

**2020-2021  
THIRTY-SECOND EDITION**

**EXTRACURRICULAR  
ACTIVITIES  
HANDBOOK**

**BAY DISTRICT SCHOOLS  
GRADES 9-12**

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## **ARTICLE 1 - PLATFORM STATEMENT**

Student activities are an integral part of the educational offerings in the Bay District School System. These activities provide our students with the opportunities to develop and maintain the mental, physical, social vigor, and stamina required to realize their potential as citizens. Structured activities provide students the means to develop habits, attitudes, and ideals that can afford them success and happiness through ethical competition and effective cooperation in a free society. A full extracurricular experience should be offered to all students of Bay County.

## **ARTICLE 2 - PRINCIPLES OF STUDENT ACTIVITIES**

- 2-1. To fully utilize the potential in activities for educational experiences, scholastic programs should be organized and conducted in accordance with these six basic principles:
- A. Student activity programs should be required as an integral part of the total educational program and should be conducted so that they are worthy of such regard.
  - B. Student activity programs should supplement rather than serve as substitutes for basic curricular programs.
  - C. Student activity programs should be subject to the same administrative control as the total educational programs.
  - D. Student activity programs should be conducted by personnel with adequate training in the principles of their specific activity.
  - E. The welfare of the participant should be placed above any other consideration. What happens to the participant in the activity program is of primary importance. His or her welfare should transcend any other consideration.
  - F. Student activity programs should be conducted in accordance with the letter and spirit of the rules and regulations of appropriate conference, district, state, and national associations.

### **ARTICLE 3 - PURPOSE OF MANUAL**

- 3-1. To establish minimal standards, common understanding among administrators, teachers, coaches, parents and students.
- 3-2. To serve as a basis for annual re-evaluation of the activity programs.
- 3-3. To provide in writing, a statement of basic policies and procedures for reference when desirable.

### **ARTICLE 4 - COUNTY STUDENT ACTIVITY ORGANIZATION**

- 4-1. The ultimate policy making authority in the Bay District Schools is the School Board and is responsible for all aspects of the public school program. The logical chain of command for initiating or changing policy is as follows:

SCHOOL BOARD OF BAY COUNTY

SUPERINTENDENT OF SCHOOLS

DEPUTY SUPERINTENDENT

EXECUTIVE DIRECTOR OF OPERATIONAL SUPPORT SERVICES

PRINCIPALS

Athletic Directors

Head Coaches - Band Director- Choral Director

Cheerleader Sponsors

Assistant Coaches Class Sponsors

Club Sponsors

Academic Coaches



## **ARTICLE 5 - COMMUNICATIONS NETWORK FOR STUDENT ACTIVITY POLICY MAKING**

This communications network has been established for all groups to have input into the development of student activity policies.

SCHOOL BOARD  
SUPERINTENDENT OF SCHOOLS  
DEPUTY SUPERINTENDENT  
COUNTY ATHLETIC DIRECTOR  
PRINCIPALS  
SPONSORS/COACHES

The following groups representing Arnold, Bay, Bozeman, Mosley, and Rutherford will meet as needed to discuss problems, concerns, and priorities:

Athletic Directors  
Assistant High School Principals  
Cheerleaders  
Choral Directors  
Band Directors

Information from the above groups will be channeled to the Principal to follow the lines of authority in accordance with this communication network. It is the function of this communication network to establish communication channel for the proper dispatching of proposals relating to student activities in the secondary schools of Bay County.

## **ARTICLE 6 - STUDENT ACTIVITY ADVISORY COUNCIL**

- 6-1. An advisory council called the Student Activity Advisory Council (S.A.A.C.) will act as liaison and consultant to the County Athletic Director. This council will be activated when needed.

## **ARTICLE 7 - EXTRACURRICULAR SUPPLEMENTS**

### 7-1. Senior High, Middle School, and Elementary School Supplements

<b>SENIOR HIGH SCHOOL</b>	<b>PERCENT</b>
Athletic Director	14
Head Coach	10
Includes: Baseball, basketball, soccer, softball, track, Volleyball and wrestling.	
Assistant Coach	9
Includes: Baseball, football, basketball, volleyball, Soccer, softball, track, and wrestling	
Head Coach	6
Includes: Competitive Cheer, Cross country, golf, swimming, Tennis, and weightlifting.	
Assistant Coach	4
Includes: Cross country, golf, swimming, tennis, And weightlifting.	
Head Coach, Boys/Girls combined	10
Includes: Cross country, golf, swimming, and tennis Note: To receive this supplement a coach must Have a minimum of five (5) boys and (5) girls Participating on each team.	
Band Director	16
Assistant Band Director	9
Choir Director	8
Cheerleader Sponsor	7
Assistant Cheerleader Sponsor	6
Drama Coach	4
Department Heads with administrative planning period	4
Department Heads without administrative Planning period	6
Club Sponsors with administrative planning period	2
Club Sponsors without administrative planning period	3
Annual Sponsor	4
Academic Team Coach (One per school)	3

**MIDDLE SCHOOL****PERCENT**

Middle School Athletic Director	7
Head Coach	7
Includes: Basketball, football, soccer, track, And volleyball.	
Assistant Coaches	5
Intramural Coach	7
Band Director	11
Choir Director	6
Cheerleader Sponsor	5
Team Leader	6
Academic Team Coach (one per school)	3

**ELEMENTARY SCHOOL**

Elementary Intramural Coach	6
Grade Group Chair	6

**MISCELLANEOUS**

Peer Teacher with an additional planning period	2
Peer Teacher without an additional planning period	4
Resource Teachers	6
Teacher with 1 additional period of teaching/full year (One per department)	12
Teacher with 1 additional period of teaching/semester (One per department)	6
Bus Duty with additional planning period	2
Bus Duty without additional planning period	3

**7-2. General Policies Governing Extracurricular Supplements**

- A. Supplements will be based on the current salary schedule with the salary for a BA/BS teacher with 0 years of experience as the base.
- B. Outline of the duties to be performed to earn a supplement shall be written by the school administrator and signed by the teacher involved and the school administrator. One copy is to remain with the administrator, one with the teacher, and another copy filed with the Superintendent's office by October 15 of each school year.
- C. No supplement shall be paid when job performance is not in accordance with the agreed outline.
- D. Any employee may receive more than one (1) supplement, but not more than three (3)

supplements for duties performed and shall be subject to the conditions of Item Number 3 of this schedule.

- E. All supplements listed are granted only on the basis of one school year.
- F. No employee hired for the position contained in this schedule shall be paid less than the percentage indicated.
- G. Personnel supplemented for athletes will be paid up to ten percent (10%) of their supplement for participation in post season athletic competition in the following manner: two percent (2%) will be paid for participating in each level of competition. **NOTE:** Principal must write a memo to the Director of Personnel stating that the employee has participated in state finals competition. Schools must send their list of coaches who are subject to payment of this additional supplement to the County Athletic Director at the end of each sport season: fall, winter and spring.
- H. Personnel hired for the position of band director and/or choir director will automatically receive the supplement and will be expected to perform the duties described in order to retain that position.
- I. To qualify as a Department Head (Sr. /Post-Secondary), the department must contain no less than three (3) full-time instructional personnel. Teachers who are assigned to departments with fewer than three full-time instructional personnel shall be given the opportunity to apply for a department head position which may be created by combining two or more departments.
- J. To qualify as a Team Leader or Grade Group Chair, the team must contain no less than four (4) full-time instructional personnel. Special area personnel shall be included in grade group teams and shall be given the opportunity to apply for a team leader or grade group chair position.
- K. Special Area personnel (Art, Music, P.E., Media Guidance, etc.) May be given an opportunity to form a special area group and qualify for a grade group chair. This supplement shall be subject to the facility manager's approval.
- L. In sports supplements which are seasonal in nature, the employee will be due full compensation for such. For supplemental employees who separate employment before the end of the school year, supplements will be paid as follows:
  - 1. If the supplemental activities have been completed the employee will receive the entire percentage indicated.
  - 2. If the supplemental activities have not been completed, or of a year-round nature, such supplement shall be paid on the proportion of the job completed. For football the fall season shall count as 80% and the spring season as 20% of the supplement.

M. Procedures for Non-instructional Personnel Who Receive Supplements

Any non-instructional personnel who have been authorized to receive a supplement must complete the following:

1. Fingerprinting – This process is done electronically and completed at the District Safety and Security Office located at 1140 W 17<sup>th</sup> Street. Call the fingerprinting office at 767-4347 for the latest information on the cost and acceptable payment methods.
2. Persons who do not have a valid teaching or coaching certificate and have not completed the athletic coaching endorsement program **must apply for a three year temporary athletic coaching certificate**. This three year part-time certificate may be obtained one time and cost of \$75.00. **In order to continue receiving a supplement after the three year period** the person must complete (9) nine hours of college credit to include: three (3) semester hours in care and prevention of athletic injuries, three (3) semester hours in coaching theory and three (3) semester hours in theory and practice of coaching a specific sport **OR** complete the Bay District Coaching Endorsement program which is 120 in-service hours.
3. **NOTE:** The certificate date of issuance must coincide to the first date of practice or earlier in order to receive the full supplemented payment amount. If date of certificate issuance is after the start of season the supplemented amount will be adjusted to portion of assignment certificate covers.

7-3. Number of coaches allowed in the High Schools

The Principal and Athletic Director may allocate coaching supplements where needed. Attention must be given to gender equity.

7-4. Coaches paid by Booster Clubs

Coaches who receive payment from a booster club to coach must meet the same certification requirements as non-instructional personnel who receive supplements. See Article 7-2 Section M.

## **ARTICLE 8 - GOVERNING BODIES RULES AND REGULATIONS**

All extracurricular supplemented employees are expected to follow all the rules and regulations of the governing bodies that apply to their sponsored activity. Any violations will be punished by the sanctions set forth from the respective governing bodies. These governing bodies include, but not limited to: Bay County School Board Policy, Florida Department of Education, Florida High School Athletic Association, Bay County Student Activity Policy and Guidebook.

- 8-1. Investigation of Accused Violations - All accused violations must come through the office of the Executive Director of Operational Support Services. This can only be processed from the Principal, the Athletic Director, or county level personnel. Any other persons "calling or writing" on accused violations will be directed back through the Principal or Athletic Director.

The Executive Director of Operational Support Services will investigate all official written requests from the Principal or Athletic Director.

- 8-2. Governing Body Correspondence - All correspondence between a school and its appropriate governing body must be copied to the District Athletic Director.

8-3.1 FHSAA Student Eligibility

- A. Students affected by **cumulative 2.0 Grade Point Average**: Any student participating in interscholastic competition. Includes athletics, band (FBA festivals only, not shows), chorus (FVA festivals only, not shows), and academic completion (brain bowl, honor society competition, language clubs, etc.).
- B. Students participating in athletic activities will be governed by all FHSAA eligibility requirements. The FHSAA Handbook can be viewed at [FHSAA.ORG](http://FHSAA.ORG).
- C. **Age**: Students must not turn 19 before September 1<sup>st</sup> to participate at the high school level. A student who reaches the age of 19 on or after September 1<sup>st</sup> may participate during that school year. Students have a maximum of 8 consecutive semesters of eligibility from the semester the student enters the 9<sup>th</sup> grade.
- D. Penalty for Playing Ineligible Athletes - Forfeiture of all events in which the individual participated.
- E. If a parent wishes to appeal a student eligibility ruling of the FHSAA a request must be made to the school's athletic director. It is the parent's responsibility to pay all fees and expenses the school incurs in relation to the appeal.

8-4 Home Education Student Guidelines for Participation in Athletics/Activities

A. ENROLLMENT PROCESS FOR PARTICIPATION IN ATHLETICS/ ACTIVITIES

1. The home education parent/guardian should call or visit the District Staff Office, located at 1515 June Ave, Panama City, Florida 32401, phone number 767-4122. FHSAA form EL 14 must be completed and taken to school of choice to register for athletic participation.

**NOTE: IN ORDER TO QUALIFY FOR A HOME EDUCATION CENTER, STATE LAW REQUIRES YOU TO REGISTER WITH THE DISTRICT SCHOOL BOARD. YOU MAY CONTACT (PHONE #767-4122) IN THE BAY DISTRICT SCHOOLS STAFF OFFICE, LOCATED AT 1515 June Ave., PANAMA CITY, FLORIDA, 32401.**

2. Once assignment to a school is given by District Office the home education student must complete the Florida High School Athletic Association (FHSAA) Registration Form (EL7) For Home Education Student to Participate in Athletic/Activity Program at an FHSAA Member School. These forms are available at the public high schools or on the FHSAA website at FHSAA.org. **This form requires a list of all course work with grades earned from the previous school year. IN ORDER TO ESTABLISH ACADEMIC ELIGIBILITY FOR THE FIRST GRADING PERIOD, A STUDENT MUST HAVE A 2.0 YEARLY CUMULATIVE AVERAGE BASED ON A 4.0 UNWEIGHTED ACADEMIC SCALE.** The FHSAA EL7 form must be completed and filed with the principal of the public school before the student can be permitted to participate in practice sessions.

B. Standards of Participation for Home Education Students

1. Home education students must register (see 1 and 2 above) with the school his or her intent to participate in interscholastic extracurricular activities as a representative of the school prior to any participation.
2. Home education students must abide by all rules and regulations of: the FHSAA, Bay District Schools, and established team/club/group rules. Failure to follow these rules and regulations may result in suspension from participation.
3. At the conclusion of each semester the home school student's parent must certify to the principal of the school that the student meets the minimum course and grade point average standards which are required of all students. The home school student will be required to present the principal a copy of the FHSAA Home Education Student Academic Progress Report (EL9) at the end of each grading period. This form verifies the academic standing of the student. Failure to present this form in a timely manner will result in loss of athletic eligibility.
4. Home education students must meet the same standards of acceptance, citizenship, and performance as required of other students in athletics/activities.
5. Home education students must demonstrate educational progress during the period of participation in all subjects taken in the home education program by a method of evaluation agreed upon by the parent and principal.
6. Home education students must complete the Athletic Physical Examination Form

(EL2), complete the Athletic Consent and Release Form (EL3), and view the three required safety courses listed on the EL3 Form (courses located at [www.nfhslearn.com](http://www.nfhslearn.com)) **prior to** participating in any athletic conditioning, open facility, practice or game.

7. Home education students who transfer from a home education program to a member school prior to or during the first semester of the school year shall be academically eligible to participate in interscholastic athletic competition during the first semester provided the student has the necessary 2.0 cumulative grade point average through the second semester of the previous school year as required by Florida Statutes. The student's academic eligibility for each succeeding semester shall then depend upon his/her cumulative grade point average through the conclusion of the previous semester.
8. Any public school or nonpublic school student who has been unable to maintain academic eligibility for participation in interscholastic extracurricular activities shall be ineligible to participate in such activities as a home education student until such time as the student has successfully completed one semester (18 weeks) in home education.
9. Home education students who plan to participate in chorus or band programs must attend the appropriate class as assigned by the director. Home education students should contact the guidance department at their assigned public school for instructions on enrolling in the appropriate music class.

8-5 **All Non-Traditional Students:** District Alternative & Special Schools, Charter Schools, Home School, Florida Virtual School, and Private Schools.

Extracurricular activity students attending Bay Virtual School, a District Alternative or Special School which does not offer athletics, Florida Virtual School, or a District Approved Home School may participate at the District school for which they are zoned or to the non-capped District school to which they could attend under controlled open enrollment provisions. Students attending a District approved charter school or a non-member FHSAA private school of 125 students or fewer may participate in sports which their school does not offer at the District school for which they are zoned or at the non-capped District school to which they could attend under controlled open enrollment provisions. These students must meet the same eligibility requirements as students in other District Schools.

8-6.1 **Athletic Participation Choice Policy**



A. Home school, Bay Virtual School, and district alternative school students desiring to participate in athletics at a school *other* than their zoned school for the first time must follow BDS school choice policy procedures. School capacity must be checked in person with the BDS Home School/School Choice Office, so that FHSAA and interscholastic extracurricular activity paperwork can be completed PRIOR TO any participation with that school. Students must take a copy of the choice assignment paperwork from the Home School/School Choice Office to the school they are assigned. Schools should not allow a home school or a non-zoned alternative school student to participate prior to receiving documentation from the Home School/School Choice Office.

B. Subsequent Years Participation

Home school, Bay Virtual School, and district alternative school students desiring to participate in athletics, at a school other than their zoned school for subsequent years, must follow BDS school choice policy procedures. BDS policy requires Home School and alternative school students to submit FHSAA and Extracurricular Activity requests annually. If a student participated in a school's athletic program during the previous year, as a home school, Bay Virtual School, or district alternative school student, their request to continue participating at that same school will be granted. Off-season school athletic activities, tryouts, and team membership are all considered participation.

C. Enrollment Change

Students who leave a district school to become a home school, Bay Virtual School, or alternative school student, after attending a minimum of one semester and participating in athletic activities, will be allowed to continue their athletic participation at that district school once they have submitted a FHSAA and Extracurricular Activity request to the Home School/School Choice Office.

Students who leave a district school to become a home school, Bay Virtual School, or alternative school student, after attending less than one semester and/or have not participated in athletic activities, will be required to submit FHSAA and Extracurricular Activity requests to the Home School/School Choice Office to receive an assignment to a school other than their district zoned school (see Section A). Placement is dependent upon space availability using the current enrollment numbers and following the capacity limits set for school choice.

D. Combination Schools (Grades 6-12 or K-12)

Home school, Bay Virtual School, and district alternative school students who have been participating in athletics at one of the district's combination schools and are entering 9<sup>th</sup> grade *may* have the option to continue athletic participation at that school. However, if students who are currently enrolled at one of the district's combination schools must apply through school choice to continue their enrollment at that school after completing a

designated grade level (ex. after completing the 8<sup>th</sup> grade); then Home School, Bay Virtual School, and district alternative school students must follow the same procedure (see Section A). Decisions about placement will be made based on capacity. Capacities for combination schools (grades 6-12) will be considered by grade "clusters". Grades 6-8 and grades 9-12 are considered separately for capacity purposes.

## **ARTICLE 9 - PARTICIPATION REQUIREMENTS FOR SAFETY AND INJURY PREVENTION**

All athletic participation forms and required nfhslearn safety courses must be completed by all students **BEFORE** participating (**includes: offseason conditioning, open facilities, summer workouts, practicing, competing**) in any athletic sport area. These forms must be in the possession of the athletic coach at all athletic events, in case of an emergency.

