

North Florida Educational Institute



COACHES HANDBOOK

NORTH FLORIDA EDUCATIONAL INSTITUTE

Coaches' Handbook - Athletic Program

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Introduction

Handbook Purpose

The purpose of the handbook is to acquaint you with general policies and procedures of North Florida Educational Institute that govern and affect your responsibilities as a coach.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is not an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between the information in this handbook and school policy or administrative procedures, the policies and procedures govern.

It is the employee's responsibility to refer to the actual policies for further information. Complete copies of those documents are available at the Main Office and in the Executive Director's office. Policies also are available on line via the school's web site under the staff's portal. Any employee is free to review official policies and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with school policies may be subject to disciplinary action.

If an employee has questions, s/he should contact his/her immediate supervisor or any Office administrator.

This handbook is intended to be a tool to help implement local policies and guidelines established by the Florida High School Athletic Association (FHSAA) and other sport specific governing bodies in the administration of student-athletics. For more detailed information about the FHSAA and the bylaws referenced in this handbook, please visit the following website:

www.fhsaa.org

North Florida Educational Institute Mission

The mission of North Florida Educational Institute is to provide a standard of educational excellence in a safe and nurturing environment. Collaboration will ensure that students succeed academically and socially to become productive citizens and lifelong learners.

Athletic Program Philosophy

To promote safety, fairness and good sportsmanship at all levels of the North Florida Educational Institute athletic program, coaches shall implement relevant policies and procedures of North Florida Educational Institute and the Florida High School Athletic Association (FHSAA).

It is the intent of North Florida Educational Institute that students participate in as many athletic activities for which they are eligible and their parents wish. To this end, coaches shall strongly encourage students to participate in all sanctioned sports programs offered by the school. It shall be the responsibility of all coaches to follow these guidelines:

- If student-athletes quit when faced with a possible suspension from eligibility or are removed from an activity for disciplinary reasons, they shall be ineligible to compete in another sport for the period of the disciplinary sanction imposed or for the period the sanction would have been imposed had s/he not quit.
- Student-athletes may participate in more than one (1) sport during the same season, if both coaches are able to coordinate a student's schedule.

Cutting of Participants

The coaching staff of each individual sport shall establish the process for deciding whether athletes will be "cut" during a tryout period during which the final composition of a team will be determined. If a coaching staff determines that "cuts" are necessary, they shall discuss with all athletes attending the tryouts the criteria to be used to evaluate the athletes during the tryout period. This procedure shall also describe the notification process that will be used to inform all athletes of their status following the tryout period. The coaching staff must make every effort to ensure that all athletes attending the tryouts clearly understand the criteria to be used to evaluate them.

The notification procedures used by the coaching staff should, if feasible, include individual conferences with each athlete that does not make the final team. These conferences shall include feedback to the athletes on the areas where they might improve athletically and always ensure the dignity and growth of the individual student.

Conduct of Program

All interscholastic and intramural athletic competition shall be in compliance with the constitution, bylaws, and tournament rules of the Florida High School Athletic Association (FHSAA), and all local regulations applied by North Florida Educational Institute. As a condition to FHSAA membership, each member school and Superintendent shall annually submit a written certification of compliance.

STUDENTS FIRST, ATHLETES SECOND

FHSAA Imposition of Penalties

If FHSAA rules and regulations are violated, penalties may be imposed on the school or individual within the defined parameters of the Bylaw, the FHSAA Due Process Procedures. The Executive Director shall be responsible for oversight of the school's athletic program to see that it remains compliant with FHSAA rules.

Future Changes

Although every effort will be made to update the handbook on a timely basis, North Florida Educational Institute reserves the right, and have the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law.

Main Office Personnel and School Administrators

Person/Address	Telephone/Email
North Campus 580 Lawton Avenue Jacksonville, FL 32208	904-764-0084
West Campus 6803 Arques Road Jacksonville, FL 32205	904-574-8059
Stacey Poole, Sr. Executive Director	spoole@nfei.comcastbiz.net
Shelley Poole Academic Director	sdpoole@nfei.comcastbiz.net
Rico Robinson Athletic Director	rrobinsonn@nfei.org

EDUCATIONAL OUTCOMES OF PARTICIPATION IN ATHLETICS

PHYSICAL GROWTH:

- Achieving Personal Fitness
 - Condition - Run
 - Condition - Life
 - Condition - Agility
 - Condition - Stretching
 - Condition – Rules Alcohol/Tobacco/Drugs

- Learning To Deal With Stress
 - Team Problem Solving/Meeting
 - Pressure Situations In Controlled Environment
 - Techniques To Deal With Stress
 - Prioritize/Perspective

- Learning Skills For Participation
 - Lifelong Activity
 - Skills For Specific Sports
 - Discipline/Rules Of The Game

- Learning good health habits
 - Training Rules
 - Diet
 - Trainer
 - Physical Activity

EMOTIONAL GROWTH:

- Gaining Self-Confidence,
- Self-Worth
- Self-Discipline
- Make Sure Students Learn From Both Their Success And Failures
 - Give Constructive Criticism
- Learning To Accept Criticism
 - Positive Reinforcements (Always + With -)
- Learning To Accept Success And Failure
 - Defining Roles
 - Setting Goal

