

KIPP: ATLANTA SCHOOLS DEPARTMENT OF ATHLETICS



Regional Athletics Handbook 2025-2026

*General Information & Guidelines
For Athletic Directors, Coaches, Parents, Scholar Athletes*



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General Information & Guidelines

This working document includes information related to the operations of activities sponsored by KIPP Atlanta Schools Athletic Department is not meant to be all-inclusive, but to serve as a foundation of basic policies and procedures for AD's coaches and parents. This is a working document for coaches, parents, and scholars. Stakeholders are encouraged to provide recommendations for improvement as items come to their attention. Coaches are responsible for the content included in this handbook, as well as, for any additions/deletions/corrections addressed throughout the school year. Official changes shall be in written form only. The guidelines that appear in this handbook will be in effect until change in writing. Athletic coaches collaborate with the Athletic Director, and work with the principal.



Innovation, Equity, Achievement

MISSION STATEMENT

The KIPP Atlanta Schools Department of Athletics will provide all scholar-athletes with a rich co-curricular program that encourages our scholars to grow as individuals and leaders by experiencing the importance of being part of a team. The KIPP Atlanta Athletic Department fosters commitment and loyalty to teamwork, pride, leadership, and fair play.

VISION STATEMENT

The KIPP Atlanta Schools Athletic Department of Athletics strives to be a beacon in the community with an all-inclusive program that provides access and opportunity for its scholar-athletes, engages its community in review of regular program offerings and best practices, coordinates with its community partners, and place a great emphasis on sportsmanship, healthy lifestyle habits and safe exercise protocols.



Athletic Director's Message

Dear KIPP Atlanta Schools Community,

I am pleased to present the KIPP Atlanta Schools Regional Athletic Handbook, a guide designed to align our athletic programs with the core values of our schools. As we expand and develop our athletics, it is essential to provide clear guidelines that support our scholar-athletes, coaches, and families. This handbook reflects our commitment to excellence, equity, and holistic development in every aspect of our scholars' educational journey.

At KIPP Atlanta Schools, we believe athletics are vital to the scholar experience, offering opportunities for physical development, teamwork, and leadership. Our programs are designed to cultivate sportsmanship, discipline, and reinforce academic and character-building objectives. This handbook outlines the policies and expectations that will help us achieve these goals while ensuring a safe, inclusive environment. This handbook is the result of collaboration with coaches, administrators, parents, and scholars across our network. We have ensured the guidelines are comprehensive, fair, and reflective of our shared values. Whether you are a scholar-athlete, coach, or parent, this handbook will help you navigate our athletic programs.

The success of our athletic programs depends on our collective efforts. We encourage you to familiarize yourself with this handbook and use it to support our scholars in their athletic and academic pursuits. By working together and adhering to these standards, we can create a positive and empowering experience for the entire KIPP Atlanta Schools community.

Thank you for your continued support. We look forward to an exciting and successful athletic season, marked by growth, achievement, and the unwavering spirit of KIPP.

Sincerely,



Nyere C. Brown, M.Ed. CMAA

Regional Athletic Director

Athletic Director & Athletic Leads

POSITION	NAME	EMAIL
Regional Director of Athletics	Nyere Brown, CMAA	NBrown@kippatl.org
Assistant Regional Director of Athletics	Alexas Durr-Terry RAA	Adurrterry@kippatl.org
Athletic Director, KIPP Atlanta Collegiate	Nathan Bradley CAA	NBradley@kippatl.org
Athletic Director, KIPP STRIVE Academy	Cameron Seward	Maurice.seward24@gmail.com
Athletic Director, KIPP WAYS Academy	Jessica Childers	JChilders@kippatl.org
Athletic Director, KIPP Woodson Park Academy (5-8)	Demetrius Bigby	DBigby@kippatl.org
Athletic Director, KIPP Soul Academy	Marcus Rice RAA	MRice@kippatl.org
Athletic Director, KIPP Vision Academy	Kevin Hayles	KHayles@kippatl.org
Athletic Director, KIPP South Fulton Academy	Adisa Carter	ACarter@kippatl.org
Athletic Lead, KIPP STRIVE Primary	Cameron Seward	Maurice.seward24@gmail.com
Athletic Lead, KIPP WAYS Primary	Krystina Nelson	Knelson@kippatl.org
Athletic Lead, KIPP Woodson Park Academy (K-4)	Khamel Carter	kcarter2@kippatl.org
Athletic Lead, KIPP Soul Primary	Kyle Bailey RAA	KBailey@kippatl.org
Athletic Lead, KIPP Vision Primary	Johnny McDowell	JMcDowelle@kippatl.org

Sports Listings - High School

FALL

Cheerleading - Varsity
 Cheerleading - Competition
 Cheerleading - Sideline
 Cross Country - Boys Varsity & Junior Varsity
 Cross Country- Girls Varsity & Junior Varsity
 Football - Varsity
 Football - Junior Varsity
 Girls Flag Football
 Golf - Club
 Volleyball - Girls Varsity & Junior Varsity
 Softball - Varsity

WINTER

Basketball - Boys Varsity
 Basketball - Boys Junior Varsity
 Basketball - Boys 9th Grade
 Basketball - Girls Varsity
 Basketball - Girls Junior Varsity
 Swimming/Diving - Boys Varsity
 Swimming/Diving - Girls Varsity

SPRING

Baseball - Varsity
 Baseball - Junior Varsity
 Track & Field - Boys Varsity
 Track & Field - Boys Jr. Varsity
 Track & Field - Girls Varsity
 Track & Field - Girls Jr. Varsity
 Soccer- Girls -Varsity
 Soccer- Boys- Varsity

Sports Listings - Middle School (Academy)

FALL

Cheerleading Sideline
 Cheerleading- Competition
 Cross Country
 Cross Country
 Football
 Softball

WINTER

Basketball - Boys
 Basketball - Girls

SPRING

Baseball
 Track & Field - Boys
 Track & Field - Girls
 Soccer- Girls
 Soccer- Boys

Sports Listings - Primary

FALL

Flag Football Co-Ed

WINTER

Basketball

PART ONE

Information for Coaches & Activity Sponsors

SECTION 1 - SCHOLAR CONFIDENTIALITY

Information received in confidence from a scholar can be revealed to the scholar's parent/guardian, building principal, or other appropriate authority by the staff member who received the information when the health, welfare, or safety of the scholar or other persons is in jeopardy.

SECTION 2 - ORGANIZATION FOR SCHOLAR SERVICES

KIPP Atlanta Schools is organized so that scholar-centered programming always gives scholars the advantages needed for success in their choice-filled lives.

SECTION 3 - DEFINITIONS

Activities—The Athletic Department approves co-curricular, extracurricular, and athletic opportunities available to scholars who may have annually approved constitutions and/or by-laws.

Administration: The Principal, Assistant Principals, athletic director, and assistant athletic director have authority over the organization and management of scholar activities.

Assistant Athletic Director: The person who assists the athletic director in developing principals in the organization and administration of athletic-related scholar activities.

Assistant Coach—persons annually approved by the athletic department under the direction of the head coach who assist with scholar activities or persons directed to do so by the athletic department. Under athletic department approval, volunteer coaches are not assistant coaches.

Athletic Director - person primarily responsible for organizing and administering all athletic-related scholar activities.

Booster Groups - organizational support groups under the direction of the head coach that conform to all regulations enforced by KIPP Atlanta Schools, as found in the text of this document.

- 1.) All booster/Support Group members must understand that all school-sponsored activities are under the control, direction, and supervision of the athletic department or their designee and the athletic director.

PART ONE | Information for Coaches & Activity Sponsors

Events - planned activities that the public is invited to attend.

Governing Bodies - KIPP Atlanta Schools, National Federation of High Schools, Georgia High School Association), and local organizations (Atlanta Public School and Fulton County Schools) that have authority over middle school and high school scholar activities.

Head Coach - person annually approved by the athletic department directly responsible for the organization, administration, and supervision of all phases of a particular scholar's athletic activity, including scholar participation, compliance, assistant coaches, supplies, materials, equipment, budgets, and booster groups.

Meeting - practice, rehearsal, or any formal or informal gathering of scholars participating in a scholar activity.

Payment -(HS) Coaches receive their compensation on a predetermined date at the end of their activity period. (MS) Coaches receive compensation on a predetermined date at the end of their activity.

Sponsors are people annually approved by the athletic department who are solely responsible for the organization, administration, and supervision of all phases of a particular scholar activity.

Team - all scholar participants whose names appear on the official eligibility list for an activity.

Lay Coaches - Contracted Assistant Coaches contracted with KIPP Atlanta Schools.

SECTION 4 - ACTIVITY PHILOSOPHY

1. A dynamic program of scholar activities is vital to the educational development of the scholar.
2. We believe scholars learn a great deal from their participation in extracurricular activities. Lessons in sportsmanship, teamwork, competition, and collaboration with others are an integral part of each activity. Activities play a key role in helping scholars develop a positive self-concept. Consequently, activities add to a healthy school spirit and help all scholars develop pride in their school.
3. We believe the opportunity to participate in a wide variety of scholar activities is a vital part of the scholar's educational experience. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the community, and to the scholars themselves. These experiences contribute to developing learning skills and emotional patterns that enable the scholar to make maximum use of his or her education.
4. Activities should follow existing athletic department policies, rules, and regulations set by governing

PART ONE | Information for Coaches & Activity Sponsors

bodies and the administration. This includes rights for scholars' privacy as outlined in FERPA regulations.

5. We believe that scholar participants should always be treated with respect and that open communication lines should exist between scholars, parents, and coaches/sponsors to provide information regarding the developmental process regarding activities.
6. We believe coaches/sponsors, teachers, and administrators should encourage scholars to become involved in a variety of activities during his/her school years. This includes multiple sports and activities throughout the school year. All sports have a defined season, and no sport shall operate to the detriment of any other sport.
7. We believe those who elect to participate in activities are considered role models. Therefore, expectations for participants in appearance, attendance, behavior, and academic performance will exceed those for non-participants.
8. We believe that coaches, parents, and adults associated with activities in any way should serve as role models for all scholars.

SECTION 5 - CODE OF ETHICS

All concerned with activities must preserve and protect the following Code of Ethics so that scholars can benefit to the greatest extent through involvement in activities.

1. Coaches and sponsors represent the KIPP Atlanta Schools Athletic Department year-round on and off the playing surface.
2. Emphasize the proper ideals of sportsmanship, ethical conduct, honesty, and fair play.
3. Minimize influences that tend to jeopardize proper ideals.
4. Highlight the benefits derived from participation in activities.
5. Display cordial conduct toward teammates, visitors, and hosts.
6. Achieve a thorough understanding and acceptance of the guidelines and standards for activity participation.
7. Encourage leadership, integrity, respect, responsibility, honesty, and good judgment among participants.
8. Out-of-season involvement, non-event interactions, and preparatory meetings of the group play a significant role in the total success of any program. Out-of-season involvement in a sport or activity cannot be mandatory.
9. Display loyalty to KIPP Atlanta Schools Athletic Department and strive for excellence in all areas.
10. Recognize that activities are an integral part of the school's educational program and an extension of the classroom.
11. Encourage scholars to participate in any activity in which they show interest. Coaches and sponsors shall work cooperatively to promote this outcome when same-season events conflict.

