

2018-2019 ACTIVITY HANDBOOK



UNIFIED SCHOOL DISTRICT 208

Working Together, Educating All

Unified School District 208
Approved by the Board of Education
July 9, 2018

Equal Employment Opportunity and Nondiscrimination

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability, or national origin.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Tavis Desormiers, 612 Junction Ave, Suite B, WaKeeney, 785-743-2145 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Inquiries regarding compliance may be directed to:

Tavis Desormiers, Superintendent
612 Junction Ave, Suite B
WaKeeney, Kansas 67672
785-743-2145

Equal Employment Opportunity Commission
400 State Avenue, 9th Floor
Kansas City, KS 66101
913-551-5655

Kansas Human Rights Commission
900 SW Jackson, Suite 568-S
Topeka, KS 66612-1258
785-296-3206

United States Department of Education
Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114-3302
816-268-0550

Introduction

In an effort to inform Rule 10 or noncertified coaches and sponsors of Board personnel policies, uniform administrative regulations governing a variety of topics, this handbook is presented to each member. This handbook is not intended to create any contractual rights in favor of the employee or the district.

Mission Statement

“The mission of USD 208 is to provide our students the opportunity to acquire the necessary skills to be college or career ready when they graduate by providing a rigorous K-12 academic program and/or the related training essential to begin a successful career.”

Vision

We will accomplish this mission by providing a safe learning environment with dedicated, collaborative, professional staff that deliver college and career ready curriculum. We envision a district in which staff

- ❖ Unites to achieve a common purpose and clear goals;
- ❖ Uses curriculum that is aligned with college and career readiness;
- ❖ Works and learns together in collaborative teams;
- ❖ Uses research-based instructions that is flexible, intentional, and engaging;
- ❖ Uses a system to evaluate and provide results showing student growth; and
- ❖ Promotes a climate and culture of efficacy in which all staff and leaders believe all students can meet their learning goals.

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Board of Education

Mrs. Libby Ziegler
Mr. Seth Kastle

Mr. Dale Pfannenstiel
Mr. Doug Minson

Mr. Jason Dinkel
Mr. Lee Sells

Mrs. Dawn Howard

Administration

USD 208 District Office, 612 Junction Ave, Suite B, WaKeeney, KS 67672 785-743-2145

Tavis Desormiers, Superintendent
Kasandra Bliss, Clerk of the Board
Lindsey Mong, District Treasurer
Ron Ziegler, TGS Head Custodian, Jeff Hafliger TCHS Head Custodian
Troy Leiker, Maintenance/Grounds

Trego Community High School, 1200 Russell Avenue, WaKeeney, KS 67672 785-743-2061

Shea Rothchild, Principal/Activities Director
Jeremy Samson, Assistant Activities Director
Tina Hickson, Secretary

Trego Grade School, 612 Junction Avenue, WaKeeney, KS 67672 785-743-2472

Jim Moeder, Principal
Jeremey Samson, Assistant Activities Director
TBA, Secretary

Ross Jamison, Mike Gebhart Bus Barn 743-2788
Cell Phone 743-8201

Bus Drivers
Gina Deaver
Mike Gebhart
Mischell Sauer

Coaches and Sponsors

TCHS Coaches & Sponsors

Principal/Activity Director	Shea Rothchild
Assistant Activity Director	Jeremy Samson
Basketball, Mens'	Sean Dreiling and TBA
Basketball, Womens'	Donnie Shubert and Shelby Crawford
Cheer Squad	Mandie Kinderknecht and Kate Shubert
Concessions	Bonnie Windholz and Ryan Windholz
Cross Country	Bernie Giefer
Dance Line	Brandy Schoenberger
FBLA	LaTrisha Flax
FCCLA	Elizabeth Deines
FFA	TBA
Football	Patrick Haxton, Jason Draper, and Taylor Haxton
Forensics	Nan Brown
Freshman Class	Nan Brown and LaTrisha Flax
Golf, Men's	Sean Dreiling and Daryl Kesler
Junior Class	Lori Dietz-and Dawn Knipp
KAY's	LaTrisha Flax
Music Director	Kathy Jamison
Musical Director	Kathy Jamison
National Honor Society	Nora Schoenthaler
Newspaper & Web Page	Nora Schoenthaler and Lori Dietz
Scholar's Bowl	Dawn Knipp
Science Club	James Burk and Katie Flax
Senior Class	Nora Schoenthaler and LaTrisha Flax
Sophomore Class	Ashley Calvin
Student Council	Tina Hickson and Taylor Tomsic
T-Club	Carl Mohler and Dawn Knipp
Tennis, Mens'	TBA and James Burk
Tennis, Womens'	Lori Dietz and Jim Briel
Track	Patrick Haxton, and Bernie Giefer
Volleyball	Kate Shubert and Jami Albers
Weight Training (Summer)	Patrick Haxton
Wrestling	Jeremy Samson and Michael Malay
Yearbook	Lori Dietz

TGS Coaches & Sponsors

Basketball, Boys	Nolan Smith and Ryan Windholz
Basketball, Girls	Lance Ziegler and TBA
Cheer Squad	Kylie Bleske
Football	Lance Kinderknecht and Jeff Hafliger
KAY's	Stacie Minson
Music Director	Kathy Jamison
Scholars Bowl	Todd Elsen
Track	Tammi Wynn, Bailey Belisle, and Jeff Hafliger
Volleyball	Tammi Wynn and Shelby Crawford
Wrestling	Doug Malay-and Jeff Hafliger

Getting Started

**Personnel
Records**

Personnel files maintained by the district are confidential and in the custody of the appropriate supervisor and/or the superintendent. Employees have the right to inspect their files during regular business hours upon proper notice and under the supervision of an administrator.

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule, which violate the privacy rights of personnel, could result in disciplinary actions being taken against the employee, including termination.

Noncertified coaches or sponsors must have the following records/forms on file with the District Office before the first day of employment:

- employment application;
- W-4 and K-4 withholding certificate;
- Authorization Agreement for Automated Deposits;
- social security card;
- loyalty oath or affirmation;
- health form;
- driver's license;
- INS form I-9 (proof of identity);
- confidentiality agreement;
- ethnicity form.

All address changes must be made with the district office before the end of the pay period in which the changes took place.

**Code of
Conduct
(GBU)**

All employees shall follow all applicable board policies, rules, regulations, and supervisory directives.

Coaches are to strive to create a learning environment that nurtures to fulfillment the potential of all students. Coaches are to act with conscientious effort to exemplify the highest ethical standards by:

- Fostering civic virtues such as integrity, diligence, responsibility, cooperation, loyalty, fidelity, respect-for the law, for human life, for others, and for self.
- Dealing considerately and justly with each student, and seek to resolve problems, including discipline, according to law and school policy.
- Not intentionally exposing the students to disparagement.
- Not releasing confidential information concerning students unless required by law.
- Making a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
- Presenting facts without distortion, bias, or personal prejudice.
- Assuming responsibility and accountability for his/her performance and continually striving to demonstrate competence.
- Maintaining the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.
- Complying with written local school policies and applicable laws and regulations that are not in conflict with this code of ethics.

- Not intentionally misrepresenting official policies of the school or educational organizations and clearly distinguishing those views from his/her own personal opinions.
- Honestly accounting for all funds committed to his/her charge.
- Not using institutional or professional privileges for personal or partisan advantage.

Exemplifying ethical relations with colleagues and according just and equitable treatment to all members of the profession by:

- Not revealing confidential information concerning colleagues unless required by law.
- Not willfully make false statements about a colleague or the school system.
- Not interfering with a colleague's freedom of choice and working to eliminate coercion that forces educators to support actions and ideologies that violate individual professional integrity.
- The professional educator pledges to protect public sovereignty over public education and private control of private education by:
- Recognizing that quality education is the common goal of the public, board of education, and educators, and that a cooperative effort is essential among these groups to attain that goal.
- Making concerted efforts to communicate to parents all information that should be revealed in the interest of the student.
- Endeavoring to understand and respect the values and traditions of the diverse cultures represented in the community and in his/her classroom.
- Manifesting a positive and active role in school/community relations.