INTELLECTUAL GROWTH:

- Learning A Sense Of Pride In Achievement
 - Weight Lifting Goal Shirts
 - Certificate For Free Lunch On Bounce Back Points
 - Team And Individual Goals On Statistics, Posters In Display Cases
- Learning Commitment To A Goal
 - Signing Form Of Commitment To Athletic Code
 - Helping Them Keep Up On Academics (Grades)
 - Do Team Study Hours
- Learning Time-Management Skills

SOCIAL GROWTH:

- Developing Interpersonal Relationship Skills
 - Structured Environment
 - Relays - Practice And Competition
 - Big Sister/Little Sister
- Developing Loyalty To A Group
 - Make them be there - practice
 - When a teammate is competing everyone cheers
 - The points they score/role they play are valuable to the team
- Learning To Win/Lose Graciously
 - End of game shake hands
 - Encourage teammates win or lose
 - One on One consoling
 - Analyze each competition for successes and ways to improve in win and loss
- Learning To Work In A Group - Teamwork
- Learning Sportsmanship - Fair Play
 - Setting An Example (Coach)
 - Teach them the rules
 - Teaching the fundamentals
- Learning Respect For:
 - Teammates
 - Opponents
 - Coaches
 - Officials
- Demanding Tolerance For Others constant reinforcement of expectations work on an individual basis - conferences
- Representing yourself, your team, and your school in a positive manner
 - Dress/uniform expectation (appearance)
 - Shaking hands after competition
 - Respecting opponent's performance
 - Respecting teammates; performance

Section

1

Program Guidelines

Equal Educational and Employment Opportunities

Employment

North Florida Educational Institute is an Equal Opportunity Employer. The school does not discriminate on the basis of age, color, disability, race, national origin, religion, sex or genetic information, as required by law.

Reasonable accommodations for individuals with disabilities will be made as required by law.

If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

Education

No pupil shall be discriminated against because of age, color, disability, race, national origin, religion, sex, or veteran status.

Parents of students who have a temporary or permanent disability may request that the Executive Director provide appropriate accommodations necessary for them to have an equal opportunity to participate in instructional and extracurricular activities, as required by law. Students who are at least eighteen (18) years of age may submit their own requests.

If you have questions concerning North Florida Educational Institute compliance with state and federal equal educational and employment opportunity laws, contact the Main Office.

Harassment/Discrimination

North Florida Educational Institute intends that employees and students have a safe and orderly work and learning environment. Therefore, the school does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or any act prohibited by North Florida Educational Institute policy that disrupts the work place or the educational process and/or interferes with an employee's job responsibilities or student learning.

Employees or students who believe that they, or any other employee, student, or visitor to the school is being or has been subjected to harassment or discrimination shall bring the matter to the attention of the Academic Director/immediate supervisor or the Executive Director as required by school policy. North Florida Educational Institute will investigate any such concerns promptly and confidentially.

No employee or student will be subject to any form of reprisal or retaliation for having made a good-faith complaint under school policy. For complete information concerning North Florida Educational Institute's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the school's policies and related procedures. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

Employees shall follow procedures developed by the Executive Director that provide for reporting any suspected harassment/discrimination, investigating allegations of harassment/ discrimination and resolving any substantiated violation.

Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

Access to be Limited

Employees may only access student record information in which they have a legitimate educational interest.

Both federal law and school policy prohibit employees from making unauthorized disclosure, use or dissemination of personal information regarding minors over the Internet.

PROGRAM GUIDELINES

Coaches wishing to utilize a social networking site for instructional, administrative or other work-related communication purposes shall comply with the North Florida Educational Institute's acceptable use policy, procedures and other applicable guidelines.

Employment

All coaches are required to undergo North Florida Educational Institute's hiring process. Applications must be submitted with formal interviews to follow. At no time is a coach allowed to bring on another coach who has not gone through the proper processes. At the end of each academic year, all coaches are required to complete a coach's interest form for the upcoming academic year.

Compensation

For employees who are assigned coaching responsibilities, compensation shall be made according to a schedule approved annually by the Executive Director. Compensation for all services rendered as an employee of North Florida Educational Institute shall be processed through standard payroll procedures.

No coach shall receive from any other source a salary supplement for coaching school-sponsored athletics.

Reduction in Salary and Responsibilities

Salaries for certified personnel shall not be less than the preceding year unless such reduction is part of a uniform plan affecting all teachers in the entire school or unless there is a reduction of responsibilities. Reduction of coaching responsibilities for teachers may be accompanied by a corresponding reduction in salary. Written notice that states the specific reason(s) for the reduction shall be furnished to teachers no later than ninety (90) days before the first student attendance day of the school year, or June 1, whichever is earlier.

Assignment of supplemental coaching duty to a certified employee is on a year-by-year basis only and does not give rise to any expectation of a continued right to hold and receive compensation for such duties.

Section

2

Staff Responsibilities

Supervision of Coaches

Every employee is assigned an immediate supervisor. All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities.

Coaches shall answer directly to the Athletic Director who shall be responsible for the day-to-day administration of the school's athletic program. Although s/he may assign duties to other staff members, the Athletic Director shall retain the responsibility for the satisfactory conduct of the athletic program.