PART ONE | Information for Coaches & Activity Sponsors

12. Coaches need to support scholars who desire to be multi-sport athletes.
13. Activity-related obligations and responsibilities are to be given priority over outside commitments.
14. Coaches and sponsors shall prohibit the involvement of booster groups in any activity that is ethically or morally unacceptable or that contradicts established policies, procedures, and guidelines set forth by the administration and governing bodies.
15. Strictly adhere to the chain of command.
16. Refrain from accepting gifts or gratuities from booster groups for performing duties.
17. Refrain from using scholars to promote a political belief or philosophy that contradicts the philosophies and/or beliefs specified by the KIPP Atlanta Schools.
18. Refrain from using members of a booster group to promote a political belief or philosophy that contradicts the philosophies and/or beliefs specified by the administration.
19. Any person paid or employed as a Principal shall not coach KIPP Atlanta Department of Athletics interscholastic athletic teams.
20. Coaches and ADs are prohibited from accepting payments through any unapproved regional platform utilized for athletics (Zelle, Cash App, etc. are NOT approved payment platforms).
21. All coaches and athletic administrators must sign that they have read and received the regional athletic handbook. It will also be available for all administrators and operation personal.

SECTION 6 - COMMUNICATION PROTOCOL

The communication protocol is designed to ensure a clear and organized process for addressing concerns and managing scholar-athlete activities. Following this sequence ensures effective communication and resolution. If an issue reaches the athletic director or principal level, a written statement is required. Coaches and sponsors are responsible for informing parents, players, and booster groups of these procedures.

Managing Director of Operations and Wellness

The Managing Director of Operations and Wellness oversees the Regional Athletic Director and ensures alignment with the region's holistic development goals.

Regional Athletic Director

The Regional Athletic Director reports to the Managing Director of Operations and Wellness and directly communicates with Athletic Directors, Head Coaches, Principals, and DOOs. Responsible for organizing and managing K-12 athletic programs, the Regional Athletic Director provides leadership in daily operations and other duties as assigned.

Principals

Principals report to the Head of Schools and are the official representatives of their schools. They are

PART ONE | Information for Coaches & Activity Sponsors

responsible for the general organization and administration of all school activities, including athletics.

School Level Athletic Directors/Leads

School Level Athletic Directors/Leads report to the Regional Athletic Director and Principals. They are responsible for ensuring the implementation and compliance of athletic programming on their campuses as outlined by the region.

Head Coach

The Head Coach reports to the Athletic Director and is responsible for the overall management of their specific sport or activity. They communicate directly with assistant coaches, scholar-athletes, parents/guardians, and booster groups, and are responsible for all aspects of the program.

Assistant Coach

The Assistant Coach reports to the Head Coach and communicates with scholar-athletes, parents, and guardians. They assist in the management and supervision of activities and perform duties as delegated by the Head Coach.

Scholar Participants and Parents/Guardians

Scholar Participants and Parents/Guardians communicate directly with the Head Coach, Assistant Coach, or sponsor. Issues or concerns should be addressed at this level before escalating to the Athletic Director or Director of the Whole Child.

Organizational Support Group President (Booster President)

The Organizational Support Group President reports to the Head Coach or sponsor and communicates with booster club members. They are responsible for representing the group, coordinating activities, and implementing policies, addressing concerns with the Head Coach or sponsor before involving the Athletic Director or administration.



PART TWO | Guidelines for Coaches & Activities Sponsors

SECTION 8 - ABSENCE FROM DUTIES

The KIPP Atlanta Schools Athletic Department expects Coaches and sponsors to perform all duties and complete all related tasks according to established guidelines. Head Coaches and Sponsors are responsible for developing a reporting system for assistant coaches/sponsors and monitoring their attendance at meetings and events. All coaches and sponsors are expected to attend all meetings and events. If attendance becomes a concern, the head coach shall contact the Athletic Director immediately. When a coach or sponsor cannot attend an assigned or scheduled meeting or event that will result in supervision concerns, he/she shall contact the Athletic Director or Principal in advance.

SECTION 9 - ACCIDENT / INJURY REPORT PROCEDURES

1. ***Incidents that require immediate medical attention by a physician***
 - A. The trainer/coach/sponsor will contact 911.
 - B. Notify the parent, if the parent is unavailable, contact the person designated as the emergency contact and immediately fill out an incident report.
 - C. Upon arrival of the emergency medical personnel, the trainer/coach/sponsor will communicate with them to determine the treatment plan, including, if necessary, the location of the treatment facility to which the scholar will be transported. This information will then be conveyed to the parent or emergency contact person.
 - D. If the scholar requires transportation via an ambulance to the treatment facility, the coach/sponsor will ride with the scholar to the treatment facility. In making such a determination, the coach/sponsor will consider such factors as the age of the scholar, the extent of the injuries or illness, availability of the parent or emergency contact person, expressed wishes of the scholar and/or parent, the safety and welfare of the other team/activity members, and other relevant factors deemed pertinent by the coach/sponsor.
 - a. If someone accompanies a scholar to a treatment facility, that individual should remain with the scholar until the parent or emergency contact person arrives at the treatment facility.
 - E. The coach will notify the Athletic Director. The Athletic Director will then notify the principal of the school the scholar attends and the Regional Athletic Director.
 - F. The Coach (or trainer) will complete the Incident Report form immediately following all injuries or accidents that involve any scholar under their supervision during a meeting or event or while traveling to or from a meeting or event.
 - G. The form shall be turned in to the Athletic Director within twenty-four hours.
 - H. The Athletic Director will immediately forward a copy to the nurse, Principal, and Regional Director of Athletics.

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- I. The trainer/coach shall list the injury on the log in the athletic training room.
 - J. Coaches shall personally contact the parent/guardian of any injured participant and inform the Athletic Director and/or Principal immediately when an accident or injury is serious in nature.
 - K. The coach/sponsor will attempt to contact the parent later that day and/or on the following day to obtain information regarding the scholar's welfare and disposition.
2. **Reporting Procedures for all injuries**
- A. The Coach (or trainer) will complete the **Incident Report form** immediately following all injuries or accidents that involve any scholar under their supervision during a meeting or event or while traveling to or from a meeting or event.
 - B. The form shall be turned in to the Athletic Director within twenty-four hours.
 - C. The athletic director will immediately forward a copy to the nurse, Principal, and Regional Director of Athletics.
 - D. The trainer/coach shall list the injury on the log in the athletic training room.
 - E. Coaches shall personally contact the parent/guardian of any injured participant and inform the Athletic Director and/or Principal immediately when an accident or injury is serious in nature.
 - F. The coach (or trainer) will attempt to contact the parent later that day and/or the following day to obtain information regarding the scholar's welfare and disposition.
3. **Return to Participation**
- A. Scholars whose participation has been restricted because of illness or injury and under the treatment of the trainer or physician must receive written permission from the provider before returning to the activity.
 - B. This documentation must be turned in to the Athletic Trainer for scholar-athletes.
4. **Procedures on Prevention and Care of Injury**
- A. Training Program
 - I. The trainer shall set the guidelines for the use of the training room.
 - II. The head coaches of the in-season activities shall work with the trainer to maintain cleanliness and orderliness in the training room.
 - III. Supervision shall be provided for scholar participants utilizing the training room.
 - IV. No scholar shall have access to the training room without supervision by the trainer or coach.
 - V. According to the established guidelines, the head coach shall report injuries or accidents.

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SECTION 10 - ACTIVITIES ACCOUNTS (SPONSORS)

1. All activity payments are paid through a certified link associated with the sport and affiliated with KIPP Atlanta Athletic Department
2. Please do not accept cash or have money deposited in a personal account.
3. Accounts are always coded and accounted for by the Business Operating Managers
4. Teachers/Sponsors/Coaches may seek approval for scholar trips.

The sponsor shall obtain all necessary pre-approvals, complete all paperwork and address all building and legal issues. Sponsors shall seek advice from the athletic director, when necessary, prior to processing.

Families

SECTION 11 - ACTIVITY/PARTICIPATION FEE

All Primary, Middle, and High School scholars must pay an Activity Fee to participate in KIPP Atlanta Athletics. Activity fees offset the cost of equipment, supplies, and other expenses associated directly with scholar athletics and cover the teams' affiliated Adidas jogger set.

Activity Fee \$125* (All Middle School Sports)

- KIPP Atlanta-approved fundraisers can be used to offset the Activity Fee
- Athletic participants should pay via the activity link provided by KIPP Atlanta Athletic Department. Deadlines for payment will be shared and based on the season of participation.

*Primary scholar-athlete fee is \$100

Circumstances Eligible for Reimbursement: Any athlete who sustains a documented (applicable doctor's note) season-ending injury within the first seven days of the first recognized game. Fee reimbursements will not be issued if a scholar quits a team for reasons other than those specified above.

If a financial hardship exists, the family/ guardian should contact the Regional Athletic Director, Nyere Brown nbrown@kippmetroatlanta.org.

SECTION 12 - ADMINISTERING MEDICATIONS

Athletic trainers do not prescribe or dispense prescription drugs. ***Athletic trainers may administer OTC medications in minimal quantities, under practice protocols, subject to the rules of their respective***

PART TWO | Guidelines for Coaches & Activities Sponsors

institutions and any applicable state regulations.

Coaches

SECTION 13 - ANNOUNCEMENTS (KAC)

Announcements that pertain to the general scholar population, specific school-related groups or teams, faculty, staff, KIPP Atlanta Schools activities, information, and events will be considered for the public address morning announcements. It is the group's responsibility to ensure the announcement is proper and appropriate.

All announcements must be typed and emailed at least one day before the date the information is to be announced. Reporting event results and statistics must be submitted no later than 6:00 a.m. following the event. Public Address announcements to be aired at the end of the day will only be limited to cancellations or emergencies.

SECTION 14 - ANNUAL SELECTION AND EVALUATION OF COACHES

1. *Selection of Coaches*

All coaches are employed for a one-year period, recommended by the Athletic Director, and approved annually. Head coaches are responsible for recruiting assistant coaches. When the required application forms are submitted, the Athletic Director will schedule an interview. The interview outcome will be pending, and the recommendation will be made to the Principal and Regional Director of Athletics for consideration. All new coaches, including new volunteer assistants, shall meet with the Athletic Director to discuss expectations before being placed on the agenda. Coaches shall assume duties and responsibilities only after being officially cleared by a formal background check and all compliance documents, including clearances, are on file in the athletic office. Coaches are selected and terminated in collaboration with principals. Except for a coach not being hired and a part of the campus faculty. In this exception, the athletic department will provide the determination directly. This decision will only affect a small number of scholars and will not directly affect the teaching culture of the campus.

