such as prisons, athletes have been one of the most common groups where MRSA has been reported. Those sports with close skin-to-skin contact, such as wrestling, are more likely to have outbreaks of staph infections. However, multiple cases on one team have been reported in fencing (thought to be from sharing the sensor wire worn under the clothing) and in football from poor hygiene and sharing towels, etc. At present there has been no team outbreaks of MRSA reported as having occurred in Virginia.

## **How can one prevent infection with staph or MRSA?**

Prevention is certainly the best treatment for this disorder. Not only is prevention and early management helpful to the infected individual but also it is helpful in preventing spread to teammates. Most of the techniques to prevent these infections have been outlined in various publications from the VHSL Sports Medicine Advisory Committee. Please check the web site ([vhsl.org](http://vhsl.org) and click on Sports Medicine) for the following:

- a. VHSL "Infectious Disease Policy" which outlines universal precautions to protect players, officials, coaches, etc.
- b. "Skin Disease Release Form", which requires medical release to return to participation after appropriate treatment.

There are many "common-sense" and effective measures recommended to minimize the risk of skin infection. Some are listed below:

### **a. Good hygiene is the key element:**

- Wash hands with soap and water frequently
- Keep cuts and abrasions covered during competition and wash them frequently with soap and water. The Coach should withhold a player from practice and competition if the wound cannot be covered to protect that youngster and the rest of the team until the athlete is cleared by a physician as no longer contagious.
- Avoid contact with other person's wounds
- Don't share towels, clothing, etc. with others
- Bathe as soon after practice and play as possible. Soap and hot water should be readily available for all athletes.
- Schools should establish regular schedules for cleaning any equipment that is shared.
- Change clothes frequently and don't leave wet, dirty clothes in the locker to incubate until the next wearing
- Early reporting and proper treatment of skin lesions by player and coach is key to preventing spread.

b. Keep equipment clean: Any equipment that is shared such as a wrestling mat, gymnastics horse, etc., should be cleaned after every use with an appropriate disinfectant. Those listed below are equally effective for MRSA as for other bacteria:

- 1:100 solution of household bleach and water made fresh every 24 hours
- Waterless antiseptic hand cleanser

- 70% Isopropyl alcohol
- Hydrogen Peroxide/ germicidal wipes
- Soap and water if nothing else is available
- Wash linens and clothes that become soiled with hot water and laundry detergent.  
Drying clothes in a hot dryer, rather than air-drying, also helps kill bacteria in clothes.

### **How can these infections be treated?**

- Mild infections will normally clear up with soap and water cleansing and above hygiene measures. Sometimes topical antibiotic ointment can be helpful in managing these mild skin infections.
- More severe localized infections may require antibiotics and even drainage if the infection warrants it.
- Consultation with a physician is in order:
  - If the infection continues to spread
  - If generalized signs such as fever, red streaks, or a general feeling of illness develops
  - If signs and symptoms don't resolve as expected and more aggressive therapy is possibly required with some of the newer and stronger effective medications to treat MRSA.

### **How serious are MRSA infections?**

As stated, staph and MRSA infections are usually not serious diseases. They are also not very contagious in the normal school or work environment without direct contact with an infected wound or indirect contact with an item contaminated by that wound. The potential for more serious complications does exist in immune compromised persons, or in those who do not seek care in a timely fashion. Our goal is to educate every athlete, coach, parent, and school administrator to be alert to this stubborn skin infection to avoid the rare but possible catastrophic complication that can develop.

### **Is MRSA difficult to diagnose?**

Diagnosing staph infection is done by taking a sample of pus or drainage from a wound and culturing it in the laboratory. This identifies the bacteria. If suspicion for MRSA exists, then the physician will ask the laboratory to also test it against different antibiotics to determine if it is sensitive or resistant. If you know you have had MRSA or you have been prescribed antibiotics often in your life, you should mention that to your physician if you develop a staph infection that does not respond to treatment as expected. It is important that you provide complete information to your physician because these studies are not routinely done for every, apparently minor, skin infection.

The VHSL would like to bring MRSA to the attention of coaches, athletes, parents, and school administrators in an attempt to minimize the chance of infections. More information is available at [vhsl.org](http://vhsl.org) and [cdc.gov/ncidod/hip/aresist/mrsa.html](http://cdc.gov/ncidod/hip/aresist/mrsa.html).



## Appendix V

### FIELD TRIPS (IICA)

Field trips are off-campus instructional activities. Field trips can provide excellent educational experiences for students by enriching the curriculum and by making classroom learning experiences more meaningful. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation, and opportunities to assimilate the experience during and after the trip. Teachers will plan advance activities that prepare students for the trip and follow-up activities that assist students in summarizing, applying, and evaluating information learned on the trip.

The following factors should be considered in proposing and approving field trips:

- The value of the trip to the particular class.
- The relationship of the field trip to a particular aspect of the curriculum.
- The distance travelled.
- The time away from the regular instructional program.
- The availability of transportation.

No student will be denied the opportunity to participate in a field trip because of a lack of funds.

Trips will be approved by the superintendent or designee pursuant to regulations developed by the superintendent. Approval must be obtained before commitments are made to students, parents, or commercial establishments. The superintendent will make an annual report to the School Board on field trips taken.

Trips for activities governed by the Virginia High School League do not require approval on a trip-by-trip basis. Parental permission for such trips may be obtained for the entire athletic season or school year.

The Tazewell County School Board does not endorse or accept responsibility for any privately sponsored trips for students or any student trips which are not part of the instructional program. Employees are not permitted to solicit students for such trips. Employees who are involved with such trips must emphasize to any interested student/parent that such trips are strictly private enterprises.

Adopted: April 9, 2012

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-176.

Cross Ref.: JFCB                      Sportsmanship, Ethics and Integrity

## INSTRUCTION

Field TripsA. Generally

A field trip is any experience that takes students away from the school grounds. Field trips must be an introduction, outgrowth, or enrichment of the curriculum resulting in a valid educational experience that cannot be obtained in the classroom. The merit of the experience derived from a field trip should be commensurate with the developmental level of the student.

B. Procedures

1. This regulation is in exclusion of Virginia High School League and Virginia Music Educators Association functions.
2. Teachers shall complete and submit field trip requests via online "Travel Tracker" to the Transportation Manager who will provide the request to the appropriate approvers – principal, director, and superintendent or designee.
3. Approval of the field trip request indicates that an educational, profitable, and safe experience for the participating students has been planned.
4. The superintendent or designee shall either approve or reject all field trip requests requiring transportation.
  - a. Overnight requests require school board approval. No trip will be considered except those of an educational or non-commercial nature.
  - b. Meetings, competitions, and other student activity events under the general control of local, state, and/or national student activity organizations shall be

scheduled so that participants are not required to spend more than two (2) school nights away from home.

5. Approval for walking field trips may be given by the building principal.
6. Requests for overnight trips shall be submitted forty-five (45) days in advance of such trips. In certain instances, when it is determined that a request cannot be made within forty-five (45) day notice, the superintendent and the school board may grant approval. Only one overnight trip request will be approved for a given group in the course of the school year, except when a group is participating in an activity sponsored by the Virginia High School League or when approved by the superintendent or designee. Students participating in either band, jazz, or choir shall be limited to two (2) overnight trips every four (4) years. Band, jazz band, and choir organizations will be allowed to participate in only one (1) overnight trip every four (4) years.
7. Per superintendent and/or Board approval, field trips involving transportation will be limited to a maximum of one per teacher per year, exclusive of academic, athletic, and vocational competition trips.

#### B. Procedures

8. Written parental permission must be obtained before a student may participate in a field trip away from the school campus. All students and parents of students participating in the field trip should understand clearly what will be expected of them.
9. All field trips must be properly supervised by the required number of sponsors, teachers, and chaperones to insure student safety and wellbeing. The nature of the trip will determine what constitutes adequate supervision (i.e. teacher(s), parent(s), and/or principal(s) or

principal's designees).

**Required chaperones:** One (1) teacher or chaperone is required per ten (10) students. Each teacher and chaperone will be responsible for an assigned group of students. A written list of students and any medical conditions will be confidentially maintained by each teacher and chaperone. The locations and destinations of a group assigned to a teacher or chaperone will be provided by each group's supervising adult who will keep a constant vigil over the activities of each student at all times. It is recommended that chaperones be school employees, parents of students participating in the field trip, or other responsible adults as approved by the principal. Non-employed chaperones will complete a Background Investigation Bureau (BIB) check prior to supervising students.

**Guidelines for Chaperoning Students:**

- Teachers and chaperones must accompany the students when transported by bus.
- Teachers and chaperones will be responsible for the discipline of students.
- Teachers, chaperones, and students should keep a constant vigil of their surroundings and be alert to any suspicious activities of those not directly associated with their group.
- Teachers and chaperones will inform their group about the locations of emergency procedures, exits, and security.
- Cell phones may be used to communicate emergency situations, guidelines, announcements, and meeting places for participating students.
- **Cell phones and any other type of communication device will not be used to supervise or track students.**

## INSTRUCTION

### Field Trips

#### B. Procedures (continued)

- Students will be paired within each group.
- Teachers, chaperones, and students will wear identifying materials to distinguish the whole group from other groups or participants, i.e., t-shirts, wrist-bands, hats, etc., and to aid in monitoring of students.
- ***Regarding separation of students at a designated location in theme parks or sites that offer various displays or items for viewing:***
  - Students (no less than two in number) may participate on different rides or view different points of interest within the immediate vicinity of their assigned group and within sight of their assigned teacher/chaperone.
- When ready to move to the next area of interest, the teacher or chaperone will move their group as a unit.
- The teacher or chaperone will communicate their location with the school administrator or sponsor when moving from one location to the next.
- Teachers and chaperones may ride on theme park rides only in the area of the student group being supervised.
- Teachers and chaperones will monitor the students of their assigned Group when visiting shops, eateries, restrooms, and participating large group activities.

10. Careful attention should be given to detailed planning.

11. After reviewing and confirming the accuracy of all field trip request information and approvals in "Travel Tracker", the superintendent or designee shall submit the completed online document to the

Transportation Manager for school bus arrangements.

12. Individual schools should use discretion regarding cost, distance, and suitability of trips. Principals should be consulted relative to the cost to individual students who may have financial limitations. Only students that are actually participating in the competition will be allowed to go on out of state trips. Out of state trips will be funded by the individual school or sponsoring organization.
13. When appropriate charter buses may be used.

Approved by Superintendent: June 9, 1986  
Amended by School Board: February 17, 1993  
Amended by School Board: March 16, 2009  
Amended by School Board: January 14, 2013

## INSTRUCTION

Use of Private Cars for Transporting Students

Under certain circumstances school board employees may use their cars to transport students to school-related events, such as activity trips involving a limited number of students when no other form of transportation is available and participation could not occur if private transportation were not made available by the employee.

The employee is required to submit a request to the building principal or immediate director stating the details of the trip. The employee is responsible for seeing that all parent permission forms are gathered from the students participating on the field trip. Prior to actually taking the trip, the employee is required to have the maximum limit of liability coverage on his/her personal car.

The present ruling of the insurance carrier for the School Board is that the employee's personal insurance would be used in the case of an accident to cover medical and liability payments for the employee and occupants of the car. The School Board's general liability and excess liability coverages specifically exclude automobile coverage. Under the automobile liability policy carried by the School Board, the School Board is covered for liability suits arising from use of private automobiles by School Board employees and the same policy can be used as excess coverage after an individual employee's personal policy has been completely exhausted from covering all contingencies of an accident.

## INSTRUCTION

Field Trips – Curricular and Academic BenefitA. Generally

Field trips designed to stimulate student interest and inquiry and provide opportunities for growth and development are considered appropriate extensions of the classroom.

To be educationally beneficial, a field trip requires purposeful selection, advance planning, and class preparation to afford educational opportunities that assimilate optimum educational benefit to all participating students upon conclusion of the trip. Administrators, teachers, and sponsoring organizations are expected to consider the following factors in the selection of field trips:

1. Value of the activity to the participating class or group.
2. Relationship of the field trip activity to a targeted aspects of classroom instruction and learning.
3. Suitability of the field trip activity and distance traveled in terms of the participating students age level.
4. Mode and availability of transportation.
5. Cost - funds shall be available through the school or sponsoring organization for families needing or requesting financial assistance.
6. Safety and medical needs of students with identifiable health problems.