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and wellbeing of others, as well as North Florida Educational Institute property.

Professional Development

All coaches shall abide by the requirements of *FHSAA Bylaws: Requirement for Coaches and Others Working with High School Teams* regarding professional development. This professional development shall include, but not be limited to, C.P.R. and AED training along with participation in the Coaches Education Program, Sports Safety Training course, Medical Symposium Updates, and FHSAA Rules clinics.

All coaches are encouraged to grow professionally in their knowledge and understanding of their respective sport through participation in voluntary professional development and membership in local, state, and national organizations.

Athletic Program Volunteers

Athletic program volunteers are persons who do not receive compensation for assisting in program activities. All volunteers shall work only under the direction and supervision of the coach, Athletic Director or other designated member of the professional administrative and teaching staff.

Criminal Background Check and Testing

All coaches, assistant coaches and athletic program volunteers must undergo a criminal history background check(s) as required by school policy.

North Florida Educational Institute shall conduct, at the individual's expense, a state criminal records check on all athletic program volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

The Executive Director/designee also may require athletic program volunteers to submit to a national criminal history background check for safety reasons. With prior approval of the Executive Director/designee, the background checks will be conducted at the school's expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.

No athletic program volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Athletic Director and approved by the Executive Director/designee, and the volunteer has undergone the required records check.

Physical Examinations

Coaches

All newly employed personnel, including coaches, shall present documentation of a medical examination performed by a licensed physician, physician assistant (PA), or advanced practice registered nurse or by a licensed medical practitioner of the employee's choice.

Students

Each student seeking eligibility to participate in any school athletic activity or sport must pass an annual medical examination performed and signed by a medical practitioner as required by law.

STAFF RESPONSIBILITIES

Fund-Raising Activities

All athletic booster group fund-raising activities shall be approved in advance by the Executive Director.

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity, nor be required to do door-to-door selling as part of a fund-raising event.

All booster groups wishing to be recognized by and/or affiliated with North Florida Educational Institute shall adhere to applicable state and federal laws, including taxable income reporting requirements, when conducting fund-raising activities to benefit the school.

Funds raised by athletic program booster clubs shall comply with the requirements established by the Board.

Coaches and other athletic staff and volunteers shall not collect money from students for any non-school sponsored activity.

In any regular season athletic tournament, at least seventy-five (75) percent of the net profit shall be distributed among transportation, meals and lodging, the participating schools. An expense allowance shall be given to each participating school for

Safe Working Environment

It is the intent of North Florida Educational Institute to provide a safe and healthy working and learning environment for all employees and students. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor.

In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made within 24-48 hours of the occurrence and prior to leaving the work premises, UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

In order to eliminate or minimize occupational exposure to bloodborne pathogens, employees must comply with the North Florida Educational Institute's Bloodborne Pathogen Control Plan. When bodily fluid spills occur, employees shall follow procedures posted in each school building or worksite. Disposable gloves and plastic bags are available in elementary classrooms and, in each school, the Academic Director's office, food service office, or the custodian's storage area. For information on North Florida Educational Institute's plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, and Personal Protective Equipment (PPE) or Asbestos Management contact the Executive or see the School's Policy Manual.

STAFF RESPONSIBILITIES

Employees should use their school/worksite two-way communication system to notify the Executive Director, supervisor or other administrator of an existing emergency.

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

- conduct that threatens the health, safety or welfare of others;
- conduct that may damage public or private property (including the property of students or staff);
- illegal activity;
- conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or North Florida Educational Institute operations.

Drug-Free/Alcohol-Free Schools

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

Controlled substance shall mean any substance or immediate precursor listed in Florida Statutes or any other substance added by the Florida Department of Health.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Florida law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling,

STAFF RESPONSIBILITIES

ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs and prohibited volatile substances as that are used or intended for use for an abusive and/or intoxicating purpose.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

Any employee who is reasonably believed to be impaired by or in possession of an illegal drug, prohibited substance, and/or alcohol may be subject to search of his/her workplace. The Executive Director shall take appropriate personnel action against any employee found to be in violation of the school's policy.

Any employee charged with and/or convicted of violation of criminal drug statutes shall, within five (5) working days, provide notification of the charge or conviction to the Executive Director. Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances.

Employees who know or believe that students or other employees have violated the schools' alcohol-free/drug-free policies have been violated must promptly make a report to the local police department, sheriff, or Florida State Police.

Weapons

Carrying, bringing, using or possessing any firearm, other dangerous or deadly weapons, dangerous instruments, destructive device or booby trap, or facsimile thereof (example: toy handgun) in any school building, on school property, in any school vehicle or at any school sponsored activity or event is prohibited.

An exception may be made for employees or other persons participating in an authorized event or curricular activity involving the use of prohibited items and for law enforcement officials. In addition, law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

When there is cause to believe that there are firearms, other dangerous or deadly weapons, dangerous instruments, destructive devices or booby trap devices in possession of employees or other persons, searches and/or stationary or mobile metal detectors may be utilized.