- 9-1. Physical Examination for Athletics (FHSA Form EL2) - A student athlete (this includes cheerleaders) must obtain a physical examination each year prior to the beginning of participation to verify that he/she is physically fit for interscholastic athletic competition. **The certificate is valid for one calendar year from the date of the physician signature.**
- 9-2. Consent and Release from Liability Certificate (FHSA Form EL3) – A student athlete must complete this form prior to any participation. Insurance - All students participating in any athletic activity (this includes cheerleaders) shall be required to have proper medical insurance before they will be able to practice and participate. The following options shall be available:
  - A. Personal Medical Insurance (includes military insurance) - The use of this insurance requires the name of the insurance and the policy number to be indicated on the Athletic Participation Form under Section B. NOTE: Medicaid will not be approved as a form of personal insurance.
  - B. School Insurance is made available through the School Board of Bay County. The student may purchase this insurance to satisfy the insurance requirement. "Football Coverage" is required if playing football, and "All other Sports" coverage if participating other sports or cheerleading. "Summer Coverage" is required if athletes are participating in summer programs with a school and did not purchase coverage with the school during the school year. Other policies are available for band and other extra-curricular activities. Coverage can be attained at [schoolinsuranceagency.com](http://schoolinsuranceagency.com) or see school AD for enrollment forms. School insurance coverage expires the first day of the next school year or the first date of participating in fall practice for the next school year whichever occurs first.
  - C. It is the responsibility of the parents or guardians to notify the Principal in writing of any change in medical insurance coverage of his/her son/daughter.

D. Student Managers, statisticians, and other student assistants in athletics must also complete the Consent and Release from Liability Certificate (FHSAA Form EL3) before they can actively engaged in performing the duties of student assistants.

- 9-3 Required Safety Courses – All students must view the three required nfhslearn safety courses as listed on FHSAA Form EL3 prior to any athletic participation.

## ARTICLE 10 - ATHLETIC CONTEST PREPARATION

The manner in which athletic contests are conducted can produce positive or negative public relations for the school. It is of vital importance that each athletic coach realizes the impact that proper athletic contest preparations will have on the reputation of the school. The coach should always remember that the visiting team is a guest and should be treated with respect, no matter what the outcome of the athletic contest. It is with this concept in mind that the following recommendations or suggestions are made:

- 10-1. Contracts - FHSAA Bylaw 8.4.1 states that contracts are required for all interscholastic athletic contests between schools which are members of the association. All contracts should be signed, dated and carefully checked for proper dates and information. **Contracts must be signed by both principals and Athletic Directors to be valid. Home football contracts should always indicate that games scheduled in Tommy Oliver, Mike Gavlak or Bozeman Stadiums will be subject to county scheduling guidelines and availability.**
- 10-2. Condition of Facilities - All areas should be examined for hazardous conditions, CLEANLINESS and proper markings.
- 10-3. Publicity - The regular and accepted means of publicizing athletic events of a school should be followed. **Each sport coach should always call the local news media to report the results of all games, both home and away.** It is recommended that all coaches have the telephone numbers of the local news media so that contacts may be made immediately following the activity.
- 10-4. Courtesy to Visiting Teams - The visiting school should be contacted well in advance of the proposed contest and advised as to the location of the contest, color of jerseys, if applicable, time, date, and officials to be used. A home team person should be assigned to the visiting team when it arrives, and should show the visiting team their dressing quarters and provide assistance if needed.
- 10-5. Medical Representative - It shall be the responsibility of the home team to have a physician or athletic trainer in attendance at all football games. The District Staff Office will be responsible for notifying the ambulance service personnel for all football games at Bozeman, Gavlak and Tommy Oliver Stadiums.
- 10-6. Game Personnel - The Assistant Principal for Finance or designee of Principal shall ensure that adequate provisions have been made to staff all home contest with proper game personnel.

- 10-7. Officials - It shall be the duty of the host school to ensure that qualified game officials have been secured for all home contests.
- 10-8. It shall be the duty of the host school to have someone assigned to declare who may or may not be permitted in the press box to operate the game clock and scoreboard. It is the responsibility of each school to provide the scoreboard operator, clock operator, and "chain personnel" (football). It is recommended that these persons be paid for their services to ensure qualified persons in these positions.
- 10-9. Under no circumstances are students allowed to operate the clock or scoreboard for any football or soccer games/matches at Tommy Oliver, Gavlak or Bozeman Stadiums. Students are not allowed in the press box or on top of the press box unless permission from the host Principal has been secured.
- 10-10. Post Game Suggestions:
- A. Injuries - It shall be the duty of the Head Coach to check his/her team members after each game for injuries. Proper medical attention shall be given.
  - B. Security of Facility - It shall be the duty of the administration to ensure that each Head Coach completely understands that it is his/her responsibility to provide security of all school facilities and equipment prior to leaving. It shall be the responsibility of the Athletic Director and school administration to obtain security for all activities at Tommy Oliver, Gavlak or Bozeman stadiums.
- 10-11. Stadium Lights - In cooperation with the Sheriff's Department, Panama City Police Department and Panama City Beach Police all stadium lights will remain turned on for not less than 45 minutes from the time the game has come to an end. Security personnel will stay at the stadium until all students have departed.
- 10-12. Football Field: Post Game - No unauthorized personnel is allowed on the playing field. The security personnel will enforce this rule.

## **ARTICLE 11 - TRANSPORTATION AND TRAVEL**

Due to the increasing costs of transportation, procedures governing transportation for extracurricular trips are necessary. In all cases, transportation will be based upon the availability of buses with the first consideration going to home-school-home transportation.

- 11-1. The Transportation Supervisor will be the authority for deciding the type of buses to be used when using Bay District Transportation.

- 11-2. The Bay County School Board will provide transportation funding for middle and high schools. The purpose of this funding is to allow each middle and high school an opportunity to control the amount of money they have to fund extracurricular trips.

11-3. Transportation Allocation

High schools and middle schools will receive transportation funding for athletics, band, chorus, and cheerleading. These funds will be placed in each school's budget. Each school will then allocate these funds to each activity.

- 11-4. Transportation Funding Procedures - When requesting a bus from Bay District Schools Transportation Department one of the following procedures will be followed:

A. District Terms Purchase Order System

1. A requisition must be entered in the TERMS accounting system using Vendor K0000009200 for the estimated cost of the trip.
2. Ten days prior to the date the bus is needed a "Transportation Request for School Sponsored Student Activities form must be submitted online to the Transportation Department with the purchase order number on the form.
3. On the first working day after returning from the trip receive the purchase order in the TERMS system using screen F822. **Do not wait for an invoice.** This will enable the Finance Department to pay the Transportation Department upon receipt of a proper invoice. Note: No payments will be posted until Finance receives an invoice from Transportation.
4. After the trip is completed the Transportation Department will send out two invoices one to the contact person for the school and one to the Finance Department. **Schools should not send their copy to Finance.**
5. If after thirty days of receipt of the original invoice and the purchase order has not been posted as received, the Transportation Department will send a second notice to the school.
6. If after sixty days of receipt of the original invoice the school has not received the item in the system, the unpaid bill(s) will be sent to the Bay District Schools Chief Financial Officer. A memo will be sent to the Principal, with a copy to the Superintendent, requesting an explanation of why the purchase order has not been received.

B. Internal Accounts Purchase Order System

1. An internal account purchase order must be issued to the Transportation

Department for the estimated cost of the trip.

2. Ten days prior to the date the bus is needed a Transportation Request for School Sponsored Student Activities form must be submitted online to the Transportation Department with the purchase order number on the form.
3. After the trip is completed the Transportation Department will send an invoice to the school. Please remit to the Transportation Department as soon as possible with an internal accounts check payable to Bay District Schools. The Transportation Department will send the check along with the invoice to the Finance Department.
4. If after thirty days of the receipt of the original invoice a check has not been submitted to the Transportation Department, a second notice will be sent to the school.
5. If after sixty days of receipt of the original invoice the school has not sent a check to the Transportation Department, the unpaid bills will be sent to the Bay District Schools Chief Financial Officer. A memo will be sent to the Principal, with a copy to the Superintendent, requesting an explanation of why the check has not been submitted.

#### NOTES FROM THE ABOVE MENTIONED PROCEDURES:

1. If you do not agree with the amount on the invoice sent from the Transportation Department, call 767-4482 for an explanation of the charges. If the wrong amount was invoiced and paid through the Finance Department an adjustment can be made.
2. If you cancel a trip you must notify Transportation before the trip departure time. If you do not notify Transportation you will be charged Two (2) hours of driving time @ \$18.00 per hour.
3. Changes to field trips will not be accepted through e-mail. Please continue to call 767-4482 with changes.

#### 11-5. Other Transportation Guidelines

- A. Booster clubs may reimburse schools for school bus transportation costs. The school still must send a Transportation Request form along with a purchase order when requesting Bay District Transportation.
- B. Use of rental cars and any other means of transportation may be deducted from the school's project 0041 transportation budget.
- C. Schools will not be permitted to specify the type of bus needed or request a certain driver, with the exception of handicapped buses. Paraprofessionals assigned to the bus will

accompany all field trips.

- D. When two or more schools use the same bus, expenses incurred will be divided among the schools.
- E. The school may rent vans and rental cars for school trips. It will be the schools responsibility to make these arrangements.
- F. UNDER NO CIRCUMSTANCES WILL EXTRACURRICULAR ACTIVITIES TAKE PRECEDENT OVER HOME-SCHOOL-HOME SERVICE. The Transportation Department will not have buses available until 3:30 p.m. for in-town extracurricular trips. Out of town trip times will vary.
- G. Bay District Transportation Charges To Be Billed For Extracurricular Trips:

- 1. Driving Time/Hours to be Billed

- a. Morning - The time starts from the bus storage location plus fifteen minutes of pre-trip time and at the school fifteen minutes before scheduled departure time. Buses going on out of county trips are given an additional thirty minutes safety inspection, which is also charged to the sponsor. If the driver is coming to the departure site right from their bus route, the billing will start when they come off their route time and there will be no pre-trip charge.
- b. Afternoon - If a driver is coming to you from their route, the billing time will start after their afternoon route time ends. If a substitute is used the time is the same as a morning trip, pre-trip time, driving from bus location and arriving fifteen minutes before scheduled departure time. When a trip is completed you are billed for the time a driver takes to return to the storage site and clean-up, fifteen minutes on in town trips and thirty minutes on out of town trips. On in-town trips the driver remains on the clock for the entire duration of the trip. When the trip is out-of-town, the driver is on the clock for the entire duration unless released to a motel room. When a driver is taken off the clock it will be for a minimum of two hours. On out-of-town trips a driver is paid for eight hours or actual driving time, whichever is greater. If a sponsor fails to cancel their trip before the driver arrives at the place of departure, they will be charged for two hours of driving time.

- 2. Mileage

Mileage starts from the departure site, and ends at the return site. The mileage accrued by the driver getting to your school and then home from your school is absorbed by Transportation.

- 3. Miscellaneous Expenses

(1) Meals - Trip sponsors are billed for driver meals on out-of-town only. Breakfast is \$9.00, lunch is \$12.00 and dinner is \$18.00. A driver qualifies for breakfast when the trip begins before 6:00 a.m. and extends beyond 8:00 a.m. (Breakfast is applied only to out of town trips). Lunch is paid when the trip begins before 12 noon and extends beyond 2:00 p.m. Dinner is paid if the trip begins before 6:00 p.m. and extends beyond 8:00 p.m. Transportation deducts thirty minutes for the total time a driver submits for each meal declared, not to exceed 1-1/2 hours per day.

(2) Motel Rooms - Sponsors are required to make arrangements for a driver's motel room and will be billed for the cost of the room. A driver can not share a room with either students or sponsors. However driver can share rooms with other drivers from our district. A sponsor may choose to pay for the room at the time of the trip, in which case they will not be billed again by transportation. If the driver pays for the room, the sponsor will be billed and the driver reimbursed. The sponsor will also be billed for any parking, gate or toll fees or any other expenses that occur directly from the trip. If the sponsor pays at the time of the trip they will not be billed again. If the driver pays, the sponsor will be billed and the driver reimbursed.

(3) Per Diem - Upon completion of an out-of-town trip the driver can claim either per diem or actual expenses, whichever is more applicable. The sponsor will be billed for whatever method is chosen. Please note: A sponsor will only receive one bill type, per diem or actual expenses.

(4) Buses - A pusher can hold eighty-four people when placing three to a seat, sixty when placing two to a seat. A conventional bus can hold sixty-five people when placing three to a seat and forty-four with two to a seat.

11-6. Guidelines for non-school board employees to drive rental vehicles:

- A. Non-school board employees must be approved by the Principal to drive a rental vehicle. This requires being approved in writing as a School Volunteer using the School Volunteer Application Form and being cleared by VECHS Level II fingerprint screening by the BDS Safety and Security Office, fee paid by driver.
- B. School administration must process a MVR Request for each driver. **This request must be made at least two weeks prior to the trip.** The MVR request for a prospective driver must be completed for each trip and sent to the Risk Managers office for processing. The Risk Manager is located in the Nelson Building.
- C. Our state approved vehicle rental contract is with Enterprise. Enterprise provides insurance through the contract. The non-school person does not have to provide proof of insurance.



**STUDENTS MAY NOT BE TRANSPORTED ON RENTAL VEHICLES DESIGNED TO HOLD MORE THAN 10 PERSONS.**

11-7. Transportation Cost

- A. Any school group or organization using a School Board bus will be charged in the following manner:  
Actual trip expenses will be charged for all extracurricular trips. Expenses will include: **\$18.00 PER HOUR FOR DRIVER SALARY, MEALS, and \$2.00 PER MILE FOR FUEL AND OIL. IF IT IS AN OVERNIGHT TRIP, PER DIEM OR ACTUAL EXPENSES WILL BE INCLUDED FOR THE DRIVER AND ANY ADDITIONAL EXPENSES THE TRIP MAY REQUIRE.**

11-8. Use of Commercial Transportation

Where an extracurricular trip or any other school approved trip warrants travel by a chartered bus operated by a commercial bus line, approval shall be obtained from the Superintendent or his/her designee. Schools should obtain 3 quotes from companies which are currently on the BDS approved list.

A. Payment Procedures for Commercial Bus Transportation

1. Complete the Request For Student Out-of-County Travel Form. The Executive Director of Administration must sign this form. See Article 11-4, A-E for procedures for commercial bus payment.

B. Commercial Bus Transportation Guidelines

School groups who contract with a commercial bus company will have specific guidelines to comply with in order to make a trip as safe as possible. The following guidelines are to be observed when using a commercial bus:

1. All decisions pertaining to the operation of the motor coach will be made by the driver based on legal requirements and company policy.
2. It is the driver's determination when and where fuel stops shall be made in accordance with the company's policy.
3. The driver will determine where the bus may be safely stopped during emergencies on the road and where it may be parked at other times.
4. Allowing food and drinks inside the bus is a privilege granted by the motor coach company and may be rescinded at the discretion of the driver. Should the driver determine that this privilege is being abused all food and drink will be placed in the baggage area and passengers will have access during stops as needed. A clean-

up and damage fee will be assessed if necessary.

5. Chaperones are responsible to see that students put trash in containers provided by the driver and if necessary pick up food and drink trash left by the students.
6. Deviation from the itinerary that was presented to the bus company may result in extra costs. Once the trip is in progress, additional itinerary changes may result in greater mileage costs or determined to be impossible if it conflicts with the legal off duty time required by the driver.
7. Student behavior on the bus is the responsible of the chaperones. Legal and safety requirements determine that all passengers must be seated when the bus is in motion and it is the responsibility of the chaperones to see that this rule is enforced. If the chaperones can not enforce this rule, the driver will park the bus and remain parked until it is corrected.
8. Commercial bus drivers are strictly regulated as to driving hours in order to comply with the legal requirements for safety. This requires close cooperation between the commercial bus company and the activity group to insure compliance.

The U.S. Department of Transportation regulation 395.10 restricts a driver's actual on-the-road time. The rule has three components:

10 hour rule:

A driver cannot drive more than 10 hours following eight (8) consecutive hours off-duty (adverse conditions and emergency situations are exceptions).

15 hour rule:

After 15 hours on-duty\* (this includes driving and on-duty not driving) a driver cannot continue driving until eight (8) consecutive hours off-duty are taken. \*On-duty not driving includes time for pre-trip inspection and delays.

70 hour rule:

On-duty time cannot exceed 70 hours for any period of eight (8) consecutive days.

#### 11-9. Overnight Trips for Bay District Schools Transportation

- A. Under no circumstances will the same driver be allowed to drive over ten (10) consecutive hours at one time. Drivers must have eight (8) hours continuous off-duty prior to a long trip. In certain situations two drivers may be required on the same bus. This additional cost will also be charged to the sponsor. Trip time will be figured from the bus storage to the place of departure and back to the point of departure plus driving time back to the bus storage and thirty minutes for after trip clean-up.
- B. Sponsors are responsible for making room reservations for bus driver(s). The sponsor

should notify the Transportation Department to confirm that reservations have been made for the driver(s). Sponsors should not pay any driver expenses, the driver will be reimbursed upon completion of the trip.

11-10. Trip Assignments

- A. Special requests for certain drivers will be denied for all extracurricular trips; local or out-of-town. In extenuating circumstances the Transportation Supervisor may assign any driver to a trip he deems necessary.
- B. Trips will be assigned at the Transportation Department.
- C. Return time is defined as the arrival time of the bus back to the school.
- D. Departure time is defined as when the bus leaves the school.

11-11. Driver and Sponsor Responsibilities:

- A. On all extracurricular trips, the bus driver is responsible for the vehicle as well as the safety of all the students on his/her bus. All State Laws and School Board Regulations and policies will be followed at all times.
- B. The sponsors of the out-of-town extracurricular trips have the vehicle at their disposal and will instruct the driver of the route to the destination and all intermittent stops. Also, the sponsor is to supervise the students on the vehicle.
- C. Both driver and sponsor are responsible for completing the Daily Log Sheet for Extracurricular Trips. The driver is responsible for returning this form to the Transportation Department after the completion of the trip. The Transportation Department will send a copy of this form to the Principal of the school after each trip.
- D. All destinations should be listed on the Transportation Request Form Sponsors should not request the bus driver(s) to make stops that are not listed on the Transportation Request, unless it is an emergency.
- E. EATING FOOD ON SCHOOL BUSES WILL BE ALLOWED ONLY ON OUT-OF-COUNTY TRIPS. NO FOOD WILL BE ALLOWED ON IN-COUNTY TRIPS. IT IS THE SPONSOR'S RESPONSIBILITY TO ENSURE THAT FOOD IS NOT LEFT ON THE BUS AND PROPER CLEANUP HAS OCCURRED.
- F. Buses that must be cleaned will be charged to the school or organization.
- G. Expenses incurred on trips that involve staying beyond the official ending of an activity will be charged to the activity group requesting the extension.

#### 11-12. Cancellation of Trips

If a field trip is canceled by a school, the Transportation Department must be advised at least two (2) working days prior to the trip. A minimum charge of \$20.00 will be made for failure to cancel a trip if time and circumstances had allowed.

#### 11-13. Extracurricular Trip Collection

- A. Each school should be responsible for collecting fees for extracurricular trips involving their students. The Transportation Department should not be asked to collect transportation fees from people outside the school system.
- B. IF A CLUB OR INDIVIDUAL HAS STATED THEY WILL PAY FOR A TRIP, THE RESPONSIBILITY OF COLLECTING FOR THAT TRIP SHOULD REST WITH THE PRINCIPAL, DEPARTMENT HEAD, OR SPONSOR WHO REQUESTED THE TRIP.
- C. When transportation is requested for any group connected with a school, a purchase order must be attached to the Transportation Request form before the request is processed and a bus assigned to the trip.