2. *Annual Evaluation of Head Coach*

Evaluation form is in the KIPP Atlanta Athletic Department hub.

Head coaches are evaluated annually and, at any time, if deemed necessary, can be terminated by the Athletic Director in collaboration with the Regional Athletic Director. Annual evaluations will take place during a meeting to be scheduled at the end of the activity season or the end of the year for year long activities. The athletic director will be present at the rating meeting. Coaches shall, where applicable, discuss the rating for their assistant coaches at this meeting and shall be prepared to review their performance. Exit interviews may be conducted for coaches/sponsors and faculty managers, as deemed necessary by the athletic administration.

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3. **Annual Evaluation of Assistant Coaches**

Head coaches are responsible for evaluating Assistant Coaches using the Assistant Coaches Rating Form provided by the Athletic Department. The head coach shall submit these forms to the Athletic Director at the time of his/her coaching evaluation meeting. The Athletic Director will determine the final rating of all coaches. Assistant coaches' evaluations should not be reviewed with them until after the head coach's review.

4. **Disciplinary Sequence**

It is expected that all coaches will strive to adhere to the provisions of this handbook, the policies of governing bodies, and regional policies. The Athletic Director shall lend support to coaches to complete performance responsibilities. Coaches and sponsors shall always function in a spirit of cooperation. When the administration determines a need for improvement, appropriate action will be taken. Sample consequences for continued disregard for proper procedures are listed below. These consequences may or may not be administered in a progressive manner: Informal discussion, Formal letter of reprimand, Informal verbal reprimand, Suspension, Informal written reminder, Immediate termination, and or non-renewal of the coaching contract.

**Instances of gross negligence repeated and/or multiple issues and/or infractions deemed serious in nature by the Athletic Director or administration may result in immediate termination.*

5. **Mentoring for New Coaches**

A mentoring program will be established for newly hired KIPP Atlanta Schools Varsity Head Coaches to include proper orientation regarding responsibilities, communication, commonly asked questions, and mentor assignments to assist in the transition. The Regional Athletic Handbook is used to support training/continuing education. Head coaches will provide mentorship to their assistant coaching staff.

SECTION 15 - ANTI -BULLYING & CYBER-BULLYING

KIPP Atlanta Schools is committed to providing scholars a safe, positive learning environment. The Board and the District recognize that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for scholar learning, and may lead to more serious violence. Therefore, KIPP Atlanta Schools prohibits bullying by scholars.

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another scholar or scholars, which occurs in a school setting and/or outside of a school setting that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a scholar's education
2. Creating a threatening environment that a reasonable person in the reporting party situation

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would find threatening.

3. Substantially disrupting the orderly operation of the school.

Bullying as defined in these rules includes cyber-bullying.

SECTION 16 - ATTENDANCE

All scholars involved with athletic and non-athletic meetings, practices, performances, or contests are subject to specific regulations. Scholars who report to school after 11:15 AM will be considered absent and not permitted to participate in practices, performances, contests, or events on that day. Any waiver to the above shall be by the Athletic Director or the Principal.

Excessive absence is defined as more than 10 absences, excused, unexcused, or a combination of both. Medical and/or approved educational trips will not count against the scholar unless the total days absent reach 15 or more. A review will then be necessary. Scholars who accumulate excessive absences may be restricted from participation in athletic and/or non-athletic activities, have their parking/driving permit revoked, and/or be removed from leadership positions.

SECTION 17 - VARSITY LETTERS (KAC SCHOLAR ATHLETES)

Varsity letters are encouraged and accepted as an effective way to recognize scholar performance. Head coaches are solely responsible for all varsity letters, etc., as long as they adhere to the adopted criteria. Before purchase/distribution, the head coach and athletic director shall approve all awards and recognition. Presentations shall be solely for scholar recognition and shall not be a forum for political comment. At a minimum, a request to give an award/honor must include a signature from the head coach supporting this award/honor (Principal's signature for non-school /honors), the name of the honor, the "specific" criteria for achievement of the honor, the "specific" selection process for identifying the winner of the award/honor. Head coaches shall be part of any process for selecting honors for their area.

Guidelines for /honors should be announced before an award being given and will be displayed and/or distributed at each event/ceremony when such honors are being given. A coach or representative shall attend all banquets and programs in which any scholar participating in his/her activity is being recognized (i.e., Senior Recognition Night, All-State, all-region Banquets, etc.)

General Requirements for Ninth Grade Awards

1. The participant must finish a complete season in good standing and must have contributed to the team effort.

General Requirements for Junior Varsity Awards

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1. A junior varsity award will be given to those participants who have not met the criteria for a varsity award.
2. The participant must finish a complete season in good standing and must have contributed to the team effort.
3. In some cases, individual scoring may be used instead of the 50% Rule.

General Requirements for Varsity Awards

The 50% rule shall be a minimum requirement for lettering. To qualify for a letter, scholars shall actively participate in a minimum of 50% of the possible quarters/innings/periods/matches in a season. Additional criteria for varsity lettering are listed below.

1. Attendance is required at all meetings and events unless excused by the coach..
2. In cases when a participant is involved in an event record or a school record, he or she will receive consideration for an award.

General Requirements for Senior Service Awards

1. Senior service awards may be given at the discretion of the head coach.
2. Participation as a junior and senior for the entire season is required.
3. The participant must finish both junior and senior seasons in good standing and have contributed to the team effort.

SECTION 18 - HOME & AWAY EVENTS

Coaches shall always provide supervision during away events, **including supervision on buses/vans, etc.** Coaches are responsible for the condition of the facilities used by their team or activity and for the behavior of team/activity members at away events. Guidelines for appearance are always in effect. Head coaches shall require all personnel associated with the team to dress appropriately while representing KIPP Atlanta and when traveling to and from away events.

Unless the Head Coach or sponsor has extended prior approval, all participants shall travel with the team to and from away events. The Travel Release Form must be turned in to the Athletic Department if a scholar athlete does not use the provided transportation to or from an event. This form should be turned in at least 24 hours before the event. When at all possible, avoid taking food or drinks on the bus, especially those foods most likely to produce allergic reactions, i.e., peanuts. If circumstances warrant taking food on the bus, the coach must ensure athletes clean up before exiting the bus.

In cases of emergency or injury, the coach or sponsor shall monitor the situation, remain with the participant (when applicable), and inform the parents and the administration immediately.

(See the section on Accident/Injury Report Procedures).

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The Head Coach/sponsor shall work closely with the athletic director regarding practice schedules, traveling and lodging arrangements, etc. when teams qualify for postseason events. The athletic director is responsible for making all decisions and arrangements regarding post-season play.

SECTION 19 - BOOSTER GROUPS

ROLE OF BOOSTER GROUPS

KIPP Atlanta recognizes and clarifies that the role of an approved Booster Group is to assist and support, but not to direct, interfere with, or supplant the staff, existing facilities, or athletic programs of the school. It is essential that all Booster/Support Group members understand that all school district-sponsored activities are under the control, direction, and supervision of the Board of Directors, through building principals, their designee, and the Athletic Director. Booster/Support Groups do not have the authority to direct the duties of any school district employee and/or approved coach/sponsor volunteers.

All essential items for activities, including salaries, supplies, equipment, transportation, and facilities, are provided by the school district. Booster groups may raise funds to purchase non-essential items requested by the head coach or sponsor but not approved through the budget process. They may also provide meals for scholars during away events. Items that booster clubs plan to purchase must be identified and submitted to the Athletic Director annually by the head coach/sponsor as part of the required booster club packet.

The Athletic Director and Principal must approve all fundraising plans. Fundraising without administrative approval is prohibited and must be suspended immediately. Booster groups may assist in promoting activities and are permitted to house their own websites through a link on the KIPP Atlanta Schools website via the regional technology department. Booster groups are strictly prohibited from engaging in any political action related to their activities, other activities, or any school/community issues. The Athletic Director or Principal may suspend or dissolve any booster club engaging in improper political activity or acting on the recommendation of a coach or spons

Recognition

Parents/Guardians or adult sponsors must discuss their intent to form a Booster/Support Group with the Athletic Director or appropriate building Principal. Upon review, the administrative employee shall recommend to the Athletic Director whether to approve or disapprove the Booster/Support Group. Formal recognition of the Booster/Support Group will occur at a subsequent meeting.

To gain and maintain recognition, Booster/Support Groups must adhere to the following guidelines:

Bylaws Submission: Ensure the Athletic Director has a current copy of the organization's bylaws, which must include:

1. Financial decisions approved by general membership vote.

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2. District coaches/sponsors serving as advisors only, without decision-making authority.
3. Defined quorum for membership decisions.
4. A Nominating Committee selected by the membership.
5. Dual signatures required on all checks.
6. Bylaw revisions available for membership review for at least thirty (30) days before a vote, with a minimum of ten (10) days' notice if a hardship arises.
7. Monthly Treasurer's Report.
8. Procedures for advertising meetings.
9. Reference to a code of conduct if applicable.
10. Use of the most current edition of Robert's Rules of Order for procedural matters not covered in the bylaws.
11. Membership vote required for major decisions.
12. Meetings: All booster groups must hold regular meetings at KIPP Atlanta Schools or virtually. Banquets are exempt from this requirement.

Officer Information: Provide the Athletic Director with a listing of current officers' names, phone numbers, and emails before the season begins, and report any changes within ten (10) days.

Financial Reporting: Submit a financial report, including a proposed budget, to the Athletic Director before the season begins.

Annual Meeting: Ensure the Booster/Support Group President/Sponsor, or at least one (1) Board member, attends an annual information meeting called by the Athletic Director.

Compliance: Adhere to all regional policies, rules, regulations, and applicable laws.

Transparency: Inform the Athletic Director of meetings, provide agendas, extend a standing invitation to attend, and provide minutes and supporting documents, including financial statements, within a month of each meeting.

Banking and Accounting: Deposit all proceeds into an FDIC-insured depository bank and maintain proper accounting practices.

Prohibitions: Booster/Support Groups shall not use the state tax-free number for purchases or engage in political activity.

Year-End Reporting: Submit a year-end Treasurer's Report as outlined in this policy.

Communication: Communicate with all prospective members before tryouts about Booster/Support Group operations.

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Alcohol and Tobacco: Prohibit the sale or consumption of alcoholic beverages and the use of tobacco products at all Booster/Support Group functions on school district property or any club-sponsored function with scholar attendance.

Volunteer Clearances: Comply with district policies and regulations on volunteer clearances.

FUNDRAISING

Approval Process: All fundraising activities must be processed through the sponsor/coach and the Athletic Director and receive approval before any related activities begin.

Scheduling Conflicts: Resolve scheduling conflicts between organizations through the building principal/Athletic Director.