Bloodborne Pathogens

The exposure control plan for bloodborne pathogens may be found in the Noncertified Coach/Sponsor Notebook. It is the responsibility of each employee to be familiar with that plan. All staff shall receive the training and equipment necessary to implement the plan.

The school district will make the Hepatitis B vaccine and vaccination series available to any employee of the district who has occupational exposure and falls within Category I of the exposure determination.

(Refer to the *Exposure Control Plan for Blood Borne Pathogens* on District Webpage.)

Personal Appearance

The board encourages appropriate dress for all district employees.

Keys

Keys are issued to staff for the convenience of staff. The cost of replacement of lost keys or re-keying of the building will be borne by the individual staff member.

The building principal is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated.

Keys should be turned in to the appropriate supervisor at the end of the assigned coaching duties and/or when the district no longer employs an individual.

Keys shall not be loaned to anyone. Lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property

Telephone Use

The school telephone may be used by any staff member for school business. Long distance calls, for school business and charged to the school, require prior approval by the

<p>Purchasing and Ordering Procedures</p>	<p>building principal.</p> <p>All requests for the purchase of goods or services to be charged to USD 208 must be approved in advance by the principal of the building for which purchases are made and the superintendent. Requests shall be submitted on USD 208 <i>Request to Purchase</i> forms. (See Appendix A.)</p> <p>Requests for goods or services charged to individual school activity accounts or petty cash funds must be approved in advance by the building principal and shall be submitted on a form designated by him.</p>
<p>Inventory</p>	<p>Each coach will be given a list of equipment and uniforms for which they are responsible. At the end of the season, the inventory list must be turned in to the appropriate supervisor. Inventory responsibilities include recording additions, deletions and transfers, and locating missing items.</p> <p>Students are required to pay for items they have not returned to the coach. It is the coach's responsibility to inform the athlete of the cost of those items and to inform administration of the fees the student owes.</p>
<p>Duplicating</p>	<p>Copy machines are available for district use at TGS, TCHS, and the District Office.</p>
<p>Maintenance Requests</p>	<p>All maintenance needs and requests should be reported to the building principal and the superintendent using the appropriate form. The superintendent will inform the maintenance workers of items needing attention.</p> <p>See Appendix B for a sample <i>Job Work Order</i> form.</p>
<p>Personal Property</p>	<p>The district is not responsible for employees' personal property and does not provide insurance on employees' personal property. If an employee's personal property is broken, damaged, or stolen while the employee is on the job, repair or replacement is the employee's responsibility.</p>
<p>Vandalism</p>	<p>All school personnel shall report any vandalism to their immediate supervisor. Employees are expected to lock or otherwise secure windows and doors, files, records, safes, tools, vehicles or other district equipment at the close of each workday and other appropriate times.</p>

Compensation

Employment Agreement

A work agreement shall be issued to each employee. The agreement shall state the expected term of employment and salary.

Compensation

All employees will be paid on a monthly basis on the 21st of each month, unless that day is a holiday or a weekend. In such case, the direct deposit will be issued on the day preceding the holiday or weekend.

It is the employee’s responsibility to notify the district office of bank account changes 15 days in advance of payroll.

Workweek

For the purposes for Fair Labor Standards Act (FLSA) compliance, the workweek will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

Time Cards

All employees, except teachers, are expected to use time cards to clock in and out using the building time clocks located in the faculty workrooms. When this is not feasible, other arrangements may be made with the building principal. Employees are required to write his or her name on a blank timecard at the beginning of each workweek and sign their time card to verify the hours worked. Time cards shall be submitted to the building principal for verification and submitted to the district office by noon each Monday.

Out of Town or Overnight Trips

When noncertified personnel are required to be out of town on activities and supervising students, they shall be compensated for time away from WaKeeney MINUS time used exclusively for pleasure or personal business.

The board shall provide reimbursement for expenses incurred in travel related to duties of the district’s employees when approved in advance by the superintendent. Mode of travel will be based on, but not limited to, the availability of transportation, distance, and number of persons traveling together. Reimbursement for overnight expenses will be determined by, but not limited to, the start time of event, the distance traveled, and the number of days the event is scheduled. The safety of staff and students will be the primary determining factor when evaluating if reimbursement for an overnight stay will be provided.

Requests for reimbursement shall have the following attached receipts for transportation, parking, hotels or motels, meals, and other expenses for which receipts are ordinarily available. For the authorized use of a personal car when a school vehicle is not available, staff members shall be reimbursed at a mileage rate established by the board. Individuals will not be reimbursed for mileage for out-of-town activities if a school vehicle is available.

All requests for reimbursement must be turned in to the building principal by the last day of each month in order to be reimbursed the following month. Checks will be released the Tuesday following the regular monthly meeting of the Board of Education. *Request to Purchase* forms may be obtained from the building principals. See Appendix A.

Application for Coaching

Coaches desiring to attend conferences to further their professional development in their coaching area may request an application from their Activities Director. Staff may direct bill the district for the event registration and for motel reservations. Please

Professional Development

notify the district office by using the direct bill request form.

See *Application for Professional Leave for Coaching*, Appendix C and *Professional Development Direct Bill Registration/Room Reservation Request Form*, Appendix D.

Activity Passes

Classified employees shall be provided an activity pass permitting the employee, spouse and dependent children (K-12) admittance to all local activities sponsored by USD 208 at no charge. Seating at local activities is not guaranteed to classified employees or their family, but will be provided to everyone on a first come basis. Passes will be accepted for staff members only to the Purple and Gold Tournament.

Workers Compensation

Workers compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or occupational disease arising out of and in the course of employment with the district.

Injuries that occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties are not covered under workers compensation.

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

The Workers' Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law (K.S.A. 44-501 *es seq.*), the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

Injured on the Job

If an employee is injured on the job, the supervisor should be contacted immediately and a report shall be made within twenty days in order to be eligible for benefits. The injured employee is also responsible for completing an accident injury report form and filing it with the designated worker's compensation coordinator (board clerk) at the district office.

See Appendix E, *Report by Injured Employee*.

The employee must keep copies of all bills, doctor's orders concerning work and provide a file copy to the district office. The employee must inform the doctor or hospital that he/she is covered by the district workers compensation plan.

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job. However, if the injured employee refuses to use the designated provider, benefits will be limited to \$500.00.

Activities

Participation Requirements

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.

Attendance at School Activities if Absent During the Day

Students not in school for at least a half day (from 4th hour on at TCHS) due to illness are not to participate or attend a school activity or practice that afternoon or evening.

All absences must be excused in advance in order to participate in an activity or practice after school or that evening. A call from home in advance or other required notification is necessary. Exceptional circumstances will be dealt with on an individual basis.

Extra-Curricular Activities Purpose Statement

Trego County USD 208 Extra Curricular & Classroom Activities Purpose Statement

The interscholastic program shall be conducted in accordance with the KSHSAA and school policies, rules and regulations. While the school takes great pride in winning, it does not condone “winning at any price.” It discourages any and all pressures that neglect good sportsmanship and the well-being of participants. At all times, the interscholastic program must be conducted in such a way as to justify it as an educational activity.

OUR GOAL: For students to become more effective citizens by learning:

- to work with others: In society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desire.
- to be successful: Our society is very competitive. We do not always win, but we succeed when we continually strive to win and desire to excel. You can learn to accept defeat only by striving to win with the earnest dedication.
- to develop sportsmanship: To accept defeat like a true sportsman, knowing we have done our best, we must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
- to improve: Continual improvement is essential to good citizenship. As a participant, you must establish a goal and you must constantly attempt to attain that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
- to enjoy participation in activities: It is necessary for the student to enjoy participation, to acknowledge all of the personal rewards to be derived from the activity, and to give sufficiently of themselves in order to preserve and improve the program.
- to be prepared: Students need to be prepared to meet the challenging and sometimes unfair world. This is important when dealing with decisions made by coaches and sponsors, judges, and officials. We are all prone to make mistakes and we need to demonstrate and understand that these individuals are human and no human is perfect.

Academic Eligibility Policy

The primary purpose of an academic institution is to educate. Extra-curricular activities should not take precedence over education. The purpose of the eligibility policy is to instill a work ethic and self-pride in students, and to help those who are struggling

academically. The implementation of the eligibility policy will be established by each building principal.