B. Procedures

1. Sponsors or teachers proposing a field trip will complete responses to one (1)-six (6) under section A above in the correlating “Travel Tracker” sections when seeking review and approval of the field trip from the principal, appropriate director, and superintendent or designee prior to submission of the field trip request to the Transportation Manager.



3. Field trips taken on instructional days must be accomplished time-wise to accommodate the use of school buses that are used primarily to transport students on morning and afternoon regularly scheduled daily runs.
4. Overnight field trips will be kept to a minimum. The principal, assistant principal, or teacher designee will accompany all overnight trips.
5. Field trips taken on school time involving overnight lodging will be limited to those approved by the Virginia High School League, the Virginia Federation of Music, state-sponsored activities for vocational areas and others authorized by the School Board and Division Superintendent.
6. To be eligible to represent a school in any curricular/co-curricular competition or activity, a student shall meet the following requirements:
  - a. The student shall be a regular bona fide student in good standing, meeting all school and division attendance and discipline requirements.
  - b. The student must meet all academic requirements as prescribed in their program of studies. A student must be passing all courses in which they are currently enrolled. This determination is reflected in the previous six weeks grading period.

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Legal Reference:

Virginia Board of Education Regulations, "Governing Pupil Accounting Records"... § 1.2 D.

Code of Va., § 22.1-176

Adopted by School Board: December 9, 1985

Amended by School Board: July 13, 1992

Amended by School Board: June 11, 2001

Amended by School Board: October 8, 2007

## Appendix W

### **FUNDRAISING AND SOLICITATION (JL)**

All fundraising activities conducted for the benefit of Tazewell County school division must provide an educational benefit to students and must not interfere with the instructional program. All fundraising activities conducted by school-sponsored organizations or clubs must be approved in advance by the principal. Fundraising refers to the raising of non-appropriated funds by students, parents or others for the educational benefit of students and their schools.

Students may participate in fundraising activities provided such activities are approved in writing and carefully monitored and regulated by the school principal or a principal's designee. Elementary school students may not participate in door-to-door solicitation. Students will not be excused from class to participate in fundraising activities. No grade will be affected by a student's participation, or lack of participation, in a fundraising activity.

Each principal shall develop and maintain a list of all approved fundraising activities and report all activities to the superintendent pursuant to procedures issued by the superintendent.

The superintendent periodically shall furnish the School Board with an up-to-date listing of all fundraising activities being conducted by the school division.

Adopted: August 11, 2014

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Refs.:	JHCF	Student Wellness
	KJ	Advertising in the Schools
	KGA	Sales and Solicitations in Schools
	KMA	Relations with Parent Organizations
KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships	

## FUND RAISING AND SOLICITATION

Fund raising for the purposes of this policy refers to the raising of non-appropriated money for the educational benefit of students and their individual schools. Fund raising efforts shall be authorized under conditions that do not conflict with the instructional program.

### **Fund Raising by Students**

#### **A. Generally**

Fund raising drives shall be limited to activities that support the educational goals of the individual school and the Tazewell County School System. Fund raising activities should be sensitive to community needs. All fund raising drives shall have specific goals and objectives that are shared with teachers, staff members and the community.

Fund raising activities by schools, school-sponsored organizations, or student groups that require and/or encourage students to sell or to solicit funds within the community must have the prior authorization of the principal under regulations approved by the division Superintendent.

No fund raising activity by a school, school-sponsored organization or student group may include any of the following prohibited elements:

1. The use of competitive-based cash or prize incentives for elementary students;
2. Door-to-door sales or neighborhood canvassing by students;
3. The use of instructional time to promote a fund raising activity. This restriction on the use of instructional time shall not apply to annual book fairs that are conducted under the supervision of a school's media specialist; or
4. Raffles or the sale of raffle tickets by students on school property.

#### **B. Internal Fund Raising**

Internal projects are those projects in which students are involved either within the school day or are scheduled before and/or after school. Projects in this category take place on the school premises or where a sanctioned school function is being conducted. The individual school principal may use his or her discretion in approving or disapproving internal fund raising projects.

#### **C. Parent Organizations**

The Tazewell County Public School system, parents, teachers, and the communities share a common purpose to provide ongoing support for public education. The Division welcomes and

encourages efforts in support of individual schools, whether those efforts are demonstrated by the contribution of time and talents or by financial donations.

### FUND RAISING AND SOLICITATION

Fund raising for the purpose of purchasing large capital items that are standard use for school buildings and grounds is the responsibility of the school division; however, it is not the intent of this policy to prohibit parent organizations from securing capital items for individual schools. Providing financial resources for the purpose of hiring staff and/or changing established curricula is beyond the scope of responsibility for parent-teacher organizations and members of the community at large.

The guidelines listed below address the selling of products or funds generated using school-supported organizations' names, individual school names, or activities involving students and faculty.

1. Each parent organization shall provide the principal with its constitution, a current set of by-laws, and list of officers.
2. When feasible, each parent organization shall submit to the principal a plan for the organization's activities for the year. The principal will provide the division superintendent with a copy of said plan. Fund raising activities must be submitted to the principal for approval prior to the initiation of the activity.
3. Proposed annual plans, projects, or activities should be evaluated and promoted in the light of their contribution to the total program of Tazewell County Public Schools. Approval for fund raising by parental support organizations will be based on need for the funds, the type and quality of merchandise or services offered, the frequency of fund raising activities, and other criteria deemed appropriate.
4. The school principal or designee shall serve as an ex-officio member of the governing boards of the parent organizations.
5. Organizations shall keep accurate and complete records of each fund raising activity in accordance with generally accepted accounting practices, recording net receipts of each activity, keeping a current balance of all monies, and submitting an annual report to the principal by October 1 of each school year.

## FUND RAISING AND SOLICITATION

6. Any plan to expand, modernize, renovate, or otherwise affect the maintenance and operation of school controlled or owned property and equipment must be presented to the School Board by way of the division superintendent for approval. The plan must be submitted to the Board prior to any public announcement of the proposed project. Upon Board approval, the Director of Maintenance will be assigned to work with the organization and to supervise the project.
7. The principal or designee must be consulted concerning purchases for the school. All equipment placed in the schools by parent organizations shall become the property of the school division.
8. In the event the organization ceases to function, all assets not obligated will be dispensed according to the by-laws of the individual organization.
9. If a non-school organization conducts fund raising activities involving student participation, all provisions of the policy, Fund Raising and Solicitation (JL and JL-R), are applicable.
10. These regulations apply to athletic, arts, and academic booster organizations, parent-teacher associations, parent support organizations, and other groups that become involved with fund raising activities for the Tazewell County Public Schools.

Adopted by the School Board: March 14, 2005

## Appendix X

### **GRIEVANCE PROCEDURE FOR DISCRIMINATION ON THE BASIS OF SEX, HANDICAP, OR DISABILITY (JFHA/GBA-R)**

#### **A. Application**

Students enrolled in the school division may seek resolution of grievances resulting from alleged discrimination on the basis of sex, handicap or disability in accordance with this regulation.

#### **B. Procedures**

1. The complainant shall file a written complaint with the Compliance Officer/Title IX/Section 504 Coordinator not later than 30 days from the date of the alleged discrimination. The coordinator, or his/her representative, will attempt to adjust the grievance and will notify the complainant in writing of the action taken within 10 days of the filing of the written complaint. The coordinator will meet with the complainant within the 10 day period if the complainant requests such a meeting in his/her complaint.
2. If the Title IX/Section 504 Coordinator does not resolve the grievance to the complainant's satisfaction within the specified time period, the complainant may file a written complaint with the superintendent within 5 days of receipt of the coordinator's decision (or the due date thereof). The superintendent shall notify the complainant of his/her decision within 10 days of the date the complainant filed the complaint with the superintendent. The superintendent, or his/her representative, will meet with the complainant within the 10 day period if the complainant requests such a meeting in his/her complaint filed with the superintendent.
3. If the superintendent does not resolve the grievance to the complainant's satisfaction within the specified time period, the complainant may file a written complaint with the school board within 5 days of the superintendent's decision (or due date thereof). The complainant may request a hearing by the school board which request must be filed with the complaint. A hearing will be conducted as described in paragraph 4 below. The school board shall consider the grievance within 30 days of the date the complainant filed the complaint with the school board. The school board shall give the complainant at least 15 days written notice of the date, place and time of its consideration of the grievance. The school board shall notify the complainant in writing of its decision within 30 days of its consideration of the complaint.

(continued)

## STUDENTS

Grievance Procedure for Discrimination on the  
Basis of Sex, Handicap or Disability (continued)B. Procedures (continued)

4. If the complainant requests a hearing before the school board, the following procedure shall be followed:
  - a. the complainant, and the superintendent acting in the capacity of respondent, may be represented by legal counsel or other, representatives;
  - b. all parties must, before the hearing date, exchange any written materials to be used during the hearing with each other and provide copies to the board. Such materials must be distributed within 3 business days before the hearing, or at such later time as the materials first become available to the party using them;
  - c. each party may make an opening statement and present all material and relevant evidence, including the testimony of witnesses;
  - d. the school board may question witnesses;
  - e. a stenographic or tape recording of the hearing shall be taken unless dispensed with by agreement of all parties. All parties shall share the cost of the recording equally; a party who requests a transcript shall bear the cost of its preparation

C. Miscellaneous

1. A document required to be filed under this regulation shall be deemed filed, and any notice required to be given under this regulation shall be deemed given, when personally delivered to the appropriate person or entity, or when sent by certified mail, return receipt requested.

2. The complaint and all actions taken thereunder shall be kept confidential by those acting on behalf of the school division.

Grievance Procedure for Discrimination on the Basis of Sex,  
Handicap or Disability (continued)

C. Miscellaneous (continued)

3. If any person with whom the complainant is required to file a complaint is the complainant or the source of the complaint, or if there is a conflict of interest, the complainant is not required to file the complaint with that person but may proceed to the next step in the procedure.
4. All complaints filed in accordance with this regulation shall be prepared on a standard form supplied by the Title IX/Section 504 Coordinator.
5. Any action permitted to be taken by the complainant may be taken by the complainant's representative.

*Editor's Notes*

*See also school board policy JFHA & GBA*

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Regulatory Authority: (1992) Regulations implementing Americans with Disabilities Act effective 1992.

Americans with Disabilities Act of 1990 (42 USC §§12165 et seq.)

Section 504 of the Rehabilitation Act of 1973 as amended (29 USC § 794.)

Title IX of the Education Amendments of 1972 as amended (20 USC §§ 1681 et seq.)



## Appendix Y

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However,

schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## Appendix Z

### **RETIREMENT OF ATHLETIC JERSEYS**

#### **I. Philosophy**

The retirement of an athletic jersey is one of the highest honors for which Tazewell County Public Schools can bestow on one of its former student/athletes. The recognition for this honor is comprised of an individual's ability to excel above the norm athletically while achieving recognition for excelling in an academic arena, making positive contributions to the community in which they reside, exhibiting model character, and by inspiring and influencing those who are younger to seek the same path in achieving excellence.

#### **II. Eligibility Requirements**

The following requirements are mandatory for all candidates who are considered for this honor:

- All parts of the application must be completed before being submitted to the Athletic Director.
- The candidate must have participated as a varsity student/athlete in a Tazewell County High School for a minimum of two years in the same sport.
- Beyond graduation, the candidate must have had a career in the same sport that was participated in high school.

Additional selection criteria that will be considered include:

- All-State Honors.
- All-American Honors.
- National Recognition.
- Sport Performance Records.
- Multiple Team Awards.
- Special Requirements Established by the Student/Athletes Home School.

#### **III. Nomination Procedure**

Individuals who wish to nominate a former Student/Athlete must provide the following information to the high school Principal and Athletic Director:

- First, Middle, and Last Name of Nominee.
- Year of Graduation.
- Sport (s).
- Jersey Number.
- Years (i.e. 1962-1965, 2005-2008, etc.) of Athletic Participation.
- Eligibility Requirements indicated in Part II.

- Letters of Recommendation from Teammates, Coaches, Teachers, Relatives, Friends, etc.

#### Nominating Committee:

- The selection committee shall be comprised of five (5) to ten(10) Individuals:
  - Current or Former Coaches.
  - Alumni.
  - Faculty.
  - Administration.
  - Community Members.