#### 11-14. Transporting Band Instruments and Class Projects on Buses

- A. Any student who boards a school bus with an instrument or class project during a regular route must hold that object in his/her lap. If the object is so large that it interferes with or endangers a fellow passenger the object cannot be transported. If, at any time, the driver feels that these objects are interfering with the safe operation of the bus, he/she may then refuse to transport that item. Before a student arrives at a bus stop with a large instrument, the student or parent should discuss with the Transportation Department any questions regarding the size of an object to be allowed on the bus. At no time will the driver allow instruments, projects, or any other object to be placed in the aisle of a bus, as the bus aisle should remain open at all times in case of emergency.

#### 11-15. Joint Use of School Buses

- A. Each school is responsible for the conduct of its own students. The instructions for students riding buses are posted on the bus. Rules and penalties apply to field trips.
- B. Do not attach banners to interior or exterior of school buses.
- C. Decisions concerning eating and rest stops are to be worked out in advance by the coaches or sponsors.
- D. All passengers must be off the school bus during refueling. No exceptions.
- E. Each school is responsible for the cleanliness, damages, etc., in its own seating area only.

#### 11-16. Guidelines for the Use of Private Vehicles

In order for private vehicles to be used to transport students on school sponsored activities, the following Board approved guidelines must be followed:

- A. The transportation request does not warrant the use of a school bus. Example, if there are only four students going to an activity.
- B. The transportation is approved by the Principal.
- C. Each student's parent or guardian is notified, in writing, regarding the transportation arrangement and gives written consent before a student is transported in a privately owned motor vehicle.
- D. The driver shall be of at least twenty-one years of age, a current district employee or an approved School Volunteer with current VECHS Fingerprint clearance, hold a valid Florida drivers license and completed the MVR form at least two weeks prior to the departure date  
**NOTE: STUDENTS ARE NOT PERMITTED TO DRIVE VEHICLES WHILE TRANSPORTING STUDENTS ON A SCHOOL SPONSORED ACTIVITY.**
- E. The owner has liability insurance with limits of \$100,000 per person and \$200,000 per occurrence; and
- F. Students will only be transported between the hours of 6:00 a.m. and 12:00 midnight.
- G. Acceptable vehicles for use to transport students must meet Section 234.02, FS. Criteria that are classified by the manufacturer under the following federal definitions:
  - 1. School Bus - Meeting all Federal Motor Vehicle Safety Standards and Florida Specifications applicable to School Buses.
  - 2. Passenger Car - Any wheelbase; includes, in part sedans, coupes, hatchbacks, and wagons.
  - 3. Multipurpose Passenger Vehicles - Includes minivans, vans designed to hold 10 or fewer persons, and larger sport utility vehicles. Excludes multipurpose vehicles that have a wheelbase of 110 inches or less. These short-wheelbase vehicles are required by federal law to contain a rollover warning label affixed to either side of the driver's sun visor, and may not be owned or operated by school districts for student transportation under 234.02 FS.
- H. **Prohibited vehicle types that may not be used by school districts or charter schools for student transportation include:**
  - 1. Trucks - Light trucks, such as small or large pickups; medium-duty trucks; heavy trucks

2. Bus - **Any non-school bus vehicle designed to transport more than ten persons**; examples include full-size vans, shuttle buses, and other types of buses that are not School Buses meeting all Federal Motor Vehicle Safety Standards and Florida Specifications for School Buses. **This includes passenger vans designed to carry more than 10 persons.**
  3. Motorcycle
  4. Trailer
- I. Students must be transported in designated seating positions and shall be required to use the occupant crash protection system provided by the vehicle manufacturer unless the student's physical condition prohibits such use.

11-17. Guidelines for the Use of Rental Vehicles

A. Employees are required to rent a car if out of town travel will last more than one day and less than four. After three days, an employee will draw mileage or the least expensive method of payment to the district. **EMPLOYEES WILL TRAVEL ON DISTRICT BUSINESS UTILIZING THE MOST ECONOMICAL METHOD FEASIBLE.**

B. The State of Florida has a contract with a car rental agency. The District Staff Office (767-4137) can inform you which car rental agency has the state contract. State employees are **REQUIRED** to use a Compact class vehicle except when the number of passengers or the volume of materials to be transported make use of a Compact Class vehicle impractical. If a compact Class vehicle is not available a larger class may be rented. **DO NOT RENT FROM ANOTHER VENDOR UNLESS A COMPACT CLASS VEHICLE IS MORE ECONOMICAL INCLUDING COLLISION DAMAGE WAVIER OR LIABILITY DAMAGE WAIVER INSURANCE AND FUEL THAN RENTING A LARGER CLASS VEHICLE FROM THE STATE APPROVED CAR RENTAL AGENCY.**

C. Use of Rental Vehicles Provided by Other Companies

The state approved car rental agency contract does not prohibit the use of rental vehicles that have lower net rates including primary insurance coverage, payment of the collision damage wavier fee, cost of fuel, or when the contract vendor cannot provide vehicles.

**NOTE: Purchase collision damage insurance, if a vehicle is rented from other than the state approved contract vendor**

D. Completion of Travel Expense Voucher When Rental Cars Provided by Other Companies Are Used

If other than a contract rental vehicle is used one of the two following statements must appear on the Reimbursement Voucher: "Vehicle with lower net rate rented" or "Vehicle not available from contract vendor".

## **ARTICLE 12 - GUIDELINES FOR IN-COUNTY AND OUT-OF-COUNTY SCHOOL SPONSORED TRIPS**

### **12-1. Guidelines for In-County School Sponsored Trips**

It is the intent of these guidelines to provide the sponsor with a list of duties and responsibilities that will be expected of him/her in order to participate in a school sponsored trip. The following procedures must be adhered to when participating on an in-county school sponsored trip.

**\*NOTE:** Athletes do not have to complete these forms for athletic event travel since all athletes are required to complete the Consent and Release from Liability Certificate (EL3). It is the responsibility of the sponsor to see that the following guidelines have been followed:

**A. Each student must complete the following form(s):**

1. Student Permission Form for School Sponsored Trip.
2. Student Emergency Information Card Form

**B. Sponsor Must Complete The Following Forms:**

1. Transportation Request form if using a school bus. This form must be in the transportation office at least seven (7) days in advance of the trip. Failure to have this request in the transportation office at least seven (7) days in advance may result in your form being canceled. The sponsor should initiate this form at least fifteen (15) days before the trip to allow for processing through your administration. Your Principal must sign this request.
2. Temporary Duty Assignment Form - Must be completed only if a substitute teacher is required. If your classes are taught by other teachers you do not need to file a Temporary Duty Assignment form.
3. Chaperones: Must be approved as a volunteer by principal using the School Volunteer Application Form. Chaperones must be cleared by VECHS Level II fingerprint screening in the BDS Safety and Security Office, fee paid by chaperon. If serving as a driver of a private or rental vehicle an MVR Form must be completed two weeks prior to trip to gain clearance.

## 12-2. Guidelines for Out-Of-County School Sponsored Trip

\*NOTE: Athletes do not have to complete these forms for athletic event travel since all athletes are required to complete the Consent and Release from Liability Certificate (EL3). It is the responsibility of the sponsor to see that the following guidelines have been followed:

- A. Each student must complete the following forms:
  - 1. Student Permission Form for School Sponsored Trip.
  - 2. Student Emergency Information Card Form.
- B. The sponsor must complete the following forms/procedures:
  - 1. Request for Student Out-Of-County Travel Form. Any activity that travels out of county, with the exception of athletic sport areas who have published schedules, and high school bands who performed at football halftimes must complete this form and maintain the original copy in the school. This form is to be sent to the Deputy Superintendent for his/her signature. In order to obtain the Deputy Superintendent's signature you should allow at least six (6) working days from the time the form is sent to her office. A copy of this form must be attached to the Transportation Request to show the Transportation Department that the Deputy Superintendent has approved this trip. This applies to all activities that travel out of county, with the exception of athletic sport areas. Failure to attach this form in the aforementioned instances may result in your bus request being canceled. **Athletic events requiring out of state travel must receive approval from Superintendent.**
  - 2. Transportation Request Form. This form must be completed if using a school bus. This form must be in the Transportation Department seven (7) days in advance of the trip. The Out Of County Travel Form must be attached to this form so that the Transportation Department is aware of the Deputy Superintendent's approval. If a trip is going to be taken in private vehicles, you must make sure the name(s) of the driver(s) are on the back of the Student Permission Form for School Sponsored Trip. Students are not allowed to drive private vehicles. **STUDENTS MAY NOT BE TRANSPORTED IN PRIVATE OR RENTAL VANS UNLESS APPROVED BY THE SUPERINTENDENT OR THE VAN IS LISTED ON THE APPROVED LIST. VEHICLES DESIGNED TO CARRY MORE THAN TEN PEOPLE ARE STRICTLY PROHIBITED FOR STUDENT TRANSPORTATION. SEE ARTICLE 11-16, #7 FOR POLICIES ON USE OF APPROVED MINIVANS.**
  - 3. Temporary Duty Assignment form must be submitted at least seven (7) days in



advance.

4. On the back of the Request for Student Out-Of County Travel Form, the names of the chaperons and a list of the students going on the trip should be completed.
  5. Chaperones: Must be approved as a volunteer by principal using the School Volunteer Application Form. Chaperones must obtain clearance from BDS Safety & Security office by completing VECHS Level II Fingerprints.
  6. Make sure you have the Student Emergency Information Card forms for each student. **THESE FORMS ARE TO BE IN YOUR POSSESSION WHILE ON THE TRIP.**
  7. Students who travel to a destination on a school sponsored trip, with district approved transportation may be given permission to return with their parent(s) after an activity when requested by the parent(s) to the principal or sponsor/coach. **Students are not allowed to drive their vehicles to any out-of-county school sponsored event.**
- C. Reimbursement Procedures - When a trip is completed and sponsor/coach is to be reimbursed for expenses, he/she should obtain a Reimbursement Voucher for Temporary Duty Expenses. This form has complete instructions on the back, for proper completion. Your Principal must sign this form under approved by administrator, (lower left side). This form should be returned to the school bookkeeper for processing.

#### 12-3. Travel to Local Event Sites

Where it becomes necessary for a group or groups to use contest facilities not located on school grounds but within the county it will be permissible to allow an individual to travel with his or her parent(s) to the game site. A student who has a valid driver's license may also be permitted to drive their vehicle to the contest site with the permission of the principal and written permission from the parent(s). Students shall not transport any other students in their vehicle.

#### 12-4. Meals

Activity funds (2015) may be used to provide meals for approved groups traveling outside Bay County with prior approval of the Principal. Maximum meal limits are as follows:

Breakfast	\$6.00
Lunch	\$10.00
Dinner	\$12.00

NOTE: IF A SCHOOL USES INTERNAL ACCOUNT FUNDS TO PAY FOR MEALS, ALL ACTIVITY GROUP MEMBERS MAY BE PAID AT THE STATE APPROVED RATE NOT TO EXCEED \$39.00 PER DAY.

The individual school may choose to provide a smaller amount depending upon the specific situation.

12-5. Team Meal Arrangements

Team meal arrangements must be made in advance by the coach through the school bookkeeper.

12-6. Meal Money for Team Travel

Meal money for activity travel may be paid by reimbursement procedures or advanced payment through internal accounts by completing the Student Meal Voucher Form.

12-7. Team Housing for Overnight Trips

Procedures for acquiring team housing will be as follows:

- A. Approval - Request approval from the Athletic Director and Principal for team housing.
- B. Arrangements - Contact housing facilities in the area to acquire the best possible rates.
- C. Finalization - Made in advance with a purchase order issued and signed by Principal. You must have written or oral confirmation of your reservation before a purchase order will be issued.
- D. Termination - After trip is completed, send final housing bill to school bookkeeper for processing.

12-8. Post Season FHSAA Play-off Activities

Transportation for playoff activities will not be funded by the District. Transportation allocation funds each school receives may be used to fund playoff travel, **if available**. Each school is responsible for payment of post-season travel.

12-9. Bay County School Board Employee Travel

Out-of-County policies pertaining to travel expenses for employees paid from county activity funds (Project 2015) are the same as all travel forms. The following budget numbers are to be used for substitute teachers and travel when using Project 2015 funds:

Substitute teachers                      5100-750-2015

Travel                                        5100-330-2015

The Principal must sign the Temporary Duty Assignment form.

In-State Travel limited to actual cost of trip.

Out-of-State Travel limited to actual cost of trip.

## 12-10. Standardized Travel Procedures

### Airline Tickets

An accounting clerk within the District Finance Office (phone number 767-5285) will be assigned the responsibility for purchasing all airline tickets for approved travelers. The traveler will be responsible for furnishing a copy of the approved Temporary Duty Leave Form to the accounting clerk before the ticket can be purchased. The accounting clerk will purchase the ticket and coordinate with the traveler to assure that the traveler has the ticket at a reasonable time before scheduled departure.

### Vicinity Travel

Vicinity travel will be paid only when approved in advance of travel and only for travel that is in the interest of the school system and in pursuit of official duties. Vicinity travel will not be paid for travel from hotels to restaurants or to entertainment or shopping centers. Also, vicinity mileage will not be paid between hotels unless the traveler is unable to get a reservation in the conference hotel.

### Automobile Rentals

Automobile rentals may be approved when it is in the best interest of the traveler and the school system. (SEE ARTICLE 11-17 FOR GUIDELINES).

### Hotels/Motels

Travelers must stay at the conference site hotel or motel if accommodations are available unless there is a financial advantage for the traveler to stay at a less expensive hotel/motel.

### Privately Owned Vehicles

When more than one traveler is going to the same destination, reimbursement of automobile expenses will not be authorized at less than a ratio of one vehicle to two travelers unless the Superintendent grants an exception in writing. The approving supervisor should give consideration to a higher ratio if the approved automobile can comfortably accommodate more than two travelers.

## 12-11. Overnight Travel Prior to the Event

No overnight travel may be permitted before an activity event unless circumstances warrant such travel.

## 12-12. Lodging Arrangements

Many school-sponsored trips require overnight stays at distant locations. The following are guidelines for making lodging arrangements during school-sponsored trips.

- A. Place no more than 4 students per room. Rooms with two double-beds should be reserved for 4 students.
- B. Record the room number and names of all students staying in each room. Request adjoining rooms on one floor of the hotel. This will facilitate easy room checks.
- C. Teachers or chaperones should NEVER share rooms with students.
- D. If a parent is serving as a chaperone, they may be allowed to share a room with their child.
- E. At least one male and one female chaperone should be on all trips if students of both genders are participating.
- F. All students should be given the room number and phone number for all chaperones on the trip.
- G. See Section 12-2 B (5) for chaperone clearance requirements.

#### 12-13. Out of State Travel Procedures for Athletic Teams

- A. **If travel is to a bordering state** school will submit a BDS Request for Student Out-of-County Travel Form to Deputy Superintendent in order to obtain Superintendent's permission to travel.
- B. **If travel is to a non-bordering state** school will submit a request letter for out-of-state travel to county A.D. County A.D. submits request to Department of Operations. Department of Operations reviews request and submits letter to Deputy Superintendent to obtain Superintendent's permission to travel.

### ARTICLE 13 -BUDGET AND FINANCE STUDENT ACTIVITIES

#### 13-1. County Activity Funds (2015)

The Bay County School Board shall provide minimal funding in the high schools for the following

activities: academic clubs, athletics, band, cheerleaders, and chorus. These funds may be transferred from one activity to another based on need and the approval of the Principal. Funds not used in these accounts will revert back to the general fund at the end of the fiscal year (June 30). These funds may not be used to purchase personal supplies, coaching shorts, shirts, shoes, etc. You must plan to use the activity funds. This is not a one day process. In most cases, the requisition process will take approximately four days from the time the requisition leaves the school until the order goes out to a vendor.

13-2. Procedures for Requisitioning for Activity Funds (2015)

Each school who receives 2015 Extracurricular Activity funds will process their own purchase orders. 2015 funds will be placed in the school's cost center budget. Each school is responsible for the expenditure of these funds. These funds may only be expended on extracurricular activities.

13-3. Internal Account Funds

All funds earned from general ticket revenue, fund-raisers, booster/parent contributions will be kept separate from the county funds. These funds will be under the direction of the Principal and the Athletic Director and he/she will be directly responsible for income and expenditure of these funds.

13-4. Purchasing Procedures - All requisitions shall be submitted to the Athletic Director and approved by the Principal for equipment and supplies. The following items are important when purchasing equipment and supplies:

- A. Requisition-purchase orders on all purchases shall be required. **ANY INDIVIDUAL MAKING A PURCHASE WITHOUT AN APPROVED PURCHASE ORDER SHALL BE PERSONALLY LIABLE FOR THE PURCHASE.**
- B. There are two types of purchase orders (requisitions): internal school accounts and county. All county purchase orders must be processed through the District Staff Office (Purchasing Department).
- C. Any school internal accounts purchase that is over \$2,500 must have three written bids which are to be attached to the purchase order for accounting purposes. If a county purchase order is issued for item(s) over \$2,500, the sponsor or coach does not have to locate the vendors. This purchase order should be sent to the purchasing department (must have Principal's signature) and let Purchasing find the lowest possible price.
- D. Any internal account purchase order over \$2,500 must be approved by the Superintendent by submitting the Approval to Purchase Materials/Equipment over \$2,500 form.
- E. Any county purchase orders over \$12,500 must be approved by the Superintendent or his/her designee.
- F. Any purchases that are over \$25,000 must be approved by the Board.

13-5. Giving Away or Selling Athletic Equipment

No athletic equipment or supplies may be sold or given away without approval of the School Board of Bay County. Prior approval of the Principal and Superintendent must be obtained to loan any equipment. Information concerning donation of supplies or equipment should be directed to the Supervisor of Property Records, phone number 767-4572.

13-6 Booster/Parent Group Fundraising Regulations: Board Policy 6.208

A. Liability Exposure. If a school or a school organization proposes to engage in any fundraising activities which may expose the School Board to extraordinary liability, prior written approval must be obtained from the Superintendent or his/her designee.

B. School-related or patron and booster organizations are permitted to hold their own fund-raising activities and to account for their collections and disbursements through their own bank accounts.

C. Each authorized organization is required to submit to the principal a patron/booster organization financial report listing projects, receipts, disbursements, accounts payable, and other data by June 1<sup>st</sup> each year per School Board Policy. An approved organization financial statement may be submitted instead but must supply the same information required on the School Board form.

D. The principal will maintain a file on each organization to contain the financial statements and the audit reports, and maintain a listing of operating organizations that have not filed reports for review by the internal accounts auditor.

E. Each organization must provide to the principal with a completed **Booster Club Registration Form by June 1<sup>st</sup>** each year for the upcoming school year.