See *TCHS Academic Eligibility Policy*, Appendix F and *TGS Academic Eligibility Policy*, Appendix G.

**Coaches
Discretion
Guidelines**

In an attempt to establish an attitude and environment of discipline that allows pride to follow, each head coach may have specific requirements for their team. These additional requirements must have prior approval from administration. Possible items are: hair length; male athletes wearing ear rings; classroom cooperation; week-night and week-end curfews; consequences for violation of team training rules; alcohol, tobacco, drug violations; inappropriate display of emotion by athlete or parent regarding playing time.

Pride will never exist without appropriate individual and team discipline. To participate is a *privilege*, not a right. If a student is unable to accept the coaches judgment in any area, they simply should not plan to participate.

**Chemical Use
Policy**

USD 208 believes that athletics/activities are a positive influence for students and the community. The expectation for all participating students is to be lawful in the conduct of their daily lives. Students who voluntarily represent TCHS in athletics and activities are held to a high standard of conduct. Guidelines have been set to reinforce the expectation of good conduct and positive representation.

See *Chemical Use Policy Agreement*, Appendix H.

**School
Calendar**

Except for the summer months (Tuesday after Memorial Day until the first day of class) and for Commencement Exercises, there will be no school-sponsored activities conducted on Sunday. All students will also be showered and vacated from the buildings by 6:00 p.m. on Wednesdays. The superintendent of schools will handle exceptions to this policy on a “case-by-case” basis.

There will also not be any school sponsored activities conducted on Thanksgiving Day, Christmas Day, Good Friday, and Easter, unless school is in session or the activity is scheduled by the Mid-Continent League, the Kansas State High School Activity Association, or Kansas State Department of Education.

When activities are prohibited, there shall be no staff member present for any activity. There shall be no activity either on or outside school premises under the supervision of school employees or in which school owned equipment, facilities, or land is used. There shall be a moratorium on school activities other than as provided above.

**Athletic
Physicals and
Consent for
Treatment**

Students participating in athletics, cheer squad, and dance line must have the following forms on file with the building principal before the first practice.

- 1) the yearly physical form, and
- 2) the concussion form (Pg. 33-34)

Student Accidents

Student accidents on school property or at a school-sponsored event, shall be reported to the building principal or designated representative using the *Student Accident Report* form. If an employee present is qualified to administer first aid, that aid may be given. See *Student Accident Report*, Appendix I.

Concussion

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a fall or blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.

To help you recognize a concussion, ask the injured student or witnesses of the incident about:

1. Any kind of forceful blow to the head or to the body that resulted in rapid movement of the head, and
2. Any change in the student's behavior thinking, or physical functioning.

(See the signs and symptoms of concussion included in *KSHSAA Recommended Concussion & Head Injury Information Release Form*, Appendix J.

Consent to Treat

There is a secured Google document with all students information obtained at the time of online registration. In the event of emergency care, this will be accessed by the Transportation Director of the on-site Administrator.

Lettering

The individual sponsors and coaches will determine lettering in athletics and other activities. This information will be shared with parents and participants at their individual informational meetings.

Awards and Scholarships

Student awards for having represented a school in the district shall be limited to those approved by the administration and the board. Awards for interscholastic activities shall be limited to those approved by the KSHSAA.

Report to the Superintendent

At the close of each activity season, the head coach or sponsor is required to complete a report to be included in the *Superintendent's Annual Report to the Board of Education*. Please complete the report once all special awards or recognition have been given to the participants and return the form to the district office.

Scheduling Student Activities

Student activities will be scheduled through the principal's office in advance of the event and before making announcements to, or plans with the students.

See Appendix and for locations of TCHS rooms.

Fund Raising

Solicitations by students of students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

All money collected from students for sales projects, or for other reasons, must be turned in to the office each day. Money that is not turned in each day is responsibility of the person who collected it.

Activity Funds

DK, GAL, JH, JL,

All funds raised by any school organization through any school activities of the group are school money and not the property of the individuals of that group. All funds so raised must be spent in accordance with school regulations and the approval of the group sponsors and the administration. Such approval and regulations shall be subject to policy adopted by the Board of Education of Unified School District 208 and any question of policy may be referred to the superintendent of schools. The following general regulations shall apply to all Activity Funds:

- A. All funds raised by any school organization shall be deposited in the Activity Fund and shall be paid on approval of group sponsors and officers, in accordance with approved school policy subject to approval of the school administration. In all cases, the books of the treasurer of the organization should show all receipts and expenditures.
- B. Funds raised by school organizations by group activity may not be spent for personal entertainment of the members of that group except where these funds were raised for specified purposes such as Junior-Senior Prom/Banquet, etc., where approval is given by the school administration for the fund raising activity and the expenditure. (This is not to be interpreted as including assessments made on members for entertainment purposes.)
- C. Gifts to any individual or organization outside the school may not be made by any school organization from funds raised by any such school activity. Gifts to sponsors, play coaches, etc., within the school should be limited to nominal sums. Classes, such as the Senior Class, may indicate their preferences for a gift or disposition of any funds they may have left at the close of their senior year subject to the principal's approval.
- D. If funds are left by any organization without agreement as to their disposition they will become the property of the school and must be spent for school purposes that will benefit the school groups in general.

Solicitations

Agents, solicitors, and sales representatives shall not be permitted to take time of teachers or students from educational activities. The students and faculty of the district shall not promote commercial or private financial interest, either through direct sales or through promotion of competitive goods or services.

No employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the principal.

Notes or Announcements

When approved by the building principal, notes, attendance center announcements, or other school-related information may be sent home with students. Notifications and announcements may also be made through the school automated calling system. Please contact the building secretaries for more information.

**Protection of
Pupil Rights****Surveys: Parental Inspection Rights**

Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Written Permission Required

If such survey is funded in whole or in part by federal funds or if the survey concerns the student's or student's parents' or guardians' beliefs or practices on sex, family life, morality, or religion, it shall not be administered without providing notice to and the express written consent of a parent or guardian. If the survey is not federally funded and does not cover the aforementioned topics, parents must be given direct notification of the survey, and be provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

Physical Examinations

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

Parental Rights: Marketing Information

If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes **do not apply** to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.

3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Release of Information – FERPA Rights

Unless the information collected from students is designated as directory information and is maintained outside of a statewide longitudinal student data system, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student. (See JRB)

***Early
Dismissal or
Cancellation***

Notifications of early dismissals or cancellations of school will be made using the district emergency calling system. Notifications can occur by a phone message or by email, whichever a staff member prefers. Please remember to notify the district of any changes in phone numbers so you will continue to be informed in these instances. Notifications will continue to be made using the following radio and TV stations:

- | | | |
|--------------------|---------------|---------------|
| KAYS AM 1400 | KAKE TV (ABC) | KHAZ FM 99.5 |
| KBSH-TV (CBS-Hays) | KJLS FM 103.3 | KSNC TV (NBC) |
| KKQY FM 101.9 | | |

When school is dismissed early or canceled due to bad weather, there will not be any extra-curricular activities either. Calling trees will be established and implemented when needed.

Transportation Issues

Driving Record

It shall be the responsibility of all school transportation providers or other school employees who may transport students to register with the superintendent annually the validity of license certification by the Kansas Department of Revenue. If a school transportation provider or other school employee who may transport students license is suspended or revoked at any time, the suspension or revocation shall be reported to the superintendent and the employee shall immediately cease driving a school bus or school vehicle.

Prior to the beginning of each school year, a driver’s license check will be run on all employees.

The district will not allow anyone to drive a school vehicle for student transportation if:

- A. The person’s driving record indicates the person has been convicted of:
 - (i) hit and run driving
 - (ii) driving while under the influence of alcohol or drugs
 - (iii) vehicular homicide
 - (iv) reckless driving, or
 - (v) any offense for which the driver’s license was suspended or revoked pursuant to K.S.A 8-254 and 8-255 and amendments thereto.

The district will not allow anyone to drive a school vehicle for student transportation for 30 days if the person’s driving record indicates the person has been convicted of speeding while using a school vehicle.