#### Procedures for Selection Committee:

- The committee will meet in the month of July to review nominations and consider the retiring of a Jersey.
- Upon confirming that all requirements have been met, the Selection Committee (which has the final say in selecting a candidate) will forward their decision to the Principal for acknowledgement.
- The jersey will be retired, not the number.
- The Athletic Director or Coach may choose not to reissue a given number, but the retirement of the Student/Athlete's jersey would not in and of itself require that the number never be worn again.

#### **IV. Guidelines and Policies**

- When a jersey is retired, it is the name, not the number which is retired.
- Two-thirds of the Selection Committee must approve the retiring of the jersey.
- The retirement of the jersey will occur at a corresponding athletic event.
- The retired jersey will be displayed in the school foyer.
- A coach or team may choose to honor a student/athlete who passes tragically while enrolled in school by presenting a team jersey to the parents and family members of the deceased individual. The recognition will be accomplished at a mutually agreed upon time by the school and the family.
- Former students who have distinguished themselves academically, in service to their country, by achieving Hall of Fame status, or excelled in any endeavor that sets them above the norm in achieving excellence will be afforded measures of recognition that are comparable to those given who have their jersey retired.

## Appendix AA

### **REGION VII SPORTSMANSHIP ANNOUNCEMENT READ BY A STUDENT PRIOR TO ALL GAMES**

Good evening. My name is \_\_\_\_\_. I am a \_\_\_\_\_  
(Freshman, Sophomore, Junior, Senior) at \_\_\_\_\_ (School). We sincerely appreciate you attending and supporting tonight's athletic event and its competitors. We hope you enjoy the game and demonstrate positive sportsmanship along with the coaches, players, and student athletes who will be actively involved.

Please refrain from directing derogatory comments, chants, or gestures towards officials, coaches, players, or spectators from other teams. The use of automated noise makers is strictly prohibited. Failure to comply with these requests could result in your removal from the stadium, campus, or grounds. Our school, along with all Region VII Schools and member schools of the Virginia High School League (VHSL), remind you to be a good ambassador of sportsmanship by displaying the same positive respect and courtesy that should be accorded to all who are present.

Thank you, and enjoy the game.

## Appendix BB

### STEPS FOR REPORTING ACCIDENTS AND SUBMITTING VACORP FORMS

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The *Virginia Association of Counties Group Self-Insurance Risk Pool* (VACORP) Student Accident Coverage is **SECONDARY** to any other insurance, including Medicaid, \*FAMIS, or private health insurance. It is the parent's responsibility to complete the VACORP form, after the school has completed their part, and either send to VACORP or get assistance from the school designee in charge of handling claims to send for them.

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**STEP1:** Whether an accident occurs on the athletic field, the playground, on a field trip, or in the classroom, the school designee for handling accidents and the parent need to be notified in an expedient manner by support staff, teachers, coaches, administrators, and those directly supervising students or student/athletes to begin the paperwork for getting claims filed. (Player gets hurt on Friday night – provide information to designee on Monday)

**Step 2:** **Complete 2.79** – Tazewell County Public Schools Student Accident form and send to Mrs. Lisa Singleton (**Only form that goes to Mrs. Singleton**).

**Step 3:** **A** – School completes Part 1 of VACORP's Student Accident Claim Form and/or Catastrophic Accident Student Claim Form.

**B** – Parent completes Part 2 (bottom of form) and information on the back of the VACORP Student Accident Claim Form or Catastrophic Accident Student Claim Form.

- Parents must sign the back of either form to allow VACORP to process the student's claim (HIPPA protection for the student).
- Tel: 434-295-8722 **Fax:** 434-295-8785: Parents should contact VACORP after Parts 1 and 2, and back of form have been completed. The school can also fax the completed form or, scan and file online for the parent.
- **IMPORTANT:** Claims **CANNOT BE PROCESSED** unless the **PARENT COMPLETES** Part 2 and **COMPLETES AND SIGNS** the **BACK PAGE** of the VACORP \*\**Student Accident Claim Form*, or, if applicable, the VACORP \*\*\**Catastrophic Accident Student Claim Form*.

**STEP 4:** Send completed forms to VACORP to be processed.

\*NOTE: Parents who are economically disadvantaged and do not have insurance should be directed to Social Services to secure eligibility for **Virginia Family Access to Medical Insurance (FAMIS)**.

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**\*\*Upper left corner of VACORP *Student Accident Claim Form*:**

**This form must be returned to the School Division within 90 days from date of incident. VACORP will send parents information on submitting bills and Explanation of Benefits (EOB) for consideration on applicable claims. School will not accept bills or EOBs.**

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**\*\*\*Upper left corner of VACORP *Catastrophic Student Accident Claim Form*:**

**This form must be returned to the School Division within 90 days from date of incident. School will not accept bills or Explanation of Benefits (EOB). VACORP will send parents information on submitting bills and EOBs for consideration on applicable claims.**

**All forms are attached.**

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**Virginia High School League (VHSL) Catastrophic Student/Athlete Insurance Document web address:**

<https://www.vhsl.org/forms/>

<http://www.massbenefits.com/student-insurance-plans/vhsl-middle-school-catastrophic-insurance/>

## 2.79 REPORT OF STUDENT ACCIDENT

To be completed immediately following an injury and forwarded School Health Services.

1. Student's Name \_\_\_\_\_ Grade \_  
Name of Parent or Guardian \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_
2. School \_\_\_\_\_  
Name of Teacher \_\_\_\_\_  
Teacher's Home Telephone Number \_\_\_\_\_
3. Date of Injury \_\_\_\_\_ Hour \_\_\_\_\_ am \_\_\_\_\_ pm
4. Describe fully how accident occurred and state what student was doing when injured \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Nature of injury (right, left, swollen, discolored, etc.)  
\_\_\_\_\_  
\_\_\_\_\_
6. Name and address of physician and/or hospital. If none consulted, please indicate.  
\_\_\_\_\_  
\_\_\_\_\_
8. Did the Health Assistant evaluate or treat the student? Yes No If no, why not?  
\_\_\_\_\_
9. Was the parent notified? Yes No
10. Other information \_\_\_\_\_

\_\_\_\_\_  
Person Completing Report

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date



This form must be returned **to the School Division within 90 days from date of incident**. School will not accept bills or EOBs. VACORP will send parents information on submitting bills and EOBs for consideration on applicable claims.



(888) 822-6772

## Catastrophic or Fatality Claim Form

**Student Accident Coverage is SECONDARY to any other insurance, including Medicaid, FAMIS, or private health insurance.**

Please select one of the following: ☐ Fatality ☐ Catastrophic Injury

### PART 1: INCIDENT INFORMATION (TO BE COMPLETED BY THE SCHOOL)

School Division: _____
School Name: _____
School Address: _____
Student's Name: _____
<input type="checkbox"/> Male <input type="checkbox"/> Female Date of Injury/Fatality _____ Date of Birth: _____
Grade Level: _____
Body Part: _____
Description of Accident (Include an additional page if needed): _____ _____ _____
Please indicate the sport in which student was participating at time of accident: At the time of injury, was the student involved in a School Division sponsored activity? <input type="checkbox"/> Yes <input type="checkbox"/> No Under whose supervision? _____ Phone #: _____ Website Assigned Claim Number: _____

Signature of Preparer: \_\_\_\_\_ Title: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

### PART 2: PARENT INFORMATION (TO BE COMPLETED BY THE PARENT, PLEASE INCLUDE BOTH STUDENT AND PARENT INFORMATION) \*If additional room is needed, please feel free to use another piece of paper\*

<b>Student Information:</b> Student Address: _____
<b>Parent Information:</b> Father's Name: _____ Phone #: _____ Father's Employer: _____ Employer's Address: _____ Mother's Name: _____ Phone #: _____ Mother's Employer: _____ Employer's Address: _____
Please list <b>ALL</b> insurance policies: <input type="checkbox"/> Medicare/Medicaid <input type="checkbox"/> Check if No Insurance
Name of Insurer (1): _____ Address: _____ Policy #: _____ Phone #: _____ <input type="checkbox"/> Group <input type="checkbox"/> Individual Name of Policy Holder: _____ Name of Insurer (2): _____ Address: _____ Policy #: _____ Phone #: _____ <input type="checkbox"/> Group <input type="checkbox"/> Individual Name of Policy Holder: _____

Instructions:

In case of an accident, notify the school immediately.

VHSL Catastrophic coverage is only available to cover students for accidental injury occurring while participating in VHSL activities and while this Contract is in force.

1. Complete this claim form, sign, and return it to the school division within 90 days from the date of injury. This claim form must be submitted to VACORP by the school division prior to any bills being reviewed or processed. **If the claim form is submitted to VACORP after 90 days of the date of injury, the claim will not be considered for payment.**
2. In order to process this claim for payment, VACORP will need itemized bills and all Explanations of Benefits (EOB) showing what your insurance has paid. Statements without itemized information will **not** be accepted.
3. When you receive an EOB, send it to VACORP, along with the corresponding itemized statements. We will pay benefits for eligible expenses per the terms of the contract.
4. If the incident resulted in a fatality, please attach a copy of the death certificate to this form. Only a copy of the death certificate is required, not a certified certificate.
5. All claims are subject to the terms, conditions and exclusions found in the coverage document. The coverage contract supersedes any contradictory statements contained herein.

The Fund will pay the **Medical Expenses a Covered Person** incurs that exceed amounts payable by any **Other Insurance Plan**, subject to the Deductible, Benefit Percentage, and **Benefit Period** shown on the Schedule. The **Fund** will determine the amount of benefits provided by any **Other Insurance Plan** without reference to any coordination of benefits, non-duplication of benefits, or similar provisions. The amount of benefits provided by an **Other Insurance Plan** includes any amount to which the **Covered Person** is entitled whether or not a claim is made for the benefits. This Contract is secondary to all **Other Insurance Plans**.

**AUTHORIZATION FOR RELEASE OF INFORMATION:** I hereby authorize all medical service sources and health care providers to disclose a complete copy of my health records, including records related to mental healthcare, communicable diseases, HIV or AIDS, and treatment of alcohol or drug abuse to Virginia Association of Counties Group Self-Insurance Risk Pool, its subsidiaries and affiliates, its claim associates, and legal representatives (hereinafter referred to collectively as VACORP).

I authorize the use of the above information for VACORP to investigate, process and determine the amount payable, if any, for all claims made under any VACORP property and casualty contract that applies to the accident or occurrence on \_\_\_\_\_. I understand as part of the claim handling process, VACORP may disclose medical or other information obtained by this authorization to physicians, dentists, other medical or healthcare providers or other professional for their review and professional opinion. This information may also be released to other insurance companies for their use in connection with insurance transactions, or as required or permitted by law. Information obtained pursuant to this authorization may later be re-disclosed and may not be protected under the HIPAA privacy rule. I understand that I may refuse to authorize disclosure of all or some of the requested information, but that refusal may potentially cause a delay in processing, or result in the denial of, insurance benefits for the pending injury claim(s).

This authorization may be revoked at any time, except to the extent that VACORP has taken action in reliance on this authorization prior to notice of revocation. Such revocation must be in writing, dated, signed, and include the claim number referenced above. I understand that revocation of this authorization may potentially cause a delay in processing, or result in the denial of, insurance benefits for the pending injury claim(s). This authorization is valid for the duration of the claim referenced above, and a photocopy is as valid as the original. This authorization specifically applies to records made before, during, and after the date of signing this authorization for as long as the authorization is in effect.

I have read the authorization and signed this document. I verify that the statement in Part 2 about other insurance is accurate and complete. I agree that if it is determined at a later date that there are other insurance benefits collectible on this claim I will reimburse VACORP to the extent VACORP made a payment for which it was not obligated under the contract. It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

**Any payment will be made to the service provider (hospital, physician, and others), unless a paid receipt or statement accompanies the bill when the claim is submitted to VACORP.**

**Parent or Authorized Representative's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If Authorized Representative, Relationship to Student or Legal Designation:** \_\_\_\_\_

## **MANDATORY PLAN SUMMARY**

### **Lifetime Catastrophic Accident Coverage Program Mandatory Coverage Summary for Virginia High School League.**

#### **Covered Persons & Covered Events**

The Fund will pay the benefits in this Contract for a Covered Person while 1) participating in a Sponsored and Supervised Activity; 2) participating in preseason tryouts or regularly scheduled athletic games or competition or practice sessions; 3) traveling in transportation:

- paid for or reimbursed by the Contract-Holder/ Sponsoring Organization; or
- proceeding directly to and from and without interruption between approved locations authorized by the Contract-Holder/Sponsoring Organization.