Master Fundraiser List: Maintain an approved fundraisers list on the KIPP Atlanta Athletics Google Drive.

Indemnification: Booster/Support Groups shall indemnify and hold the region harmless against any encumbrances made on behalf of the organization.

Event Announcements: Clearly indicate that events or activities are sponsored by the Booster/Support Group and comply with district policies.

Scholar Participation: Participation in fundraising activities must not be mandatory for scholar participation in school-sponsored programs.

Legal Compliance: All fundraisers must comply with applicable laws, including but not limited to the GA Solicitation of Funds for Charitable Purposes Act and the Local Option Small Games of Chance Act.

SERVICE PROJECTS/CHARITABLE ACTIVITIES

Booster/Support Group service projects and/or charitable activities must be processed through the Athletic Director or appropriate building principal, with approval remaining at the building level.

Year-End Financial Report

Submit a postseason financial report to the Athletic Director within a month after the respective banquet or no later than the last day of school. Failure to submit this report on time will prevent the organization from starting the next school year's booster/support plan.

Donations/Gifts to School

Booster/Support Group donations and gifts must be approved according to regional policy to ensure equity among programs and compliance with GHSA and NCAA regulations. Any gifts requiring installation, storage, or maintenance must receive formal acceptance by the Board.

Gifts to Athletes/Coaches

Awards, gifts, or other items given to program participants must comply with regional policies and GHSA

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guidelines. Gifts to coaches or other regional employees must adhere to regional policy, prohibiting monetary or material benefits beyond nominal intrinsic value.

Scholar Awards

Awards or other forms of recognition provided by Booster/Support Groups must be coordinated with the sponsor/coach, the Athletic Director for athletics, and the appropriate building principal for other activities. Recipients should be determined using criteria established by the Booster/Support Group.

Use of School Regional Facilities and Resources

Requests for using school district facilities and resources must be made through the Athletic Director and comply with KIPP Atlanta Schools' policies. No modifications to regional structures or facilities may be made without proper approval.

Concession Stand Use

Booster/Support Groups using concession stands at school events must follow regional guidelines and receive permission from the Athletic Director.

Right to Privacy

Booster/Support Groups must adhere to the scholar Records Policy, and are prohibited from sharing directory information with vendors for telemarketing purposes.

Concerns

Concerns or issues from Booster/Support Group members should follow a structured chain of command, beginning with the bylaws and escalating to the Director of Whole Child if necessary.

GENERAL EXPECTATIONS

Facilities Use: Secure permission from the Athletic Director and complete the "Use of Facilities" form when using school buildings and facilities.

Equipment Responsibility: The region is not responsible for any lost, damaged, or stolen Booster/Support Group equipment.

Financial Independence: KIPP Atlanta assumes no financial responsibility for Booster/Support Groups and is not liable for any incurred debts.

Conflict of Interest: A regional employee serving as a coach/sponsor may only serve as an advisor to the Booster/Support Group and shall not control the group's money or accounts.

Insurance Requirements: If contracting with outside entities for services on regional-owned facilities, ensure those entities carry a minimum \$1,000,000 liability insurance policy.

Financial Accountability: 501(c)(3) organizations should be aware of fund usage restrictions, and under no circumstances should Booster/Support Group money be distributed to individual members except to

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cover related activities.

Fundraising Use: Current fundraising dollars should be utilized within the same year unless saving for a particular future expense.

SECTION 20 - BUDGET PREPARATION

The athletic budget is the responsibility of the regional athletic director. Each school-based athletic director and head coach shall work within the guidelines set forth by the regional athletic director regarding target due dates, available funds, and plans for major purchases.

The regional athletic director is responsible for making the budget requests for their entire program in the areas of uniforms, equipment, entry fees, books, clinics, and booster clubs. Athletic Directors, Head coaches, and Assistant coaches in each program will make their budget requests through the regional athletic director.

The following criteria for developing their budgets.

- Present inventory of uniforms and equipment
- Condition and age of existing equipment
- Uniform rotation
- Number of teams and athletes in the program
- Equipment rule changes
- Projected long-range needs program
- Safety considerations

The Regional Athletic Director shall prepare the annual budget.

The Athletic Director's primary budget responsibilities are:

1. Analyze the coaches' requests to determine the amount to be budgeted for each respective activity within the limits of the total budget.
2. Prepare the budget request in the non-coaching areas of the athletic department operation, such as:
 - Awards
 - Clinics
 - Equipment repair
 - Field maintenance supplies
 - Staffing
 - Medical supplies

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- Officials
- Operating personnel
- Tournaments and invitationals
- Transportation
- Fines
- Professional Development

The head coach shall report to the athletic director the total cost of the activity budget requests, which will include the cost of supplies and equipment.

Booster groups can consider funding items requested but postponed or not approved during the budget process for purchase. The booster group must present all of these items in advance to the principal and/or athletic director.

SECTION 21 - BUS BEHAVIOR

A high standard of scholar behavior on school buses is expected and will be required while entering or leaving the buses. The bus driver oversees the vehicle, and his/her instructions are to be obeyed. The following behaviors are unacceptable and will result in losing the privilege to ride the bus for a specific period of time or permanently:

Those behaviors include:

- Possession or use of alcohol, tobacco, nicotine, nicotine delivery products
- Eating and drinking on the bus
- Blocking the aisle
- Jumping over seats
- Throwing objects from windows
- Rowdiness, standing while the bus is in motion.
- Deliberate delaying bus boarding
- Unauthorized transferring to another bus
- Opening of emergency doors without the driver's permission except in bona fide emergencies
- Any behavior that distracts the bus driver, inclusive of yelling, cursing or playing music loudly
- Pointing lasers at the bus driver
- Failure to cooperate with the driver.
- Or any conduct detrimental to safe bus operation

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SECTION 22 - COACHING EXPECTATIONS

Coaches and sponsors are encouraged to use various techniques to teach and motivate participants to perform to the best of their ability. Some recommended techniques are listed below.

- Conduct well-organized meetings and practices.
- Complete planning at least two weeks in advance
- Adhere to current practices about injury prevention where applicable.
- Meet with the Athletic Trainer staff to design both in-season and out-of-season conditioning and training programs and adhere to the agreed upon program at meetings and events.
- Follow acceptable practices when injuries occur and communicate well with scholars, trainers, doctors, parents/guardians, and the administration.
- Conduct pre-season and out-of-season preparation for activities within the guidelines of governing bodies.
- Conduct camps/clinics for lower-level participants when appropriate.

SECTION 23 - COMPLAINTS/CONCERNS REGARDING SCHOOL ATHLETIC PERSONNEL

1. **First Level** - Complaints and requests shall be addressed initially to the concerned employee who shall discuss it with the complainant and attempt to provide a reasonable explanation or take appropriate action within the employee's authority.
2. **Second Level** - If the issue cannot be resolved satisfactorily at the first level, it shall be discussed by the complainant with the School Based Athletic Director.
3. **Third Level** - If a satisfactory solution is not achieved by discussion with the School Based Athletic Director a conference shall be scheduled with the designee and the Building Principal and Regional Director of Athletics.
4. **Fourth Level** - Should the matter not be resolved by the Regional Director of Athletics and Building Principal or is beyond their authority and requires action, the matter will be escalated to the Managing Director of Operations and Wellness.

SECTION 24 - CONTROLLED SUBSTANCES

KIPP Atlanta Schools expects scholars to report for class or extra-curricular, co-curricular, school-sponsored/sanctioned activities in a condition that will allow them to perform their various duties in a safe and efficient manner. KIPP Atlanta recognizes that in-school as well as out-of-school drug and alcohol use hurts the institution as a whole and is detrimental to the safety of our scholars as well as

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our goal of a drug-free learning environment. Rules, guidelines, and procedures have been developed to provide scholars with information in advance of a problem and to promote the safety of all scholars, faculty, and the public. Drug and/or alcohol violations will not be tolerated and may result in the removal from the extracurricular activity.

SECTION 25 - COPY MACHINES

Copy machine is provided in the Regional Athletic Directors office. Coaches and activity sponsors who are not KIPP Atlanta staff should contact the athletic director to have materials printed. The copy machine is not to be used for large-volume copying.

SECTION 26 - COUNSELING SERVICES (KAC)

The School Counseling Office is in the High School. The counseling office should be utilized for all issues related to scholar services, including but not limited to the following:

1. Course selections that meet the requirements stated in the NCAA Clearinghouse
2. A scholar-athlete and college recruiting online system
3. Scholar Scheduling
4. Scholar referrals for special education services
5. Achievement and aptitude testing information
6. STAR (scholar Assistance and Referral)
7. Scholar behavioral concerns
8. Facilitation of teacher/parent/scholar meetings and communicationster school.

Scholars may seek assistance from the School Counseling Office during lunch or after school. Coaches may excuse participants to the Counseling Office after dismissal as deemed necessary.

SECTION 27 - DAMAGE OR THEFT OF SCHOOL, PRIVATE OR OTHER PUBLIC PROPERTY

A scholar will be required to provide restitution for damages or non-recovered property, including the "current" replacement cost, plus labor incurred, in repairing or replacing damaged or stolen property. The parents or guardians of a scholar will be held liable for any and all damages for which the scholar does not provide restitution. Additional disciplinary action will ensue.

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SECTION 28 - DEBTS OWED BY SCHOLARS TO KAC

All scholar debts must be cleared prior to graduation or withdrawal from school. Failure to pay debts will result in transcripts, yearbooks, report cards, final examinations, and/or scholar scheduling to be delayed until clearance of such debts. Restrictions on end of the year activities, clubs, etc. will also be imposed for those scholars who have outstanding debts. Seniors must be particularly careful to clear all debts prior to final examinations. Failure to clear all debts prior to the end of the year activity participation, the releasing of transcripts, and letters of recommendation. The High School Administration reserves the right to apply additional restrictions where situations warrant such restrictions. This determination rests solely with the administration.

SECTION 29 - ATHLETIC DISMISSAL

Athletic Dismissal is held after school up to five days per week. Each dismissal area is campus-specific. Principals will dictate when scholars are released based on the transportation and practice schedules presented by school-level ADs. Teachers may assist with the dismissal flow to the staging area. The school-level Academy AD should be at and support Athletic dismissal if the school-level AD can not be present for any unforeseen reason, the Athletic lead for the lower school will fill in for the Academy AD. The Academy AD will account for a precise count of scholars participating and traveling daily. Scholars will be escorted to the practice location and or bus. There must be an adult supervisor on the bus, either a coach, AD, or assistant coach.

SECTION 30 - EJECTION OR REMOVAL FROM ACTIVITIES

Coaches shall support the following administrative policy regarding ejection and shall communicate this policy to scholar participants.