F. All patron or booster groups formed for support or promotion of any or all programs and activities of a school shall adhere to Parent-Teacher Association, Southern Association of Colleges and Schools, and Florida School Activities Association rules regarding non-interference with school administration or school programs.

G. A patron organization or individual shall not use a school or School Board tax identification number (Federal T.I.N.) or Florida sales tax exemption number, in accordance with State and Federal Law.

H. All funds from booster/parent groups must be approved by the respective Athletic Director and Principal when purchasing non-perishable (equipment, uniforms, transportation, rental, etc.) items. These items become property of the Bay District Schools.

**ARTICLE 14 - COLLECTION, DISBURSEMENT,  
AND PAYMENT PROCEDURES**

#### 14-1. Handling and Receipting All Monies Collected

- A. Only Athletic Directors, school administrators, business managers, bookkeepers, ticket sellers, sponsors, or coaches will handle any activity money.
- B. All revenue, fees, and/or guarantees received as result of activity programs shall be credited to the school's internal account fund. Any exceptions to this shall be approved by the School Board.
- C. Coaches should not be responsible for any booster club financial matters. **Coaches who are involved in the disbursement of booster club monies must follow internal account procedures.**
- D. Procedures for handling in-county varsity football revenue. All ticket sales will be split 50/50 after game expenses.
- E. Procedures for handling fall and spring football jamborees and classics involving county schools - All ticket sales will be split among participating schools, after expenses.

#### 14-2. Tickets

Pre-numbered tickets shall be ordered by any activity charging an entrance fee.

#### 14-3 Game Personnel

- A. Payment to School Board Employees for Extra Duty Pay
  - 1. Payment to school board employees for extra-duty pay must be processed through District payroll procedures, exception: if board employee is employed with an outside organization which has a federal identification number, example: a board employee who works as a sport's official, with an official's association which has a federal identification number. All school board employees who earn extra duty pay, exception noted above, must be documented on the Request for Payment to Employees.
  - 2. Procedures for processing payroll:

All school board employees who are to receive any type of compensation for work must be processed through the Payroll Department. The required forms are the Request for Payment to Employees and the Extra Pay for Extra Duty.
- B. Game Fees for Instructional Personnel

The following fees are to be paid to instructional school board employees who work in the

following extra duty pay jobs:

#### BASKETBALL

Scoreboard Operator (per game)	\$15.00
Scorer (per game)	\$15.00
Ticket Seller/Taker (one game)	\$20.00
Each additional game	\$10.00

#### BASEBALL AND SOFTBALL

Ticket Seller/Taker (one game)	\$20.00
Each additional game	\$10.00

#### FOOTBALL Varsity

Ticket Seller	\$25.00
Ticket Taker	\$25.00
Gate Workers	\$25.00
Announcer	\$55.00
Clock Operator	\$25.00
Chain Crew ... each member	\$10.00

#### FOOTBALL Junior Varsity/Ninth Grade

Ticket Seller/Taker (one game)	\$20.00
Each additional game	\$10.00
Chain Crew ... each member per game	\$10.00

#### SOCCER

Ticket Seller/Taker (one match)	\$20.00
Each additional match	\$10.00
Clock Operator (one match)	\$15.00
Each additional match	\$10.00

#### TRACK

Ticket Seller/Taker	\$20.00
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#### VOLLEYBALL

Ticket Seller/Taker per match	\$15.00
Includes a Junior Varsity and/or Varsity match	



Each additional match	\$10.00
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## WRESTLING

Ticket Seller/Taker (one match)	\$20.00
Each additional match	\$10.00
Announcer/Timer	\$20.00
Each additional match	\$10.00

## SPECIAL EVENTS

### Invitational Tournaments

Ticket Seller per day	\$50.00
Ticket Taker per day	\$50.00
Tournament Director	\$50.00

### FHSAA Playoff Tournaments

Ticket Seller/Taker.....per hour	\$5.00
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## C. Regulations Governing All Fee Schedules

1. All fees paid to school board employees must never exceed the amounts specified on this schedule.
2. You may use volunteers instead of paying fee schedule.
3. Non-school board employees may be paid fees as contracted by the principal.  
Example: paying a booster club to sell tickets at a football game.
6. A person cannot be paid for two positions during the same event.

## D. Payment to Non-Board Employees

1. Every Non-Board employee (clinicians, consultants, athletic officials, etc.) hired to provide services for school activities must complete the Receipt for Services Rendered form.
  - a. Procedures for completing the Receipt for Services Rendered form:
    - (1) The individual provider's name and address must be typed or printed (legibly) in the top section.
    - (2) The individual provider must complete the next section - amount of

money received, school name, type service, type activity, date, signature and social security number.

- (3) The provider is to be given the pink copy.
- (4) A designated school official is to complete the last section - check number, date and signature.
- (5) The completed white and yellow copies should be filed in the school. All white copies must be brought to the District Finance Officer after the last event in December with a statement signed by the principal verifying that no forms are outstanding and that the total amount of all forms equals the total of all checks shown.

- E. Support/Confidential employees who receive payment for extra duty pay – These employees must be paid their hourly rate for extra duty pay. Support/Confidential employees who work beyond the forty (40) hour work week must be paid time and a half for extra duty hours worked. These employees must be placed on the Adjust Work Schedule Authorization form and returned to Payroll for processing of payment.

#### 14-4. Clock Operator

(Official) Clock operator shall be the responsibility of the home team and shall be assigned by the officials association for varsity football and basketball. The clock operator shall arrive not less than 30 minutes prior to the scheduled start of the contest in order that the operator might understand the operation of the clock to be used. Non-school board persons who are paid for this service must be fingerprinted.

#### 14-5. Ticket Sellers

It shall be the responsibility of the home team administration to select responsible persons for this job. The ticket seller has the responsibility of signing the Report of Tickets Sold. This form is used at the individual gates and other locations where tickets are sold. This form is submitted in duplicate with a copy retained by the seller and the other copy retained by the school. The ticket seller must not write below the line "For Bookkeeper's Use Only". Non-school board persons who are paid for this service must be fingerprinted.

#### 14-6. Ticket Takers

It shall be the responsibility of the home team administration to select responsible persons for this job. Non-school board persons who are paid for this service must be fingerprinted.

#### 14-7. Announcer

It shall be the responsibility of the home team administration to select responsible persons to announce the contest. The announcer is responsible for announcing the contest and ensuring that the scheduled program is carried out in the proper sequence. Non-school board persons who are paid for this service must be fingerprinted.

14-8. Scoreboard Operator

It shall be the responsibility of the home team administration to select a responsible person for this job. Non-school board persons who are paid for this service must be fingerprinted.

14-9. Concessions, Programs and Parking

- A. The host school is responsible for preparing, printing and selling all programs at its own event.
- B. Concession sales at all student activities should be approved by the Principal and should be operated by a student body association, faculty groups, or school booster organization.
- C. Parking - There shall be a maximum \$3.00 per car parking fee for parking in preferred designated areas.

**ARTICLE 15 - SCHOOL PROPERTY**

15-1. Property Responsibility and Accountability

Each principal or other person in charge of a school facility shall be responsible for all equipment and other tangible personal property assigned to or located within the facility.

- A. The Superintendent or his/her designated representative shall:
  - 1 Establish and maintain an adequate and accurate record of all items of tangible personal property in the school system as defined in 274.02 Fla. Stat. The record of each item of tangible personal property shall be consistent with the rules of the Auditor General of Florida.
  - 2 Conduct a physical inventory at least once each year in the manner prescribed by law, and report any shortages or discrepancies to the School Board.
  - 3 Conduct an additional physical inventory in any school or school facility, immediately upon the change of a principal or other custodial agent and report any shortages or discrepancies to the School Board.
- B. All equipment purchased by the various organizations within the school system, or by outside organizations for use by the school system, shall become property of the School Board and shall be recorded and inventoried in the same manner as all other equipment of a similar nature.
- C. The principal or other person in charge of a school facility shall be responsible for taking measures necessary to properly safeguard property under his /her control against loss,

damage, or undue depreciation. Such custodial agent shall also be responsible for initiating any request for the disposal or transfer of tangible personal property assigned to his/her facility. The custodial agent is further responsible for making an annual inventory of all property, in addition to that required in section (1).

- D Equipment shall not be taken from a school without the permission of the principal or his/her designee; records on such borrowed equipment shall be kept on forms prescribed stating the name of the borrower, the date borrowed, a description of the borrowed equipment, the location of the borrowed equipment, and the date returned.
- E Each person having responsibility for the custody of property shall immediately report any lost, damaged, or stolen property to the Superintendent, or his/her designee, who shall recommend appropriate action to the Board.
- F Each person responsible for the operation of a warehouse which dispenses equipment or supply items shall maintain a current and perpetual inventory of all stock, and file an annual end-of-the-year report of the count and value of such stock items with the Finance Department.
- G Disposal or Sale of Property

When the equipment is beyond economical repair or becomes obsolete, the Superintendent shall request the Board's permission to sell, trade, transfer, or "junk" the equipment. If the request is to sell, an appraisal shall be made and the equipment shall be advertised as a sale of obsolete equipment. The highest bidder will receive the equipment. Checks from the sale of property shall be made payable to the School Board of Bay County, Florida, for deposit in the General Fund Account under the sale of junk. If no bids can be obtained, the Board shall decide how to dispose of the equipment. An item no longer useful may be declared "junk" and will be disposed of in a manner to be specified by the Board.

## **ARTICLE 16 - ADMISSION PRICES**

### **Athletics**

#### **16-1. Football**

Students	\$5.00
Adults	\$7.00
Pre-school Children	FREE
Junior Varsity All Tickets	\$4.00
Ninth Grade All Tickets	\$4.00
Adult Season Ticket.	\$6.00 times the number of home games.
Student Season Ticket...	\$4.00 times the number of home games.

All high school Football Jamborees/Kickoff Classics admission prices will be the same as above

regular season prices. For in-county varsity football contests, schools will share ticket sale proceeds after all expenses are paid.

16-2. Basketball

Students	\$4.00
Adults	\$5.00
Student Season Ticket	\$3.00 x number of games.
Adult Season Ticket	\$4.00 x number of games.

16-3. Baseball and Softball

Varsity Games	
Students	\$4.00
Adults	\$5.00
Junior Varsity	\$4.00 students and adults
Adult Season Ticket	\$4.00 x number of games.

16-4. Soccer

Students	\$4.00
Adults	\$5.00
Student... (Season Ticket)	\$3.00 x number of matches.
Adult... (Season Ticket)	\$4.00 x number of matches.
Family... (Season Ticket)	\$6.00 x number of matches.

16-5. Track and Wrestling

Students	\$4.00
Adults	\$5.00
Student Season Ticket	\$3.00 x number of games.
Adult Season Ticket	\$4.00 x number of games.

16-6 Volleyball

Students	\$4.00
Adults	\$5.00
Student Season Ticket	\$3.00 x number of matches.
Adult Season Ticket	\$4.00 x number of matches.

16-7. Other sport ticket prices \$4.00

- 16-8. Invitational tournament admission prices will be set by each school who host a tournament in accordance to FHSAA Policy.

**ARTICLE 17 - PASS LIST AGREEMENT  
TOMMY OLIVER, MIKE GAVLAK AND BOZEMAN STADIUMS**

17-1. Entrance Requirements

The administration will designate a "ticket taker" to operate the pass gate. The pass gate should be separate from the admission gate. Identification should be presented if a person is unknown to the ticket taker or administration.

17-2. Groups That Are Eligible For Entrance through the Pass Gate

- A. Participating teams and coaches. Coaches must identify their players.
- B. Participating bands or choruses in uniform with director(s).
- C. Participating danceterettes and majorettes in uniform with sponsor.
- D. Participating cheerleaders in uniform with sponsor.
- E. Participating ROTC Drill Team and sponsor in uniform if they are part of the pre-game or half-time show.
- F. Workers must be identified at gate by administration.
- G. At the discretion of each host school, athletes may be admitted without Admission charge.
- H. Middle school football players will only be admitted to their "feeder" high school games. A coach must be present to identify these players.

17-3. Individuals that are Eligible for Entrance Through Pass Gate

The following individuals will be allowed into all student activities with no charge.

- A. All Bay County District-level administrators and family.
- B. Press covering event (must present press pass).
- C. Doctors/emergency medical team covering event.
- D. All Principals and Assistant Principals (K-12).

- E. College Recruiters (must present identification).
  - F. Faculty of home school only.
  - G. FHSAA members (must present cards).
  - H. Florida Athletic Coaches Association members  
(Must present cards).
  - I. Any chaperone of participating group for that event.
  - J. FHSAA registered officials (must present identification).
  - K. Persons who hold a valid BDS Athletic Pass.
- 17-4. Special Pass Gate Eligibility
- May be granted to any individual by the Principal of the host school.
- 17-5. Exceptions to Pass Gate Eligibility
- BDS Athletic Passes and special school passes will not be accepted for entrance to any post season FHSAA sanctioned event.

## **ARTICLE 18 - RADIO AND TELEVISION AGREEMENTS**

- 18-1. Broadcast of Student Activities
- Broadcast of events that originate in Bay County may be made by any radio station with the permission of the host Principal.
- For organizations wishing to do a local audio broadcast of home sporting events involving district schools a fee will be accessed of \$150. This fee will be paid to the home school. If the event involves two or more Bay District Schools a fee of \$100 per district school will be accessed.
- To schedule the broadcasting of games contact Marcia Avery at (850)767-4522. Payment should be made to Bay District Schools and then these funds will be sent to the involved district schools. Payment must be received prior to any broadcasting.
- The host school principal must approve the broadcast and all FHSAA Policies relating to the broadcasting of athletic contest must be followed.

This policy does not cover the broadcasting of games to markets outside the Bay County area. If a station from outside of our area wishes to broadcast a game back to their home audience they must contact the home school directly. The home school must let the district know in advance if approval is given. No broadcast will be allowed without the approval of the home team's Principal.

18-2. Televising of Student Activities

Any requests for televising events sponsored and controlled by the School Board of Bay County shall be subject to an agreement of terms approved by the host Principal and the Executive Director of Operational Support Services.

18-3. Radio or television broadcast of any FHSAA State Series must be requested and approved by the Florida High School Athletic Association

18-4 Broadcast or Televising Football Games

Radio broadcast and telecast rights (includes live and tape-delay) for regular season football games will be granted by the home/host school when competing against out of county schools. Broadcast and television rights when two in-county schools are competing against each other must be agreed upon by both school principals.

**ARTICLE 19 - BAND REGULATIONS AND  
AGREEMENTS AT FOOTBALL GAMES**

19-1. The following regulations are in regards to the band and its performances at football games.

- A. At all football games both bands (host and visiting) shall have the opportunity to perform during the half-time period, with the exception of homecoming. At least two weeks before homecoming, the host band director will contact the visiting band director and offer the opportunity for a pre-game performance. This performance shall be a maximum of eight (8) minutes. During all other games there shall be a twenty (20) minute half-time period which will not begin until the playing field is clear of all non-band personnel. Each band shall be allowed a maximum length of eight (8) minutes during the half-time.
- B. The first band will begin its allotted time as soon as the field (area between goal lines and side lines) is cleared. The second band will begin its performance immediately after the first band has cleared the field. They will have the same designated eight (8) minute period.
- C. The football teams will not enter the playing field or side lines of the playing field until both bands have completed their performance. Warm-up by the football teams shall be conducted in the end zone.
- D. Only bands, majorettes, dancettes, flagettes, and drill teams will perform at half-time.
- E. Pre-game ceremonies shall begin ten (10) minutes prior to the scheduled start of a contest



and is limited to five (5) minutes in duration, (exception: Homecoming in which a visiting band will begin their performance twenty (20) minutes prior to the scheduled start of the contest and is allowed a total of eight (8) minutes for their performance.) Pre-game ceremonies may include:

1. Flag Raising.
  2. Pledge of Allegiance.
  3. Moment of silent meditation.
  4. Singing of the National Anthem.
- F. Band members in uniform are to be admitted to the athletic contest.
- G. Stadium lights will not be turned out for pre-game or half-time performances.
- H. The National Anthem shall be played only as a part of the pre-game ceremony by one band.
- I. Prior to the flag raising a proper announcement should be made over the P.A. system asking the audience to stand.
- J. Post game shows shall be prohibited, unless approved by the County Athletic Director.
- K. The following football games are required performances by the band and are not to be construed as the only performances.
1. Two out of county games to be decided by the Principal and Band Director. It shall be permissible to attend all out of county games.
  2. All in-county games.
  3. Post season FHSAA playoff games are optional and are at the discretion of the Principal and Band Director.
- 19-2. The following guidelines have been established by the Florida Bandmasters Association. Each item has been carefully thought out with attention given to educational purpose, student safety and financial considerations.
- A. Bands will not be required to perform during school vacations with the exception of special performances. (Veteran's Day Parade, concert tours, and other special events.)
  - B. At least four (4) weeks notice shall be given when special music is needed for an event, providing the director feels the preparation of special music is appropriate.
  - C. Bands will participate in the FBA marching contest/festival and maintain option to perform in other contests.

- D. Band directors and Principals will decide on the number of jazz contests/festivals in which their bands will participate in each year. Three is the recommended maximum.
- E. It is recommended that bands participate in no more than three (3) parades during the school year.
- F. Band directors and students shall not be required to perform during summer vacation, but will be expected to attend pre-season marching band rehearsals.
- G. Band directors shall not be responsible for fund-raising. The school system shall provide necessary funding for uniforms, transportation, instruments, equipment and repair. When additional monies are needed, a booster organization should assume the responsibility for all fund-raising, with the approval of the Principal and Band Director and in accordance with School Board policy.
- H. The use of auxiliary units with the band is left to the discretion of the Band Director.
- I. The Band Director has the final authority in all decisions concerning auxiliary units.
- J. A good band program will prosper and grow because of its inherent value and need not be propped up through rewards of a non-educational nature. It is recommended that:
  - 1. Trips should be carefully examined so as to avoid "trip-mania." Exchange concerts, invitational festivals, and District/State FBA Festivals are examples of recommended trips. Trips not recommended include those in which the performance is secondary to the trip itself. National or international festivals managed by commercial enterprises are only recommended if quality adjudication is offered, with participation in FBA evaluation festivals being a prerequisite.
  - 2. Parents or guardians of band students should be informed in writing of any advanced trip funds that are non-refundable.
- K. Performances of the band and jazz ensemble should be confined to the school and community functions as stated in the Code of Ethics agreed to between the Music Educators National Conference and the musicians' unions. Basically this code states that the field of entertainment belongs to the professional musicians, and the field of education belongs to the schools. The following are strictly prohibited for school groups:
  - 1. Openly soliciting jobs for school groups for pay.
  - 2. Paying individual members of the school group for work performed.
  - 3. Taking jobs with or without pay that would deprive professional musicians of the opportunity for work.

19-3. The following regulations are proposed in order to alleviate special problem areas and develop consistency within the band programs in Bay County.