All students, student athletes, student managers, student trainers, and student cheerleaders while participating in interscholastic competitions. Covered interscholastic competitions are those governed by the regulations of the Virginia High School League, including school-supervised practices, try-outs, pre and post-game-related activities including award banquets and covered travel as defined within the Coverage Contract.

#### **Benefits**

Medical Expense Benefits are payable for Medical Expenses incurred by a Covered Person subject to the \$25,000 Deductible (Reducing), as shown in the Coverage Contract. The amount payable will not exceed the Maximum Benefit Amount of \$3,000,000. The maximum benefit period is Lifetime.

Payment for Medical Expense resulting from an Accident for care and treatment of mental and nervous disorders shall not exceed 45 days for inpatient hospital care and 50 doctor visits per calendar year (\$50.00 per visit limited to 1 visit per day).

A maximum \$1,000 per calendar year Spinal Manipulation.

Payment, not to exceed the \$50,000 per calendar year Maximum Outpatient Physical Therapy Benefit shall be made for covered Medical Expense for physical therapy treatment as outlined in the Coverage Contract. Payment, not to exceed the \$100,000 Maximum Prosthetic Limitation Benefit shall be made for covered prosthetics during the first two years after a covered accident. For each consecutive 10-year period thereafter the maximum benefit payable is \$100,000 (\$200,000 if amputation of the leg above the knee is necessary). The lifetime maximum benefit amount is \$500,000 (\$750,000 if amputation of the leg above the knee is necessary).

Only those covered expenses defined within the Coverage Contract will be used to satisfy the Deductible (Reducing). Covered expenses payable under any other plan will be used to satisfy or reduce the Deductible (Reducing). Should no covered expenses be incurred within the Deductible Establishment Period of 2 years following the Accident, no benefit period will begin, and no benefits will be payable for that Injury. Termination of a Covered Person's coverage under the Coverage Contract shall not affect benefits payable for any Disablement originating prior thereto.

**For more information about this program, please contact us at: [info@riskprograms.com](mailto:info@riskprograms.com) or by phone at (844) 986-2705**

## **Disability Benefits**

### **Total Disability Benefit**

After a Totally Disabled Covered Person satisfies the Deductible shown on the Schedule, The Fund will pay Total Disability benefits in the amount shown on the Schedule.

Total Disability benefits will end on the earliest of:

- the expiration of the Maximum Benefit Period shown on the Schedule;
- the date the Covered Person is no longer Totally Disabled; or
- the date the Covered Person has Monthly Gross Earnings greater than the amount shown on the Schedule for the number of consecutive months shown on the Schedule.

### **Partial Disability Benefit**

After a Partially Disabled Covered Person satisfies the Deductible shown on the Schedule, The Fund will pay Partial Disability benefits in the amount shown on the Schedule.

Partial Disability benefits will end on the earliest of:

- the expiration of the Maximum Benefit Period shown on the Schedule;
- the date the Covered Person is no longer Partially Disabled; or
- the date the Covered Person has Monthly Gross Earnings greater than the amount shown on the Schedule for the number of consecutive months shown on the Schedule.

A Covered Person is not eligible for Partial Disability Benefits if the Covered Person qualifies for Total Disability Benefits.

### **Resumption of Disability**

If Total Disability Benefits or Partial Disability Benefits cease as provided in the Coverage Contract and the Covered Person again becomes Totally Disabled or Partially Disabled as a result of the same Accident which caused the earlier period of disability, benefits will resume at the beginning of the fourth month following resumption of the disability.

## **Adjustment Expense Benefit**

The Company will pay the Adjustment Expense incurred on behalf of the Covered Person who is Totally Disabled after the date the Deductible (Reducing) is satisfied, subject to the maximum lifetime benefit of \$30,000.

Adjustment Expenses are expenses incurred for:

- The first \$2,500 of expense for training of a member of the Immediate Family of the Covered Person to perform rehabilitative or custodial functions necessary to the care of the Covered Person. The training must occur during the first twenty-four months after the covered accident;
- The expense, up to \$2,000 per family member, of travel by the Covered Person's Immediate Family members between their home and the Covered Person's place of treatment which occurs during the first 24 months after the Accident and if by air, is on regularly scheduled commercial flights. Family travel is limited to travel by not more than two members of the Covered Person's Immediate Family at one time. Family travel by personal auto is reimbursed at mileage rates used by the Internal Revenue Service; and
- Lost earnings by the Covered Person's parents or spouse, due to and in connection with an Accident. Lost earnings will be reimbursed for up to 13 weeks (within a twenty-four-month period after the Accident) up to the lesser of \$500 weekly or 75% of the average weekly wage for the year preceding the Accident of one parent or the spouse of the Covered Person.

## **Special Expense Benefit**

The Company will pay the Allowable Expense incurred for Special Expense, up to \$100,000 during the first 10 years following the date of the Accident. Each subsequent 10 years a maximum of \$50,000 is payable on behalf of the Covered Person who is Totally Disabled after the date the Deductible (Reducing) is satisfied.

No benefits will be payable unless the services/expenses are Medically Necessary and all other Coverage Contract requirements are satisfied.

Adaptation items or modifications must be recommended and approved by a Physician, approved by the Fund, and Medically Necessary to accommodate the physical disability of the Covered Person as a result of a Covered Accident.

## **Loss of Life Due to Heart or Circulatory Malfunctions Benefit**

If a Covered Person suffers loss of life Within 90 days of the date of the accident that is the result of Heart or Circulatory Malfunction relative to the first diagnosis, we will pay a benefit of \$10,000.

## College Education Benefit

College Education benefits pay for the cost of attendance to obtain an undergraduate degree at an accredited institution. The Totally Disabled Covered Person must start undergraduate study after the date of the Accident and within the Loss Establishment Period. We will pay the actual cost of attendance, after the Deductible (Reducing) is satisfied and minus any other financial aid, grants or scholarships, including athletic scholarships, the Covered Person receives, to complete the undergraduate degree in the event the Covered Person is Totally Disabled. The Covered Person must recommence study within 8 years after the date of the Covered Accident. The Maximum College Education Benefit is \$50,000.

## Catastrophic Cash Benefit

If a Covered Person suffers a loss from an Accident, The Fund will pay benefits after the waiting period up to the Maximum Benefit Amount for Traumatic Brain Deficit or Paralysis, we will pay benefits up to \$10,000 for Traumatic Brain Deficit or Paralysis.

## Loss of Life Due to Heart or Circulatory Malfunctions Benefit

The Fund will pay the Loss of Life benefit shown on the Schedule if the Heart or Circulatory Malfunction results in the Covered Person's death. Death must occur within the Loss Establishment Period.

## Accidental Death and Specific Loss Benefits

When the Covered Person sustains covered Injuries for any of the following losses within 365 days of the accident, benefits will be paid as follows:

\$10,000	Loss Life
\$10,000	Loss of Both Feet Both Hands or Both Eyes
\$10,000	Loss of One Hand and One Foot
\$10,000	Loss of One Hand and One Eye or One Foot and One Eye
\$10,000	Loss of Speech and Hearing (both ears)
\$5,000	Loss of One Hand, One Foot, or One Eye
\$5,000	Loss of Speech or Hearing (both ears)
\$2,500	Loss of Thumb and Index Finger of the same hand

Only one of the amounts shown above (the largest applicable) will be paid for covered Injuries resulting from one accident. The benefit for loss of: (a) two limbs; (b) both eyes; (c) one limb and one eye; (d) speech and hearing; or (e) thumb and index finger of the same hand, is payable only when such double loss is the result of the same accident.

## **Other Insurance/Excess Nature of Contract**

This coverage is excess over any other valid and collectible insurance or similar benefit program available to the Covered Person for a Covered Loss.

## **Exclusions and Limitations**

No benefits are payable for Illness or disease, or medical or surgical treatment thereof, including diagnosis, except:

- As may be specifically provided for in the Coverage Contract;
- As may result from an injury sustained in an Accident;
- Repetitive Motion Injuries or the aggravation thereof;
- bacterial infection, except infection of and through a wound Accidentally sustained;
- loss from intentionally self-inflicted Injury, suicide while sane or insane;
- loss from commitment of or an attempt to commit a felony, or engagement in an illegal activity;
- loss from an act of declared or undeclared war;
- loss from participation in a riot or insurrection;
- loss from travel or flight in or descent from any aircraft, unless the Covered Person is a passenger for authorized group or team travel on a regularly scheduled flight on a commercial airline, or is a passenger on an aircraft chartered solely for the purpose of travel which has a valid airworthiness certificate from the jurisdiction in which operated and which is being operated by a duly licensed pilot;
- charges which exceed the Allowable Expense;
- charges incurred for dental work unless the Covered Person sustains an Injury which results in damage to his or her natural teeth;
- Injuries associated with activities or travel outside the United States unless the Injury occurred as part of a Sponsored and Supervised Activity held outside the United States and the treatment is not considered an Experimental or Investigational Drug or Treatment in the United States;
- sickness, disease, bodily or mental infirmity, or medical or surgical treatment thereof, or bacterial or viral infection, regardless of how contracted. This does not exclude bacterial infection that is the natural and foreseeable result of an Injury or Accidental food poisoning;
- treatment in any Veterans Administration or federal Hospital, unless there is a legal obligation to pay;
- Pre-Existing Condition (except for loss incurred or disability commencing after the earlier of (i) the end of the continuous period of 12 months commencing on or after the



effective date of the person's coverage during which the person received no medical advice or treatment in connection with the disease or physical condition, or (ii) the end of the two-year period commencing on the effective date of the person's coverage);

- active duty service in any Armed Forces;
- voluntary self-administration of any drug or chemical substance not prescribed by or not taken according to the directions of the Physician;
- Injury caused by, attributable to, or resulting from the Covered Person's Intoxication;
- Injury caused by, attributable to, or resulting from the Covered Person's use of a Controlled Substance unless administered on the advice of a Physician and taking the prescribed dosage;
- operating a motor vehicle under the influence of a Controlled Substance unless administered on the advice of a Physician and taking the prescribed dosage;
- operating a motor vehicle while having a blood alcohol level that equals or exceeds the legal limit for operating a motor vehicle in the state or jurisdiction where the Injury occurred;
- services or treatment incurred to the extent they are paid or payable under any Other Insurance Plan.

## **Definitions**

Activities of Daily Living (ADLs) means 1) transferring oneself (such as moving in or out of a bed or chair); 2) dressing (putting on or removing from oneself items of clothing); 3) bathing (washing oneself in a bathtub or shower or by sponge bath); 4) feeding (giving oneself food or nourishment, including through a feeding tube); 5) toileting (getting oneself on or off a toilet and related hygiene); and 6) continence (maintaining one's control of bladder or bowel functions or maintaining care of a catheter or colostomy bag if one cannot control bladder or bowel functions).

Hospital means an institution that 1) is licensed (if required) as a Hospital by applicable licensing authorities; 2) is open at all times; 3) is operated mainly to diagnose and treat illnesses and Injuries on an inpatient basis; 4) has a staff of one or more Physicians on call at all times; 5) has 24-hour nursing services by registered Nurses; 6) is not mainly a skilled nursing facility, clinic, nursing home, rest home, convalescence home, or like place; and 7) has organized facilities for major surgery or provides for such facilities for its patients through formal written agreement with other Hospitals.

Injury or Injuries means bodily harm which:

1. requires treatment by a Physician;
2. results in loss due to an Accident, independent of sickness and all other causes; and
3. occurs during a Sponsored and Supervised Activity.

Bodily harm does not include a Pre-Existing Condition or a Repetitive Motion Injury.

Intoxication or Intoxicated means a blood alcohol level which equals or exceeds the legal limit for operating a motor vehicle in the state or jurisdiction where the Accident occurred.

Contract-holder means the Virginia School Division where the Covered Person attends school at the time of the Accident.

**Medical Expenses means expenses incurred for Medically Necessary care.**

Medically Necessary means care that is ordered, prescribed, or rendered by a Physician or Hospital, and that the Fund determines, or a qualified party or entity the Fund select determines, to be 1) consistent with the diagnosis and treatment of the loss; 2) appropriate with the standards of good medical practice; 3) not solely for the convenience of the Covered Person; 4) the most appropriate supply or level of service which can be safely provided; and 5) not considered Experimental or Investigational.