Each district employee who experiences a vehicle accident (resulting in property damage and/or personal injury) while driving a district-owned vehicle may be required to undergo drug and alcohol testing within a specified time limit.

Weapons in personal Vehicles

Unless otherwise required by law or authorized by board policy, no person other than a law enforcement officer shall possess a firearm in a school vehicle; in an employee’s personal vehicle being used to transport students or school staff in the performance of job duties for the district; or at any school sponsored activity, program, or event. The prohibition includes possession of concealed and/or openly carried weapons; however, such prohibition shall not apply to the secured storage of a handgun in a district employee’s own locked vehicle on school property so long as such weapon is maintained out of plain sight.

Vehicle Request

A *Request for Transportation* must be filled out for each activity a coach or sponsor needs transportation for. All requests for school transportation must:

- be approved by the building principal or Activities Director, and
- be at the District Office one week prior to the date of the activity. Late requests will require a phone call to the superintendent and to the transportation director requesting the use of a school vehicle.

Transportation Rules

Only employees of USD 208 may drive district vehicles. Please contact the transportation director or the district office if other arrangements need to be made. *Activity Transportation Request* forms are available at the principal's office. See Appendix N for a sample copy.

- ALL occupants of passenger vehicles when being used to provide student transportation must wear seat belts. State law requires it.
- Coaches and sponsors will not be allowed to transport pre-school family members in school vehicles. Under unusual circumstances, special permission may be granted from the building principal.
- While in route to and from activities, the cellular phone should be on in case the district needs to contact you or your passengers.
- Students being transported in school motor vehicles which are not classified as buses shall be loaded and unloaded off the roadway, highway or street in an area away from vehicular traffic, and whenever possible, in a driveway or parking lot.

Transportation to Summer Athletic Events
EDAA

The board does not authorize the use of school buses or other school vehicles in transporting district students to summer athletic events such as, but not limited to, camps, 7 – on – 7, and summer league games. Unauthorized use of district school busses or other vehicles for this purpose may result in appropriate discipline of district staff, up to and including suspension and/or termination from employment (see use of personal vehicle pg. 16).

School Bus Accident

In the event of an accident involving a school vehicle, refer to the abbreviated version of the Crisis Plan, which is in each district owned vehicle. A complete version is on file at each building office and the district office.

Transportation To and From Activities

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless a waiver has been obtained. Students may be released to their parent or guardian if the parent or guardian personally reports to the sponsor in charge.

Waivers and Checkout

Only the principal may approve a waiver for a student to not use the school provided transportation to or from the event.

If someone is providing transportation other than the parent or guardian, a waiver form must be signed by both parties and approved by the principal. The principal is responsible for notifying the coach or sponsor and the parent.

See *Waiver Application for Transportation To or From a School Sponsored Activity*, Appendix M.

The *Checkout Form* will be used if a student will be returning home with their parent or guardian. Parents or legal guardians will sign the checkout form at the event. If the coach or sponsor has an approved activity waiver stating someone other than the parent may provide transportation for the student, that individual must sign the checkout sheet at the event when the student is released into his or her care.

See *Checkout Form*, Appendix N.

Alternate Drop-off Locations

Student transportation will leave from and return to the school building. Authorized pickup and drop off locations other than the school are:

- Collyer – Rohleder’s Station
- Ogallah – Schreiner’s Station
- Trego Center – Zion Lutheran Church

Parents wanting their child dropped off at one of these locations must notify the coach or sponsor.

Bus Conduct Rules

Students shall be subject to the district’s student behavior code and other regulations.

- Coaches/sponsors are required to accompany team on school transportation to assist in supervision of students and space their seating so the maximum observation of students can be covered (ex. 2 coaches seat one towards the back of the bus and one towards the front or 3 coaches should space 1 in front, 1 in the middle, and 1 in the back).
- The teacher/sponsor and bus driver shall be in charge of all passengers.
- The teacher/sponsor and bus driver shall have the authority to assign seats.
- The use of flash photography or flashlights including those applications on a cell phone is prohibited from dusk till dawn (non-daylight hours) while the bus or school vehicle is in operation.
- When leaving the bus, pupils must observe directions of the operator.
- Students may eat and drink on the bus provided they do so responsibly. Only drinks with screw on lids are acceptable.
- Unnecessary conversation with the operator is prohibited.
- Students shall not extend any part of their body out windows and must remain seated while the bus is in motion.
- Bus drivers will not allow anyone other than school personnel and students to ride the bus unless permission has been issued by the transportation supervisor or the supervisor’s representative.
- Students will ride to and from events in school provided transportation unless parents personally pick them up, or have prior permission from the principal.

Staff or students violating transportation rules will be reported to the proper administrative official and may be denied transportation privileges.

Use of Personal Vehicle

Employees are discouraged from transporting students in his or her personal vehicle. Employees will do so at their own risk. In so far as is possible, school owned vehicles should be used on school-approved trips.

Conduct

Responsibility to Report	All USD 208 staff that are aware of situations which could be potentially harmful to the student or others have the responsibility to report those concerns to the appropriate person and/or agency.
Child Abuse GAAD	<p>Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Department for Children and Families (DCF) office or to the local law enforcement agency if the SRS office is not open. Employees may file a report of suspected abuse anonymously to either the Department for Children and Families (DCF) by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith. It is recommended the building administrator also be notified after the report is made.</p> <p>The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.</p> <p>Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.</p> <p>State law provides that anyone making a report in accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.</p>
Confidentiality , Student Information	All student information is to be treated as confidential and primarily for local school use unless otherwise stipulated. Confidential student information whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel.
Employee Protection	Each employee is responsible for maintaining proper control and discipline in the school. An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance that threatens physical injury to others.
Searches of Students and Property	If a staff member believes there is a need to search a student or property, he/she shall contact the principal. Any person other than the principal who wishes to search a student's locker or property shall report to the principal. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.
Criminal Convictions	Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement.
Harassment	<p>Sexual, Racial or Disability harassment shall not be tolerated in the school district. Sexual, racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.</p> <p>It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall</p>

result in disciplinary action, up to and including termination.

If discrimination or harassment of has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting or participating in the investigation proceeding or hearing.

***Relations w/
Students***

Employees shall maintain professional relationships with students that are conducive to an effective educational environment. Employees shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status. See board policy IIBGC – Staff Online Activity

Gifts

The giving of gifts between students and staff members is discouraged. Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class, or school-sponsored activity.

Staff members are prohibited from receiving gifts from vendors, salesmen, or other such representatives. Premiums resulting from sales projects sponsored by the school shall become the school's property.

Weapons

Possession of, handling of, and/or transmitting a weapon of a type other than described under the "Weapons and Destructive Devices" heading above, and item being used as a weapon or destructive device, or a facsimile of a weapon may result in suspension or expulsion. The superintendent or the superintendent's designee shall conduct expulsion hearings for weapons violations.

Students violating this policy shall be reported to the appropriate law enforcement agency (ies) and if a juvenile to the secretary of DCF or the Secretary of KDOC as appropriate.

***Prohibited
Substances***

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. Unless otherwise specified in this policy the unlawful manufacture, distribution, sale, dispensation, possession or use of a controlled substance is prohibited at school, on or in a school district property; and at school sponsor activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purpose of this policy shall only be permitted if such a substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess, and/or use controlled substances, or alcoholic beverages at school, on or while utilizing school property, or at school sponsored activities or events. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy may be subject to any or all the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program;
5. Termination or non-renewal of employment relationship.

Tobacco Use

The use of tobacco products and/or electronic cigarettes by any person, in any form, is

prohibited in any school building, owned, leased or rented by the district that is used for pupil attendance purposes.

Bullying

GAAE

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored event. Staff members, parents, or students who bully others in violation of the Bullying Plan may be subject to disciplinary action, up to and including suspension pending a hearing and/or termination. If appropriate, staff members, parents, or students who violate the bullying prohibition shall be reported to local law enforcement.

**USD 208
Bullying Plan**

Bullying means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student, parent, or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- harming a student, parent, or staff member, whether physically or mentally;
- damaging a student’s, parent’s, or staff member’s property;
- placing a student, parent, or staff member in reasonable fear of harm; or
- placing a student, parent, or staff member in reasonable fear of damage to the student’s or staff member’s property.