- A. Any auxiliary unit member of the band may be required to be an instrument playing member of the band as agreed upon by the Principal and Band Director.
- B. The conflict with spring sports, club field trips, etc., and rehearsals for District FBA Concert Festival has become a problem. Therefore it is recommended that required rehearsals (as designated by the Band Director) which are in preparation for District FBA Concert Festival is given special attention by all band students. The band student must realize the importance of these rehearsals and work to eliminate conflicts with other activities. All band members must be present for these rehearsals. When a band student gives preference to another activity and does not attend the required rehearsals he/she may be dismissed from the band. It should also be understood that the Band Director and sponsors/coaches should always try to cooperate and work together so that the above aforementioned situations are eliminated. It is suggested that the Principal and the above mentioned Directors/coaches/sponsors should meet prior to March 1, and try to work out conflicts in practice and competition dates.
- C. The following statement will be included in each band's handbook and be signed by parents and student: I fully understand that participation in band/auxiliary requires a commitment to practice, attend rehearsals, attend and participate in performances and follow the rules and regulations of the band. I understand that my commitment to be a team player is vital to the success of the band. When I miss a rehearsal or performance, I not only hurt my opportunity to improve but also limit the success of the entire band.  
I understand that School Board policy 8.401 states the primary authority and responsibility for assessment and reporting of student achievement of standards is the band director. The band director shall report all assessments of student achievement in a timely manner at the direction of the principal or Superintendent. Such assessment shall be based upon factors, including but not limited to: participation in performing group rehearsals and performances that occur during or after school hours. I understand that my classroom extends beyond the regular school hours when participating in rehearsals and performances. My class grade depends on my attendance at all rehearsals and performances. Therefore, I realize the importance of attending rehearsals and performances and understand that my lack of attendance at a rehearsal or performance could adversely affect my grade in the band and may even result in my dismissal from the band.

19-4. Student Eligibility

Any student who participates in interscholastic competition in the form of any FBA contest; marching, concert, solo, and ensemble must meet the grade point average as specified by the State Legislature. (State Law)

19-5. Band Uniforms

Selection of appropriate uniforms should be the joint decision of the band directors, principal, and the Executive Director of Operational Support Services.

19-6. Honor Band Program

The High School and Middle School Band Directors will organize an annual Honor Band Program. The students will be selected by audition. Highly qualified guest conductors will be invited to conduct an Honor Band Concert.

The leadership of the Honor Band program will be chaired by the following families on a rotated basis:

Rutherford High School	2020-21
Arnold High School	2021-22
Bay High School	2022-23
Bozeman High School	2023-24
Mosley High School	2024-25

To be a participant in the All County Band Program a student must be a member of good standing in the band.

## **ARTICLE 20 - STUDENT ACTIVITY BANQUETS**

20-1. Guest List Guidelines

- A. All participants involved in the activity and in good standing at the end of their season.
- B. Athletic director, coaches, and spouses.
- C. School administrators and spouses.
- D. Superintendent and spouse.
- E. School Board Members and spouses.
- F. Press
- G. Special guests.

20-2. Booster/Parent Sponsored - Outside organizations may sponsor a banquet for any school activity providing the entire affair is coordinated through the Principal and Athletic Director.

## **ARTICLE 21 - AWARDS AGREEMENT**

- 21-1. Each Athletic Director will be responsible for a school policy on awards for participants. This is to include certificates, letters, plaques, trophies and special awards. Criteria for letter awards should be written for each sport area and filed in the athletic director's office.
- 21-2. The Bay County School Board will recognize at one of its regular board meetings, individuals and or groups that win the finals of state level competition. This will be coordinated by the County Athletic Director.

## **ARTICLE 22 - OFFICIALS AGREEMENT**

### **22-1. Athletics**

The selection of officials shall be based on the negotiations with an official's organization as contracted by the school Athletic Director. When a Bay County School is the host of an athletic contest, it is recommended that the local officials association be used unless an agreement has been made with the visiting team.

### **22-2. Activity funds (2015) may be used to pay for officials.**

### **22-3. Rate of Pay**

The rate of pay is determined by the FHSAA. If jurisdiction does not come under the FHSAA then the governing agent of that activity shall determine rate of pay.

### **22-4. The administrator in charge of the event will complete the Receipt for Services Rendered Form for each non-board official. School board employees who are officials must follow the procedures under Article 14-3, #A.**

## **ARTICLE 23 - REPORTS**

- 23-1. The following reports or forms are requested by the County Athletic Director and will be explained by way of memos at the appropriate time.
  - A. Annual Equity Update - This report is required to update our equity participation.
  - B. Athlete of the Week Nominations - This information is used to determine the News- Herald Athlete of The Week. This applies to all sport areas and should be sent directly to the News Herald during the sport seasons.

1. Procedures for Athlete of the Week

Each coach should call in to the News- Herald by Monday (2:00 - 3:00 p.m.), the previous week's athlete nomination. The athlete's name should be accompanied with statistical information that indicates his/her outstanding performance. The Athlete of the Week will be published in the Thursday's News-Herald. In addition to the Athlete of the Week nominee, each coach should send complete weekly statistics on their team and any additional information that may be used for the Thursday's local sports page. This information should be called in or delivered to the News Herald on Tuesday or Wednesday between the hours of 12:00 - 3:00 p.m. IT IS THE RESPONSIBILITY OF EACH SPORT COACH TO SEND IN HIS/HER ATHLETE OF THE WEEK NOMINEE AND TEAM STATISTICS TO THE NEWS-HERALD DURING THEIR SPORT SEASON.

**ARTICLE 24 - SPORTSMANSHIP**

24-1. General Recommendations

- A. A positive approach must be taken toward the promotion of sportsmanship.
- B. The community must share in the responsibility for good sportsmanship at activity events.
- C. The whole community (law enforcement, civic clubs, school personnel, news media, parent groups, student organizations, and students) must work together to promote good sportsmanship.
- D. Parents must accept the responsibility for the actions of younger children at activity events.

24-2. Responsibilities Regarding Sportsmanship

- A. Principal
  - 1. The school Principal will delegate the authority for supervising crowd control.
  - 2. He/she should make sure there is adequate supervision including police, staff members, etc.
  - 3. Recruit resource people to speak on sportsmanship.
- B. Principles of Professional Conduct for Athletic Coaches

The coach possesses a great deal of influence over the attitudes of the athletes, student body, spectators, and the community. A coach is in a high visibility career in which his or her actions are under constant scrutiny by athletes, teachers, parents, and the community. In order to enhance and maintain the image and professionalism of each coach, the following principles are offered:

THE COACH...should always set a good example for athletes, fans, and the community.

THE COACH...should teach and role model good sportsmanship.

THE COACH...should always treat athletes with respect and self-worth, building the aspect of self-esteem and citizenship.

THE COACH...should develop and enforce fair and equitable penalties for those athletes who do not abide by these standards.

THE COACH...should treat opposing coaches with respect.

THE COACH...should treat officials with respect during all communications both on and off the field of play.

THE COACH...should assume a positive attitude when directing comments to the news media.

THE COACH...should never expose an athlete to unnecessary embarrassment or place an athlete into a situation where he or she may be discredited.

THE COACH...should make reasonable efforts to protect the athlete from conditions harmful to the athlete's mental, physical and emotional well being.

THE COACH...should not intentionally violate or deny an athlete's legal rights.

THE COACH...should not harass or discriminate against any athlete on the basis of race, color, religion, sex, age, national or ethnic origin and shall make reasonable effort to assure that each athlete is protected from harassment or discrimination.

THE COACH...should obey all rules and regulations of both the Florida High School Athletic Association and the Bay District Schools.

Coaches who are ejected from an athletic contest for unsportsmanlike conduct will be responsible for any fines imposed by the FHSAA. The school will not pay any fines levied by the FHSAA for a coach who is ejected for unsportsmanlike conduct. The coach who is ejected will have the official letter from the FSHAA placed in his or her personnel file.

C. Participants

1. Play hard, play to win, but play fair.
2. A participant never uses profanity or illegal tactics.
3. A participant must learn that losing is a part of a game and that he/she should be gracious in defeat and modest in victory.
4. Concentrate on the event and try to ignore uncomplimentary remarks from the crowd or opponents.
5. Congratulate the opponent on a well-played game after the contest regardless of the outcome.
6. Abide by the decisions of game officials. No one but the appointed captain should talk to the game official, and the game official should speak in a tone of respect and only for the purpose of clarifying a call.
7. Participants should always show respect for students, faculty members and officials at all times.
8. Participants should be well groomed and attempt to make a good impression, always remembering that they represent their school, home and family.
9. Participants should wear appropriate dress to all activity events, both at home and away.

D. Cheerleaders

1. Make sure all cheers are positive and not derogatory to the opposing team.
2. Respect the opponent's cheers by remaining silent during their time to cheer.
3. Give the opponent's team an equal amount of cheering time.
4. Make the opposing team's cheerleaders and spectators feel welcome by maintaining a friendly attitude before, during, and after the game.

E. Band Director at Athletic Events

1. Do not play during the contest to confuse opponents while they have possession of



the ball. Try to play during time-outs, half-times, or when cheerleaders are not cheering, etc.

2. Always try to alternate playing times with the opposing band.

F. Students

1. Respect game officials and abide by their decisions.
2. Respect participants and extend courteous treatment to them as well as to visiting students and adults.
3. Refrain from booing and heckling game officials and other participants.
4. Do not throw objects onto the playing surface.

## **ARTICLE 25 - SPECIAL POLICIES AND REGULATIONS FOR OPERATION OF STUDENT ACTIVITIES**

25-1. School Night Starting Times

All student activities on school nights must start no later than 7:30 p.m. (exception: when one event is preceded by another event such as girl's basketball game/boys basketball game. Any exceptions must be approved by the County Athletic Director.

25-2. Dual Participation by Student

If a student wishes to participate in two or more activities in the **same season** (fall, winter, spring) the student must work out an agreement in advance with all the coaches/sponsors/directors involved. If agreements cannot be reached then the student must decide which activity they will participate in. It should be understood that participation in multiple activities is not always possible during the same season.

If a student participates in two or more sports that **overlap** in time such as a fall sport and a winter sport, the coach of the sport which started first has the option of allowing the student to participate prior to their sport ending or withholding the student until the completion of their season.

25-3. "Dropping Out" of One Activity to Participate in Another

If a student "drops out" of one activity in a specific area (athletics, band, chorus, and academic) he/she cannot try out for another activity until the conclusion of the first activity. "Dropping out" shall be defined as voluntary absence from the team (Involuntary action would be for medical reasons

only). Any exceptions would have to be approved by the Athletic/Band/Choral Directors and Principal.

25-4. Tommy Oliver, Mike Gavlak and Bozeman Stadiums

A. Scheduling - Scheduling of Tommy Oliver, Mike Gavlak and Bozeman Stadiums for school sponsored events will be conducted and approved by the County Athletic Director.

B. Stadium security

Security will be contracted with the Bay County Sheriff's Department. Each host school will be responsible for payment of security fees.

C. Stadium rules

1. Spectators are not allowed on the playing field before or after a game/match.
2. All ticket sales are subject to stadium rules.
3. All persons entering the stadium may be searched.
4. All packages are subject to inspection.
5. No alcoholic beverages will be allowed.
6. Glass containers are not permitted.
7. Excessively loud or disturbing noise makers ( air horns, radios, Televisions, whistles, etc.) will not be permitted.
8. Bicycles and skateboards are prohibited.
9. Persons who throw objects from the stands will be subject to removal from the stadium.
10. Animals are not permitted within the stadium. EXCEPTION: Mascots that are escorted by attendants, and service animals.
11. Food or beverages may not be brought into the stadium. Exception: authorized persons such as cheerleaders, band, athletic team, etc.

D. Tommy Oliver Stadium – Garry Terrell Track of Champions

TRACK RULES

- DIRECTIONS FROM SCHOOL DISTRICT PERSONNEL MUST BE FOLLOWED.
- RUNNING SHOES WITH SPIKES ARE LIMITED TO 1/8 INCH (3MM) PIN OR PYRAMID SPIKES ONLY.
- JOGGERS - PLEASE USE OUTSIDE 3 LANES ONLY.
- LIFT AND CARRY ANY EQUIPMENT. DO NOT DRAG ITEMS ON TRACK.
- NO VEHICLE TRAFFIC.
- NO ATHLETIC CLEATS OR HARD SOLED FOOTWEAR.
- NO FOOD OR BEVERAGES.
- NO ALCOHOL OR TOBACCO PRODUCTS.
- NO CHEWING GUM.
- NO ROLLER SKATES, ROLLER BLADES, SKATE BOARDS, STROLLERS, SCOOTERS, BICYCLES, OR OTHER WHEELED VEHICLES OR CARTS.

- NO SPECTATORS ON TRACK.
  - NO PETS.
  - NO UNAUTHORIZED USE.
- E. Each high school football team may schedule one practice (maximum three (3) hours) session in the stadium during fall and spring practice periods.
- F. Each high school band may schedule one two-hour practice session in the stadium prior to the football season and two other sessions (if scheduling permits) prior to district marching competition.
- G. All questions concerning Tommy Oliver, Mike Gavlak or Bozeman Stadiums should be directed to the County Athletic Director.
- H. Starting times - Events on non-school nights shall begin no later than 8:00 p.m. Events on school nights shall begin no later than 7:30 p.m. (exception: when one event is preceded by another event).
- I. Number of Events at Stadium - There shall be no more than five athletic events per day scheduled.
- J. Fireworks - There shall be no fireworks of any kind at Tommy Oliver, Gavlak or Bozeman stadiums.
- K. Violations and Infractions - All violations and infractions by schools will be determined by the Executive Director of Operational Support Services and the Stadium Manager, with a report to the high school/middle school Principal.
- L. Press box - No students are allowed in the press box at any time unless authorized by the Principal. Each Principal should assign someone to supervise the press box during their football games. When county teams play each other, the host Principal will be responsible for supervising the press box. Principals are responsible for supervision of the video filming in the press box. It is recommended that parents not be allowed to video tape from the press box. Students are not allowed to operate scoreboard or clock under any circumstances. The press box is not to be used by spectators as a place to keep warm or out of the rain.
- M. Guidelines for Use by Non-school Organizations - The stadiums first priority is to serve the individual public schools of Bay County. Non-school organizations may request to use the stadiums. All requests will be directed to the County Athletic Director who will coordinate the use of Tommy Oliver, Gavlak and Bozeman stadiums. The following guidelines apply to non-school request to use Tommy Oliver, Gavlak or Bozeman stadiums:
1. Must call or write the County Athletic Director to verify dates to be scheduled.

2. Complete a Bay District Agreement for Temporary Use of School Facilities may be obtained from the Bay District Schools website.
3. Provide proof of existing liability insurance (must be attached to the Application for Use of School Facilities Form). The organization shall provide public liability insurance coverage in the amount of at least \$100,000 per person and \$300,000 per occurrence.
4. Provide certified security personnel (Panama City Police or Sheriff's Department) to ensure the safety of participants and spectators. \*If activity is after dark then additional security personnel must be present as specified by the Superintendent or his/her designee.
5. Stadium sports events shall be charged a \$500 district fee per event for non-profit organizations for the first 6 hours, then an hourly rate thereafter. For profit events shall be charged \$750 plus an hourly fee after 6 hours. Use of stadium lights will be an additional charge of \$70 per hour.
6. Any type of concert must be approved by the Bay County School Board at one of its regularly scheduled monthly meetings.
7. The rental fee must be paid ten ( 10 ) days in advance of use.

25-5. FHSAA Policy on Athletic Starting and Ending Dates

A. School Sports Calendar Year

The school year as defined for sports season shall be that period of time which begins with the first permissible day of practice and ends with the conclusion of the FHSAA State Series in a given sport. No organized practices shall be conducted in any sport until the starting date for that sport.

B. Sports Season FHSAA Policy 22.1.2

A sports season means the period of time for a specific school team in each respective sport that begins with the first permissible date of practice in that sport and ends either with

22.1.2.1 – the last permissible date for a regular season contest (if not participating in state series competition) in that sport; or

22.1.2.2 – the date of the team's elimination from state series competition in that sport; or

22.1.2.3 – the state championship game in that sport, whichever first occurs for that team.

C. Scheduled Starting and Ending Dates

Sport	Practice Date	First Contest
<b>Fall Sports</b>		
Football	July 27	August 20
Volleyball	July 27	August 17
Swimming	July 27	August 17
Cross Country	July 27	August 17
Golf	July 27	August 17
<b>Winter Sports</b>		
Girls Soccer	October 19	November 9
Boys Soccer	October 19	November 9
Girls Basketball	October 26	November 16
Boys Basketball	November 2	November 23
Wrestling	November 9	November 30
Girls Weightlifting	October 12	November 2
Competitive Cheer	October 12	November 2
<b>Spring Sports</b>		
Baseball	January 18	February 15
Softball	January 18	February 15
Track & Field	January 18	February 8
Tennis	January 18	February 8
Boys Weightlifting	January 18	February 8
Football Spring Practice	April 19	Jamboree no later than May 30.

D. FHSAA Policy on Off Season Preparation

FHSAA Policy 22.2 - During the off-season period, a coach, shall not have contact with students outside the normal teacher-student classroom environment except to:  
 FHSAA 22.2.1 – make arrangements for and assist in the conduct of physical examinations;

or  
FHSAA 22.2.2 – explain eligibility regulations; or  
FHSAA 22.2.3 – solve insurance problems; or  
FHSAA 22.2.4 – review films; or  
FHSAA 22.2.5 – conduct off-season conditioning as defined in the “off Season Conditioning Guidelines” as per Policy 21.

E. Conditioning FHSAA Policy 21.1.3

Weight training is the use of free weights and stationary apparatus. Cardiovascular conditioning is distance and interval training. Plyometrics is the use of pre-set conditioning programs. Conditioning IS NOT teaching sport specific skills and drills, and DOES NOT involve the use of sport specific equipment (i.e. starting blocks, hurdles, rebounders, ball machines, bats, balls, rackets, etc.).

25-5-1. Clarification of Concepts Concerning Starting and Ending Dates

A. Off-Season FHSAA Policy 22.1.1

Off season means the period of time during the regular school year but outside the defined sports season for a specific sport.

Practice shall be defined as the teaching or coaching of techniques and skills in any manner in a particular sport to a selected individual or individuals.

B. Summer Defined FHSAA Policy 20.2

The summer season is defined as that period of time outside the FHSAA Sport Year. This period for each member school is defined as beginning the day following the school's last day of classes for the spring semester or the day following the school's last day of spring athletic activities (including spring football practice), whichever is later, or June 1 for schools whose last day of classes for the spring semester occurs on May 31 or thereafter, and concluding with the Saturday of Week 5 in the FHSAA standardized calendar for the following school year.

FHSAA 20.1.1 Not Regulated in Summer - The FHSAA does not regulate the athletic activities of member schools held with their own students during the summer as defined herein with the exception of football. The individual member school principal, district school superintendent, district school board or private school governing body are totally responsible for adopting regulations governing the activities of their respective school during the period of time.