In the case of Hospital or Extended Care Facility confinement, Home Health Care or Custodial Care, the length of confinement or treatment and the services or supplies furnished by the Hospital or Extended Care Facility, Home Health Care or Custodial Care plan will be Medically Necessary only if the Fund can reasonably determine that they are related to the care or treatment of the Covered Person's condition. The services or supplies must not be an Experimental or Investigational Drug or Treatment in nature. The fact that a Physician may prescribe, order, recommend, or approve care, a service or supply does not, of itself, make the care, service, or supply Medically Necessary.

Partial Disability or Partially Disabled means the Covered Person, within two years of the date of an Accident and as a result of that Accident:

- has suffered an irrecoverable Loss of Speech, hearing of both ears, sight in both eyes, use of both arms, use of both legs, or use of one arm and one leg and is unable to perform at least one ADL(s); or
- has suffered severely diminished mental capacity due to brain stem or other neurological damage and is unable to perform at least one ADL(s) or at least two IADL(s).

Physician means a legally qualified Physician, state licensed Nurse Practitioner, Physician's Assistant, chiropractor, optometrist, optician, professional counselor, psychologist, clinical social worker, podiatrist, physical therapist, chiropodist, clinical Nurse specialist who renders mental health services, audiologist, speech pathologist, certified Nurse midwife, marriage and family therapist, or licensed acupuncturist practicing within the scope of his or her license as recognized in the state where services are rendered. Physician does not include:

- the Covered Person; or
- an Immediate Family Member; or
- a person living with the Covered Person; or

- a person employed or retained by the Contract-Holder/Sponsoring Organization.

Sponsored and Supervised Activity means a Contract-Holder/Sponsoring Organization authorized function in which the Covered Person participates; and within the scope of customary activities for such entity.

Sponsoring Organization means the Virginia High School League.

Traumatic Brain Deficit means an Injury to the brain which is diagnosed by a Physician within 48 hours of an Accident; results in measurable, neurological deficit persisting for the lesser of at least 6 continuous months or the time at which maximum recovery has been reached; requires permanent daily personal supervision; and results in the inability of the Covered Person to perform independently three or more ADLs.

This plan summary has been designed to illustrate the highlights of this coverage. All information herein is subject to the provisions of the Coverage Contract. Definitions and exclusionary language will apply, please refer to the issued Coverage Contract for exact language. If there is any conflict between this summary and the contract, the contract will prevail.

**Coverage provided by: VACORP, 1819 Electric Rd, Suite C, Roanoke, VA 24018, 844-986-2705**

## Appendix CC

### **SCHOOL ACTIVITY FUNDS (DGC)**

All funds derived from extracurricular school activities, including, but not limited to, entertainment, athletic contests, facilities fees, club dues, vending machine proceeds that are not deposited in the school nutrition program account, and from any and all activities of the school involving personnel, students or property are considered school activity funds.

Each school keeps an accurate record of all receipts and disbursements of school activity funds so that a clear and concise statement of the condition of each fund may be determined at all times. It is the duty of each principal to see that such records are maintained in accordance with regulations of the Virginia Board of Education and the Tazewell County School Board. The principal is bonded, and the school board prescribes, by regulation, rules governing such bonds for employees who are responsible for school activity funds.

School activity funds are audited at least once a year by a duly qualified accountant or accounting firm approved by the School Board. A copy of the audit report is filed in the superintendent's office. Monthly reports of such funds are prepared and filed in the principal's office and annual reports are filed in the office of the principal or division superintendent. The cost of such audits are a proper charge against the school activity funds.

Adopted: December 8, 2014

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Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-122.1.

8 VAC 20-240-10.

8 VAC 20-240-20.

8 VAC 20-240-40.

Cross Refs.: DG	Custody and Disbursement of School Funds
DM	Cash in School Buildings

**BUSINESS AND NONINSTRUCTIONAL OPERATIONS**  
**School Activity Funds**

**A. Generally**

Virginia Board of Education regulations define School Activity Funds as, "All funds received from extracurricular school activities, including, but not limited to, entertainment, athletic contests, facility fees, club dues, vending machine proceeds that are not deposited in the school nutrition program account, and from any and all activities of the school involving personnel, students, or property are considered school activity funds.

**B. Guidelines**

The Superintendent is delegated and directed by the School Board to supervise the operation of these accounts and to ensure that they are operated according to these guidelines: 1. No School Board funds or accounts are to be commingled with School Activity Funds or accounts.

2. Each school shall keep an accurate record of all receipts and disbursements so that a clear and concise statement of the condition of each fund may be determined at all times. Monthly reports of such funds shall be prepared and filed in the office of the principal and Supervisor of Finance.

3. It shall be the duty of each principal to see that such records are maintained in accordance with School Board Policy, Regulations promulgated by the Superintendent, and State Board of Education Regulations.

4. The principal, or person so designated by the principal, shall perform the duties of school finance officer. The principal is to review bank statements, initialing and dating after review.

5. The school finance officer and principal shall be bonded.

6. Specific forms, as prescribed by the Virginia Board of Education, shall be used to record entries and transactions of the student activities funds.

7. School Activity Funds (internal accounts) must be audited at least once each year by a certified public accountant, duly qualified accountant, or accounting firm approved by the School Board. The cost of such audit is a proper charge against the School Division Operating Fund. This annual audit shall result in an Annual Audit Report as referenced in item number eight.

8. A copy of a school's Annual Audit Report must be maintained in the office of the principal and in the office of the Division Superintendent. Following the completion of all schools' Annual Audit Reports, a report containing a summary of all such reports will be presented to each School Board member at the School Board meeting immediately following the presentation of such report to the Audit Committee.

9. No account is to be overdrawn for any reason, unless receipts are forthcoming. No school activity fund shall end the fiscal year (June 30) or begin the fiscal year (July 1) with a deficit balance.

10. Specific activity sub-accounts are not to accumulate balances in excess of one year's basic operating expenses unless written justification is provided and approval is secured from the Division Superintendent or a designee.

11. School Activity Funds shall not be used for salary supplements or similar payments to compensate school employees for any activity related to school resources or students.

12. Financial records of School Activity Funds shall be retained and disposed of in accordance with regulations concerning financial records retention and disposition promulgated pursuant to the Virginia Public Records Act (§ 42.1-76, *et. seq.*) by the State Library Board; however, records pertaining to non-appropriated school activity funds need not be retained longer than five (5) years.

13. The principal shall secure and maintain an annual financial report from each support/booster organization. This report is to be obtained by July 25 of each school term, for the year ending June 30.

### **DONATIONS**

Donations received directly at the local school are to be listed and submitted to the Division Superintendent at the close of each fiscal year.

### **FUND-RAISING ACTIVITIES**

1. School-wide fund-raising activities must be approved by the Division Superintendent/designee.
2. The principal is to ensure that fund-raising activities contribute to the educational experience of students enrolled in school and are not in conflict with the instructional program.
3. Fund-raising activities should not conflict with the implementation of Title IX responsibilities.

### **STUDENT FEE AND CHARGES**

1. All student fees and charges, including class dues, shall be approved by the Board.
2. Student fees approved by the Board shall be used for the purposes set forth in the motion and shall not be spent for any other purpose.

### **HANDLING OF CASH**

1. All money collected by a teacher/sponsor shall be given to the school bookkeeper on the day collected.

2. Pre-numbered receipts shall be issued any time money is received, and all receipt numbers shall be accounted for.
3. Generally, all monies collected should be deposited on a daily basis. In the event that less than \$100 is on hand to deposit, smaller amounts may be held in a secure location until \$100 is collected. At a minimum, deposits shall be made on a weekly basis, even if the deposit amount is less than \$100.
4. Personal checks shall not be cashed using cash on hand for deposit. The school is not to operate as a bank.
5. Charging a fee for checks returned for insufficient funds is permissible if such policy is clearly advertised.
6. An employee, other than the person preparing the deposit slips, shall verify the amount on the deposit ticket agrees with the amount of receipts recorded in the ledger sheets and that the deposit ticket has been stamped by the bank. Discrepancies shall be reported immediately to the district Supervisor of Finance.

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**Legal Reference:**

Code of Va., 1950, as amended, § 22.1-122.1

Library of Virginia Records, Management Division, General Schedule No.2, "Fiscal Records,"  
<http://leo.vsla.edu/records/schedules/gs-2.html>

**Cross Reference:**

DG Custody and Disbursement of School Funds

DM Cash in School Buildings

Adopted by the School Board: August 9, 2010

## Appendix DD

### **PURCHASING PROCEDURES (DJF-R)**

All procurements made by the school division are in accordance with the Virginia Public Procurement Act.

#### **Certification Regarding Sex Offenses**

As a condition of awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, the school board requires the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

This requirement does not apply to a contractor or his employees providing services to the school division in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed on an urgent basis to ensure that school facilities are safe and habitable, when it is reasonably anticipated that the contractor or his employees will have no direct contact with students.

#### **Unauthorized Aliens**

The School Board provides in every written contract that the contractor does not, and shall not during the performance of the contract for goods and services in Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

#### **Discrimination by Contractor Prohibited**

The School Board includes the following provisions in every contract of more than \$10,000:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on



behalf of the contractor, will state that such contractor is an equal opportunity employer.

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TAZEWELL COUNTY PUBLIC SCHOOLS

- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Adopted: November 9, 2015

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-4300 et seq., 2.2-4311, 2.2-4311.1, 22.1-296.1.

Cross Refs.:	GCDA	Effect of Criminal Conviction
	IGBGA	Online Courses and Virtual School Programs
	KN	Sex Offender Registry Notification

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TAZEWELL COUNTY PUBLIC SCHOOLS

## Appendix EE

### **BUSINESS AND NONINSTRUCTIONAL OPERATIONS (DJF-R)**

#### Ethics in Public Contracting

##### A. Generally

The school board demands compliance with both the word and the intent of Article 4 of the Virginia Public Procurement Act, entitled "Ethics in Public Contracting." This regulation details the provisions of this law.

##### B. Definitions

The words defined in this regulation shall have the meanings set forth below:

1. "Immediate family" shall mean a spouse, children, parents, brothers and sisters, and any other person living in the same household as the employee.
2. "Official responsibility" shall mean administrative or operating authority, whether immediate or final, to initiate, approve, disapprove or otherwise affect a procurement transaction, or any claim resulting therefrom.
3. "Pecuniary interest arising from the procurement" shall mean a material financial interest as defined in the Virginia Conflict of Interests Act.
4. "Procurement transaction" shall mean all functions that pertain to the obtaining of any goods, services or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.
5. "Public employee" shall mean any person employed by a public body, including elected officials or appointed members of governing bodies.

##### C. Proscribed Participation by Employees in Procurement Transactions

Except as may be specifically allowed by provisions of the Comprehensive Conflict of Interests Act, no public employee having official responsibility for a procurement transaction shall participate in that transaction on behalf of the school board when the employee knows that:

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

### Ethics in Public Contracting (continued)

#### C. Proscribed Participation by Employees in Procurement Transactions (continued)

1. The employee is contemporaneously employed by a bidder, offeror or contractor involved in the procurement transaction; or
2. The employee, the employee's partner, or any member of the employee's immediate family holds a position with a bidder, offeror, or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest of more than five percent; or
3. The employee, the employee's partner, or any member of the employee's immediate family has a pecuniary interest arising from the procurement transaction, ; or
4. The employee, the employee's partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning prospective employment with a bidder, offeror or contractor.

#### D. Solicitation or Acceptance of Gifts

No employee having responsibility for a procurement transaction shall solicit, demand, accept, or agree to accept from a bidder, offeror, contractor or subcontractor any payment, loan, subscription, advance, or minimal value, present or promised, unless consideration of substantially equal or greater value is exchanged. The school board may recover the value of anything conveyed in violation of this section.

#### E. Disclosure of Subsequent Employment

No employee or former employee having official responsibility for procurement transactions shall accept employment with any bidder, offeror or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the cessation of employment by the school board unless the employee, or former employee, provides written notification to the superintendent prior to commencement of employment by that bidder, offeror or contractor.