Bullying also includes cyberbullying. “Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 208 will not tolerate these actions by students, parents, or staff.

Any act of bullying by either an individual student, group of students, parents, groups of parents, or staff members is prohibited on or while utilizing school property, in a school vehicle or at school-sponsored functions. This policy applies to students, parents, or staff members who directly engage in an act of bullying, to students who, by their behavior, support another student’s act of bullying, and to all parents and staff members who engage in similar behaviors.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited.

A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student, parent, and staff bullying are found in the appropriate handbooks. Offenses over time may result in discipline up to and including suspension and/or expulsion, being prohibited from school property, or termination from employment. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.)

**USE OF
DISTRICT-
OWNED
FOOTBALL**

Pursuant to the revision of KSHSAA Football Rule 35, Section 1, by removing Article 5, thereby permits schools to determine their own policy governing the use of school football helmets and shoulder pads and players protective equipment at outside camps.

EQUIPMENT

Requests for use of district football equipment (including but not limited to football helmets, football shoulder pads, and other protective equipment) by students or former students who participated in district activities the previous school year may be submitted to the superintendent. Any football equipment request shall be granted or denied pursuant to use guidelines developed by the administrator and approved by the board, and equipment must be returned in the same condition or must pay the replacement cost of the equipment.

It shall be the policy of Trego Schools USD 208 to permit its students the use of school owned football helmets, shoulder pads, and player protective equipment at outside camps and clinics within the framework of the following guidelines:

1. Requests shall be made to the superintendent in writing
2. The equipment will be inspected prior to checkout
3. The equipment will be inspected upon return. These inspections must be completed by the same individual and documented.
4. Checkout is limited to 24 hours prior to when it is needed.
5. The equipment must be returned within 24 hours of the conclusion of the camp/clinic.
6. A “Release from Liability/Hold Harmless Agreement” (Appendix O) must be signed by the student and his parent/guardian prior to issuing the equipment.
7. The student and his parent/guardian will be responsible for returning the equipment in the same condition it was in at the time it was issued and accepts financial responsibility for replacing it to that condition.

APPENDICES

APPENDIX A: REQUEST TO PURCHASE

REQUEST TO PURCHASE

UNIFIED SCHOOL DISTRICT 208

WaKeeney, Kansas

Vendor: _____ Date: _____

Address: _____ Submitted By: _____

_____ Authorized By: _____

Quantity	Item No.	Page No.	Description	Unit Price	Total
Total This Page					

Requests must be submitted with all information including addresses, prices, and complete total of order to the building principal for approval.

FUND	FUND	FUND
General SACCT: _____	Supp. Gen. SACCT: _____	Capital SACCT: _____
Vocational SACCT: _____	Special Ed SACCT: _____	Food Service SACCT: _____
Transportation SACCT: _____	Stu. Mat. Rev. SACCT: _____	Recreation SACCT: _____
Title I SACCT: _____	Title II SACCT: _____	Other SACCT: _____

Administrative Action

Needs More Information: _____ Needs Further Study: _____ Resubmit: _____ Date: _____

Approved: _____ Disapproved: _____ Purchase Order No.: _____

APPENDIX B: WORK ORDER

UNIFIED SCHOOL DISTRICT
JOB WORK ORDER

Work Requested By: _____ Date of Order: ____/____/____

Building: BUS: _____ DO: _____ TCHS: _____ TGS: _____

Location of Work Requested: _____

Describe the Work Requested: _____

Priority of Work Emergency: _____

5-----4-----3-----2-----1
High←-----→Low

Approved by Principal: YES: _____ NO _____

ACTION TAKEN

Work Order# _____

Work Assigned To: _____

Additional Notes: _____

Date Completed: _____

APPENDIX C: APPLICATION FOR PROFESSIONAL LEAVE FOR COACHING

APPLICATION FOR PROFESSIONAL LEAVE FOR COACHING

TO BE COMPLETED BY APPLICANT

- 1. Name: _____ Date(s) of Activity: _____
2. Activity for which leave is required: _____
3. Place: _____
4. Is it possible for you to receive a stipend, honorarium, reimbursement for expenses, or other compensation from any source other than USD #208? Yes: _____ No: _____ (Estimated amount: \$ _____)
5. Number of school days away from assigned duties (use quarter-day increments) _____
6. Proposed benefit to students in USD #208: _____

7. Please estimate all expenses:

Travel: School Car: _____ miles @ 28 cents = \$ _____
Personal car will not be reimbursed if a school vehicle is available
Lodging: _____ nights @ _____ = \$ _____
Meals: _____ meals @ _____ = \$ _____
Registration: = \$ _____
Other (describe): _____ = \$ _____
TOTAL ESTIMATED EXPENSES: = \$ _____

Reimbursement will not exceed your estimate or \$300.00, whichever is less.
Reimbursement expected from other sources (Item 4 above) will be deducted from your UDS #208 reimbursement.

TO BE COMPLETED BY ACTIVITY DIRECTOR:

Date application received: _____ Initials: _____

TO BE COMPLETED BY DISTRICT OFFICE:

Date application received: _____ District office Confirmation: _____
Expense reimbursement: _____

APPENDIX D: PDC DIRECT BILL REGISTRATION

Professional Development
DIRECT BILL Registration / Room Reservation Request

Name: Event & Date:

Event Registration (Required only if you wish to have the registration billed directly to the district.)

I am registered for the event and it will be direct billed to the district for the amount of \$.

I am NOT registered for the event and would like to be registered and have it direct billed to the district for the amount of \$. (Registration information attached) The bill will be coming from.

Room Reservation (Required only if you wish to have the hotel expenses billed directly to the district.)

I have room reservations at. They will direct bill the district for the amount of \$.

Please fax the sales tax exemption form to ()

I do NOT have room reservations and would like them to be made at the following location:

1st Choice Hotel Phone ()

2nd Choice Hotel Phone ()

3rd Choice Hotel Phone ()

Date of Check-in Date of Check-out

Please have it direct billed to the district.

() Two Beds () One Bed

If you have the district office make reservations and you are unable to attend, an email notification that you are not planning to attend must be sent to the district office in time to prevent charges to the district. If you fail to cancel your registration and/or reservations in a timely manner which results in a charge or charges to the district, you will be required to reimburse the district for these expenses.

Will your total expenses be in excess of \$400? YES NO

APPENDIX E: INJURED EMPLOYEE REPORT

REPORT BY INJURED EMPLOYEE

Employer: _____

Your Name: _____

Your Home Address: _____

Your Home Phone Number: _____ Age: _____

Social Security Number: _____

Date of Accident: _____ Time of Accident: _____

In your own words, please describe what happened: _____

What physical problems do you relate to this injury? _____

Did you report this injury to your supervisor? _____ If not, why not? _____

Date Reported? _____ Supervisor's Name: _____

Were you working at your regular job at the time of the injury? _____

If not, please explain: _____

Were there any witnesses? _____ If yes, who? _____

Did you go to the hospital/clinic? Yes: _____ No: _____

Address hospital/clinic? _____

Name of Treating Physician: _____

Any additional comments: _____

Date

Signature

APPENDIX F: TCHS ELIGIBILITY POLICY

TCHS ACADEMIC ELIGIBILITY POLICY

The primary purpose of an academic institution is to educate. Extra-curricular activities should not take precedence over education. The purpose of this eligibility policy is to instill a work ethic and self-pride in students, and to help those who are struggling academically. The implementation of the eligibility policy will operate as follows:

- A student will be on **probation** and his or her name will be placed on the probation-ineligibility list when his or her grade falls below a D– in any subject area. A student will be on probation for one week from Monday morning to the following Monday morning. (If school is not in session Monday, probation will begin the next school day.)
- A student will be declared **ineligible** when his or her grade falls below a D– in the same subject area for the second week. A student will be ineligible for one week from Monday morning to the following Monday morning. (If school is not in session Monday, probation will begin the next school day.)
- A student's name will be removed from the probationary-ineligible list on the Monday after the grade is raised above an F.
- If a student becomes ineligible, he or she may participate in any activity period function, including meetings, pep assemblies, etc. Also, if an *after-hours* activity is deemed part of a class curriculum – required concerts, etc. – the event may be attended by the ineligible student.
- Teachers are responsible for privately informing students of their probation-eligibility status each week.
- Coaches and organizational sponsors are responsible for knowing if a student is on probation or is ineligible.
- An ineligible athlete may practice during the week, but may not play in a scheduled, competitive event.
- The ineligible student may not attend after-school social activities or other non-curriculum events.
- An ineligible student may be required to attend before-school or after-school tutoring sessions. Students who skip assigned tutoring sessions may also have disciplinary consequences.