1. A scholar who is ejected for fighting or unsportsmanlike conduct will be immediately suspended pending an investigation and may be permanently removed from the activity.
2. A scholar who is ejected for fighting or unsportsmanlike conduct during the final event of an activity season may have provisions of this policy carry over to the following season for that particular activity.
3. Coaches shall inform the Athletic Director immediately following the event of any ejection. A written report is also required. This report shall include details of the ejection, how the participant conducted himself/herself after being ejected, a report from the official (if applicable), and the coach's recommendation regarding the incident.
4. A scholar who is ejected shall be instructed by the coach to schedule a meeting with the Athletic Director on the next school day. The principal and/or the head coach may also be asked to attend this meeting.



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5. Each ejection will be reviewed individually to determine the severity of the incident. The Athletic Director will decide if the severity of the incident warrants any additional penalty or special consideration.
6. The Head Coach/Assistant Coach is responsible for the ejected scholar during an activity. Ejected scholars must be chaperoned and held accountable.
7. The punishment for an ejection is assessed a one game suspension. In addition, unsportsmanlike behavior, and actions and/or fighting will result in additional game(s) suspension. Any suspension will be non-appealable.

Any school related incident, in or out of season, involving a participant in any school sponsored activity may result in:

1. Waiver of any punishment or any portion of a punishment.
2. Immediate removal of a scholar from the activity for any length of time deemed appropriate.
3. Additional consequences such as detention, suspension, expulsion, or referral to civil authorities.

SECTION 31 - EMERGENCY ACTION PLAN

Situations may arise that require the evacuation of scholars, visitors, coaches/sponsors, regional faculty, and staff from the building. Efficient emergency evacuation procedures will maximize everyone's safety and well-being. Please utilize this information and procedures to accomplish this objective. This emergency plan will serve as the procedure to be followed for emergencies/fire drills.

Coaches, sponsors, and athletic administrators have the following responsibilities during emergency evacuations and drills.

1. Know evacuation routes at all times and follow them. Be sure evacuation signs are posted in all areas.
2. Make sure participants are aware of evacuation and emergency procedures and that these procedures are reviewed often.
3. During evacuations, ensure all windows and doors are closed when leaving rooms.
4. Walk swiftly and safely along evacuation routes.
5. Take rosters to confirm attendance outside of the building. Each coach supervising scholars during an emergency is responsible for accounting for scholars before, during, and after each evacuation or drill.
6. Be aware that the planned route may be obstructed, that coaches must be familiar with the building and grounds, and make prudent judgments regarding alternative routes.
7. Report any problems/concerns to the athletic director as soon as they are apparent.

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8. Missing scholars must be reported immediately to the athletic director.
9. Take each drill seriously and strive for the swiftest and safest evacuation each time.
10. All coaches/sponsors and participants must leave the building for every evacuation, emergency, drill and report to designated areas.
11. All coaches/sponsors must ensure that Fire Drill exit signs are posted in the areas they are assigned. Report missing signs immediately to the principal's office.
12. Handicapped or other participants with conditions that may impede their mobility are the coach's responsibility during evacuation/fire drills.
13. Emergencies involving the notification of additional services such as police and fire and rescue must be followed by an immediate call to the athletic director. A report must be made within 24 hours and timely communication to scholars and families.

SECTION 32 - EQUIPMENT USAGE/BORROWING

Teachers, coaches/sponsors, scholars, and parents may borrow school athletic equipment pending the approval of a principal and/or Athletic Director. Such approval must be in writing and on the appropriate equipment usage form.

SECTION 33 - EXCEPTIONAL SCHOLARS

At the start of each school year, all coaches/sponsors must review the Individual Education Plans and current Evaluation Reports of any exceptional scholars enrolled in their activity. Coaches/sponsors shall communicate with the Athletic Director to discuss concerns related to exceptional scholars (IEP's/504's). The Guidance Office will notify the Athletic Director of any concerns about a scholar. The Athletic Director will notify the head coach. Sponsors will be informed through the Main Office.

SECTION 34 - EXCUSING SCHOLARS FROM CLASSES

Scholars shall not be excused from scheduled classes by a coach or sponsor. Absence from a scheduled class must have the prior approval of the regional athletic director. Unless extreme circumstances prevail, scholars are dismissed at the sounding of the closing bell. Coaches/sponsors shall service their scholars at times that do not conflict with assigned classes. Early dismissal must be coordinated with the athletic director 48 hours before departure.

SECTION 35 - EXPECTATIONS - PROFESSIONAL AND PERSONA

1. **Rapport**

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Coaches/sponsors shall develop a good rapport with individuals and groups, participants, the scholar body, the professional staff (faculty, administration, etc.), representatives of governing bodies, the community as a whole, spectators, officials, fellow coaches, media representatives, parents/guardians, bus drivers, custodians, maintenance personnel, and representatives of the Recreation Department. Coaches shall strive to be positive role models for scholars and parents. Immediate suspension and/or dismissal may result from incidents involving degrading comments, inappropriate physical contact, hazing, etc.

Coaches/sponsors shall strive to cultivate good rapport with non-coaching faculty members and encourage a high regard for scholars' regular attendance and academic excellence. Scholar participants should not be dismissed from class unnecessarily or given special treatment.

2. **Cooperation**

Coaches/sponsors will cooperate with individuals associated in any way with the activity they are responsible for. This cooperation shall be extended to all individuals and groups listed in the previous section.

3. **Leadership**

Coaches/sponsors will provide leadership consistent with the expectations described in this handbook. Personal appearance, dress, and conduct are important factors contributing to exemplary leadership qualities.

4. **Discipline**

The head coach/sponsor is responsible for maintaining discipline consistent with the activity philosophy and the guidelines described in this handbook and the Scholar-Parent Handbook. Team rules and expectations are required and shall be pre-approved by the athletic director. These rules and expectations shall be distributed in written form to participants and reviewed at the start of each activity. Any time a coach/sponsor suspends a participant or administers a severe disciplinary consequence, the athletic director will be notified immediately.

5. **Professional Development**

ADs, Coaches, and sponsors shall constantly take advantage of opportunities for self-improvement. Attendance at meetings, rules clinics, special workshops, and seminars specific to their activity is highly encouraged. Coaches are also expected to keep their first aid training up to date. Membership in professional organizations and utilizing enrichment materials are recommended and viewed as a means of keeping abreast with accepted practices. ADs, Coaches, and sponsors shall follow adopted procedures to obtain approval to attend seminars and submit receipts according to the expense reimbursement guidelines.

6. **Appearance While Representing KIPP Atlanta Schools**

ADs, Coaches, and Sponsors shall require scholar participants to dress according to the guidelines

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presented in the Scholar-Parent Handbook. In general, clothing, personal items, etc., that depict drugs, alcohol, sex, violence, or gang-related items or items that promote an offensive political statement or position are prohibited. Any form of appearance on the part of participants that disrupts or detracts from the team focus or team concept is prohibited. This includes body art, piercing, jewelry, etc., that the coach deems inappropriate. ADs, Coaches, Sponsors, and other team representatives shall dress by the highest standards deemed appropriate by the administration for their activity.

SECTION 36 - TEAM MANAGER RESPONSIBILITIES

Faculty Managers are approved annually. They report to the athletic director and communicate with head coaches, assistant coaches, event staff, and security personnel at events. The team manager represents the region and is responsible for supervising participants and performing other duties delegated by the head coach.

SECTION 37 - FORMS

The following forms are on file in the athletic hub. Coaches shall adhere to the due dates as indicated by each request.

- Inventory Forms
- Permit to Use School Facilities
- Scholar Athlete Conduct Form
- Parental Conduct
- Athletic Waiver
- Transportation Conduct
- Lay Coach Contract
- W-9
- Background Check

SECTION 38 - FUNDRAISING

The Athletic Director must approve all fundraising proposals. The fundraising application (see form) should be completed and submitted to the Athletic Department. Under no circumstances should an individual place an order in his/her name, the organization's name, or the school's name before the fundraiser has been pre-approved. Any commitment of funds or resources of the district, club, or organization is the responsibility of the individual initiating the charge if pre-approval from the athletic director has not

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occurred. A written approval will be submitted to the coach when the fund-raiser has been approved.

If the Regional Athletic director does not approve funding for a particular scholar trip, the club or organization may fundraise with approval to pay for the event. The region, however, must still approve scholar participation in the trip.

SECTION 39- GUEST SPEAKERS

Requests to invite guest speakers to address scholars during the school day must be made in writing to the Principal, Regional Athletic Director, and the school Athletic Director. The requests shall be submitted at least one month in advance. No guest speakers are permitted to meet with scholars without prior approval. Coaches and sponsors must be present when guest speakers address scholar participants.

SECTION 40 - HAZING

Hazing activities of any type are inconsistent with the educational goals of the KIPP Atlanta Schools and are always prohibited. Hazing occurs when a person intentionally, knowingly, or recklessly, for the purpose of initiating, admitting, or affiliating a scholar into or with an organization or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces, or forces a scholar to do any of the following

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug, or other substance that subjects the scholar to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the scholar.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the scholar and:

1. The person acts with reckless indifference to the health and safety of the scholar.
2. The person causes, coerces, or forces the consumption of an alcoholic liquid or drug by the

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scholar.

Organizational hazing occurs when an organization intentionally, knowingly, or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the scholar was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Scholar activity or organization means any activity, society, corps, team, club or service, social or similar group operating under the sanction of or recognized as an organization by the region, whose members are primarily scholars or alumni of the organization.

For purposes of this policy, bodily injury shall mean impairment of physical condition or substantial pain.

For purposes of this policy, serious bodily injury shall mean bodily injury that creates a substantial risk of death or which causes serious, permanent disfigurement or protracted loss or impairment of the function of any bodily member or organ.

Any complaint received by an employee, coach, sponsor, or approved volunteer shall be immediately reported to the athletic director. If an employee, coach, sponsor, or volunteer witnesses a hazing incident, s/he shall immediately report such incident to the athletic director.

SECTION 41 INVENTORY

Each Head Coach is responsible for keeping written inventories of all materials and equipment each year. This information must be considered and presented as budget requests are made each year. All inventories are due at the end of the season for that sport and will be verified by the assistant athletic director.

SECTION 42- LIABILITY

Coaches are encouraged to take precautions relative to the nature of their activity to minimize liability concerns. Some examples of precautionary measures are listed below.

1. Place only qualified people, such as assistant coaches, in charge of duties related to supervision at meetings.
2. Place only qualified people, such as assistant coaches, in charge of keys. Keys should never be given to scholars or parents.
3. Arrive at meetings/games/practice sessions before the participants and remain after events/meetings until all participants have departed.
4. Check equipment for proper fit when distributed on an ongoing basis.