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

## Ethics in Public Contracting (continued)

## F. Gifts by Bidders, Offerors, Contractors or Subcontractors

No bidder, offeror, contractor or subcontractor shall confer upon any employee having official responsibility for a procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

## G. Kickbacks

1. No contractor or subcontractor shall demand or receive from any of his suppliers or his subcontractors, as an inducement for the award of a subcontract or order, any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged.
2. No subcontractor or supplier shall make, or offer to make, kickbacks as described in this regulation.
3. No person shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything of value in return for an agreement not to compete on a public contract.
4. If a subcontractor or supplier makes a kickback or other prohibited payment as described in this regulation, the amount thereof shall be conclusively presumed to have been included in the price of the subcontract or order and ultimately borne by the school board and will be recoverable from both the maker and recipient. Recovery from one offending party shall not preclude recovery from other offending parties.

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

### Ethics in Public Contracting (continued)

#### H. Purchase of Building Materials, etc. from Architect or Engineer Prohibited

Except in cases of emergency, no building materials, supplies or equipment for any building or structure constructed by or for the school board shall be sold by or purchased from any person employed as an independent contractor by the school board to furnish architectural or engineering services, but not construction, for such building or structure, or from any partnership, association, or cooperation in which such architect or engineer has a pecuniary interest.

#### I. Penalty for Violation

Willful violation of any provision of this regulation shall constitute a Class I misdemeanor. Upon conviction, any employee, in addition to any other fine or penalty provided by law; shall forfeit his/her employment.

The penalty for conviction of a Class I misdemeanor is up to a \$1,000 fine and/or up to one year in jail or both.

### Regulatory Authority: (1985)

Code of Va., §§ 11-72 thru 11-80.--"Virginia Public Procurement Act." (§ 11-74 amended 1985)

Approved by Superintendent: June 9, 1986

(4)

**Certificate of Compliance - DJF**  
**Code of Virginia §22.1-296.1**

I, the undersigned, certify that no individual holding an office in the company and/or corporation has been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; or a crime of moral turpitude.

List Officers and Titles:

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Further, the following individuals will, on behalf of my firm, assist in the performance of this contract and they have not been convicted of a felony or crime as described above.

Listing of individuals assisting in the performance of this contract:

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Attach additional names to this form if the space is not adequate.

---

Company

---

Print Name

---

Title

---

Signature

---

Date

*For Office Use Only*

Acknowledged by: \_\_\_\_\_ Date: \_\_\_\_\_

If Applicable:

Project Name: \_\_\_\_\_ PO # : \_\_\_\_\_

Approved by the School Board: November 13, 2006

## Appendix FF

### **CHEERLEADING – SIDELINE TEAMS AND COMPETITION CHEERLEADING**

#### ***Virginia High School League Handbook - SECTION 62***

62-1-1 Schedules-Each school shall make its own playing schedule and allow practice within the dates published on the current year's VHSL Activities Calendar.

62-1-2 The number of cheer competitions in any one season shall be limited to 5 regular season competitions, exclusive of district, regional and state competitions. A multiple school competition shall count as one contest.

62-2-1 Minimum Practice Requirement-Prior to either the first performance by a sideline Cheer Competition: cheer squad involving stunting, or the first competition by a competition cheer squad, each participant shall practice a minimum of 20 days. The 20 daily practice sessions apply to each student and means 20 calendar days, not counting Sundays, and has no reference to the actual number of times the team appears and reappears for practice sessions.

66-2-2 Fall Practice Guidelines-Schools must adhere to the VHSL Fall Practice Guidelines as provided in this Handbook, or with those guidelines submitted to the Executive Director and accepted for use by the member school.

62-3-1 Suspended/Interrupted Competitions-In the event a competition must be suspended because of conditions which make it impossible to continue, the competition, if/when resumed, shall be resumed from the point of interruption unless all participating schools agree to accept the scores at the time of interruption as final. If the interruption occurs while a team is performing, that team will be given the option of starting their routine over or resuming their routine from the point of interruption.

62-4-1 Special Rules/State Association Adoptions

62-4-2 All cheerleading practices and performances, whether by sideline or competition squads, must be conducted under proper adult supervision and must comply with the NFHS Spirit Rules Book.

62-4-3 Sideline Cheer-Sideline cheerleaders may serve as an auxiliary group for any sports team sponsored by a member school. Students selected to be cheerleaders for a school's sports team shall comply with Parts A and C of Section 28 and the Athletic Participation/Parental Consent/Physical Examination Rule (28B-3-1). The Athletic Participation/Parental Consent/Physical Examination form is also required of all students trying out for or practicing for the cheerleading squad as specified in the Notes under Section 28B-3-1.

MEL's are required to be filed for sideline cheerleaders. A school that sponsors cheerleaders for its school's sports teams shall comply with the following regulations in Section 27: Principal's Responsibility Rule - 27-8-1, Coaches Rule - 27-2-1, Sports Season Rule - 27-12-1, Out-of-Season Practice Rule - 27-7-1, Proselytizing Rule - 27-9-1, Sunday Rule - 27-15-1, and Sportsmanship Rule - 27-11-1. Their "season" is from the first fall practice date until the last contest by any school team they support as a cheer squad or the last day of school, whichever is later.

62-4-4 Competitive Cheer-Students selected to be cheerleaders for a school's competition squad shall comply with Parts A, B and C of Section 28. MELs must be filed for competition cheer squad members. A school that sponsors competition squad cheerleaders shall comply with all regulations in Section 27.



## Appendix GG

### **MIDDLE AND HIGH: STUDENT/ATHLETE AND PARENT AGREEMENT**

It takes a community to support athletics and build a foundation that is conducive to the success of the student/athlete. The community that is referred to, and that supports middle and high school events includes -- students, parents and relatives, support organizations, school boards, administrations, coaches, athletic directors, and many other indirectly supporting entities. The student/athlete is afforded the opportunity to develop physical, social, and emotional skills that will eclipse responsibilities that are experienced during the norm of the regular school day. Individual and team participation yield character traits such as self-discipline, self-esteem, self-success, and selflessness. Participation also develops work ethic traits that transcend sport into real world experiences. These traits prompt partnership, team, collaboration, problem-solving, decision-making, and co-worker relationship building. When colleges and businesses assess the schooling of a high school graduate or recruit, it is common to scrutinize both academic performance and extracurricular participation. In recent years, impetus to accept or hire a high school graduate who has participated in any number of high school related extracurricular activities has been given considerable weight during the selection process. Research and practice indicate that the student who tackles additional responsibilities in addition to routines of the regular school or work day is a better well-rounded individual, has developed quality leadership skills, and performs tasks with a higher rate of success. Thus, participation can ultimately propel the student/athlete to become a cooperative, self-sufficient, and productive citizen in society. As the saying goes, "Doing it the right way has its advantages."

#### **Student/Athlete and Parent Agreement:**

Your son/daughter has decided to participate in a Tazewell County Public Schools (TCPS) sponsored athletic activity governed by student rules for participation and guidelines governing sports in public schools in Virginia under the direction of the Virginia High School League (VHSL). Participation is a privilege which carries with it a responsibility and commitment towards honorably representing the middle or high school which each student/athlete attends, and all aspects of the sport participated in. Each student/athlete will adhere to the Tazewell County School Board (TCSB) Policy JFC "Student Conduct" and JFC-R "Standards of Student Conduct" and responsibilities outlined in the TCPS "Interscholastic Activities Handbook."

#### **Requirements for Full Eligibility to Participate:**

1. Be enrolled in TCPS full time.
2. Be a "Bonified Student" and meet age and eligibility requirements (VHSL Rule).
3. Sign (student/athlete and parent) "Student Athlete Substance Abuse Policy Pledge."
4. Student Athlete and Parent Pledge and Agreement
5. Pass five courses each semester to be eligible to participate the following semester (VHSL Rule).
6. Prior to any participation, complete (with appropriate signatures from student, parent/guardian, and physician) a physical examination form to be kept on file with the Athletic Director and Head Coach (VHSL Rule).

7. Comply with TCPS attendance policy.
8. Attend school for five complete periods to be eligible to practice or participate in a game.
9. Abide by the sportsmanship rules and guidelines established by the VHSL, Region 2D, and the Southwest District.
10. Display respect toward classmates, teammates, classmates, coaches, school administrators, teachers, school staff, and fans always, especially at athletic events.
11. Be present and on time to scheduled practices, scrimmages, and games (after school, evening hours, and Saturdays).
12. Make accommodations for prompt transportation home following practices or games and inform the Head Coach of intended arrangements.
13. Use social media (texting, Facebook, Twitter, Instagram, Internet) responsibly and not represent parents, relatives, the community, or the school in a defaming, argumentative, or derogatory manner and according to TCPS policy governing technology, especially the use of cell phones.
14. Understand that team activities take priority over outside activities and employment.

#### Student/Athlete Injury (Particularly Physical Trauma and Concussion):

Only upon a written release by a physician will an athlete who has sustained a major physical or emotional trauma be eligible to resume participation in practices, games, or other team activities.

#### Student/Athlete Decision to Quit or be Dismissed During a Designated VHSL Sport Season (Fall, Winter, Spring):

- Sign a statement that all school owned equipment has been returned undamaged and in the same condition in which it was received.
- Will not be allowed to participate in a different sport at their school during the same season (i.e. Basketball, Wrestling, Indoor Track, and Swimming are same season sports).
- Per Principal(s) and Superintendent agreement - Any Student/Athlete who is dismissed from a team for disciplinary reasons will not be eligible to participate in any sport in any TCPS during the season in which the Student/Athlete was dismissed.
- Per Principal(s) and Superintendent determination and agreement – Circumstances that would permit a Student/Athlete to participate in a sport at another school after quitting or being dismissed would require compliance with the VHSL Rule governing residence and eligibility.

#### Reasons for Dismissal:

- Conduct which reflects negatively on the student/athlete, school, and team.
- Violation of TCPS Student-Athlete Substance Abuse Policy (JFC-R.9)
- Failure to follow the rules, policies, and procedures set forth by the administration, Athletic Director, and Head Coach of the school and/or VHSL.
- Continued or severe violation of TCPS Policy JFC “Student Conduct” and JFC-R “Standards of Student Conduct.”

- Two ejections from games for unsportsmanlike reasons that result in a two-game suspension, unless the circumstances for the suspensions prompt a strong reason from the administration, athletic director, or coach to appeal.
- Excessive unexcused absences or tardiness at school and/or team related activities.

Tryouts – Necessary when large numbers are not appropriate for the numbers needed for the sport and to provide a fair assessment of current ability.

Should a coach deem it necessary to have prospective players tryout, students and parents will be provided a copy of the criteria to be used in determining the skill level needed to be a participant on a team.

- Tryout criteria in the form of a rubric to be provided to student and parent prior to beginning of season at coach and parent organizational meeting.
- Timeframe for tryouts provided by the Head Coach.
- Determination of prospective player status to be provided one-on-one with students for both selected and non-selected individuals.
- Results provided to parents.
- Parents requesting a review of their child's results may do so in a scheduled meeting with the Head Coach, Principal, and Athletic Director.
- Results will not be ranked – merit is based on meeting or not meeting criteria for selection.
- Group results will not be accessible to players or parents.
- The Head Coach's decision is final.

**MIDDLE AND HIGH: STUDENT/ATHLETE  
AND PARENT AGREEMENT SIGNATURE PAGE**

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**Student/Athlete Agreement**

Your signature indicates that you have read and understand the content of this document and agree to its directives as provided in the following sections -- Requirements for Full Eligibility to Participate; Student/Athlete Injury; Student/Athlete Decision to Quit or be Dismissed; and Reasons for Dismissal.

School \_\_\_\_\_

Grade \_\_\_\_\_

Student/Athlete \_\_\_\_\_  
(Print Name)

Sport \_\_\_\_\_

Student/Athlete \_\_\_\_\_  
(Signature)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

---

**Parent/Guardian Agreement**

Your signature indicates that you have read and understand the content of this document and agree to allow your son/daughter to participate in the indicated sport according to the directives provided in the following sections -- Requirements for Full Eligibility to Participate; Student/Athlete Injury; Student/Athlete Decision to Quit or be Dismissed; and Reasons for Dismissal.