**NOTE:**

A student may participate in athletic activities sponsored by or affiliated with a school during the summer period immediately preceding attendance in that school if the student has been assigned to or accepted by the school and no longer attends his/her previous school. The

student will be considered to have established residence in that school and will not be eligible to participate in athletic activities sponsored by or affiliated with a school or competition at any other member school. A student who is assigned to and/or accepted by more than one school will be considered to have established residence in the school he/she first attends or participates in summer athletic activities prior to attendance, whichever comes first.

C. Open Facilities Program Guidelines – FHSAA Policy 23

Member schools may open their gymnasiums and other athletic facilities only to their students without being in violation of FHSAA Bylaws under the following guidelines:

FHSAA 23.1.1 - The facilities must be open to all students who are bona fide Students in that school as defined in Bylaw 9.2.1. Or as per bylaws 9.2.2.1, 9.2.2.2, 9.2.2.3, 9.2.2.4, 9.2.2.5, or 9.2.2.7. Opening facilities for a select group of students to practice individual skills for a specific sport is a violation of this policy.

FHSAA 23.1.2 - A student may participate in open facility activities only at the School in which he/she is a bona fide student as defined in Bylaw 9.2.1 or as Per Bylaws 9.2.2.1, 9.2.2.2, 9.2.2.3, 9.2.2.4, 9.2.2.5, or 9.2.2.7.

FHSAA 23.1.3 - A middle school student cannot participate in open facilities Activities offered by a senior high school unless the middle school student is A bona fide student in that senior high school as defined in Bylaw 9.2.1 or as Per Bylaws 9.2.2.1, 9.2.2.2, 9.2.2.3, 9.2.2.4, 9.2.2.5, or 9.2.2.7 and as defined in 3.2.2.3.

FHSAA 23.1.4 - Supervision by school personnel is required. School personnel, including faculty and non-faculty coaches in attendance, However, shall not provide coaching or instruction in the skills and techniques in any sport. Their presence may be in supervisory capacity only.

FHSAA 23.1.5 - Participation shall be voluntary and shall not be required, either directly or indirectly, for membership on an interscholastic team.

FHSAA 23.1.6 -No sport specific tasks or drills shall be taught or assigned students to perform during open facility activities.

FHSAA 23.1.7 -Open facility activities in a specific sport with the exception of Fall sports shall be concluded a minimum of two weeks prior to the first Permissible date of practice in that sport.

**NOTE:** FHSAA 23.2 - **Failure to comply with these guidelines may result in the assessment of penalties including, but not limited to, the following as per FHSAA policy 44:**

FHSAA 23.2.1 - Assessment of a minimum fine of \$2,500 per violation. The coach will be held responsible for paying any and all fines which result from not following these guidelines.

FHSAA 23.2.2 Loss of permissible practice time.

FHSAA 23.2.3 Loss of privilege to participate in a preseason jamboree or preseason classic with reimbursement of a minimum of \$500 to each affected school and the FHSAA.

FHSAA 23.2.4 Reduced number of regular season "home contests".

FHSAA 23.2.5 Loss or privileges to participate in the FHSAA State Series.

25-6. Football

A. Schedules: All varsity home football games will be played at Tommy Oliver, Mike Gavlak or Bozeman Stadiums. Any exception must be approved by the Executive Director of Operational Support Services.

B. Stadium Football Scheduling Guidelines:  
All football coaches will meet to decide playing dates at our stadiums.

C. JAMBOREES AND CLASSICS

The county schools will play in a **Spring Jamboree** in which all county schools will participate. Host schools for jamborees will be assigned on a rotational basis with the county schools involved.

2021 .....Arnold  
2022.....Bay  
2023.....Bozeman  
2024.....Mosley  
2025..... Rutherford

The host school will be responsible for game administration and game format. Information from the host school should be sent to all schools at least two weeks in advance of the jamboree. All profits will be divided equally among the schools participating after expenses.

County Schools may participate in a **Preseason Fall Classic** with principal's permission and FHSAA approval. First choice of Tommy Oliver Stadium scheduling for Fall Classics will be based on the following schedule:

2020.....Mosley  
2021.....Bay  
2022.....Rutherford



D. Video Taping and Filming Athletic Contests

No Bay District School will trade a film/video to a Bay District opponent that will be used in preparation for the first game of the season. According to the FHSAA, video taping and filming of an athletic contest is permitted only under the following conditions:

1. Regular season, regional and sectional

a. A visiting school's contest may be video taped or filmed when arrangements are made with the host principal.

b. Permission may be granted to a non-participating school to video tape or film a contest when permission is secured from the principals of the two participating schools.

2. Districts

a. A school wanting to video tape or film its district contest(s) must secure permission from the district tournament manager.

b. A non-participating school wanting to video tape or film a district contest must secure permission from the two participating school principals and the tournament manager.

No school representative shall be allowed to video tape, photograph, or film any athletic contest without securing permission in accordance with the above provisions. ANY SCHOOL THAT VIOLATES THE ABOVE PROVISIONS SHALL BE GUILTY OF GROSS UNSPORTSMANLIKE CONDUCT AND SHALL BE SUBJECT TO REPRIMAND AND A MONETARY FINE BY THE EXECUTIVE DIRECTOR OF THE FHSAA.

E. Game contracts

All football game contracts must include a statement that states Tommy Oliver, Mike Gavlak or Bozeman Stadium's home games will be subject to availability of the stadium.

25-7. Basketball

A. Schedules (Boys/Girls)

All games between Bay County Public Schools shall be scheduled in agreement with the participating coaches. In-county ninth (9) grade boys and girls games will play eight (8) minute quarters. NOTE: Boys and girls coaches should agree to the scheduling format for all in-county games.

- B. Gate receipts (Boys/Girls Varsity Nights Only) - Monies collected when boy's varsity is preceded by girl's varsity shall be determined by the Athletic Director, Basketball coaches and the Principal.

25-8. Track

The county track meet shall be hosted in the following rotation:

2021.....Bozeman  
2022.....Mosley  
2023.....Rutherford  
2024.....Arnold  
2025.....Bay

25-9. Baseball

- A. Baseball fields used by non public schools

The use of fields must be approved by the Principal. The Agreement for Temporary Use of School Facilities form must be completed by any nonpublic school organization who wishes to use a field. The rental fee of \$100.00 per hour and \$70.00 additional charge per hour for each night game will be charged. The field rental fees that are collected will be placed in the school's internal baseball account. The electrical fee will be retained by the District. Fields that are adjacent to student parking and pose a damage problem to parked cars should not be used during school hours.

25-10. All County Athletic Team Selection Process

**Team Sports: Football, Baseball, Softball, B/G Basketball, B/G Soccer and Volleyball** – The coach of the team winning the county championship title in each team sport shall be the chairman of the All County Team selection process. The selection process can be conducted through conference calls, email correspondence, or a physical meeting of all coaches. All coaches shall work together to select an All County Team. All schools shall have an equal vote in the selection process. Statistics for the season and strength of schedule should be taken into consideration in selections. The chairman shall send All County lists to the County Athletic Director for approval. Once approval is given the chairman shall contact the local media with the All County Team selections, and shall work with media and coaches to set up a date and time for the All County pictures.

**Individual Sports: B/G Golf, B/G Cross Country, B/G Weightlifting, B/G Swim & Dive, B/G Tennis, B/G Track & Field, and Wrestling**

– All County Section will be based on student performance in the county meet. Each sport will have different numbers for 1<sup>st</sup> and 2<sup>nd</sup> team All County. The coach of the school who hosts the county meet in each individual sport shall serve as chairman of the All County Team selection process. The chairman shall send the results to all schools involved. After all schools have verified results the chairman shall send All County lists to the County Athletic Director for approval. Once approval is given the chairman shall contact the local media with the All County Team selections, and shall work with media and coaches to set up a date and time for the All County pictures.

**Golf** – The boys and girls top 6 Golfers are 1<sup>st</sup> Team All County and 7<sup>th</sup> – 12<sup>th</sup> places are 2<sup>nd</sup> Team All County.

**Cross Country** – The boys and girls top 10 runners are 1<sup>st</sup> Team All County and 11<sup>th</sup> – 20<sup>th</sup> are 2<sup>nd</sup> Team All County.

**Weightlifting** – Boys and Girls 1st Place finishers in all 10 weightlifting class are 1<sup>st</sup> Team All County and 2<sup>nd</sup> place finishers are 2<sup>nd</sup> team All County.

**Tennis** – For both the boys and girls tournament there are 5 singles divisions and 2 doubles divisions, whoever wins 1<sup>st</sup> place in each division is 1<sup>st</sup> Team All County and whoever finishes in 2<sup>nd</sup> place is 2<sup>nd</sup> Team All County.

**Wrestling** – The 1<sup>st</sup> place finishers in every weight class are 1<sup>st</sup> Team All County and 2<sup>nd</sup> place finishers are 2<sup>nd</sup> team All County.

**Swim & Dive and Track & Field** – All boys and girls who place first in an event, or who are one of the top ten scorers in the meet will be named to 1<sup>st</sup> Team All County. All boys and girls who place second in an event or who are one of top 20 scores in the meet will named to 2<sup>nd</sup> Team All County. Students may not be listed on 1<sup>st</sup> and 2<sup>nd</sup> Team lists.

- 25-11. Boys/Girls Sport Scheduling - All sports where boys and girls compete in the same sport shall be scheduled together (cross-country, swimming, track, tennis, golf). Exceptions: a sponsor dictates individual meet/match is too large for both groups or play-offs (FHSA) dictates separate meet/match.

- 25-12. Residence and Transfers

Any student who is attending a school in his attendance area, is assigned to the school by the School Board of Bay County, or is approved to attend the school through BDS Choice Policy (or

approved to participate as a non-traditional student) is eligible to participate in the sports programs provided they have not participated in that sport at a previous school during the current school year. Students who enter a school after the start of a sport season may seek to join a team under the following condition: They must not have participated in that sport at previous school, they meet all eligibility requirements, the team has not reached its maximum size, and the coach determines student has the skill and ability for the sport. **Students who transfer schools after playing the sport at a previous school during the current school year MAY NOT participate in that sport at the new school UNLESS they meet one of the following exceptions:** 1. Children of active duty military whose move resulted from military orders. 2. Children relocated due to foster care placement in a different school zone. 3. Children who move due to a court-ordered change of custody due to separation or divorce, or the serious illness or death of a custodial parent. 4. Authorized for Good Cause in district policy 8.801.

#### 25-13. Accommodations for New District Students

Students of Military Families who transition into our area after tryouts have occurred in a given sport will be given the opportunity to try out in compliance with Section 6.101 of the Interstate Compact Agreement. Other non-military affected families who move into our area will also be given the opportunity to tryout whenever possible and permitted by FHSAA policies (the principal after meeting with the coach and athletic director will make this determination). These students should notify the coach or athletic director of their interest in participating on a team as soon as they know they will be relocating to our district. These students will be judged using the same criteria as in original tryouts and their scores must meet or exceed the cut off level of those previously selected. No student selected during regular tryouts will be dismissed from a team based on additional members added at a late tryout. Principals can decide to not offer late tryouts if it is determined that the season would be over before the student could be integrated into the team. Students should understand that factors such as uniform production is not under the control of the school and could further delay the student's ability to participate fully.

#### 25-14. Cheerleaders: Regulations

A. Practice – The first day of practice for competitive cheer teams is October 14, 2019. There are also twenty allowable practice dates for competitive cheer teams during spring which are to begin no sooner than Monday of week 44 of the FHSAA calendar. Note: In coming ninth graders may not participate in spring competitive cheer practices. Only bona-fide students of the school may participate in spring practices. The cheerleader coach or designee of the Principal shall be present at all practices and games. No practice shall be conducted without proper supervision. It shall not be permissible to practice on Sunday.

B. Teams Which Cheerleaders Shall Support

Football - All games (includes jamborees) Basketball - All home games, with all away games being optional, however, if away games are covered, (selection of away games to be determined by Principal, Athletic Director, Basketball coaches, Cheerleader coaches). The

aforementioned persons shall review special tournaments for coverage by cheerleaders. NOTE: If away coverage is planned, it shall be planned with equal representation for both girls and boys.

C. Selection of cheerleaders

The purpose of cheerleaders is to promote school spirit, good sportsmanship, and a positive image for the school. Cheerleaders will participate at sports events and lead the student body in cheers.

1. Tryouts Procedures

- a. No cheerleader tryout period shall begin earlier than the first Monday in March, with the exception of Competitive Cheer teams which must abide by FHSA guidelines. From the first day of tryouts to the final selection of the cheerleader squads, there shall be a minimum of four (4) school days of practice and preparation of working toward the final tryouts. One of the days shall be the final day of selection. The final day of selection may be scheduled on a Saturday morning, if agreed by the Principal. In order to reduce conflicts with cheerleading and spring sports, tryout practice and the final selection should be placed on the school calendar by October 1. All tryout practices will start at 5:00 p.m. This will reduce conflicts with spring sport practices. Spring sport coaches and cheerleading coaches should work together to avoid possible conflicts when athletes want to cheer and play spring sports.
- b. The coaches(s) will meet with all participants (students and parent/designee) prior to tryouts to explain the entire procedure. All schools will schedule tryout meetings on the same date and time, if possible. **A parent will be required to attend this meeting.** A parent may assign a designee (the designee may not be a student) to attend the meeting on their behalf with prior approval of the coach. NOTE: A student/parent who attends a tryout meeting is committing to that school. A student may only participate in one tryout and attend one tryout meeting. Participate is defined as physically attending a tryout meeting or tryout.
- c. The coach with the approval of the Principal shall determine the criteria for tryout procedures. These procedures will be presented at the meeting with parents prior to tryouts.
- d. Tryout announcements will be made at least two weeks in advance.
- e. The coach with the approval of the Principal shall determine which grade levels may tryout for junior varsity and varsity programs.

- f. Selection of cheerleaders will always be conducted in a fair manner. The selection of cheerleaders shall be the responsibility of the coaches with the approval of the Principal.
- g. The coach with the approval of the Principal reserves the right to determine the number of cheerleaders selected each year.
- h. The coach and their staff will be responsible for selecting the cheerleading teams. Coaches are responsible for developing criteria for qualifying student eligibility for tryouts. Qualifying criteria may include school attendance, grade point average, discipline referrals and teacher recommendations. The criteria used for the selection process will include: a cheer, dance routine, chants, jumps, stunts, tumbling and coaching recommendation to include: attitude, spirit, appearance and tryout attendance. Coaches will assign a total of 100 points to these criteria. Each school may assign the points that each criteria will count. Students trying out for the cheerleading team will be subject to evaluation each day of the tryouts.
- i. Notification of cheerleaders who were selected to a squad will be left to the discretion of the coach with approval of the Principal.
- j. The Captain and co-captain cheerleader shall be selected by the coaches or by vote of the cheerleaders. These individuals are subject to removal by the coaches.
- k. Parents must complete all Athletic Participation Forms and an Athletic Physical Form (FHSA forms EL2 and EL3). **All forms must be on file with the school prior to trying out.**

D. General Cheerleading Information

- 1. Cheerleaders are required to attend all practices and scheduled events unless excused by the sponsor in advance.
- 2. Any cheerleader who is removed from the cheerleading squad for disciplinary reasons or who voluntarily quits the cheerleading squad while still in attendance at any Bay County Public School shall be subject to disciplinary actions as presented in the school's constitution. This may include not being eligible for tryouts in the preceding year.
- 3. The principal shall have the authority to suspend any cheerleader from a squad for violation of school or cheerleading rules. The suspension time will be established by the principal.

4. Cheerleaders who transfer to another Bay County Public School must be in good standing (eligible to tryout for the departing school) with the departing school in order to tryout and participate with the transfer school.

E. Minimum Qualifications for Cheerleader

1. Scholastic requirements shall be a 2.0 cumulative G.P.A. Each student must maintain a cumulative 2.0 G.P.A. to be eligible for cheerleading. Academic eligibility throughout the year will be determined each 18 week grading period, with the exception of tryouts. If a student is ineligible at the end of the first 18 week semester of a year, and then increases their cumulative GPA to a 2.0 by the end of the grading period prior to tryouts, the student will become eligible to tryout. In-coming ninth grade students must have a cumulative 2.0 G.P.A. to tryout and maintain eligibility.
2. In order for a cheerleader to be eligible for a tryout and selection to the team they must be a bona fide member of the school, meaning a student who is enrolled and in regular attendance, exception: home school students who are registered with the Bay District Schools and have completed the home school athletic commitment form may also be eligible. In-coming ninth grade students must live in the school district where he/she is trying out, or shall be assigned to that school by the School Board. If a student has knowledge that he/she will be moving to another school within the county, that student may obtain written permission of the receiving Principal to tryout at that school. If a student has applied for alternative placement through School Choice and the school choice placements have not been finalized prior to tryouts, parents and students should understand that the selection of a student to a cheer team does not have any bearing on school placement. Selection to a team will be voided if a student is not accepted to attend the school. Acceptance to one school's cheerleading team does not guarantee placement on another school's cheerleading team.

F. School Cheerleading Constitution

1. Each school will have a written constitution defining the following areas: purpose and objectives, procedures, eligibility requirements, uniforms, appearance, work (fund raising) projects, sponsor's roles, practice requirements, attendance, transportation procedures, conduct, etc.
2. All constitutions must be approved by the Principal.
3. All cheerleading parents will receive a copy of the constitution with appropriate sign-off procedures acknowledging receipt of the constitution. It will be the shared responsibility of the parents and the sponsor to ensure that their son/daughter abides by the squad rules.

G. Safety Standards

1. The Bay District Schools will abide by the safety standards as published by the National Federation and FHSAA.
2. Cheerleading coaches must attend all practices and performances.

25-15. High School Pep Rallies

- A. The number of pep rallies will be determined by the Principal of each school.
- B. The rallies will be limited to one class period in length.

25-16. Athletic Events during the School Day

Athletic events may not be held during the school day in which students are dismissed from classes and charged an admission to attend.

25-17. Athletic Events during Semester Test Week

No athletic events may be scheduled on the day prior to a semester exam. Students who are scheduled to take semester exams may be allowed to practice until 6:00 p.m. on the day prior to a semester exam, upon approval by the Principal. Games and practice may be scheduled on the last day of the semester; however students must complete semester exams before traveling to an extracurricular event.

25-18. Co-Curricular Funding Guidelines:

- A. Fund Expenditures
  1. Eligible Expenses
    - a. Travel expenses: meals, rooms, transportation cost, etc.
    - b. Registration fees.
    - c. Substitute pay.
    - d. Materials and supplies that are directly related to a specific competition.
    - e. Chaperone expense.
    - f. Rental fees for auditorium/civic center.
    - g. Only student participants who are qualified to compete in competition or serve as a support team member will be eligible to receive funding.