Probation-Eligibility Determination

The first week a student's name is placed on the probation-ineligibility list, he or she may participate in any event or activity. This *probation* week serves as a grace period for students to get their grades to a passing level. If this is not accomplished, a student's name and the class in which he or she is failing is placed on the list as an ineligible student for a minimum of one week.

Credit Recovery

Students enrolled in Credit Recovery classes must be progressing at an appropriate pace as determined by the Credit Recovery teacher to remain eligible. The Credit Recovery teacher is responsible for monitoring progress for Credit Recovery students.

Semester Eligibility

If a student has passed five classes at the end of the semester, he or she will not be considered ineligible at the beginning of the next semester.

Ineligible students may try out for drill team, cheerleader, or an organizational office for the next school year. If elected, the students may serve in these capacities the following year if they have passed five classes the previous semester.

Teacher Flexibility

At the end of the first and third nine-week periods, teachers may decide whether to consider cumulative semester points or points earned in the current nine-week period in determining a student's eligibility.

Policy Regarding Scholastic Eligibility of Virtual Students

With respect to KHSAA Scholarship Requirements Rule 13 and Enrollment Rule 15, students may count virtual courses for the purpose of establishing eligibility for all KSHSAA sponsored activities, provided local USD policy permits dual enrollment agreements with virtual schools.

APPENDIX G: TGS ELIGIBILITY POLICY

TGS ACADEMIC ELIGIBILITY POLICY

The purpose of this academic eligibility policy is to instill in students the importance of good academic performance and increase student responsibility for their education. Students need to be responsible for their own educational attainment, but teachers and coaches also have a responsibility to help students academically. Therefore, teachers, sponsors, coaches, and the principal will be responsible for managing the eligibility policy and enforcing its provisions.

Posting of Names

Teachers will submit to the office a list of students and the classes in which they are failing by 9 a.m. on the first day of the school week.

The name of each failing student and the class in which he/she is failing will go on the ineligibility/probation list each Monday and the student becomes ineligible for a minimum of one week. A student's name will be deleted from the ineligibility/probation list the following Monday if he/she is passing his/her classes.

Teachers are responsible for privately informing students of failing grades each week. Coaches and organizational sponsors are responsible for checking the *Eligibility-Confidential* list to make sure students in their programs are eligible to participate.

ELIGIBILITY/PROBATION DETERMINATION

Number of F's	1st week status	2nd week status	3rd week status
1	Probation	Level 1	Level 2
2	Level 1	Level 2	Level 2

Probation

The *probation* week(s) serve as a grace period for students to get their grades to the passing level. The student loses no extracurricular privileges.

Level 1 – Ineligibility

The student may participate in curricular activities that occur during regular school hours. Students may be allowed to attend field trips at the discretion of the principal. If an after-hours activity is deemed part of a class curriculum the event may be attended by the ineligible students. In sports, the athlete may practice during the week, but he/she may not play in a scheduled competitive event. The ineligible student may not attend after-school social activities or other non-curricular events.

Level 2 – Ineligibility

The student may participate in curricular activities that take place during regular school hours. Students may be allowed to attend field trips at the discretion of the principal. The student may not participate in any after school activities unless the activity is required as a part of the student's grade.

Appendix H: CHEMICAL USE POLICY AGREEMENT

CHEMICAL USE POLICY AGREEMENT

Trego Community High School coaches believe that athletics and other extracurricular activities are a positive influence for students and the community. The expectation for all participating students is to be lawful in the conduct of their daily lives. Students who voluntarily represent Trego Community High School in extracurricular activities are held to a higher standard of conduct. The following guidelines reinforce the expectation of good conduct and positive representation.

Alcohol, tobacco, and Illegal Drug Infractions:

- Participating students must not use, be under the influence, or have possession of alcohol, tobacco, or illegal drugs on school grounds, at a school activity, or while representing Trego Community High School away from school.
- Representing Trego Community High School begins upon parents and their students agreeing to abide by these rules by signing this document and henceforth includes weekends, holidays, and breaks during the school year. It ends upon the conclusion of the sport or activity for which this form was signed.
- Any student who is verified to be in violation of the Chemical Use Policy shall be notified and afforded an opportunity to present his/her side of the situation. The parent/guardian will also be notified.
- Verification of alcohol infractions will come in one of the following formats:
 1. Self-admitted involvement by the student or his/her parent/guardian.
 2. Witnessed student involvement by the coach, sponsor, or staff member.
 3. Upon conviction of a DUI or MIP.

CONSEQUENCES FOR INFRACTIONS INVOLVING ALCOHOL, TOBACCO, AND ILLEGAL DRUGS AS IT APPLIES TO TCHS ATHLETICS/ACTIVITIES THAT PROVIDE LETTERING OPPORTUNITIES EXCLUDING BAND AND CHOIR

First Offense:

The student will be suspended for the next two competition days for athletic/activities with more than 10 scheduled competitions and one competition day for athletic/activities with 10 or fewer scheduled competitions at the same level of competition as he/she has been competing in prior to the infraction. If there are less than two competition days left in the student’s current sport or activity, the student will be suspended for the last competition day and forfeit their letter if they have met the requirements to receive one. If the student is participating in more than one sport or activity simultaneously during the same season, the consequences will be imposed in each sport or activity. Additional penalties may be imposed at the discretion of the coach/sponsor.

Second Offense:

The student will be suspended for the remainder of the current sport or activity’s season. All stipulations outlined in the first offense’s guidelines apply to the second offense.

By signing this agreement you also agree to comply with the guidelines set forth in this agreement.

Student Signature _____

Date _____

Parent Signature _____

Date _____

APPENDIX I: STUDENT ACCIDENT REPORT

Student Accident Report

UNIFIED SCHOOL DISTRICT 208

WVaKeeney, Kansas

Name of injured _____ School CGS WGS TCHS

Age _____ Sex _____ Parents or Guardians _____

Class or Grade _____ Date _____ Time _____

What was the person doing when hurt? (Operation) _____

Description of accident? (cause and effect) _____

Nature of injury _____ •

First Aid given _____

_____ By whom _____

Location of accident _____ •

Unsafe act _____ •

School Nurse Notified: Yes No By whom _____ Time _____

Building Principal Notified: Yes No By whom _____ Time _____

Parents/Guardians Notified: Yes No By whom _____ Time _____

Action taken by parents: Returned to class Sent home To Nurse _____

To Hospital Other _____ •

Care or treatment by doctor? _____

_____ Name _____

Give names of witnesses to accident _____

This report must be completed and filed with with School Nurse for any student having an accident which requires first aid or the services of the school nurse or doctor, or keeps him/her out of school.

Report Completed by _____ Date _____

- Copies:
White - Superintendent
Yellow - School Nurse
Pink - Principal
Goldenrod - Person Initiating report

APPENDIX J: KSHSAA CONCUSSION AND HEAD INJURY INFORMATION



**KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION RECOMMENDATIONS
FOR COMPLIANCE WITH THE KANSAS SCHOOL SPORTS HEAD INJURY
PREVENTION ACT AND IMPLEMENTATION OF THE NATIONAL FEDERATION
SPORTS PLAYING RULES RELATED TO CONCUSSIONS**

The following language appears in all National Federation sports' rules books:

“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

The Kansas Legislature has enacted the School Sports Head Injury Prevention Act (hereinafter the “Kansas Act”) effective July 1, 2011:

Sec. 72-135. (a) This section shall be known and may be cited as the school sports head injury prevention act. (b) As used in this section:

- (1) “School” means any public or accredited private high school, middle school or junior high school.
- (2) “Health care provider” means a person licensed by the state board of healing arts to practice medicine and surgery.