Parent/Guardian \_\_\_\_\_  
(Print Name)

Parent/Guardian \_\_\_\_\_  
(Signature)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Head Coach \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(Copy to be filed with Athletic Director and/or High School Principal)

## Appendix HH

### TAZEWEL COUNTY PUBLIC SCHOOLS ACTIVE ATHLETIC PANDEMIC PLAN

#### **Tazewell County Public Schools Athletic Pandemic Plan**

#### **Safety Procedures and Protocols**

#### **For Middle and High Student/Athlete Participation in Virginia High School League Athletics Out-of-Season and In-Season Practice 2021-2022**

As a result of the global COVID-19 Pandemic, Tazewell County Public Schools (TCPS) supports all endeavors by federal, state, and local health agencies to effectively address health related practices needed to protect the health and safety of all individuals affected directly and indirectly by the disease. **For the variant forms of the COVID-19 virus and future viral or bacterial pandemics that may affect student participation in athletics and extracurricular activities, Tazewell County Public Schools will use the following protocols to insure the safety of all participants involved.**

### ATHLETIC ACTIVITIES

***Tazewell County Public Schools*** (TCPS) believes it is essential to the physical and mental well-being of students to return to physical activity and athletic competition.

1. Tazewell County Public Schools recognizes that all student/athletes may be unable to return to athletic activity at the same time across the county. There will be variations in the Virginia Governor's, Virginia High School League, and local School Board guidelines that will regulate the opening of designated athletic activities over the coming months.
2. Recognizing that division-to-division reopening without a well-developed pandemic plan may lead to perceived athletic participation and coaching advantages, TCPS advocates for returning students to out-of-season and seasonal activities according to an accurate and sustainable plan.
3. Important to the implementation of a local athletic pandemic plan is the rebuilding and underpinning of strong relationships between participants and their coaches.
4. The Superintendent, support administration, Principals, and Athletic Directors have an incumbent responsibility to develop a plan that is integral to the providing of cohesive safety measures, guidelines, and practices that will yield optimum health and well-being practice and competition environments for all participants and coaches.
5. Prior to implementation of the proposed measures and guidelines, all coaches will be trained on the proper procedures for advancing the implementation of the plan prior to putting into practice. Coaches are in a unique position to help determine and communicate if additional guidance or alternative steps are needed to ensure each participant begins the process of recovery from the incurred physical, emotional, and psychological strains that may have burdened the individual as a result of the underlying effects of a pandemic.

## **General Considerations**

1. Prior to allowing the use of facilities, schools and other sports organizations should review facility use agreements, especially in the areas of sanitation requirements and liability.
2. Limited testing availability, lack of resources for contact tracing, and expanding knowledge of viral or bacterial transmission could all result in significant changes to this guidance. The Superintendent will channel changes in procedures and practices that may generate adaptations to the TCPS Athletic Pandemic Plan via central office administration, Principals, Athletic Directors, and Head Coaches.
3. Administrators and coaches must emphasize the need for all coaches and participants who have signs or symptoms of illness to stay at home to decrease the risk of viral or bacterial transmission. "Vulnerable individuals" are defined by the Centers for Disease control (CDC) as people age 65 years and older, and others, with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised such as by chemotherapy for cancer and other conditions requiring such therapy.
4. Current preseason conditioning and acclimatization models assume that students have deconditioned during the stay at home orders. A pandemic may result in students being deconditioned for several months. The intensity and duration of training should be moderated upon return and, thus, the reason for a step-wise approach.
5. Parents will be afforded the opportunity to review the implementation of all aspects of the TCPS Athletic Pandemic Plan by accessing it using the TCPS website, middle and high school websites, social media, or by ascertaining information from the central office administration, principals, Athletic Directors, and Head Coaches. Parents will be directed to Internet sites that will provide accurate and supportive directives and research regarding safety practices and the overwhelming necessity to develop and implement a plan that addresses all caveats for sustaining well-designed health and safety procedures.
6. Delays in practice or competition - Due to the near-certainty of recurrent outbreaks, schools, individual participants (coaches included), teams, district participation, and regional participation may be affected by weekly isolation procedures that may even result in school closures.

## **Further Action by Tazewell County Public Schools**

1. Development of additional and future policies regarding practice and competition during temporary school closures, the cancellation of contests during the regular season, and parameters for the cancellation or premature ending to postseason events and competitions will be ongoing.
2. The implementation of the TCPS Athletic Pandemic Plan will be coordinated with the phases, segments, and guidelines established by the Governor of Virginia and his task force, regulations offered by the Virginia Department of Health (VDH), and the Centers for Disease Control (CDC) by the Commonwealth of Virginia and are subject to change.
3. An official start for specific fall sports are determined by the Virginia High School League.

### ***Informational and Directive Signage***

Signage and clear communication for physical distancing in areas where individuals may congregate, especially at entrances, in seating areas, and locker areas, will be provided.

### ***Virginia High School League Physical Form***

All student/athletes are required to have a completed Virginia High School League Physical Form on file **with the school Athletic Director** prior to participating in practices.

VHSL Physical Form 2021-2022 - <https://www.vhsl.org/vhsl-physical-form/>

## **Tazewell County Public Schools Action Plan:**

### ***Applicable Practices to be Implemented During a Pandemic***

#### **1. Goals**

- Maintain safe and healthy instructional and learning communities.
- Return to normal scholastic and athletic activities after appropriate government and health agencies have determined appropriate safety measures to do so.
- Safely return students and coaches to scholastic and athletic activities.

#### **2. Plan Principles**

- Prioritize student and coach care.
- Ensure effective community communication.
- Provide daily symptom assessments by completing the *Pandemic Disease Student and Coach Monitoring Form*.
- Enact standard record keeping.
- Ensure safe student and coach management.
- Ensure effective facility management.
- Ensure safe equipment management.
- Maintain flexibility.

#### **3. Student and Coach Care**

- No student or coach will feel pressure to participate in any onsite or face-to-face activities.
- No student or coach will experience any repercussions for not attending onsite or face-to-face workouts.
- Students with risk factors may not participate in activities.
- Students and coaches must have pre-activity basic symptom evaluation each day of attendance.

#### **4. Community Communication**

- All students and their parents or guardians will be notified of the TCPS return to activities plan via email, Twitter, TCPS webpage, school web pages, REMIND, and community media.
- Return to action plan will be released to media and shared on social media.

#### **5. Face Coverings**

- State, local, or school district guidelines for cloth face coverings will be strictly followed.
- All who ride or drive any mode of TCPS transportation or secured transportation such as charter buses are required by Federal mandate to wear face coverings to and from events.
- Cloth face coverings will be considered acceptable. There is no need to require or recommend “medical grade” masks for physical activity.
- Any student who prefers to wear a cloth face covering will be allowed to do so.



- Depending on the sport - cloth face coverings will be worn by student/athletes. (Exceptions are swimming, distance running, or other high-intensity aerobic activity.)
- According to the VHSL, plastic shields covering the entire face will not be allowed during participation due to the risk of unintended injury to the person wearing the shield or to others.
- Coaches, officials, and all other personnel are encouraged to wear cloth face coverings at all times. They are strongly encouraged to wear cloth face coverings whenever physical distancing of 10 feet is not possible. (Artificial noisemakers such as an air horn or a timer system with an alarm can be used to signal in place of a traditional whistle.)

## 6. Hygiene Practices

- Wash hands with soap and water correctly and often or use hand sanitizer, especially before and after eating; and, after touching frequently used items or surfaces.
- Sneeze or cough into a tissue or the inside of your elbow; appropriately discard tissue. Avoid touching the face.
- Disinfect frequently used items and surfaces; use EPA certified disinfectant.
- Do not spit.
- Physical contact such as handshakes, high-fives, fist bumps, and hugs will not be allowed.

## 7. Pre-Workout Screening

- All students and coaches must have pre-activity basic symptom evaluation each day of attendance. Evaluations will be logged for each student and each coach every day on the *Pandemic Disease Student and /Coach Monitoring Form*. The form will be stored by the head coach in a secured location so that there is a record of everyone present in case a student develops a related illness. These records must be maintained in a confidential location.
- Any student with reported positive symptoms will be given a mask (if not wearing one) to put on and immediately placed in a pre-determined, designated isolation area. The student will not be allowed to participate. The coach/staff will immediately notify the parent/guardian of the student's symptoms and make arrangements for the student to leave the premises immediately (either driving him/herself or asking someone to pick them up). The coach/staff will notify the Athletic Director and Administration of the known symptoms of the student.
- Any coach with reported positive symptoms will immediately be given a mask (if not wearing one), isolate, and arrange to leave school premises as soon as possible (either driving him/herself or asking someone to pick them up). The Athletic Director and Administration will be notified of the known condition of the coach immediately.
- Vulnerable individuals will not attend, supervise, or participate in any workouts, games, or competitions.

- **Temperature checks:** (Temperature checks will be obtained county-wide in all schools).
  - Procedure for thermometer use will be determined by each system.
  - Any student or coach with a fever of 100.4 degrees or higher will be given a mask (if not wearing one) and ushered to a supervised isolation area until the legal guardian can be notified and transportation provided.
  - Coaches will immediately remove themselves from the premises.
  - The student or coach who has symptoms consistent with an identified pandemic disease should be tested for viral or bacterial infection. The return to school activity will depend on the outcome the test.
  - Student or coach must be fever free for 24 hours, without temperature-lowering medication in order to return from isolation, when no other symptoms of are present.

**Student and Coach Monitoring Form questions will include:**

- Do you have a fever or chills?
  - Do you have an unexplained cough?
  - Do you have a sore throat?
  - Do you have shortness of breath or difficulty breathing?
  - Do you feel fatigued?
  - Do you have muscle or body aches?
  - Do you have a headache?
  - Have you recently had a loss of taste or smell?
  - Are you congested or have a runny nose?
  - Do you have nausea or vomiting?
  - Do you have diarrhea?
  - Have you been out of the county in the last 14 days? If yes, when and where?
  - Have you been around anyone who has had the disease or symptoms?
- Students will report directly to their assigned area after completing the symptom assessment screening.

## **8. Pandemic Exposure Protocol**

- Protocol - if a student or coach is known to have been in contact with someone who has or has had a pandemic disease:
  - The student or coach will be in quarantine and not attend activities for two (2) weeks after the last contact with the affected individual if they develop no symptoms of infection.
  - Students or coaches who test positive must be symptom-free, must complete 10 days of isolation from start of symptoms or date of positive test result and be fever free for 24 hours without fever reducing medications.
  - A student or coach who develops symptoms will follow the guidelines for a student or coach who has been infected. A student or coach who develops symptoms must be tested and then managed based on the results of the test.

## 9. Pandemic Infection w/Symptoms

- Protocol - if a student or coach has been diagnosed with a pandemic disease infection, the health department will be contacted immediately. The health department will monitor and track the status of each individual until released from isolation.

## 10. Asymptomatic Infection

- Protocol - if a student or coach has been diagnosed but was asymptomatic, the following time-based strategy will be followed:
  - Persons with laboratory-confirmed disease, who have not had any symptoms and were directed to care for themselves at home, may discontinue isolation under the following conditions:
  - At least ten (10) days have passed since the date of the first positive diagnostic test, assuming an individual has not subsequently developed symptoms since a positive test.
  - If an individual develops symptoms, a symptom-based or test-based strategy should will be used. (Note, because symptoms cannot be used to gauge where these individuals are in the course of an illness, it is possible that the duration of viral or bacterial shedding could be longer or shorter than ten [10] days after a first positive test).
- Record Keeping:
  - Daily attendance and daily symptom assessments for students and coaches will be maintained on the *Pandemic Student and Coach Monitoring Form*.
  - Records will be kept according to the activity group.
  - Coaches will turn in an activities plan to the school Athletic Director for approval.
  - The coach of each group will confirm the execution of protocols for that group through a weekly form to be turned in to the school Athletic Director.
  - The coach will notify the Athletic Director and building Administrator immediately of any students or coaches answering “Yes” to any questions on the *Pandemic Student and Coach Monitoring Form* or has a *temperature of 100.4 or greater*.

## 11. Student and Coach Management

- In Phase II, no student-athlete will have access to locker room facilities.
- Only school personnel, coaches, and students will be allowed in facilities – no spectators.
- In Phase II, no gathering of more than ten (10) people at a time inside indoor facilities, and up to 50 students may gather outdoors for workouts. Students must be divided into cohorts.
- Each cohort will consist of a maximum of ten (10) participants - nine (9) students and one (1) coach.
- Members of cohort, which includes the coach, will remain together and intact as a cohort group for the duration of the preseason and the season to aid in group contact distancing.
- The social distancing of at least 10 feet between individuals will be maintained at all times (indoors and outdoors). If this is not possible indoors, then the maximum number of

individuals in the room will be decreased until proper social distancing can occur. Tape or paint markings (X) will be used as a guide for students and coaches when necessary.