Employees of North Florida Educational Institute shall report to the local police department, sheriff, or Florida State Police, by telephone or otherwise, a misdemeanor or violation offense under the laws of Florida which relates to carrying, possession or use of a deadly weapon; or the use, possession, or sale of a controlled substance occurring on school property, a school bus or other school vehicle, or at a school-sponsored or sanctioned event; or any felony where the conduct occurred on school property, a school bus, at a school-sponsored or sanctioned event or within 1000 feet of school property, a school bus or other school vehicle or at a school-sponsored or

STAFF RESPONSIBILITIES

sanctioned event or activity.

Employees who receive information from a student or other person of conduct which is required to be reported under this policy shall report that conduct in the same manner as required by the preceding paragraph.

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral, written or electronic) to their immediate supervisor. A “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

Tobacco Products

The use of any tobacco product is prohibited in any building owned or operated by North Florida Educational Institute.

Students shall not be permitted to use or possess any tobacco product on property owned or operated by North Florida Educational Institute, inside North Florida Educational Institute -owned vehicles, or during school-sponsored trips and activities.

Use of School Property

An employee shall not use any North Florida Educational Institute facility, vehicle, electronic communication system, equipment or materials for personal or private use or gain. These items (including security codes and electronic records such as e-mail) are North Florida Educational Institute’s property.

Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts. Authorized North Florida Educational Institute personnel may monitor the use of electronic equipment from time to time.

North Florida Educational Institute -owned telecommunication devices shall be used for authorized North Florida Educational Institute business. Employees shall reimburse expenses incurred for emergency personal use.

Coaches shall advise individuals with disabilities who request accommodations at North Florida Educational Institute athletic activities to contact the Athletic Director for assistance and guidance.

Athletic Camps

Coaches in all sports may organize and operate youth sports camps in their respective sports if approved by their immediate supervisor. All camps must be operated as a school-sponsored activity and comply with all relevant policies and procedures as described in other sections of this handbook or in school policy. All personnel serving as camp instructors shall be:

1. Currently employed coaches of the school,
2. Volunteers as described in previous handbook sections, or
3. Student-athlete members of the respective athletic team offering the camps.

All revenues and expenditures for athletic camps shall comply with school financial policies as described in this handbook or in the complete school policy and procedure manual.

All athletic camps should be scheduled so they do not conflict with the regular academic calendar of the North Florida Educational Institute. No athletic camp will be permitted to be scheduled during the FHSAA -designated "Dead Period."

Inventory of Athletic Equipment

Athletic equipment shall be subject to policies and procedures concerning the North Florida Educational Institute's inventory process and related reporting requirements.

Solicitations

Unless authorized by the Executive Director, sales representatives, agents, or other solicitors shall not solicit or contact pupils, teachers, or other employees during the school day.

Alteration of School Property

Any change or modification to be made in the landscape of school grounds, construction of driveways or roads across such grounds; renovation of the school buildings or the alteration of any part thereof; or the construction of buildings, playing fields, or the erection of lighting systems for such fields or courts shall be done only after the approval of the project by the Executive Director.

Advertising

No advertising shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Executive Director. However, this requirement does not prevent advertising in publications which are published by booster clubs.

School Representation

Use of the school mascot, school logos, and/or school and imagery is restricted and, as such, cannot be altered. No one shall use these logos or images without the expressed permission of the school. All logos and images that are to be used shall be approved by the Executive Director or designee and shall comply with the style guide adopted by the school.

Political Activities

Employees shall not promote, organize, or engage in political activities while performing their duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

- Encouraging students to adopt or support a particular political position, party, or candidate; or
- Using school property or materials to advance the support of a particular political position, party, or candidate.

In addition, North Florida Educational Institute prohibits employees from taking part in the management or activities of any political campaign for school board.

Copyrighted Materials

The use of copyrighted material for educational purposes, by school personnel, shall be within the generally accepted uses delineated by applicable law and procedures developed by the Executive Director. In reference to copyrighted electronic materials, employees shall use such materials only in accordance with the license agreement under which the materials were purchased or otherwise procured.

Search and Seizure

All searches of students must be conducted in compliance with School Policy.

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Executive Director/designee of the school which the student attends. Before a student's outer clothing, pockets, or personal effects (e.g., handbags, backpacks, etc.) are searched, there must be reasonable grounds to believe the search will reveal evidence that the student has violated or is violating either a school rule or the law or possesses an item harmful to the school and its students. Search of a pupil's person shall be conducted only with the express authority of the Executive Director.

STAFF RESPONSIBILITIES

However, when an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, coaches that are responsible for the student are authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

When a pat-down search of the pupil's person is conducted, the person conducting the search shall have a witness. In addition, no search of a pupil shall be conducted in the presence of other students, except for situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety. No strip searches of students shall be permitted.

Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected shall immediately make a report to a local law enforcement agency or the Florida State Police, the Department for Families and Children or its designated representative, and to the Executive Director (who shall also make a report to the proper authorities).

Reporting telephone numbers:

Social Services	904-630-0696
Jacksonville Sherriff Office	904-630-0500

Use of Physical Restraint

Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm.

If the Executive Director anticipates that a student may need to be restrained on a frequent basis, the Executive Director shall consider whether special restraint training is needed for one (1) or more of the employees who regularly work with the student.