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5. Routinely inspect all supplies, materials, equipment, and facilities used for the activity.
6. Encourage participants to routinely inspect equipment.
7. Teach proper skills and techniques where applicable to promote safe participation.
8. Be aware of emergency procedures relating to the nature of the activity.
9. Be informed of emergency procedures, including first aid techniques.
10. Match participants of similar size and skill levels when applicable for physical competition.
11. Obtain and follow the trainer's or a doctor's recommendation when a participant's physical condition is in question.
12. Include rest periods and opportunities for fluid replacement during practices when appropriate.
13. Post pertinent information concerning the activity in meeting areas.
14. Follow procedures regarding parental permission forms, insurance forms, medical examination forms, doctor's release forms, and other required documentation related to the activity.
15. Keep accurate records of all meetings and document accidents for future reference.
16. Submit accident/injury report forms within twenty-four hours of an incident.
17. In case of an emergency at a home or away event, monitor the situation, seek assistance, remain with the participant (when applicable), and inform the administration immediately.
18. Obtain proper approval for all activities, meetings, events, and coaches.

SECTION 43 - LIGHTNING SAFETY

Coaches and activity sponsors must recognize the hazards of lightning and know how to minimize the risk of serious injury or death during outdoor activities. The "flash-to-bang" method is recommended for measuring lightning distance. As lightning approaches, the time in seconds from seeing the stroke to hearing the thunder decreases. For each 5-second count, lightning is one mile away. There is imminent danger at a count of 15 seconds (3 miles). Seek shelter immediately. It is strongly recommended that you seek shelter at a count of 30 seconds (6 miles). This method should only be used if you do not have a lightning detector readily available.

Go to a safe location in a completely enclosed area, away from doors and windows. Turn off and stay away from electrical appliances. Except in emergency situations, avoid using a landline telephone. A wireless phone is safe if the person and the antenna are located within a safe location and if all other precautions are followed.

A car or bus can be safe as long as all windows are closed and you remain away from the windows. Find a thick grove of small trees or a dry ditch if no safe structure or location is within a reasonable distance.



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Assume a crouched position on the ground. With only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Do not lie on the ground. Wait 30 minutes from the last lightning strike/visual/sound. Any subsequent lightning following the 30-minute count should reset the clock, and the above process should be repeated.

SECTION 44 - MAINTAINING PROFESSIONAL ADULT/ SCHOLAR BOUNDARIES

Coaches must maintain professional, moral, and ethical relationships with district scholars that are conducive to an effective, safe learning environment. Coaches and sponsors are reminded of the inherent risk of texting and using social media to communicate with scholars. Professionalism shall prevail when communicating with scholars.

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual scholar's medical or academic privacy matters, in which case the communications shall be copied to the parent. In the case of sports teams under the direction of the athletic director, such medical or academic communications shall also be copied on to the parent.

Adults shall not follow nor accept requests for current scholars to be friends or connections on personal social networking sites and shall not create any networking site for communication with scholars other than those provided by the district for this purpose without the prior written approval of the building principal.

Adults shall be prohibited from dating, courting, entering or attempting to form a romantic or sexual relationship with any scholar enrolled in the district, regardless of the scholar's age. Scholars of any age are not legally capable of consenting to romantic or sexual interactions with adults.

Any person, including a scholar, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a scholar shall immediately notify the athletic director.

SECTION 45- MEDICATION POLICY

All scholars shall follow the school's medication policy. A licensed medical professional will not be available to administer medication after school activities as these activities are considered voluntary and not mandated by the school. Scholars or parents/guardians will be notified that a licensed medical professional will not be on-site. Parents/Guardians are responsible for deciding on their scholar's medication needs after school hours.

SECTION 46 - MILEAGE REIMBURSEMENT

Coaches may be reimbursed for mileage accrued while carrying out school business at the current

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IRS rate. Requests for reimbursement must be made prior to the carrying out of school business. No reimbursement for mileage expenses will be granted unless the proper procedures are followed, paperwork completed, and original receipts presented. A mileage form must be completed (see forms) when traveling between buildings in the district.

SECTION 47 - NCAA INITIAL-ELIGIBILITY CLEARINGHOUSE (ATHLETICS - KAC)

Scholar athletes planning to participate in athletics and possibly receive athletically based financial aid must register with the NCAA Eligibility Center. scholars must also meet all eligibility standards.

Members of the coaching staff are responsible for informing their team members that if they plan to participate in college athletics, they must complete the required application and send the appropriate fee to the NCAA Clearinghouse.

The athletic director and the School Counseling Department regularly attend meetings to review NCAA regulations. The purpose of the meeting is to review the current information concerning NCAA Academic Eligibility, the NCAA Eligibility Center, and College recruiting. The information is available in the Counseling office and can be found at Eligibility Center.org.

Head coaches should review the information with all members of the team. Juniors and seniors will be reminded to register with the NCAA Eligibility Center. Head Coaches should also distribute this important information to parents at the beginning of the season meeting and/or at a Booster meeting.

SECTION 48 - PENALTIES- TEAM AND SCHOOL

If an activity is penalized or sanctioned, the administration reserves the right to evaluate the situation and increase any such penalties.

It has been suggested by the GHSA that all schools have a policy on a team leaving a playing area without the officials' consent because a coach felt the team had been taken advantage of by the opponents, officials, or spectators. Any such action by a coach could result in suspension by GHSA and the KIPP Atlanta Department of Athletics.

SECTION 49 - PHYSICAL ANNUAL SPORTS EXAMINATIONS

A physical examination is required before participation in athletic practices or events. Physical forms are available online or in the athletic hub. No scholar shall be eligible to represent his/her high school in any interscholastic athletic contest unless a licensed physician of medicine or osteopathic medicine, a certified school nurse practitioner, or a physician assistant has examined him or her. This shall occur before the first sports season of that academic year, and the physician, certified school nurse practitioner, or physician assistant has signed the GHSA. Physician's Certificate. It is highly recommended that a

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scholar athlete receives their annual sports physical examination during the summer months from June 1 to August 1 of the upcoming school year.

SECTION 50 - FACILITIES

Each coach/sponsor is responsible for the following:

1. Keep all facilities used for the activity in order and report problems or concerns to the athletic director. This includes home locker rooms after meetings.
2. Storing equipment neatly and using equipment properly.
3. Keeping storage areas locked.
4. Providing security in all areas used for the activity.
5. Locking facilities when meetings and practice have concluded.
6. Assisting the athletic director with planning and helping the custodial staff set up facility procedures for meetings and events.
7. Meeting with the Athletic Director prior to the start of the activity to schedule facilities and following time schedules set by the Athletic Director for use of facilities.
8. Providing adequate supervision when using facilities.
9. Using only the facilities for which prior approval has been obtained.
10. A facilities usage form must be completed, along with the outside-vendor registration form that can be found in our hub. Facilities usage will not be approved if this is not completed and use without following the proper procedure can be subject to disciplinary action.

SECTION 51 - PROFESSIONAL MEETINGS

The administration may require coaches to attend meetings to communicate or obtain information. Governing bodies may also schedule mandatory meetings for coaches to attend, such as the GHSA conference and/or Annual Rules Interpretation. The coach will be responsible for paying the fine if he or she misses a mandatory pre-season Rules Interpretation meeting or clinic. The fine will be deducted from that season's coaching stipend.

Teachers who serve as coaches or sponsors are expected to attend all faculty meetings when not in their activity season unless prior approval from the administration has been obtained. Failure to attend a mandatory meeting will result in disciplinary action according to established guidelines.

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SECTION 52 - PUBLIC CONDUCT ON SCHOOL PROPERTY

KIPP Atlanta Athletics welcomes the public to activities and events sponsored by the region but also acknowledges its duty to maintain order and preserve school facilities during such events.

No person or persons shall enter upon or assemble with others within, solicit, or distribute information in or upon the buildings and grounds owned and occupied by the school in such manner as to cause public danger, alarm, disorder, damage, or nuisance or with the purpose or knowledge that said actions are likely to create such public danger, alarm, disorder, damage, harassment or nuisance, including but not limited to actions that interfere with, or impede the use of the property by scholars, visitors, guests, permittees or employees of the region.

The region prohibits the possession, use or distribution of controlled substances, alcoholic beverages, and weapons in its school buildings and on any property, buses, vans, and vehicles owned, leased, or controlled by the region. The restrictions apply to both indoor and outdoor areas.

The region prohibits the use or distribution of tobacco, nicotine, and nicotine delivery products by any person in its school buildings and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the region.

This policy does not prohibit the use of a nicotine patch, gum, or lozenge as a smoking cessation product by adult members of the public in attendance at school events.

Any person or persons who shall violate the provisions of this policy may be subject to permanent and/or temporary expulsion from the region's buildings, grounds, and/or facilities.

SECTION 53 - PUBLICITY AND PROMOTION

Coaches are expected to cooperate with the media within the school guidelines regarding the publicity and promotion of their activity. This includes assisting during Open House and other school-sponsored functions, such as awards assemblies, when opportunities for promotion are available. The athletic director shall approve any publication or promotional material before distribution. This includes appearances by coaches or scholar participants on television and radio.

The responsibility for reporting news items and game results will rest with the head coach or sponsor and their staff. Coaches and sponsors are not at liberty to reveal personal information about scholar participants that may be in violation of confidentiality laws. Some examples of promotional events for which coaches are responsible are listed below:

1. Telephoning, emailing, or texting results immediately following contests to the local media.
2. Following up with additional materials and statistics in writing.
3. Submit announcement requests to the office.
4. Sponsoring clinics for youth activities and coaches.
5. Submitting game/event results the next day before 7:00 a.m. for morning announcements.

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SECTION 54- RE-ADMISSION OF SUSPENDED SCHOLARS

Scholars who have been suspended from school are not permitted to participate in activities and are not permitted in class or on school grounds until they are readmitted. An administrator will be informed immediately when a suspended scholar is observed in violation of this guideline.

Once informed by the Principal, the athletic director will notify the respective Head Coach of a scholar athlete's suspension. The athletic director will also forward a suspended scholar list to the Faculty Manager, who will instruct ticket-takers to prevent admission to those scholars.

SECTION 55 - SAFETY IN SPORTS

This protocol deals directly with concussions or Traumatic Brain Injuries (TBI). Part of the new law stipulates that all coaches, whether paid or volunteer, must take an online concussion education course annually. Coaches are responsible for taking an approved course annually before the start of your athletic season. Once the course is taken, please ensure a certificate is printed and forwarded to the athletic office for record keeping.

SECTION 56 - SCHEDULES, MEETINGS AND EVENTS

The Athletic Director must coordinate all meetings and events. Coaches and sponsors who are teachers will not be excused from professional duties during the school day to conduct meetings or practices unless approval is received from the Athletic Director or Principal. Every effort will be made to schedule events after the school day. The administration will consider any activity involving an early dismissal for approval. Sponsors and coaches shall obtain permission from the Regional Athletic Director and Principal when scheduled events require an early dismissal.

For overnight trips, the athletic director and the administration must approve and endorse the trip. Adequate supervision shall be provided according to established guidelines. With the initial request, a complete itinerary, including traveling, lodging, and eating arrangements, shall be submitted to the athletic director. Scholars shall not stay with host families.