- There will be no physical contact of any kind among activity participants.
- Activity times could be staggered as needed to prevent the mixing of groups before and after activities.
- During Phase II, students must arrive at activities dressed for participation - **no changing facilities will be provided.**
- The Head Coach will notify student/athletes in advance of participation regarding the use of masks.
- During Phase III, appropriate social distancing will need to be maintained on sidelines and benches during practices (10 ft. if exercising/breathing heavily from recent exercise; 6 ft. otherwise).

## 12. Facility Management

- Activity groups will be separated with sufficient buffer zones.
- A restroom plan will be in place, limiting the number of students to two (2) in the restroom at one time.
- Indoor facilities that have been used will be cleaned and sanitized between group sessions using EPA certified disinfectants.

In Phase II, separate entrances/exits to facilities will be designated to prevent crossover and contact. Staggered start and end times will be established.

### Facilities Cleaning (Phase III):

- Adequate cleaning and disinfection with EPA-certified disinfectant of high contact areas and hard surfaces will occur daily. Schedules will be created and implemented for all athletic facilities to mitigate any communicable diseases.
- Before and after an individual or group of individuals enters an athletic facility, hard surfaces within that facility will be wiped down and sanitized with an EPA-certified disinfectant (chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, athletic training room tables, etc.).
- All shared equipment will be cleaned with an EPA-certified disinfectant before and after each individual use.
- Individuals will wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in workouts.
- Hand sanitizer will be available to individuals as they transfer from place to place/station to station.
- Weight equipment will be wiped down thoroughly before and after use of equipment.
- Appropriate clothing/shoes will be worn at all times in the weight room to minimize sweat from transmitting onto equipment and surfaces.
- All equipment such as weight benches, athletic pads, and the like that has deteriorating covering or padding with holes will be covered and repaired.
- Students will be encouraged to shower and wash their workout clothing immediately upon returning home.

### **13. Equipment Management**

- Students will not share un-sanitized equipment.
- School equipment will be sanitized before use by different students.
- Other than bench press or squatting, student/athletes, under the direct supervision of the weight room coach, will only use weight room equipment that can be used safely without the use of an aid or spotter.
- Students will bring their own water bottles – identified with their name on the bottle or will obtain a disposable bottle of water from their coach. Water bottles will not be shared.
- Used water bottles that are left after an activity has been completed and the area vacated by student/athletes will be disposed.
- Water troughs, water fountains, and any available type of water or fluid dispenser that is commonly shared by others will be inaccessible to participants.
- Food will not be shared.

### **14. Physical Activity and Athletic Equipment:**

- Lower risk sports practices and competitions will adhere to gathering size and physical distancing.
- Modified practices will begin for Moderate risk sports.
- There will be no shared athletic towels, clothing, or shoes between students or coaches.
- Students will wear their own appropriate workout clothing (no sharing). It is the responsibility of the student to take home their individual clothing and towels to be cleaned after every workout.
- All athletic equipment, including balls, will be cleaned by the coach or staff with an EPA-certified disinfectant intermittently during practices and contests.
- Hand sanitizer will be plentiful at all contests and practices.
- Athletic equipment such as bats, batting helmets, and catchers gear will be cleaned between each use.
- Maximum lifts will be limited, and power cages should be used for squats and bench presses. Spotters will stand at each end of the bar.

### **15. Flexibility**

- Athletic directors, school personnel, and health officials will continue to meet, plan, and discuss future changes to the current plan as conditions dictate.

### **16. Transporting on Bus**

- **Coaches will develop seating charts and take pictures of athletes when seated on buses for the purpose of a potential contact tracing.**
- **All those driving or riding a bus will be required to wear face masks.**

## **Sport Specific Activity and Workouts**

### **All Sports: Maintain Physical Distancing of Ten (10) Feet.**

Activities must be performed adhering to physical distancing of ten (10) feet. All athletic equipment, including balls, will be cleaned by the coach or staff with an EPA-certified disinfectant intermittently during practices and workouts and before and after use of each individual.

#### **Low-Risk Activities: *Cross Country, Golf, Sideline Cheer, Swimming, Tennis, Track & Field.***

- ***Cross Country and Track & Field:*** Runners should maintain at least 10 feet of physical distancing between individuals, no grouping even at start and finish lines.
- ***Golf:*** Maintain appropriate physical distancing 10 feet apart.
- ***Sideline Cheer:*** No physical contact - chants and jumps, only, with physical distancing.
- ***Swimming:*** Some outdoor pools will open; some indoor pools remain closed. Swim relays need to maintain physical distance.
- ***Tennis:*** Must keep physical distance if playing singles and doubles. Wipe down rackets and clean balls after use.
- ***Track & Field:*** No sharing of implements/equipment. Padded equipment should be cleaned between uses. Shared equipment such as relay batons should be cleaned intermittently during practices and workouts.

#### **Moderate Risk Sports: *Baseball, Basketball, Soccer, Volleyball.***

- ***Baseball/Softball:*** All players must be physically distant. Players will not share gloves, batting gloves, helmets, and catcher's equipment. Shared equipment, such as the ball, must be cleaned as permitted during a practice or workout session. Rotate the ball out as frequently as possible and wiping between innings.
- ***Basketball:*** Drills are allowed that keep all players physically distanced 10 feet apart; there will be no physical contact or close proximity of players. Shared equipment, such as the ball, must be cleaned as permitted during a practice or workout. Racks of shared equipment will not be available.
- ***Soccer:*** Drills are allowed that keep all players physically distant; there will be no physical contact or close proximity of players. Shared equipment, such as the ball, must be cleaned as permitted during a practice or workout session.
- ***Volleyball:*** Drills are allowed that keep all players physically distant; there will be no physical contact or close proximity of players. Racks of shared equipment should not be available. Shared equipment, such as the ball, must be cleaned as permitted during a practice or workout session.

#### **Higher Risk Sports: *Competitive Cheer, Football, Wrestling.***

- ***Competitive Cheer:*** Conditioning and individual technique and choreography work. No physical contact will be allowed during chants and jumps and appropriate distancing will be enforced.
- ***Football:*** Drills are allowed that keep all players physically distant; there will be no physical contact or close proximity of players. Shared equipment must be cleaned as permitted during a practice or workout. Contact with other players is not permitted, and there will be no use of tackling dummies, shields, or sleds. Protective equipment, other than helmets, is

prohibited. Helmets may not be shared. The individual practice of passing, kicking, or punting will be accomplished with the student/athlete using their own assigned ball, that will be sanitized regularly, and without the aid of a receiver or retriever.

- **Wrestling:** Conditioning, mirror drills with spacing, no contact. Wrestlers may drill without touching a teammate as long as physical distancing is adhered to.

#### **NON-REGULATORY REFERENCE DOCUMENTS FOR GUIDANCE, CONSIDERATION AND REVIEW – COVID-19 PANDEMIC RELATED**

- CDC Guidance on Youth Sports – <https://bit.ly/3hit2aX>
- CDC Guidance for Aquatic Centers – <https://bit.ly/3cSQbxd>
- CDC Guidance for Youth Camps – <https://bit.ly/2BY9NDt>
- CDC Guidance on Reopening Schools – <https://bit.ly/3dTITe5>
- NFHS Guidance on Resumption of Sports – <https://bit.ly/2MNgA53>
- NFHS Guidance on Resumption of Marching Band – <https://bit.ly/2BQIJWA>
- NATA Guidance on Return to Sport Considerations for Athletic Trainers – <https://bit.ly/2Yl0jts>
- NATA Guidance on Telehealth for Athletic Trainers – <https://bit.ly/3dU013o>
- NATA Guidance on Impact of Remote Health Care – <https://bit.ly/3feSlJ6>
- Status of Various States on Athletics Reopening - <https://bit.ly/2UzVThk>
- Planning and Preparedness Resources - <https://www.cdc.gov/flu/pandemic-resources/planning-preparedness/index.html>

**Active Pandemic: Student and Coach Monitoring Form**

## Pandemic - Student and Coach Monitoring Form

<b>ACTIVITY:</b>		<b>Circle Yes/No below</b>																																													
<b>DATE:</b>		(Any "Yes" answers/high temperatures must be reported to the Parent/Guardian, Athletic Director and Administrator immediately.)																																													
<b>COACH:</b>																																															
Name	Time	Fatigued		Fever		Chills		Muscle		Body		Aches		Cough		Sore		Throat		Runny		Nose		Headache		Loss of		Taste or		Smell		Nausea		Vomiting		Diarrhea		Shortness		of Breath		Have you been out of the county (last 14 days)		Close contact or cared for someone with COVID-19		Temp if higher than 100.4°F	
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No				
, Coach		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No		
, Coach		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No		
, Coach		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No		
, Student		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No		
, Student		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No		
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No		



## Appendix II

### **PANDEMIC - PARENT ASSUMPTION OF RISK WAIVER FOR TAZEVELL COUNTY PUBLIC SCHOOLS ATHLETICS AND EXTRACURRICULA ACTIVITIES: COVID-19 and COVID-19 Variant**

I desire to for my child to participate in one or more voluntary extracurricular activities sponsored by the Tazewell County School Board (TCSB). The COVID-19 coronavirus has been declared as a global pandemic and is contracted by person-to-person contact physical and spatial contact. Federal, Commonwealth, and local agencies recommend social distancing and other measures to prevent the spread of COVID-19.

Tazewell County Public Schools (TCPS) will conduct out-of-season workout practices and specified athletic extracurricular activities beginning in the Summer of 2021 and continuing into the 2021-22 school year. These activities, hereinafter known as "Activity," will be conducted with safety protocols appropriate under the circumstances at the time. For the safety of all people involved, participants in the Activity will be required to adhere to all safety protocols and are subject to immediate removal from the Activity if they do not comply. Extracurricular activities are a privilege and not a right of public-school students.

In an effort to ensure the safety and wellness of our school community, I understand the importance of students being healthy and safe when they participate in the Activity. By signing below, I agree that I will perform the following inspections and checks on my children that opt to participate in a pre-determined Activity:

- Perform daily temperature checks to screen for fever before arrival for the Activity. Fever is defined as a temperature over 100.4 F or 38.0 C. If a fever is detected, participation will be denied until no fever has been detected for at least 72 hours. I also agree that TCPS will screen for a fever prior to allowing participation in any extracurricular activities.
- Make a visual inspection for signs of illness which could include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), or extreme fussiness. Should any of these symptoms be detected, participation will be denied for at least 72 hours. I also agree that TCPS will conduct follow-up screening prior to allowing participation in any extracurricular activities.
- Confirm that contact has not been made with someone who has either tested positive for COVID-19 in the past 14 days or is waiting for test results. Contact with an individual who has tested positive will result in participation being denied for 14 days after initial contact with the affected individual. I also agree that TCPS will conduct follow-up screening prior to allowing participation in any extracurricular activities.
- Arrange for pickup if signs or symptoms of illness are present after a TCPS screening and agree to an illness-free status for at least 72 hours without the use of medicine. I also agree that TCPS will conduct follow-up screening prior to allowing participation in any extracurricular activities.

**By signing below:**

- I understand, acknowledge, and affirm all of the Activity statements listed. I voluntarily assume all risks for my child's exposure to anyone infected with COVID-19 as a result of participation in the Activity, and that such exposure or infection may result in personal injury, illness, sickness, and/or death of others.
- I understand that negligence by inaccurately reporting or communicating the state of my child's health to those responsible for monitoring all risk factors of all participants in the Activity may put others at risk for personal injury, illness, sickness, and/or death and forfeits my child's further participation in the Activity.
- By signing this, I acknowledge and accept all such risks in connection with my child's participation in the Activity.
- Finally, I acknowledge that the above guidelines may change at any time due to recommendations by the Centers for Disease Control (CDC), the Governor and his COVID-19 task force, the Virginia Department of Health (VDH), and the Tazewell County School Board (TCSB).

**As parent or guardian, I hereby waive and release the Tazewell County School Board and its employees and agents from any and all claims, causes of actions, fees, costs, and expenses of any sort or kind from my child's exposure to and/or resulting infection from COVID-19 that may well affect others during participation in the Activity.**

**School:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

**Athletic Director:** \_\_\_\_\_

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**Signature of Parent/Guardian**

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**Signature of Student**

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**Print name of Parent/Guardian**

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**Print name of Student**

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**Date of signature**

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**Date of signature**