(c) The state board of education, in cooperation with the Kansas state high school activities association, shall compile information on the nature and risk of concussion and head injury including the dangers and risks associated with the continuation of playing or practicing after a person suffers a concussion or head injury. Such information shall be provided to school districts for distribution to coaches, school athletes and the parents or guardians of school athletes.

(d) A school athlete may not participate in any sport competition or practice session unless such athlete and the athlete’s parent or guardian have signed, and returned to the school, a concussion and head injury information release form. A release form shall be signed and returned each school year that a student athlete participates in sport competitions or practice sessions.

(e) If a school athlete suffers, or is suspected of having suffered, concussion or head injury during a sport competition or practice session, such school athlete immediately shall be removed from the sport competition or practice session.

(f) Any school athlete who has been removed from a sport competition or practice session shall not return to competition or practice until the athlete is evaluated by a health care provider and the health care provider provides such athlete a written clearance to return to play or practice. If the healthcare provider who provides the clearance to return to play or practice is not an employee of the school district, such health care provider shall not be liable for civil damages resulting from any act or omission in the rendering of such care, other than acts or omissions constituting gross negligence or willful or wanton misconduct.

(g) This section shall take effect on and after July 1, 2011.

The KSHSAA offers the following guidelines and recommendations for compliance with the Kansas Act and for implementation of the NFHS playing rule related to concussions:

1. If a student suffers, or is suspected of having suffered a concussion or head injury during a sport competition or practice session, the student: (1) must be immediately removed from the contest or practice and (2) may not again participate in practice or competition until a health care provider has evaluated the student and provided a written clearance for the student to return to practice and competition. The National Federation and the KSHSAA recommend that the student **should not** be cleared for practice or competition the same day the concussion consistent sign, symptom or behavior was observed.
2. *What are the “signs, symptoms, or behaviors consistent with a concussion”?* The National Federation rule lists some of the signs, symptoms and behaviors consistent with a concussion. The U.S. Department of Human Services, Centers for Disease Control and Prevention has published the following lists of signs, symptoms and behaviors that are consistent with a concussion:

SIGNS OBSERVED BY OTHERS

- **Appears dazed or stunned**
- **Is confused about assignment**
- **Forgets plays**
- **Is unsure of game, score, or opponent**
- **Moves clumsily**
- **Answers questions slowly**
- **Loses consciousness**
- **Shows behavior or personality changes**
- **Cannot recall events prior to hit**
- **Cannot recall events after hit**

SYMPTOMS REPORTED BY ATHLETE

- **Headache**
- **Nausea**
- **Balance problems or dizziness**
- **Double or fuzzy vision**
- **Sensitivity to light or noise**
- **Feeling sluggish**
- **Feeling foggy or groggy**
- **Concentration or memory problems**
- **Confusion**

These lists may not be exhaustive

3. *What is a “Health Care Provider”?* The Kansas Sports Head Injury Prevention Act defines a health care provider to be “a person licensed by the state board of healing arts to practice medicine and surgery.” The KSHSAA understands this means a Medical Doctor (MD) or a Doctor of Osteopathic Medicine (DO).
4. The first step to concussion recovery is cognitive rest. Students may need their academic workload modified or even be completely removed from the classroom setting while they are initially recovering from a concussion as they may struggle with concentration, memory, and organization. Students should also avoid the use of electronic devices (computers, tablets, video games, texting, etc.) and loud noises, as these can also impair the brain’s recovery process. Trying to meet academic requirements too early after sustaining a concussion may exacerbate symptoms and delay recovery. Any academic modifications should be coordinated jointly between the student’s medical providers and school personnel. No consideration should be given to returning to physical activity until the student is fully integrated back into the classroom setting and is symptom free. Rarely, a student will be diagnosed with post-concussive syndrome and have symptoms that last weeks to months. In these cases, a student may be recommended to start a non-contact physical activity regimen, but this will only be done under the direct supervision of a healthcare provider.

5. Return to Play or Practice Clearance Requirements:

- A. The clearance must be in writing and signed by a health care provider.
- B. The National Federation and the KSHSAA recommend the clearance should not be issued on the same day the athlete was removed from play.
- C. The National Federation and the KSHSAA recommend that a student who has been removed from a practice or competition because the student suffered, or was suspected of suffering, a concussion or head injury **should complete a graduated return to play protocol following medical clearance before returning to unrestricted practice or competition.** The National Federation has included the following graduated protocol in its Suggested Guidelines for Management of Concussion in Sports. In most cases, the athlete will progress one step each day. The return to activity program schedule **may** proceed as below **following medical clearance**:

Step 1: Light aerobic exercise- 5 to 10 minutes on an exercise bike or light jog; no weight lifting, resistance training, or any other exercises.

Step 2: Moderate aerobic exercise- 15 to 20 minutes of running at moderate intensity in the gym or on the field without a helmet or other equipment.

Step 3: Non-contact training drills in full uniform. May begin weight lifting, resistance training, and other exercises.

Step 4: Full contact practice or training.

Step 5: Full game play.

If symptoms of a concussion re-occur, or if concussion signs and/or behaviors are observed at any time during the return to activity program, the athlete must discontinue all activity and be re-evaluated by their health care provider.

This is simply a suggested protocol. The appropriate health care provider who issues the written clearance may wish to establish a different graduated protocol.

6. Parents and students **ARE REQUIRED** to complete a Concussion & Head Injury Information Release Form and turn it into their school prior to the student participating in any athletic or spirit practice or contest each school year. Schools are required to have such form on file before a student may participate in a practice or competition.

KSHSAA RECOMMENDED CONCUSSION & HEAD INJURY INFORMATION RELEASE FORM 2017-2018

This form must be signed by all student athletes and parent/guardians before the student participates in any athletic or spirit practice or contest each school year.

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can 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.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Headaches • “Pressure in head” • Nausea or vomiting • Neck pain • Balance problems or dizziness • Blurred, double, or fuzzy vision • Sensitivity to light or noise • Feeling sluggish or slowed down • Feeling foggy or groggy • Drowsiness • Change in sleep patterns | <ul style="list-style-type: none"> • Amnesia • “Don’t feel right” • Fatigue or low energy • Sadness • Nervousness or anxiety • Irritability • More emotional • Confusion • Concentration or memory problems (forgetting game plays) • Repeating the same question/comment |
|--|---|

Signs observed by teammates, parents, and coaches include:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Appears dazed • Vacant facial expression • Confused about assignment • Forgets plays • Is unsure of game, score, or opponent • Moves clumsily or displays incoordination • Answers questions slowly • Slurred speech | <ul style="list-style-type: none"> • Shows behavior or personality changes • Can’t recall events prior to hit • Can’t recall events after hit • Seizures or convulsions • Any change in typical behavior or personality • Loses consciousness |
|---|---|

Adapted from the CDC and the 3rd International Conference in Sport

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the 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 (second impact syndrome). This can lead to prolonged recovery, or even to severe brain swelling with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete’s safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after sustaining a concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance from a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO). Close observation of the athlete should continue for several hours. You should also inform your child’s coach if you think that your child may have a concussion Remember it is better to miss one game than miss the whole season. **When in doubt, the athlete sits out!**

Cognitive Rest & Return to Learn

The first step to concussion recovery is cognitive rest. This is essential for the brain to heal. Activities that require concentration and attention such as trying to meet academic requirements, the use of electronic devices (computers, tablets, video games, texting, etc.), and exposure to loud noises may worsen symptoms and delay recovery. Students may need their academic workload modified while they are initially recovering from a concussion. Decreasing stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time. This may involve staying home from school for a few days, followed by a lightened school schedule, gradually increasing to normal. Any academic modifications should be coordinated jointly between the student’s medical providers and school personnel. No consideration should be given to returning to physical activity until the student is fully integrated back into the classroom setting and is symptom free. Rarely, a student will be diagnosed with post-concussive syndrome and have symptoms that last weeks to months. In these cases, a student may be recommended to start a non-contact physical activity regimen, but this will only be done under the direct supervision of a healthcare provider.