Civility

Employees should be polite and helpful while interacting with parents, visitors and members of the public. Individuals who come onto North Florida Educational Institute property or contact employees on school business are expected to behave accordingly. Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal. In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of School Policy or provide him/her with a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/ designee for assistance; and/or calling the police.

As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor.

Required Reports

Although you may be directed to make additional reports, the following reports are required by law and/or School policy:

- If you know or believe that the North Florida Educational Institute's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Florida State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.
- Notify your supervisor immediately after sustaining a work-related injury or accident.
- Report to the Executive Director/immediate supervisor or to the Academic Director if you, another employee, a student, or a visitor to the school is being or has been subjected to harassment or discrimination.
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Executive Director.
- Report in writing to their immediate supervisor potential any safety or security hazard they observe.
- If you know or believe that North Florida Educational Institute's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Florida State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

North Florida Educational Institute bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that

STAFF RESPONSIBILITIES

medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities.

- North Florida Educational Institute employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense (assault and related offenses) committed by another student while on school premises, on school sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Executive Director.

The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident.

Within forty-eight (48) hours of the original report of the incident, the Executive Director also shall file with the local law enforcement agency or the Department of Florida State Police or the County Attorney a written report containing the statutorily required information.

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected shall immediately make a report to a local law enforcement agency, the Department for Families and Children or its designated representative, and to the Executive Director (who shall also make a report to the proper authorities). (See Child Abuse section.)
- Report to the Executive Director any threats you receive (oral, written or electronic).

Attendance

Head Coaches are expected to monitor the daily school attendance of their athletes during the season as well as holding the accountable to the attendance policy in the Athletic Handbook. Coaches are also expected to take daily attendance at Mandatory practices and keep record of that attendance of the athletes in the program.

Section

3

Pre-Season Planning

Athletic Inquires

Inquiries by parents on behalf of their student athlete are welcomed and encouraged by the Athletic Department and coaching staff. Parents shall contact the coaching staff prior to bringing an issue to the Athletic Director. When the need arises to contact the AD, please identify yourself.

Anonymous communications will be forwarded to the coach in question by the AD, with no further action to be taken. At no time will school staff discuss playing time or another student athlete.

Below is the Chain of Command concerning extracurricular activity issues.

- 1) Appropriate Level Coach
- 2) Head Coach
- 3) Athletic Director
- 4) Academic Director
- 5) Executive Director

Notifications to Students/Parents

Each coach of a school athletic activity is responsible for distributing the forms required by FHSAA to each prospective student athlete, as well as forms required by North Florida Educational Institute. Students must return the Athletic Packet to their head coach before they are allowed to participate in any tryout, practice, scrimmage, and/or game.

Coach-Parent Communications

Prior to the beginning of each Athletic season, the Athletic Director will hold a meeting for all

PRE-SEASON PLANNING

athletes, parents, and coaches. Head Coaches are expected to attend this meeting and will have their own individual team meeting following the Athletic Director's meeting where specific team rules and schedules should be given out.

To demonstrate North Florida Educational Institute's commitment to productive school-home communications, coaches are expected to respond to requests from parents via phone calls, e-mail messages, and written requests within forty-eight (48) hours of receipt of the message unless extraordinary circumstances prevail. If the message is received on Friday or the day before a break in the school calendar, every reasonable effort shall be made to respond that day, but certainly no later than the next school day.

Scheduling

Coaches shall adhere to the following scheduling guidelines, unless circumstances dictate otherwise, in which case they shall confer with the Athletic Director. Scheduling of athletic competitions shall be approved in advance by the Athletic Director and meet all applicable conference, district or regional requirements in keeping with FHSAA rules and regulations.

To the extent possible, athletic competitions shall be scheduled:

1. To minimize travel distances and compete with schools of comparable size and classification.
2. To avoid overlap with other school athletic activities already scheduled on the same date.
3. To assure that scheduling of North Florida Educational Institute facilities, practice times and competition times for both male and female sports are consistent with Title IX requirements.
4. To avoid scheduling regular season athletic games on a date that will require loss of instructional time for travel or competition, unless approved by in advance by the Executive Director/designee.

Examples of scheduling of athletic practices and events to be avoided include activities that:

- a. Conflict with end of semester exams.
- b. Occur during professional development activities
- c. Coincide with religious observances and/or times of worship.
- d. Conflict with school open house events

Elementary Athletic Teams

Practice sessions for elementary school athletic teams shall not exceed one-hundred and twenty (120) minutes.

Cancellation of Athletic Activities

The decision to cancel athletic activities is made by the Athletic Director or designee of the school with consultation with Main Office (including Transportation Supervisor or designee) when necessary. If activities are cancelled, the Athletics Director or designee will ensure that the Head

Coach is notified and takes measures to notify the public through various means. These means may include website, automated calling system, and local media as conditions warrant.

If coaches are notified regarding the cancellation of an away contest, they should notify the Athletic Director or designee who will take measures to notify the public through various means as mentioned above.

In the event of a cancellation, the activity should be re-scheduled for the earliest convenient date as long as all FHSAA and North Florida Educational Institute requirements regarding scheduling are met.