25-19. Volunteer Coaching Policies

Any person who wishes to donate services as a volunteer coach must meet the following Bay District guidelines. The Athletic Director should direct the prospective coach through the following guidelines:



- A. The instructional staff coach should obtain approval from the principal to allow a volunteer coach to assist.
- B. Upon approval by the Principal, the Athletic Director should give the prospective applicant a School Volunteer Application Form.
- C. Once the principal has sign off on volunteer form the volunteer coach applicant should come to the Safety and Security Department located at 1140 West 17<sup>th</sup> Street in Bldg.2 to have fingerprints electronically processed. Bay District Schools does not cover the cost of the volunteer coach's fingerprints. Questions concerning fingerprinted can be directed to 767-4347.
- D. After fingerprints are processed and an unfavorable application is returned, the individual seeking to volunteer coach may appeal to a review committee (this committee will be formulated through the Director of Personnel) to hear and rule on their request to work with students.
- E. The application for volunteer coach should be kept on file in the Athletic Director's office and a copy sent to the District Personnel Department. THE APPLICATION FOR VOLUNTEER COACH AND FINGERPRINTS MUST BE UPDATED ANNUALLY.
- F. Any volunteer coach who is ejected from a contest for gross unsportsmanlike conduct will be suspended for the remainder of the sport season. Future volunteer coaching assistance by the coach will be reviewed by the Principal and Athletic Director.
- G. No Volunteer Coach should be allowed to have contact with students until cleared by fingerprinting and issued a current volunteer coach district badge.
- H. Volunteer Coaches who do not have state certification may not supervise students without a state certified teacher or coach present.

#### 25-20. Athletic Recruiting Guidelines

The following procedures were developed to provide consistent guidelines for all coaches and administrators when dealing with prospective student athletes and parents who want to transfer to another school. Each coach will be required to sign a statement saying they have read and will abide by the following recruiting guidelines.

- A. Parents and students (who are not enrolled at a specific school) who want to visit the school and talk about programs should be directed by the school's administration. The administration should organize guidance personnel or a designee (cannot be a coach of any sport area) to discuss the benefits of the school and take parents or students on a tour of the school. Parents and students may be introduced to coaches, but a coach may not talk to a prospective student athlete or parent until the student is officially enrolled in the school.

- B. Coaches, parents, boosters or any other persons are not allowed to entice or encourage student athletes to attend other schools. Each school is responsible for any violation committed by any person associated with the school, including principals, assistant principals, athletic directors, coaches, teachers, any other staff members or employees, students, parents or any organization, such as booster clubs having connection to the school. Schools also are responsible for any violation committed by any person acting at the direction of the school or anyone associated with the school. **Violations will be reported to the FHSA. Coaches or school board employees who violate recruiting rules will be personally responsible for paying any fines and investigative expenses levied. In addition, the District may take further disciplinary action.** Recruiting penalties for district employees or contractors have the following minimum penalties: **First Offense** - \$5,000 forfeiture of pay. **Second Offense** - suspension without pay from coaching, directing or advertising an extracurricular activity along with a \$5,000 forfeiture of pay. **Third Offense** – potential for revoking educator’s certificate and adjunct teaching certificates along with a \$5,000 forfeiture of pay.

### **Fair Play for Student Athletes**

*Commit to excellence on and off the field.*

High school athletics are exciting additions to the overall educational experience for students, parents, coaches and fans. Just as our expectations are high for academic achievement, we equally value good sportsmanship and ethical conduct in our sports programs.

Support for our teams is essential to their success. This information is to ensure that everyone involved in high school athletics understands the rules provided and enforced by the Florida High School Athletic Association (FHSA). A misunderstanding of the rules can result in actions that could put at risk a student’s eligibility for high school athletics, cause financial penalties for the school and coach or jeopardize the employment of a coach. Our goal is to maintain a level playing field for all.

Thank you for your support and dedication to fair play among all our student athletes.

### **Student Athlete Prospects**

There are many rules about involvement with prospective students and the recruiting process.

*Booster club members are welcome to support athletic teams in the following ways.*

- Notify coaching staff members of noteworthy prospects zoned for their schools;
- Attend middle school athletic contests where prospective students may compete only to observe, making no contact with the student;

- Continue existing friendships, as long as there is no discussion or solicitation meant to encourage a student to enroll in a certain school.

*Prospective student athletes, their relatives and guardians should not be enticed to enroll students in a certain school for participation in athletics. Booster club members, coaches or faculty and staff members are **NOT** allowed to take the following actions.*

- Make initial contact with a prospective student in-person on or off-campus
- Make contact with a prospective student by telephone or letter;
- Provide ANY gifts for free or provide reduced-cost services;
- Promise employment for relatives, guardians or friends of a prospective student;
- Become directly or indirectly involved in making arrangements for financial assistance of any kind;
- Provide transportation for students other than their own children;
- Provide free or reduced-cost tickets to attend athletic events;
- Provide any material benefit (e.g., meals, cash, gift cards) to a middle school coach, AAU or summer team coaches of a prospective student.

#### ***Extra Benefits for Team Members***

Once students make the team, they are still not permitted by FHSAA rules to accept extra benefits provided by booster club members, coaches or faculty and staff members. Extra benefits are defined as any special gift or arrangement provided to an enrolled student-athlete or an enrolled student-athlete's friends, relatives or guardian that is not available to the general student body or general public. Examples are:

A special discount, payment arrangement or credit on a purchase or service;

- Cash, loan or signing or co-signing a loan;
- Transportation, payment of expense or loan of any automobile;
- Benefits or gifts based upon the student-athlete's athletic performance

- C. Parents or students (not enrolled at your school) who call or make personal contact with coaches should be told to call the administrative office for direction. Coaches will not talk to parents or student about their program until the student is officially enrolled in a school...
- D. After the guidance department has verified that a prospective student athlete has acquired a District approved athletic transfer and enrolled, coaches may discuss the benefits of their specific sports program.
- E. High school coaches may **ONLY** visit or contact middle school students who are zoned to their high school, upon approval of the middle school principal. The high school coach should make every effort to include **ONLY ZONED STUDENTS** in the meeting. The high school coach will be responsible for making a statement at the beginning of any meeting with middle school students indicating that **ONLY ZONED STUDENTS** to their school are allowed in the meeting. The coach may discuss the benefits of their specific sports program.

Middle school students who indicate they will attend a high school that is not in their family or attendance zone may visit the prospective high school as defined in procedure one above.

- F. Coaches will not discuss with students or parents another school's sports program or a specific coach in a negative manner.

G. **WHAT SHOULD YOU DO TO REPORT A VIOLATION OF RECRUITING?**

Before you file a complaint make sure, you can substantiate the complaint. You will need names of persons who are involved and someone who is willing to give information so that an investigation can be initiated. Complaints should be filed in writing by the Principal to the Executive Director of Operational Support Services in the District Staff Office. The Executive Director of Operational Support Services will investigate all recruiting complaints and provide all information to the Principal of the school involved. Appropriate action will be taken after the investigation is complete. If a recruiting violation has occurred, a report will be filed with the FHSAA for sanctions.

- H. Athletic Directors must complete FHSAA form GA4 for any student who changes attendance to your school at any time during his/her high school career after having begun the 9<sup>th</sup> grade in another school, regardless of whether the change occurs during the school year or during the summer period between school years. This form must be read and signed in the presence of a notary public by the student and his/her parent(s) guardian(s) as well as the principal and athletic director of the school to which the student changes. This form must be received in the FHSAA Office BEFORE the student is permitted to represent the school in athletic contests.

## 25-21 Athletic Camps, Coaching Schools, Clinics, Combines and Workshop Guidelines

In order for our high schools to offer any athletic camp, school clinic or workshop, the following FHSAA guidelines must be followed. Member schools, coaches or other athletic department employees of member schools, and individuals, groups or organizations related to or affiliated with member schools may conduct coaching schools, camps, clinics, combines or workshops provided:

A. Guidelines for Conduct of Coaching Schools, Camps, Clinics, Workshops by Member Schools - FHSAA Policy 24

1. Member schools, coaches or other athletic department employees of Member schools, and individuals, groups or organizations related to or Affiliated with member schools may conduct coaching schools, camps, Clinics, combines or workshops provided:

2. FHSAA 24.1 -The event is conducted only during the summer as defined in the "Policy on Summer Athletic Participation", or as a fundraiser for the School or school programs during the school year provided: (a) An appropriate properly executed facility usage

agreement is provided and made available upon request; and (b) All fees or assessments collected or paid must be documented and made to or from the school's internal accounts; and (c) Member schools are subject to the provisions of FHSAA Policy 37.2(Impermissible Benefit Prohibitions)

B. Guidelines for Participation by Student-athletes and Teams in Coaching Schools, Camps, Clinics, Combines or Workshops - FHSAA Policy 25

The following guidelines govern participation of students of FHSAA member schools in coaching schools, camps, clinics, combines or workshops for an interscholastic sport.

I. Individuals FHSAA Policy 25.1

FHSAA 25.1 - Students from FHSAA member schools may participate as individuals in coaching schools, camps, clinics, combines or workshops at any time of the year without jeopardizing their interscholastic athletic eligibility, provided:

FHSAA 25.1.1 - Students participating in the event do not, in, any Way, represent their school.

FHSAA 25.1.2 -Fees for the students who participate in the event are Not paid by the school, coach or school district; however internal Account funds generated from fund-raising activities may be used.

FHSAA 25.1.3 – Students provide their own transportation or are Provided transportation by their own school. No student may be Transported to or from the event by an employee, athletic department Staff member or representative of the athletic interests of any school Other than the school that the student currently attends.

2. Teams FHSAA Policy 25.2

FHSAA member schools may permit their athletic teams to participate in coaching schools, camps, clinics, combines or workshops without jeopardizing their interscholastic athletic eligibility provided:

25.2.1-The coaching school, camp, clinic, combine, or workshop takes place only during the summer as defined in the "Policy on Summer Athletic Participation." Participation by school teams in coaching schools, camps, clinics or workshops held during the school year is strictly prohibited.

25.2.2 - Fees for the students or team who participate in the event are not paid by the school, coach or school district; however Internal account funds generated from fund-raising activities may be used.

25.2.3 -Participation in the event by students is not an actual or Implied prerequisite to their membership on the team.

- C. Bay District Schools Guidelines for Coaching Schools, Camps, Clinics, Combines, and Workshops sponsored by the District and offered as a Fundraising Event.

If a school or booster organization representing a school wants to conduct a summer camp, coaching school, clinic, combine or workshop the following guidelines must be met:

1. The camp must meet all the above mentioned guidelines as proposed in Policies 24 and 25 of the FHSA bylaw handbook.
2. The principal of the school approves the camp and the use of Facilities.
3. The principal approves all personnel who will work in the camp. Volunteer coaches must have completed the Volunteer Coaching application.
4. All funds **collected by school board employees** must be deposited under internal account procedures.
5. Student participants must complete the Student Permission Form for District Sponsored Camp.

- D. Guidelines for Coaching Schools, Camps, Clinics, Combines or Workshops sponsored by Non-School Organizations for profit making purposes

Non school organizations who want to sponsor coaching schools, camps, clinics, combines or workshops for the purpose of making a profit must meet the following guidelines:

1. The camp sponsor must complete the Agreement for Temporary Use of School Facilities form.
2. The camp sponsor must abide by all FHSA, Bay District School Board and school rules and regulations.
3. All fees due to the Bay District Schools must be paid in advance.
4. The camp organizer must provide a certificate of public liability insurance in the amount required by the Bay District Risk Management Department.
5. All participants must complete the Student Permission Form for Non-School Sponsored Camp Form.

25-22. County Swimming Pool (Located at Mosley High School) Policies and Guidelines:

- A. The Maintenance Department will provide the chemicals and maintenance of the pool.
- B. All high schools will conduct their swim meets at either Frank Brown or Gulf Coast State College pool. If a meet is held at the Mosley pool site, a wall start will be utilized due to the depth of the pool. Depth of pool must be a minimum of five feet to use starting blocks.
- C. Coaches are not allowed to teach or use a dive start in the Mosley pool at any practice or meet.
- D. Coaches may park in parking areas located beside the pool. Due to the congested parking area beside the pool, swimmers must park in the student parking lot to the left of the road entrance to the pool.
- E. An administrator from the host school must be present for all swim meets.

25-23. Water Activities

- A. Boats
  - 1. The use of privately owned or rented boats to be operated by chaperons, parents, teachers, students, etc., for school sponsored activities is prohibited.
  - 2. The use of public carrier water craft that carry six or more passengers is permitted for school sponsored or sanctioned activities provided that the following documentation is presented before the trip:
    - a. A copy of the operator's Master License. The person operating the vessel must have a Master's License that meets or exceeds the tonnage of the vessel to be operated. (The tonnage of the vessel is listed on the Coast Guard Certificate of Inspection.) The teacher or supervising sponsor shall assure that the person navigating the vessel on the day of the trip is the same as represented by the previously submitted license.
    - b. A copy of the United States Coast Guard Certificate of Inspection. This inspection is performed annually by the Coast Guard. The expiration on the certificate should be checked to assure that the vessel has a current inspection and the tonnage listed on the operator's Master's License should be compared to the tonnage listed on the Certificate to assure that the operator is properly licensed to operate the vessel.
    - c. A copy of the Florida Commercial Boat Registration. This is a registration that is issued annually and expires on June 30 of each year.

- d. A Certificate of Insurance evidencing that the company has general liability insurance in limits of not less than \$1,000,000.00.
- B. Motorized Water Apparatus

The use of jet skis, jet boats, wave runners, or any other motorized water apparatus for school sponsored or sanctioned activities is prohibited.
- C. Waterparks

The use of Waterparks for school sponsored or sanctioned activities are permitted.
- D. Swimming Pools

The use of privately owned swimming pools for school sponsored or sanctioned activities are prohibited.
- E. Swimming/Snorkeling

School sponsored or sanctioned activities involving swimming/snorkeling (this includes motel swimming pools while on school sponsored trips) are permitted provided there are at least two adult chaperons who have Life Guard Training. The prerequisite for Life Guard Training is the eight (8) hour Standard First Aid course.
- F. Scuba Diving

School sponsored or sanctioned activities involving scuba diving are prohibited.
- G. Canoeing/Tubing

School sponsored or sanctioned activities involving canoeing/tubing is prohibited.

## 25-24 Athletic Safety Guidelines

- A. Heat Related Illnesses

All teams will follow the current "Heat Acclimatization Policy" – Policy 41 -adopted by the FHSAA. During the entire season coaches will monitor all athletes for signs of any heat related illnesses. Coaches will make water accessible to players at all times. At any time if a player asks for water it must be given. Coaches will never withhold water as a disciplinary tool. If player shows signs of a heat related illness they must be allowed water, rest, and immediate medical care as needed. Coaches will stress the importance of proper hydration to players in relation to pre-practice, practice, and post practice times. Water consumption should be mandatory during scheduled breaks. Athletic trainers have



the authority to withhold any player from participation who shows signs of a heat related illness. If a player is suspected to be having a heat stroke emergency medical assistance (911) should be sought immediately while making every effort to cool the athlete's body temperature until emergency care arrives .

**Monitoring Heat Stress.** The following governs procedures for monitoring heat stress (§ 1006.165, F.S.): Each school must monitor heat stress. Heat stress is determined by measuring the ambient temperature, humidity, wind speed, sun angle and cloud cover at the site of the athletic activity. The following guidelines are to be adhered for the following heat stress readings (as suggested by the FHSA SMAC):

Reading Permitted	Activity
≤ 82.0	Normal activities.
82.1 – 87.0	Three (3) separate four (4) minute rest breaks per hour of activity.
87.1 – 90.0	Maximum two (2) hour activity time. Four (4) separate four (4) minute rest breaks per hour of activity. For football, student-athletes are restricted to helmet, shoulder pads and shorts during activity.
90.1 – 92.0	Maximum one (1) hour activity time. Five (5) separate four (4) minute rest breaks. No protective equipment permitted. No conditioning activities permitted.
≥ 92.1	No outdoor activities.

A Wet Bulb Globe Thermometer (WBGT) should be used to measure heat stress. A WBGT reading should be taken 30 minutes prior to any scheduled outdoor practice start time and then should be continually monitored at least every hour until the conclusion of practice (to monitor for any indicated modifications to practice length, rest breaks, or equipment). Schools must complete the Heat Stress Measurement and Record Chart ( Appendix A ) for all outdoor activities.

Cooling zones must be available for each outdoor athletic contest, practice, workout or conditioning session. Cooling zones must include the immediate availability of cold-water immersion tubs or equivalent and can also include the following: ice sponges and towels or tarps that can be filled with ice and wrapped around individuals to rapidly cool internal body temperature. The presence of an employee or volunteer trained to administer cold-water immersion is required. Each school's emergency action plan must include a procedure for onsite cooling using cold-water immersion or equivalent means before a student-athlete is transported to a hospital for exertional heatstroke. Coaches must adopt a heat injury prevention philosophy by promoting unrestricted access to water at all times and a student-athlete should never be denied access to water. Student-athletes who participate in activities that last for an extended amount of time or multiple activities in a day should be provided electrolytes to assist in rehydration. Rest breaks must involve unlimited hydration intake and rest without any activity involved. Each athletic coach involving outdoor practices or

events shall annually complete training in exertional heat illness identification, prevention and response, including the effective administration of cooling zones.

B. Concussions

Any player who is suspected to have suffered a concussion may not re-enter participation until cleared in writing by an approved medical professional. A player who has suffered a concussion should follow a graduated protocol as prescribed by the health care provider.

C. Emergency Action Plans

Each sport will work with the school's athletic trainer to develop an emergency action plan for use with an injured or unconscious team member. This plan needs to be posted and practiced. This plan must be filed with the school's athletic director and the school's athletic trainer. This plan must be updated annually.

Each school contest venue shall have an Emergency Action Plan in place and posted. The plan must meet all the requirements of FHSA Policy 43.

D. Sudden Cardiac Arrest

**Cardiopulmonary Resuscitation (CPR).** It is strongly recommended that all coaches, whether paid or volunteer, are regularly trained in CPR. Training is encouraged through agencies that provide hands-on training and offer certificates that include an expiration date. In accordance with § 1006.165, F.S., each member school must adhere to the following requirements for Automatic External Defibrillators (AEDs):

**Automatic External Defibrillator (AED).** Automatic external defibrillators (AEDs) must be available in a clearly marked and publicized location for any athletic contest, practice, workout or conditioning session, including those conducted outside of the school year. Beginning June 1, 2021, a school employee or volunteer with current training in cardiopulmonary resuscitation and use of a defibrillator must be present at each athletic event during and outside of the school year, including practices, workouts and conditioning sessions. All employees or volunteers who may be reasonably expected to use a defibrillator must complete training in cardiopulmonary resuscitation or a basic first aid course that includes cardiopulmonary resuscitation training. Each individual required to complete the training must be notified annually of the location of each defibrillator on the school grounds.

E. Lightning Safety and Severe Weather

These guidelines should be followed by all groups holding outdoor activities (PE classes, practices, events, or games).