Return to Practice and Competition

The Kansas School Sports Head Injury Prevention Act provides that if an athlete suffers, or is suspected of having suffered, a concussion or head injury during a competition or practice, the athlete must be immediately removed from the competition or practice and cannot return to practice or competition until a Health Care Professional has evaluated the athlete and provided a written authorization to return to practice and competition. The KSHSAA recommends that an athlete not return to practice or competition the same day the athlete suffers or is suspected of suffering a concussion. The KSHSAA also recommends that an athlete’s return to practice and competition should follow a graduated protocol under the supervision of the health care provider (MD or DO).

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

<http://www.cdc.gov/concussion/HeadsUp/youth.html>

<http://www.kansasconcussion.org/>

For concussion information and educational resources collected by the KSHSAA, go to:

<http://www.kshsaa.org/Public/General/ConcussionGuidelines.cfm>

Student-athlete Name Printed

Student-athlete Signature

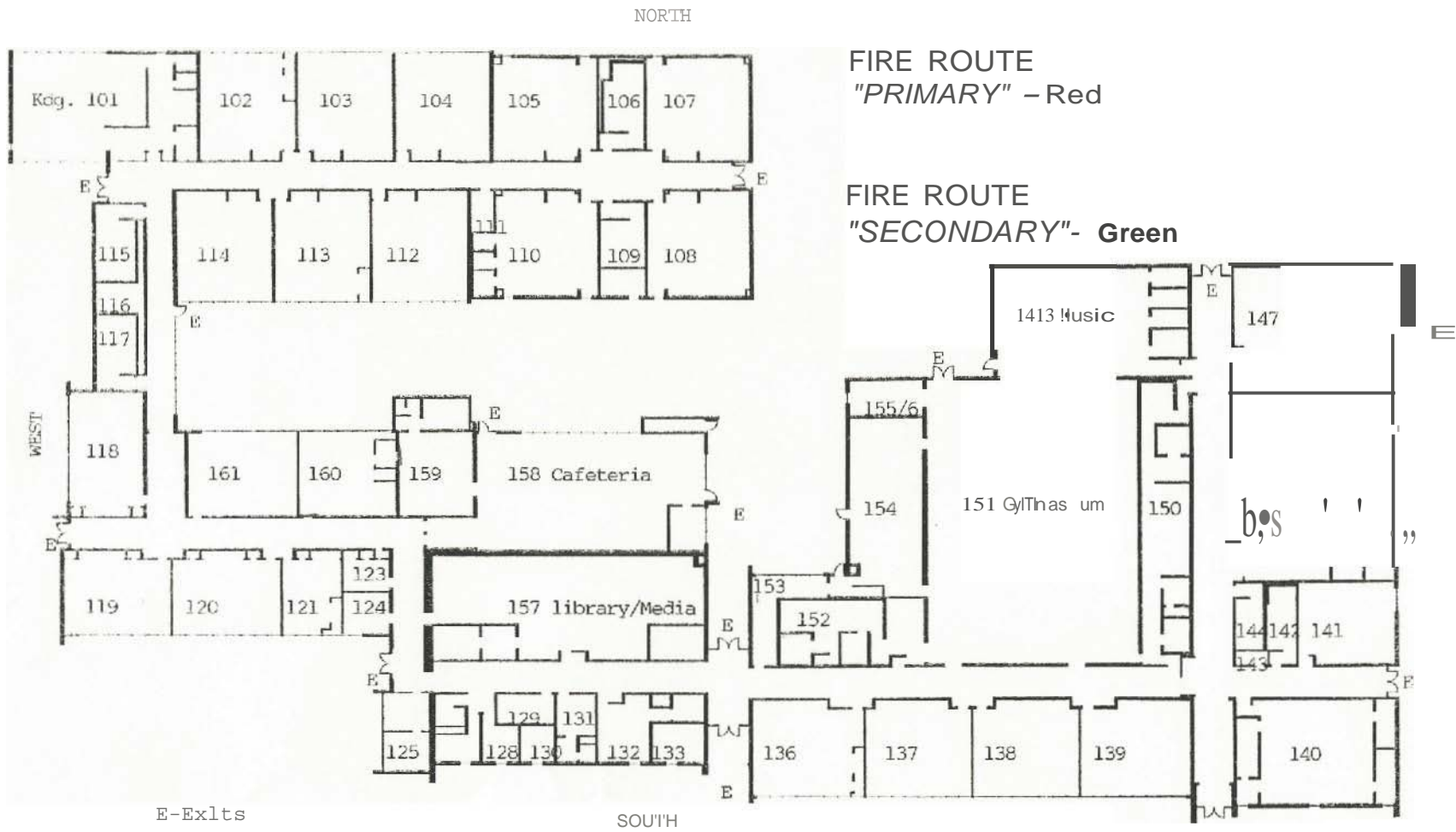
Date

Parent or Legal Guardian Printed

Parent or Legal Guardian Signature

Date

The parties to this document agree that an electronic signature is intended to make this writing effective and binding and to have the same force and effect as the use of a manual signature.



FIRE ROUTE
"PRIMARY" - Red

FIRE ROUTE
"SECONDARY"- Green

TORNADO ROUTE - BhJP.

APPENDIX L: ACTIVITY TRANSPORTATION REQUEST

**ACTIVITY TRANSPORTATION REQUEST
Unified School District 208**

Date of Activity _____, 20 _____

Activity or Event: _____

Destination: _____

No. of Persons: _____

Loading Point: _____ Time: _____

Departure Time: _____ Return Time: _____

Requested By: _____

Date of Request: _____

Principal's Approval: _____

Rec'd District Office: _____

APPENDIX M: ACTIVITY TRANSPORTATION REQUEST

Unified School District #208
Waiver Application for
Transportation To or From a School Sponsored Activity

I _____ make application
Parent/Guardian Name

for my child, _____ to be exempt from
Student's Name

school sponsored transportation (Check one) _____ going to _____ returning from
_____ (Activity) on _____

The student will ride to the activity with: _____

The student will be returning from the activity with: _____

I understand that I, the parent/guardian of the above named student, release the school of any and all responsibility relative to the student's transportation to/from the above mentioned activity.

_____ Date

_____ Parent/Guardian Signature

If the student will be riding with someone other than the student's parent/guardian, the person providing the transportation must sign the following statement also.

I take full responsibility for the above mentioned student's transportation to /from the above activity.

Signature of Person Providing Transportation

Building Principal's Action: _____ Approve _____ Reject

Reason for rejection: _____

Principal's Signature

Date

Original: Principal
Copy: Parent

APPENDIX N: CHECKOUT FORM

**Checkout Form
Student Returning Home With Parent/Guardian
From School Sponsored Activity**

Activity: _____ Date: _____

Coach/Sponsor in Charge _____

The below mentioned student is being released to me, and I take full responsibility for the return transportation for my child from the above mentioned activity. (If the individual is not the parent or legal guardian, the coach or sponsor must have the approved Waiver.)

Student's Name	Parent/Guardian Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

APPENDIX O: EQUIP USE RELEASE FROM LIABILITY

RELEASE FROM LIABILITY/HOLD HARMLESS AGREEMENT
TREGO SCHOOLS USD 208

By signature to the document, I/we hereby release Trego Schools USD 208, its board members, administrators, teachers and agents from any liability for injury or accident which might be sustained by me/my child as a result of use of school owned sports equipment, including, but not limited to football helmets and shoulder pads and other player protective equipment, during football camp/clinic not under the control of USD 208.

I/We agree to hold Trego Schools USD 208, its staff, board members, and agents harmless from any liability in connection with the use of the borrowed equipment owned by USD 208. Further I/we understand it is our responsibility and obligation to return the equipment to Trego Schools USD 208 at the conclusion of the camp/clinic in the same condition it was in at the time it was loaned and accept financial responsibility for replacing it or restoring it to that condition.

Student

Date

Parent/Guardian

Date

As indicated by our signatures above, we (parent/guardian & student) inspected the equipment prior taking possession and found it to be in (Circle One) Like New Good Fair condition. Please note in the box below any faults in the equipment at the time of receipt.

District Staff

Date