Forfeits are addressed by FHSAA guidelines.

Athletic Trips

Both the Athletic Director and the Executive Director must approve all regularly scheduled athletic events and all athletic trips which are part of a tournament or play-off in which the school is a participant.

A member of the faculty or administration staff shall accompany students on all school-sponsored and school-endorsed trips, except that a nonfaculty coach or nonfaculty assistant may accompany students on athletic trips as provided in statute.

Parents are to be informed of the nature of all athletic trips, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

North Florida Educational Institute students, their teachers, coaches, directors or leaders, and those serving as supervisors or chaperones may be transported by North Florida Educational Institute owned vehicles. Spectators, rooters, parents, and others not associated with the activity shall not be transported by North Florida Educational Institute owned vehicles.

Game Officials

Please refer to FHSAA Bylaws

Student Discipline

All students participating in the North Florida Educational Institute's athletic program shall abide by school rules and regulations, including provisions of the code of acceptable behavior and discipline. In addition, coaches may set additional reasonable team rules, provided those rules are given to students prior to the beginning of the season and students are required to return to the coach a form signed by both the student and the parent/guardian signifying their receipt of, and agreement to abide by, the rules. Coaches shall keep these forms on file for the duration of the sports season.

In keeping with North Florida Educational Institute policy, disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the student athlete to lose status before his/her peer group. Coaches should guard against making remarks to other student participants concerning a student's shortcomings.

Serious disciplinary problems shall be promptly reported to the Executive Director and to the parent(s) of the student.

The Athletic Director may suspend a student's eligibility to participate in an athletic activity, pending investigation of any allegation that the student has violated North Florida Educational Institute behavior standards or the school's criteria for participation.

Crowd Control

Coaches shall coordinate with the Athletic Director to promote the orderly conduct and safety of students and other spectators who attend athletic events.

Crowd control procedures shall include supervision by appropriate school officials in all cases. In case of events where it is anticipated that the nature of the crowd may pose conduct or safety problems (e.g. large or emotional crowds), procedures shall call for the posting of adequate police or security personnel.

Athletic Program Purchasing

Employees are required to follow applicable state law and regulations and local policies and administrative procedures when making purchases on behalf of the athletic program, including

PRE-SEASON PLANNING

equipment and uniforms. All purchases shall require the prior approval of the Executive Director or the Executive Director's designee.

Internal school account purchases must be supported by a properly executed purchase request and authorization for payment by the Executive Director.

Bidding procedures shall conform to North Florida Educational Institute. Purchases of \$20,000 or less shall follow the North Florida Educational Institute's small purchase procedures. For additional assistance, coaches should check with the Athletic Director or contact the Main Office.

Expense Reimbursement

Employees must complete the Travel Authorization and Reimbursement Form and submit it to the Athletic Director/Executive Director for approval. Travel is not approved until the employee receives confirmation of approved travel from the Athletic Director/Executive Director. Allowable expenses include mileage (at the rate approved by North Florida Educational Institute), gasoline used for North Florida Educational Institute vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (when North Florida Educational Institute business requires an overnight stay), and lodging.

Section

4

Student Oversight

Eligibility

A student enrolled below the ninth grade may, with parental consent, participate as a member of a high school athletic team under the following conditions:

- 1) The student shall not be eligible to represent any other school in that sport for the remainder of the school year.
- 2) The student shall not participate in high school try-outs or practices during the school instructional day, but shall be permitted to leave early when the high school team plays an away game.

Determination of athletic eligibility for high school students shall be made in compliance with applicable administrative regulations and Florida High School Athletic Association requirements.

Pupils whose parent or guardian resides in the Duval County and has custody of the student, or pupils who are legal residents of Duval County, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privilege of participating in the school athletic program, unless such is in conflict with FHSAA Bylaws. All other pupils shall be classified as nonresidents for school purposes.

Student Transfers

Any domestic student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity contest in any sport at any school following enrollment in grade nine (9) and who then transfers, shall be ineligible for interscholastic athletics at any level in any sport from the date of enrollment at North Florida Educational Institute.

Foreign exchange students attending school shall be considered eligible from the date of enrollment.

Recruitment Violations

A student at any grade level shall not be recruited to a member school of the FHSAA for the purpose of participating in athletics, including recruitment under the guise of academics.

Recruiting is defined as an act on behalf of or for the benefit of a school, which attempts to influence a student to transfer to a member school for the purpose of participating in athletics. A school official utilizing an intermediary including a peer, another school employee, a student, parent, or a citizen, for the purpose of recruiting a student athlete shall be in noncompliance.

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All North Florida Educational Institute employees are required to assist in providing appropriate supervision and correction of students.

All athletic practices and events shall be under the direct supervision of a qualified employee of North Florida Educational Institute. All persons employed by North Florida Educational Institute as a coach for any high school athletic activity or sport shall meet statutory training requirements. In addition, at least one (1) person who has completed the required course shall be present at every high school athletic practice and competition.

Prior to assuming their duties, nonfaculty coaches/coaching assistants shall successfully complete training provided by North Florida Educational Institute. Follow-up training shall be provided annually.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following North Florida Educational Institute policy requirements for intervening and reporting to the Athletic Director or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members or visitors to the school. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

In fulfilling their supervision responsibilities, teachers are required to enforce the Student Discipline Code and discipline policies adopted by North Florida Educational Institute.