1. Staff should monitor local weather conditions before and during all outdoor activities.
2. Have an evacuation plan that includes a nearby safe area where all members of activity can relocate if the need arises.
3. Criteria for suspension or resumption of outdoor activities:
  - a). When thunder is heard or lightning is seen\*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to a previously designated safer location.
  - b). 30 Minute Rule: Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed\* prior to resuming play. Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
  - c). Lightning detection devices and aids: When lightning detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend activity if a lightning strike is noted to be **within 10 miles** of the event location. However, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning detection device. For all outdoor activities, there must be at least one staff/faculty member subscribed to and monitoring weather alerts from SkyGuard through BDS. Requests to subscribe to SkyGuard should be made to Marcia Avery (averyml@bay.k12.fl.us).
  - d). Coaches, officials, and administrators have the authority to stop play at any time in which lightning is determined to pose a threat.

\* - At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and flashes are low in the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.

Note: These guidelines are aligned to those of the National Federation of State High School Associations.

#### F. Football Practice Live Contact Limitations

Live contact is when players run a drill in game-like situations and is the only time when players are taken to the ground. From the 6<sup>th</sup> day of practice until the week of the first regular season game schools must limit live contact in practices to no more than 40 minutes per day and on no more than 2 consecutive days. Starting the week of first regular season contest live contact in practices must be limited to no more than 30 minutes

per day, no more than three days per week, on no more than two consecutive days, and a max of 80 min. per week. Written practice plans should be prepared in advance by head coach prior to every practice and must be kept on file with the school athletic director for at least 12 months. Practice plans shall be made available upon request.

## 25-25 Scheduling Contests with Bay District Schools

All district schools should schedule with each other in all sports with the following exceptions: If a school is under half the size of another school they do not have to schedule but may if both schools agree (Population numbers are based on the previous year's FTE count). In football if schools are two classifications or more apart they do not have to schedule but may if both schools agree. Any exceptions to this policy must be approved but the county athletic director.

## ARTICLE 26 - BOOSTER AND PARENT SUPPORT GROUPS

### 26-1. Authorization

Our booster organizations are a vital part of our athletic and extracurricular programs. The funds provided by our booster organizations are to support and enhance the athletic or extracurricular program. A booster organization's major function is to support and raise funds for the various athletic and extracurricular programs. Booster organizations are not charged with making decisions that effect the operation of the sport area or activity. Decisions concerning the operation of the sport area or activity are solely the responsibility of the coach/sponsor under the authority of the principal and athletic director. Directors (Athletic, Band, and Choral) of each school have complete authorization of conduct, supervision, and management of all booster/parent support groups in their respective areas. (Directors report directly to the Principal or his/her designee). **All booster clubs must provide the school principal with the following by June 1<sup>st</sup> each year for the following school year: Booster Club Registration Form** (which includes information on all club officers, club by-laws, a proposed budget, list of all coaches club plans to pay, and a list of proposed fundraisers), and a detailed **Annual Financial Report** per School Board Policy.

### 26-2. Fund Budgets and Finance

Booster/support groups may fund raise within the guidelines of School Board policy as found in Article 13-6. **Booster organizations/support groups/coaches may not require a fee for participation in an extracurricular activity.** Booster organizations/support groups/coaches may encourage participation in fundraising activities but not make it mandatory for participation in an extracurricular activity.

### 26-3. Purchase of equipment and donations

Booster clubs exist for the sole purpose of supporting a specific sport, club or activity. The support

may be fundraising or assisting a coach/sponsor. Booster clubs do not have control over the administration of a sport, club or activity that belongs to the school. Donations (money, equipment, etc.) offered by booster/parent groups must be approved by the Principal and Superintendent. Donations that are approved and accepted become property of the Bay County School Board.

- A. The Principal or his/her designee will complete the Approval of Service/Materials Donated form. This form will be sent to the Superintendent for signature. Upon approval by the Superintendent the Principal may accept the donation.
- B. The Superintendent will send a copy of the Approval of Service/Materials Donated form to the Internal Accounts Auditor and the Supervisor of Property Records. The Supervisor of Property Records will place on inventory any donations of tangible property in excess of \$1,000, all furniture, computer equipment, and fire extinguishers, regardless of price.

#### 26-4. Financial Enhancement

No employees of the School Board of Bay County may accept, either directly or indirectly any gift, donation, emolument, gratuity, or favor that has any substantial economic value as measured by its nature that could effect his/her impartiality or judgment in performing his/her duties or services as an employee. **All payments by booster clubs to school board employees must be approved in advance by the school principal.**

#### 26-5. Construction of Facilities

Any facility that is to be built, expanded, or altered must receive the approval And directed authority of the Superintendent.

### ARTICLE 27 - DRUG AND ALCOHOL PREVENTION/INTERVENTION

#### 27-1. The coach/sponsor involvement in Drug Prevention.

As a sponsor/coach, you are a special person dealing with a special group of young people. Consider these reasons why you can make a positive contribution to drug prevention.

- A. You have a captive audience and have some control over the lives of your students for a period of time.
- B. You have direct contact with many of the young people in your school.
- C. You have loyalty, commitment and dedication, which may not be present In other areas of the school.
- D. You have leadership necessary for program success.

27-2. The Sponsor/Coach and Involvement in Drug Intervention.

- A. All students involved with an extracurricular activity should be aware of and agree to the rules, regulations, and consequences for any infraction involving drug/alcohol use.
- B. Immediately upon suspecting a student's use, possession, or sale, the sponsor/coach or Athletic Director should confront the student about the problem and inform school administration.
- C. The parents should be contacted and be made aware of the problem to further assist with the situation.
- D. The sponsor/coach, or Athletic Director, may be called upon to further discuss the incident(s) with any involved parties.
- E. The student should be encouraged to seek professional help for his/her drug/alcohol use problem or potential problem.

27-3. The sponsor/coach as a role model.

Each sponsor/coach should realize that many students "look up" to them and greatly respect the image they portray. It is of extreme importance that each sponsor/coach should always conduct themselves in a proper manner. Remember, your students are loyal, dedicated and respond to your leadership. Always strive to be an "example"!

## **ARTICLE 28 - CITIZENSHIP STANDARDS FOR EXTRACURRICULAR ACTIVITY STUDENTS**

### **SECTION I**

#### **INTRODUCTION AND PURPOSE**

Extracurricular activities are defined as activities or events which do not fall within the scope of the regular curriculum, which are officially recognized and sanctioned by the School Board, and for which students do not receive academic credit. Performing groups that receive academic credit, i.e., band, chorus, and drama are not included within this policy.

Student participation in extracurricular events is a privilege. Extracurricular activities are important components of our total educational program. In order to maintain eligibility, each student is expected to exhibit good citizenship and abide by all State, School Board, School team/club, and FHSAA rules and regulations.

#### **PURPOSE**

1. To provide minimum citizenship standards among all Bay District School's (includes high and middle schools) for participation in school sponsored extracurricular activities.
2. To encourage the importance of a sense of responsibility as a positive role model.
3. To enhance the growth of good citizenship among participants in school sponsored extracurricular activities.
4. To recognize and assist those students who have demonstrated an inability to comply with guidelines set forth herein.

## **SECTION II.**

### **APPLICATION OF STANDARDS**

These standards apply to all extracurricular activities as defined above, whether they are school sanctioned or School Board approved. These standards apply to the participant in any activity for the duration of the activity season, whether it occurs prior to the start of the school year or after the close of the school year, including summer. Students shall also comply with the conduct required by the Bay District School Board (The Student Code of Conduct and Discipline) and the regulations contained in the individual school's Student Handbook.

## **SECTION III.**

### **CITIZENSHIP STANDARDS**

Students who participate in extracurricular activities are expected to abide by the following list of citizenship standards. Sanctions for noncompliance are shown.

#### **1. CITIZENSHIP STANDARD: FHSAA RULES**

A student who participates in extracurricular activities will not violate any rules or regulations as set forth by the Florida High School Athletic Association (FHSAA).

#### **SANCTION**

The student will be penalized according to the rules administered by the FHSAA. Students who are ejected from an athletic contest for unsportsmanlike conduct will be responsible for any fines imposed by the FHSAA.

#### **2. CITIZENSHIP STANDARD: TEAM/CLUB RULES**

A student who participates in extracurricular activities will not violate team/club rules as established for participation in an activity. It shall be the responsibility of the coach or sponsor to formulate written rules

with appropriate sign-off procedures and distribute them to the parents and students. The district has developed a Student Participation Agreement form for parents and students to sign.

#### **SANCTION**

The coach or sponsor may suspend the student from participation. This may be for one event or for the duration of the activity season. This shall be at the discretion of the coach or sponsor based upon the severity of the offense and the rules established.

### **3. CITIZENSHIP STANDARD: SCHOOL ABSENCE**

A student who participates in extracurricular activities must be in classroom attendance at least two hundred (200) minutes on the day of the event.

#### **SANCTION**

At the discretion of the Principal, the student may be able to participate, in the event, on the day the student is absent from school.

### **4. CITIZENSHIP STANDARD: IN SCHOOL SUSPENSIONS**

A student who participates in extracurricular activities and is assigned to in-school suspension will be eligible to participate.

#### **SANCTION**

The student may participate if he or she meets the requirements of in-school suspension.

### **5. CITIZENSHIP STANDARD: OUT OF SCHOOL SUSPENSION**

A student who participates in extracurricular activities will not violate school rules that result in out of school suspension.

#### **SANCTION**

Under School Board policy, a suspended student is prohibited from participating in, or attending any school sponsored extracurricular activities during the time of the suspension

### **6. Expulsion / Alternative Placement in lieu of Expulsion.**

Students who have been expelled from Bay District Schools or received an Alternative Placement in lieu of Expulsion may not participate in extracurricular activities. Eligibility to participate in extracurricular activities is restored upon completion of the original terms or length of the alternative placement period or pending the outcome of a rehearing.

### **7. CITIZENSHIP STANDARD: CRIMINAL EPISODES**

This policy refers to criminal episodes committed by students while in grades 7-12. A criminal episode is



one or more felony criminal acts occurring within a twenty four (24) hour period. Sanctions imposed on students will begin when the Principal of the school makes a formal determination that a felony criminal episode has been committed by the student.

A student who participates in extracurricular activities will not commit any felony criminal episodes on or off school board property. Proof of a felony criminal episode shall include but not be limited to: the student's plea of guilty or nolo contendere to a crime or delinquent act which would have been a crime if the student were an adult or the student's participation in a pre-trial intervention program.

## **SANCTION**

### **First Felony Criminal Episode**

The student will be suspended from participating in all extracurricular activities for one (1) calendar year.

### **SUBSEQUENT CRIMINAL EPISODES**

If the student participates in subsequent criminal episodes, the student will be suspended from participating in all school sponsored extracurricular activities for one calendar year.

## **IMPOSITION OF SANCTIONS**

Prior to the imposition of any sanctions, the Principal shall give the parents and student an opportunity to be heard regarding the alleged violation and the appropriate sanctions to be imposed.

The balance of any unfulfilled sanction shall be completed, if necessary in the following school year.

## **APPEAL PROCESS**

The student and the parents or guardian shall be notified, in writing, regarding any sanctions imposed on a student. The student or parent/guardian shall have ten (10) days after receiving written notification to file a written appeal with the appropriate authority. All appeals of decisions by the coach or sponsor regarding team/club rules shall be to the Principal, whose decision shall be final. All appeals of decisions by the Principal regarding criminal acts shall be to the Superintendent through the Extracurricular Activities Appeal Committee. During any appeal process, the sanctions shall abate pending the outcome of the appeal.

### **EXTRACURRICULAR ACTIVITIES APPEAL COMMITTEE**

An Appeals Committee shall be appointed annually by the Superintendent and shall consist of the following members:

Executive Director of Operational Support Services, Chairman  
Community Representative  
Middle School Principal  
Secondary Teacher  
Supervisor of School Resource Officers

The committee shall act as a fact finding authority only. It shall make a report to the Deputy Superintendent regarding the student and the violation of the citizenship standard.

### **CONSIDERATIONS: FOR APPEALS COMMITTEE**

The Extracurricular Activity Appeals Committee and the Principals shall consider the following factors:

- A. The nature of the violation;
- B. Whether a weapon was involved;
- C. If a crime was charged, whether the court withheld adjudication of guilt;
- D. The student's disciplinary record;
- E. The student's overall character;
- F. Whether the student recognizes the seriousness of the conduct;
- G. Whether the student cooperated with law enforcement, and if so, how;
- H. The student's present attitude toward the offense;
- I. School and community recommendations or reactions.

The Appeals Committee shall submit its findings of fact to the Deputy Superintendent within thirty (30) days of the filing of the appeal. The Deputy Superintendent shall within ten (10) days thereafter make a recommendation to the Superintendent. The Superintendent's decision shall be made within fifteen (15) days thereafter and shall be final. The Superintendent has the authority to reduce the sanctions as deemed appropriate. The final action shall state with particularity the reasons for the decision.

Any student who has been permanently suspended from participating in extracurricular activities, may on an annual basis, appeal to the Committee for a reduction in the sanction. A written request must be received before August 15 for the upcoming school year. The Committee will review the matter within the first two weeks of school and report to the Deputy Superintendent for a recommendation to the Superintendent as outlined above.

#### **28-1 Procedures for Processing Students Who Are Charged With Felony Criminal Episodes**

- A. The Executive Director of School Support Services will send to each Principal a list of students who have been charged with a felony.
- B. The Principal will use this list to determine if a student who is charged with a felony is participating in extracurricular activities.

- C. Other than the above mentioned list, the coach or sponsor through team meetings or personal contact with a student may also make a determination that one of his or her student's has been charged with a felony within the past year.
- D. The coach or sponsor shall then contact the appropriate school administrator to give name and grade of the student athlete.
- E. The Principal or designee will contact the appropriate law enforcement officials to obtain the facts regarding the felony charge.
- F. The Principal will contact the parents/guardian and student to offer the opportunity to be heard regarding the alleged felony charge and the appropriate sanctions to be imposed.
- G. The Principal has the authority to waive the felony charge and restore eligibility if discussions with the parent/guardian and information received from law enforcement indicate the student did not commit the felony.
- H. If the Principal makes a formal determination that a crime has been committed (by reviewing the law enforcement records of the case, the student admitting the crime or receipt of a disposition paper showing the student athlete has been processed by the court for the crime) the Extracurricular Activity Sanction form will be completed and mailed to the parent/guardian indicating the sanctions imposed on the student. This form will be official notice to the parent or guardian of sanctions imposed on their son/daughter.
- I. The Extracurricular Activity Sanction form will be filed in the Principal's office and will also be documentation that a felony has been committed by the student.
- J. The student or parent/guardian will have ten (10) days after receiving the Extracurricular Activity Sanction form to file a written appeal with the Superintendent.
- K. If the parent/guardian files a written appeal with the Superintendent, the Chairman of the Extracurricular Activity Appeals Committee will set a date for the student hearing. The parent/guardian may bring anyone to speak on the facts of the case or on behalf of their son or daughter. The Extracurricular Activity Appeals Committee will only determine the facts of the case and will forward its findings of fact to the Deputy Superintendent within thirty (30) days of the filing of the appeal.
- L. The Deputy Superintendent will within ten (10) days make a recommendation to the Superintendent.
- M. The Superintendent's decision will be made within fifteen (15) days and will be final. The Superintendent has the authority to reduce the sanctions as deemed appropriate.

## **ARTICLE 29 - FUND RAISING**

29-1. School Board policy pertaining to fundraising is found in the School Board Policies Book, Chapter 2, and Article 2.118.

29-2. School Board Fund Raising Guidelines

- A. All fund raising projects and activities by the school or groups within the school shall contribute to the educational experiences of students and shall not be in conflict with the overall instructional program as administered by the Superintendent.
- B. The determination of the fund raising activities for a school shall be the responsibility of the principal and his/her staff and shall conform to the following conditions and such other administrative directives as may be issued by the Superintendent.
  - 1. The school shall not sanction the sale of tickets for non-school activities.
  - 2. During community drives the educational value of community projects shall be given special emphasis in the schools, but funds shall not be solicited from students for more than three (3) such drives in any school year.
  - 3. Students shall not, as a school-related activity make door-to-door solicitations to raise funds.
  - 4. Class instruction time shall not be used in planning or executing any fund raising activity.
- C. Raffles, bingo and lotteries or any form of gambling will not be permitted by any group on school property.
- D. Any fund raising activity for a school organization that involves student participation in the selling of tickets, merchandise, and similar activities shall have the approval of the principal.

29-3. Procedures to Be Followed For Participating In a Fundraising Project

- A. Obtain the Authorization for Fund Raiser Form from the main office. This form must be signed by the Principal. You must have this form in your possession before proceeding with your fund raiser.
- B. Before you order any fund raising materials you must have the following items:
  - 1. The Authorization for Fund Raiser This form must be shown to the bookkeeper before obtaining the internal accounts voucher.

2. Obtain an Internal Accounts Purchase Requisition form from the bookkeeper. This form must be signed by the Principal and presented to the bookkeeper in order to be processed.  
YOU MUST HAVE A PURCHASE ORDER BEFORE ORDERING ANY ITEMS.  
ANY PURCHASE MADE WITHOUT A PURCHASE ORDER WILL BE THE PERSONAL RESPONSIBILITY OF THE PERSON MAKING THAT PURCHASE.
- C. Obtain from the bookkeeper, a Fundraising Activity Financial Report form. This form must be completed and given to the bookkeeper upon completion of your fund raiser.
- D. When turning in money to the bookkeeper there are several items that are important to remember.
  1. A Report of Monies Collected form should be completed with the EXACT AMOUNT OF MONEY TO BE TURNED IN LISTED ON THIS FORM.
  2. All coins should be rolled, if in sufficient amounts.
  3. Money should be counted, PLEASE BE ACCURATE WITH YOUR COUNT! If large amounts of money are turned in, please separate by bills.

**Appendix A:****Heat Stress Measurement and Record****School:** \_\_\_\_\_ **Sport(s):** \_\_\_\_\_

Date	Time	Reading	Activity Modifications	Name	Signature	Role

A Wet Bulb Globe Thermometer (WBGT) should be used to measure heat stress. A WBGT reading should be taken 30 minutes prior to any scheduled outdoor practice start time and then should be continually monitored at least every hour until the conclusion of practice (to monitor for any indicated modifications to practice length, rest breaks, or equipment).

**Reading** $\leq 82.0$ 

82.1 – 87.0

87.1 – 90.0

90.1 – 92.0

 $\geq 92.1$ **Permitted Activity / Modifications**

1. Normal activities.

2. Three (3) separate four (4) minute rest breaks per hour of activity.

3. Maximum two (2) hour activity time. Four (4) separate four (4) minute rest breaks per hour of activity.

For football, student-athletes are restricted to helmet, shoulder pads and shorts during activity.

4. Maximum one (1) hour activity time. Five (5) separate four (4) minute rest breaks. No protective equipment permitted. No conditioning activities permitted.

5. No outdoor activities.