For activities when tour guides or outside agencies are involved, representatives from the outside agency shall always be scheduled to accompany the team (day and night).

The Athletic Director will make every effort to schedule events so that conflicts with national holidays and established days of religious observance are avoided when possible. Meetings and events should be scheduled on days when school is in session when possible. However, suppose it is advisable to hold a meeting on non-school days, such as Saturday mornings, evenings, or holidays. In that case, special arrangements must be made with the Director of Operations and Grounds through the Athletic Director. Where these arrangements have not been completed, entry into buildings or access to the grounds will not be authorized.

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SECTION 57 - SECURITY

Maintaining security is a high priority at all times. Listed below are some suggestions for consideration.

1. Lock all classroom doors when leaving the area, especially after the activity.
2. Protect the security of all keys.
3. Personal items or money should not be left in classrooms, meeting rooms, etc.
4. Inspect classrooms, meeting rooms, etc., each day to determine if any items are missing from the previous day. Report any problems to the athletic director immediately.
5. Scholars must not be given keys or swipe cards and are permitted to lock/unlock doors.
6. Immediately after school starts, all exterior doors will be locked to prevent unauthorized entry from the outside. Entrance from the outside will only be possible via the main entrance, which is in the front of the building under the portico. Coaches/sponsors should report any unauthorized entries or contradictions to these specifications immediately upon recognition. Coaches/sponsors may not open any door to allow entry if the custodians do not normally have that door unlocked.
7. Any suspicious activity should be reported immediately to the administrator or police.

SECTION 58 - SELLING OF MERCHANDISE

No scholar, parent, outside organization, staff member, or faculty member will be permitted to sell any merchandise on behalf of KIPP Atlanta without prior approval from the athletic director if the brand is involved.

SECTION 59- SCHOLAR ABSENCE

For any participation in an athletic, extracurricular, or school-sponsored event on a particular day, the scholar must attend school for at least half of that day. A doctor's excuse is required for a scholar to be readmitted following an illness that lasts more than ten (10) consecutive school days.

SECTION 60 - SCHOLAR GUIDELINES FOR PARTICIPATION

Scholars who elect and are chosen to represent KIPP Atlanta Schools in activities are held to a higher standard than members of the scholar body. Expectations relating to academic performance, attendance, behavior, and appearance are stricter for those scholars who represent in activities and athletics. Participants are expected to be fully acquainted with the KIPP Atlanta Scholar-Parent Handbook guidelines and comply with the provisions and conditions set forth in the Awareness Form. Scholars are also responsible for adhering to the guidelines established by their coach/sponsor. This includes an understanding that KIPP Atlanta Athletics activities take precedence over other activities, including recreational sports, select teams, AAU, etc.

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scholars excused from participation in physical education due to illness, injury, etc. shall not be permitted to participate in related activities.

Listed below are examples of guidelines described in the Scholar-Parent Handbook..

Academic Requirements	Appearance Guidelines
Attendance Requirements	Drug and Alcohol Policy
Tobacco Policy	Weapons Policy
Harassment Policy	Sexual Harassment Policy

1. ***GHSA and APS Rules***

Our athletic program is governed by the policies adopted by KIPP Atlanta Schools and the rules, guidelines, and procedures established by the Georgia High School Association and the Atlanta Public School District.

2. ***Language/Gestures (Applies to Scholars, Coaches and Sponsors)***

As a representative of KIPP Atlanta, I am prohibited from using profanity, vulgar language, gestures, or any actions inconsistent with general community standards. For use of such language or gestures, the following disciplinary action may be taken:

- A. Suspension or Benching - immediate removal from the activity, meeting, or event for the day or a period not exceeding five (5) days.
- B. Removal - denial of further participation for the remainder of the activity season.

3. ***Discipline***

Scholars who engage in misconduct shall be subject to revocation of their right to participate in extracurricular activities, both athletic and non-athletic, as follows:

- A. If a scholar violates the school's drug and alcohol policy or weapons policy while participating in a school-sponsored event or activity, the scholar shall be prohibited from that date forward and continuously throughout his or her career as a scholar in KIPP Atlanta from further participation in the event or activity in which he or she was involved when the violation occurred.
- B. If a scholar, while wearing a KIPP Atlanta School Athletic uniform or another article of clothing evidencing his or her participation as a member of the KIPP Atlanta athletic team, club, or activity, engages in any misconduct in violation of any of the policies of the schools related to scholar conduct, a scholar may lose his/her right to further participate as a member of such

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team, club or activity. This prohibition shall apply regardless of whether the scholar, while so dressed, is participating in a KIPP Atlanta Schools event or function. The athletic director shall determine the length of time the scholar shall lose his/her privilege to participate in the team, club, or activity.

- C. Any scholar who conspires, solicits, and/or induces another scholar to violate school policy, the rules, guidelines, or procedures of this handbook, or the law shall be subjected to the same consequences as identified above. This would be the minimum consequence.
- D. Out-of-School Policies:
 - I. Out-of-school offenses can occur anytime or anyplace and can be either school-related or non-school-related. Offenses involving situations where a scholar is under the influence or suspected to be under the influence of alcohol, drugs, nicotine, nicotine delivery products, or mood-altering substances shall be subjected to disciplinary action. In addition, a scholar who, in the circumstances, possesses, uses, dispenses, sells, transports, or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in the regional policies. Non-school-related information regarding a scholar's arrest, citation, and/or conviction (regarding Drug & Alcohol) shall come from the following sources: local/regional police, magistrate, or probation officer. Non-school-related reports from official sources shall result in discipline that includes provisions outlined in regional policy and may include suspension from participating in extracurricular, co-curricular, and school-sponsored/sanctioned activities.
 - II. Scholars in extra-curricular activities should be aware that e-cigarette possession, use, and/or distribution will follow the same guidelines as tobacco use.

SECTION 61 - ATHLETIC TRIPS

Registration/Entrance Fees: Scholars, parents, or sponsoring organizations (e.g., PTSA) will be responsible for field trip registration/entry/ transportation fees. The region will generally assume the registration/entry fees for athletic competitions, except that the sponsors of such activities may determine that scholars are required to pay the registration fee, or they may assess dues, which will be applied toward registration fees.

Meals: Meals will be the responsibility of the individual participant, his/her family, or the sponsoring organization.

Meals (no alcoholic beverages) for coaches will be reimbursed up to the allowable rate per meal with the submission of proper paperwork and itemized receipts.

Transportation: In most cases, the school will provide transportation via a school bus or van to the

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athletic/ cheerleading activity/event day trips, generally defined as trips of distances less than 75 miles one-way from KIPP Atlanta Schools. For a trip to be approved as an overnight trip, the following conditions must apply:

1. Approval from the COO and athletic department is required before any arrangements are made for out-of-state athletic competitions.

SECTION 62 - SUDDEN CARDIAC ARREST PREVENTION

The “Sudden Cardiac Arrest Act” serves to better educate individuals about the symptoms and warning signs of Sudden Cardiac Arrest in sports and information about electrocardiogram testing. Part of the law stipulates that all coaches, whether paid or volunteer, must take an online sudden cardiac arrest education course annually. Coaches are responsible for taking an approved course annually before the start of your athletic season. Once the course is taken, please ensure a certificate is printed and forwarded to the athletic director for record keeping.

SECTION 63- SUPPLY AND EQUIPMENT

Coaches shall develop a system for supplies and equipment accountability, including pre-activity and post-activity inventory, repair, reconditioning, and replacement requests.

Coaches are responsible for collecting all equipment issued during the activity season. This procedure shall be initiated immediately after the activity season ends, preferably at the last meeting or event.

1. The head coach shall supervise the collection, inventory, and storage of all the equipment issued for the activity.
2. As each participant turns in equipment, it should be checked off the equipment card noting the condition.
3. If any equipment is lost or has abnormal usage, the participant shall be charged the current replacement cost.
 - A. The coach shall inform each participant that awards will be withheld until obligations are met.
 - B. Players still delinquent at the end of the school year will be denied access to their grades until this obligation is fulfilled.
4. Within two weeks after the season’s end, all equipment is to be collected, cleaned, inventoried, and stored in the designated central storage area.
 - A. No equipment is to be discarded without the approval of the Athletic Director.



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- B. Equipment to be repaired / reconditioned shall be marked appropriately and stored in the central storage area.
- C. All clothing equipment shall either be laundered or repaired before being stored.
- 5. The head coach shall turn in equipment inventory with any outstanding player obligations within one week after the end of the athletic season.
 - A. In the inventory, the number of items and the condition of the equipment should be listed (For condition; a. excellent, b. good, c. fair, d. poor, e. discarded.) The number of items to be discarded must also be listed.
 - B. Equipment is to be clean, repaired and in one control area when not in use.
 - C. All purchasing shall be accomplished through the allocated budget and purchasing process.
 - D. Coaches shall recommend supplies and equipment that meet established guidelines for quality, color, and design. No coach or organizational support group approves the purchase of uniforms to be worn during an event without the approval of the Athletic Director.
 - E. Coaches shall teach participants to respect supplies and equipment.
 - F. Participants are permitted to wear school issued equipment during meetings and events only. Coaches may permit participants to wear game jerseys to school on the day of an event.

SECTION 64 - TEAM EXCEPTIONS (ATHLETICS)

Activities are provided to help furnish opportunities for scholars to fully develop their respective capabilities. Establishing positive attitudes is an important means of accomplishing this goal. Below are some recommended practices that will help coaches develop a positive program:

1. Coaches shall inform scholar participants who are chosen to represent KIPP Atlanta Schools in activities that they are held to a higher standard than members of the scholar body at large. Expectations relating to academic performance, attendance, behavior, and appearance are stricter for those scholars that represent the high school in other activities.
2. Coaches shall recognize team and individual achievements when appropriate.
3. Coaches shall promote and teach good sportsmanship and be positive role models.
4. Coaches shall be fair and consistent with participants while considering their individual differences and confidentiality concerns.
5. Coaches and Athletic Trainers should provide a first aid kit, water, and ice at all practices (when applicable) and should ensure the safety and welfare of the team.
6. Coaches shall distribute and review the activity guidelines for their team prior to the start of the activity.

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7. Coaches may select and train scholar volunteers when appropriate.
8. Coaches shall submit a completed Activity Summary Form at their annual evaluation meeting. This form includes information related to statistics and records if applicable along with team accomplishments, comments, and the names of participants who have earned awards.
9. Coaches must report scholars who have discontinued participating, have been suspended, or dismissed from the team to the Athletic Director.
10. Coaches shall assist team members with postgraduate plans. This includes, but is not limited to, helping provide highlight videos and talking to college coaches.
11. Coaches who are involved in other activities shall complete all obligations with one activity prior to assuming duties in a second activity.
12. Coaches should encourage excellence in academics, adhere to the guidelines for eligibility, and require scholar participation in the study hall.
13. Coaches shall screen all awards to insure they are appropriate and are consistent with the Activity Philosophy.
14. If applicable, coaches shall conduct elections to official activity related positions, such as officers or captains, and submit the results to the Athletic Director.
15. Coaches are permitted to schedule a banquet according to adopted guidelines. Additional banquets for a portion of the activity participants are not permitted.
16. Coaches shall be the liaison between the school district and their booster group and use good communication skills.
17. Coaches shall communicate any schedule changes to scholar athletes and parents.
18. Coaches shall conduct regularly scheduled parent meetings.
19. Coaches shall make sure their teams are properly attired with a spirit pack for game day activities with but not limited to a sweat suit, bag, shirt, and shorts.