North Florida Educational Institute policy allows for a nonfaculty coach or nonfaculty assistant to accompany students on athletic trips as provided in statute.

A coach or an approved designated adult is required to be present to provide direct supervision of student participants during all athletic activities, including conditioning programs, practices, travel and games. Students are not to be left unsupervised while waiting for parents to pick them up. (See

also section on Athletic Program Volunteers.)

Insurance

Students participating in interscholastic athletics must present evidence of accident insurance.

Safety and First Aid

The safety of students shall be the first consideration in all athletic practices and events.

Coaches shall take appropriate measures to provide a safe, healthy experience for participants and helpers in the athletic program to minimize the number and degree of seriousness of athletic injuries and related illnesses. For all athletic practices and competitions, safety procedures shall be implemented that comply with North Florida Educational Institute policy, state law and regulations, and requirements of the Florida High School Athletics Association (FHSAA). When a player has sustained serious injury that may be aggravated by continued participation in the game or practice, the coach shall receive permission from a physician before the player re-enters the game or participates in practice.

Care of School Property

Coaching personnel shall be responsible for program equipment, supplies, books, furniture, and apparatus under their care and use.

Athletic equipment shall be subject to policies and procedures concerning North Florida Educational Institute's inventory process and related reporting requirements.

Precautionary Measures

EQUIPMENT INSPECTION AND OVERSIGHT

The Head Coach of each sport, in consultation with the Athletic Director or designee, is responsible for developing an ongoing plan of equipment inspection, maintenance, repair or replacement.

Coaches should regularly inspect equipment to ensure it is in good and safe condition. The use of any equipment that is defective or in questionable condition shall be discontinued immediately. A report concerning this equipment shall be made to the Athletic Director immediately so that corrective measures can be initiated.

KEY STANDARDS

1. **Heat indices** – The Florida High School Athletic Association have adopted a procedure for avoiding heat injury/illness through analysis of Heat Index and restructuring of activities. A copy of this procedure is maintained on the FHSAA website (www.FHSAA.org). All coaches are required to read, understand, and follow this procedure for practices and competitions.
2. **Availability of Water** – It is the responsibility of the coaches to make sure that an adequate supply of water is available for all practices and competitions. Under no circumstances should a coach ever deny athletes the opportunity to hydrate as often as they desire.
3. **Game/Practice Scheduling** – All coaches/athletic administrators who bear the responsibility of game and practice scheduling should adhere to the FHSAA guidelines for limitation of seasons when planning their season. Coaches/athletic administrators are required to present their basic practice and competition schedules to the appropriate school administrator for their approval.
4. **Severe Weather. Lightning Advisory** – All coaches are required to read, understand, and adhere to the FHSAA guidelines for severe weather and lightning. A copy of the guidelines is maintained on the FHSAA website (www.FHSAA.org).

Drug Testing of Students

Under procedures developed by the Executive Director, a volunteer drug testing program has been established at the high school level for student athletes.

Sportsmanship

“The Florida High School Athletic Association requires officials to enforce sportsmanship rules for athletes and coaches. We will not tolerate negative statements or actions between opposing players, especially trash-talking, taunting or baiting of opponents. If such comments are heard or actions seen, a penalty will be assessed immediately. We have been instructed not to issue warnings. Let today’s contest reflect mutual respect.”

It is the clear obligation of all official representatives of North Florida Educational Institute to practice the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships.

The following behaviors represent the types of behaviors that will not be tolerated at North Florida Educational Institute athletic events. Those who exhibit such behaviors will be asked to leave the premises, and extreme or repeated violation may result in permanent exclusion from North Florida Educational Institute athletic events.

- Verbally berating players, coaches, official administrators or others in attendance.
Use of obscene language or gestures or acts of physical violence or threats of violence

STUDENT OVERSIGHT

directed at same or at contest officials.

Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities,
2. Disrupting or threatening to disrupt school or office operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Verbal or written statements or gestures indicating intent to harm an individual or property, and
5. Physical attacks intended to harm an individual or substantially damage property.

Awards and Recognitions

North Florida Educational Institute recognizes that a significant part of interscholastic athletics is the recognition of achievement by student-athletes. All teams shall hold an end-of-season recognition ceremony where student achievement is recognized. The individual sport shall establish the criteria that will be used to determine whether or not an athlete has achieved status as a varsity, junior-varsity, etc., member and whether a varsity letter will be awarded. The criteria shall be clearly defined and communicated to the team members at the beginning of the season.

Pay to Participate

North Florida Educational Institute will apply participation fees to all student/athletes if deemed necessary. All athletes will be expected to pay the participation fee for each season before being allowed to play in a game in any sport for that season. All athletic participation fees will be due before the first contest of the specified sport. All payments should be taken directly to the Athletic Director or Main Office. Head Coaches should not handle any pay to participate money.

Section

5

APPENDIX

Appendix

Code of Ethics for Teachers

Section 1. Certified personnel:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:
 - (a) To students:
 1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
 2. Shall respect the constitutional rights of all students;
 3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
 4. Shall not use professional relationships or authority with students for personal advantage;
 5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
 6. Shall not knowingly make false or malicious statements about students or colleagues;
 7. Shall refrain from subjecting students to embarrassment or disparagement; and
 8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students.

Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual

Code of Ethics for Teachers – (Continued)

kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

(b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgement, and shall not offer any of these to obtain special advantage.

(c) To the education profession;

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension at North Florida Educational Institute.

Code of Ethics for Coaches

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by North Florida Educational Institute.

APPENDIX

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.
- A coach shall not exert pressure on faculty members to give student-athletes special consideration. A coach shall not scout opponents by any means other than those adopted by the league and/or the Florida High School Athletic Association (FHSAA).

SAME SEASON/TWO SPORT/POLICY

Athletes at North Florida Educational Institute are allowed to participate in more than one Sport during a particular season. If a student decides to participate in more than one sport at a time, a coach shall in no way discourage this decision. Rather, the coaches involved should work together to make this situation as smooth as possible. Realizing that there is potential for conflicts arising when an athlete is participating in two sports at the same time, the following guidelines will be adhered to:

1. The athlete will declare a primary sport and a secondary sport.
2. A contest will always take precedence over practice in the other sport.
3. A league contest will always take precedence over a non-league contest.
4. A league meet (ex-track) will take precedence over any contest.
5. If league contests are scheduled on the same day, the athlete will participate in his/her primary sport.
6. FHSAA tournament events will take precedence over non-league or league events. In the event that two FHSAA tournaments are held on the same day, the primary sport will take precedence as in #5.
7. If non-league contests are scheduled on the same day, the athlete will participate in his/her primary sport.
8. In the event that it would be possible for an athlete to participate in both sports on the same day, he/she will not be allowed to drive to the second contest. Only an athlete's parent or guardian will be allowed to transport the athlete.
9. Coaches are not to discipline an athlete for a missed practice on a day that the athlete is competing in his/her other sport.
10. On days that an athlete is not in competition, he/she should make an effort to practice both sports. If only one sport can be practiced, it should be the primary sport.
11. All eligibility rules will remain the same.
12. An athlete must begin practicing in each of the two sports at the beginning of each sport's season.
13. Before being allowed to participate in two sports during a season, the athlete, his/her parents/guardian, Athletic Director, and the two coaches involved must meet and sign below.

(Student Athlete)

(Parent/Guardian)

(Primary Sport)

(Secondary Sport)

(Primary Sport Coach)

(Secondary Sport Coach)

DATE: _____

APPENDIX

**North Florida Educational Institute Athletics
Uniform Distribution Form**

Sport _____ **Year** _____ **Coach** _____

Varsity JV Girls Middle

Name	Jersey #	Bottom #	Warm up #	Returned

DATE: _____

APPENDIX

**North Florida Educational Institute Athletics
Project Needs**

Sport _____ **Year** _____ **Coach** _____

Varsity **JV** **Girls** **Middle**

Quantity	Description	Estimated Cost	Comments

DATE: _____

APPENDIX

**North Florida Educational Institute Athletics
Season Summary**

Sport _____ **Year** _____ **Coach** _____

Opponents	Score	Outstanding Performance and Accomplishments (Ex. All league, conf., state)
1. _____	_____ W/L/T	
2. _____	_____ W/L/T	1. _____
3. _____	_____ W/L/T	_____
4. _____	_____ W/L/T	_____
5. _____	_____ W/L/T	2. _____
6. _____	_____ W/L/T	_____
7. _____	_____ W/L/T	_____
8. _____	_____ W/L/T	3. _____
9. _____	_____ W/L/T	_____
10. _____	_____ W/L/T	_____
11. _____	_____ W/L/T	4. _____
12. _____	_____ W/L/T	_____
13. _____	_____ W/L/T	_____
14. _____	_____ W/L/T	5. _____
15. _____	_____ W/L/T	_____
16. _____	_____ W/L/T	_____
17. _____	_____ W/L/T	Season Record
18. _____	_____ W/L/T	_____
19. _____	_____ W/L/T	League Standing
20. _____	_____ W/L/T	_____

Acknowledgement Form

I, _____, have received a copy of the Coaches’
Name

Handbook issued by North Florida Educational Institute, and understand and agree that I am to review this handbook in detail and to consult school policies and procedures with my Athletic Director/Executive Director if I have any questions concerning its contents.

I understand and agree:

1. that this handbook is intended as a general guide to North Florida Educational Institute personnel policies and procedures and that it is not intended to create any sort of contract between North Florida Educational Institute and any one or all of its employees;
2. that North Florida Educational Institute may modify any or all of the referenced policies and procedures, in whole or in part, at any time, with or without prior notice; and
3. that in the event North Florida Educational Institute modifies any of the information contained in this handbook, the changes will become binding on me immediately upon issuance of the new or revised policy or procedure by North Florida Educational Institute. I understand that as an employee of North Florida Educational Institute I am required to review and follow the information set forth in this handbook and rules disseminated by the Florida High School Athletic Association and other governing bodies specific to the sport/s I coach and I agree to do so.

Signature of Employee

Date

Return this signed form to the Main Office.