SECTION 65 - TEAM SELECTION PHILOSOPHY

In accordance with our philosophy of athletics and the KIPP Atlanta Schools desire to see as many scholars as possible participate in our athletic programs while at KIPP Atlanta Schools, we encourage coaches to keep as many scholar athletes as possible in a respective sport without unbalancing the integrity of the sport.

A coach's choice (based on skill and ability), time, space, facilities, equipment, and other factors will place limitations on the most effective squad size for any sport. Once a scholar becomes a member of a team/squad any equipment, rights, responsibilities, or privileges that go with making the team will be afforded

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to that individual.

1. Responsibility

- A. Choosing the members of athletic squads is the sole responsibility of the coaches of those squads.
- B. Non-varsity coaches shall take into consideration the procedures established by the head coach in that program when selecting final team rosters.
- C. At the pre-registration meeting or the initial team practice, the coach shall provide the following information to all candidates for the team:
 - I. Extent of try-out period
 - II. Criteria used to select the team.
 - III. Estimated number to be selected.
 - IV. Practice commitment if they make the team.
 - V. Game commitments

2. Procedure

- D. When a squad cut becomes a necessity, the process will include three important elements.
 - I. Each candidate shall have competed in a minimum of four try-out sessions or three days of try-outs.
 - II. Have performed at least one intra-squad scrimmage.
 - III. Be personally informed of the cut by the coach and the reason for the action.
- E. Cut lists are not to be posted by name.
- F. Coaches will discuss alternative possibilities for participation in the sport or other areas of the activities program.
- G. If a coach anticipates difficulties arising from squad selection, he/she should discuss the situation with the Athletic Director.
- H. Practice squads shall not be permitted unless previously approved by the Athletic Director.
- I. For individuals who previously made the team but are being cut, advanced notice from the head coach should occur before announcing members who made the team. The process of courtesy by the head coach should be proportionate to the participant's years of service to the program.
- J. The head and assistant coaches and sponsors of KIPP Atlanta Schools are responsible for conducting tryouts for their respective activities. Any other "outside" involvement, including

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SECTION 66 - VISIT AND VISITORS TO SCHOOLS

School administrative personnel or their designated representatives are empowered to deny unauthorized persons admittance to school buildings and properties and to require such persons to leave the premises. They are also empowered to call upon the appropriate authorities anyone interfering with the region's functions.

SECTION 67 - LAY COACHES

Lay coaches can not be allowed to coach until properly vetted by the KIPP Atlanta Schools Athletic Department. This process includes selection conducted by Head Coaches and the athletic director. A background check must be completed and passed with ID. Once the background is complete, coaches must be contracted for one season. A new contract must be completed every year for all lay coaches. Lay coaches are evaluated annually and, at any time, if deemed necessary, can be terminated by the athletic department in collaboration with the Regional Athletic Director. Lay coaches moving into SY 25/26 will not be allowed to be head coaches.

SECTION 68 - WEIGHT ROOM SUPERVISION

Proper supervision is always required in the Weight Room. Proper behavior is also required to prevent injuries.

The following safety procedures are advised:

1. Coaches shall be physically present when the Weight Room is used. If a coach or teacher opens the weight room, he/she is responsible for total supervision.
2. The Weight Room is to be locked after use.
3. When scholars are using the Olympic bar, collars must be securely fastened, and power rack pins must be securely in place.
4. The bench on the squat rack is to be adjusted properly before use.
5. Weights should be set down easily-not dropped.
6. Scholars should use spotters to reduce the risk of injury when using free weights.
7. The Scholar-Parent Handbook describes appropriate dress standards in the Weight Room. Street clothes are not permitted when using the equipment, and appropriate shoes must always be worn.
8. Progressive training and strength development are vitally important. Exercises should be performed with light weights until proper techniques are mastered.
9. The equipment shall be reorganized at the end of each workout session. Loose weight should be returned to the proper rack. Keep the area neat and clean. This room is used for physical education classes daily.

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SECTION 69 - MRSA/COVID-19

What is MRSA?

Staphylococcus aureus bacteria cause methicillin-resistant Staphylococcus aureus (MRSA) infection, which is often called “staph.” Staph bacteria are harmless unless they enter the body through a cut or other wound, and even then, they often cause only minor skin problems in healthy people. In the 1990s, a type of MRSA began showing up in the wider community. Today, that form of staph, known as community-associated MRSA, or CA-MRSA, is responsible for many serious skin and soft tissue infections and for a serious form of pneumonia.

What are the symptoms of MRSA?

In the community, most MRSA infections are minor skin infections that may appear as sores or boils, often red, swollen, painful, or have pus or other drainage. These skin infections commonly occur at sites of skin breaks such as cuts and abrasions and areas of the body covered by hair (for example, the back of the neck, groin, buttock, armpit, or beard area of men).

MRSA and other staph skin infections begin with classic signs of infection: a red, swollen, and painful area on the skin that is often warm to the touch. As the infection becomes more serious, symptoms can include a skin abscess, drainage of pus or other fluids from the site, fever, chills, rash, fatigue, muscle aches, and headache.

How Is MRSA Spread?

Like other causes of skin infections, MRSA is spread from person to person through direct skin contact or contact with shared items or surfaces (i.e., towels, used bandages, or weight training equipment surfaces) that have touched a person’s infection.

Simple Measures to Prevent or Minimize the Risk of MRSA

- Wash hands frequently and thoroughly throughout the day with soap and warm water or use an alcohol-based hand sanitizer
- Wash hands before leaving the restroom
- Shower after all athletic competition
- Use liquid soap, not bar soap
- Refrain from cosmetic (whole-body) shaving
- Avoid sharing items such as towels, razors, equipment, soap, etc.



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- Shower before using whirlpools or cold tubs
- If you have any open wounds, sore, scratches, or scrapes, avoid whirlpools,
- hydrotherapy pools, cold tubs, swimming pools, and other common tubs
- Clean and properly cover open wounds, abrasions, lacerations, etc. always
- Do not ignore skin infections, pimples, pustules, abscesses, etc. Report these to a school nurse, sports medicine staff member, and/or physician immediately
- Have all suspicious lesions evaluated before practice or competition
- Wash all work-out gear after practice or competition
- Do not share water bottles

How do I treat a MRSA infection?

As with any bacterial infection:

- Consult your doctor
- Tell your doctor if you are an athlete
- Take all antibiotics as prescribed by your doctor, even if the infection seems to have healed
- Inform your doctor, trainer, and parent if the wound is not improving
- Keep the wound always covered until completely healed
- Bring a doctor's note to the trainer indicating your diagnosis and treatment plan

COVID-19 Protocols

Testing for scholar athletes is not mandatory. All scholar athletes that test positive will have a period of quarantine. Scholar athletes that test positive but are asymptomatic will quarantine for a period of five days. They may return on day six fully masked. Scholar athletes that test positive but display symptoms, must quarantine ten days. They may return on day eleven if no symptoms are displayed.

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SECTION 70 - JOB DESCRIPTIONS FOR COACHES & ATHLETIC ADMINISTRATORS

Coach Job Description

Applicable to All Athletic Programs – KIPP Atlanta Schools

Position Summary:

Coaches play a critical role in supporting the mission of KIPP Atlanta Schools Athletics by fostering the physical, mental, and emotional development of scholar-athletes through organized sports. Coaches are responsible for providing high-quality instruction, instilling sportsmanship, promoting teamwork, and modeling leadership both on and off the field of play.

Key Responsibilities:

- Plan, organize, and lead practices and competitions in accordance with KIPP Atlanta Schools' policies and athletic program standards.
- Promote scholar-athlete development in skill, character, and academic achievement.
- Supervise scholar-athletes during all team-related activities and ensure a safe, inclusive, and respectful environment.
- Maintain effective communication with student-athletes, families, school administrators, and the Athletic Department.
- Uphold and enforce all school, league, and state athletic rules and regulations.
- Coordinate logistics including transportation, equipment, uniforms, and facilities use in collaboration with the Athletic Department.
- Report any injuries, incidents, or misconduct promptly to the Athletic Director or appropriate school official.
- Support academic accountability and eligibility standards for all team members.
- Attend required trainings, meetings, and professional development sessions.
- Serve as a positive role model who represents the school and community with integrity and professionalism.

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Qualifications:

- Prior coaching experience or participation in the sport is preferred.
- Ability to communicate effectively with youth, parents, and school personnel.
- Demonstrated leadership, organizational, and time management skills.
- CPR/First Aid certification (or willingness to obtain).
- Must pass background check and meet all school/district compliance requirements.

Athletic Administrator Description

KIPP Atlanta Schools Athletics

Position Summary:

Athletic Administrators serve as the key leaders in managing and overseeing the daily operations of the athletic program at their respective schools. They ensure that all sports programs are aligned with the mission, vision, and core values of KIPP Atlanta Schools, while fostering a safe, inclusive, and high-quality experience for scholar-athletes, coaches, and families.

Key Responsibilities:

- Oversee the implementation and management of all school-based athletic programs.
- Ensure compliance with school, district, league, and state policies and regulations related to athletics.
- Collaborate with the KIPP Atlanta Schools Athletics Department on scheduling, budgeting, eligibility, and program development.
- Serve as the primary point of contact for coaches, scholar-athletes, families, and school leadership regarding athletics.
- Support the recruitment, onboarding, and evaluation of coaches; ensure coaches meet all training and certification requirements.
- Coordinate logistics for practices, games, transportation, facilities, and equipment needs.
- Promote academic success and eligibility of scholar-athletes through consistent communication and monitoring.
- Ensure accurate and timely submission of rosters, game schedules, incident reports, and compliance documentation.

PART TWO | Guidelines for Coaches & Activities Sponsors

- Foster positive relationships with families and the school community by sharing updates, flyers, and meeting information.
- Attend required trainings, school events, and Athletics Department meetings.
- Serve as a role model of professionalism, leadership, and integrity in all school-related athletic activities.

Qualifications:

- Strong organizational, communication, and leadership skills.
- Experience in athletic programming, coaching, or school-based operations preferred.
- Ability to manage multiple priorities while maintaining attention to detail.
- Familiarity with compliance and safety protocols related to school athletics.
- Commitment to the academic and personal growth of scholar-athletes.

KIPP: ATLANTA SCHOOLS
DEPARTMENT OF ATHLETICS

