



# MERCER COUNTY SCHOOLS

*"Great Kids Achieving Great Things"*

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April 14, 2016

Dear Assistant Commissioner Darren Bilberry,

Please find attached the following items needed as a result of our KHSAA Title IX Re-Visit final audit report:

- Travel and Per Diem Allowance for Student Athletes
- Mercer County School Board Policy for School-Related Student Trips
- Policy for selection and display of retired jerseys

If you need further information from the district, please let me know.

Sincerely,

Stephanie DeFoor Rogers  
District Title IX Coordinator  
Mercer County Schools  
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## Travel and Per Diem Allowances

### **Policy**

The Mercer County Senior High Athletic Department shall maintain an equitable policy to provide guidelines and procedures for the travel and per diem of student athletes.

### **Policy Statement**

All athletic travel and per diem of student athletes shall be governed by the following criteria:

1. The athletic department will not provide monies for the purchase of meals during the regular season.
2. In the event that a team or individual makes the state tournament in their sport, the athletic department will purchase one meal during the team's or individual's stay at the state contest. Meal money allocated for any team shall be \$15.00 per athlete/coach. Individual players for individual sports (golf, cross country, track) will receive an allocation of \$15.00 per athlete/coach.
3. Meals purchased by the Booster Club for athletes must equitably allocate the same amount of money for each meal for boys and girls. Money amounts for each meal must be the same for girls and boys similar sports (i.e. basketball, softball, baseball, etc.).
4. Hotel rooms purchased by the Booster Club for athletes must equitably allocate the same amount of money for each room for boys and girls. Money amounts for each room must be the same for girls and boys similar sports (i.e. basketball, softball, baseball, etc.). Every effort shall be made to keep the cost per room in the range of \$99-\$175, unless tournament rules and regulations dictate other arrangements. Number of athletes assigned per room shall be 3-4, dependent on team roster numbers.
5. The athletic department will equitably provide all transportation for athletic events for male and female sports. All buses and vans will be comparable for both male and female teams.
6. Male and female sports shall be given equitable travel opportunities for regular season tournaments, post season tournaments, out-of-region and out-of-state events. Each female and male athletic team will be given the opportunity of participating in one out-of-state contest/tournament each year. All out-of-state events must be approved by the Board of Education.
7. Out-of-state trips must have the same equitable location for each team and/or program. For example, if the boys' baseball team wants to play in Florida, the girls' softball team must be given the same opportunity to play in Florida as well.
8. Student athletes shall ride the athletic bus to any scheduled event.
9. All student athletes traveling by bus to school sponsored activities must return to the school on the same bus unless the parent or legal guardian personally addresses the coach or other supervising school authority and takes custody of their child and signs them out with the coach.
10. Student athletes may not be released to ride with any person other than their own parent or legal guardian unless approved by the parents and coach.
11. Student athletes with extenuating circumstances may request approval for another means of transportation, by the coach, Principal or Athletic Director.
12. Any out-of-state trips must be approved by our Athletic Director, Principal/SBDM, and Board of Education.

## School-Related Student Trips

### **PRINCIPAL TO APPROVE**

The school Principal shall have the authority to approve school-related trips which fall into the following categories:

1. All regularly scheduled athletic events;
2. All regularly scheduled academic events;
3. All school-related field trips.

All trips shall be approved by the Principal before any contractual agreements are signed.

Each year, the Board shall allocate funds to each school for the purpose of transporting students on school-related student trips. The Principal shall determine how that allocation is to be applied to trips meeting council policy requirements.

All schools operating with school-based councils may initiate policies regarding appropriate school-related trips and shall include location, distance, content/educational relevance, safety and student/teacher/chaperon responsibility.

### **OTHER TRIPS**

The Superintendent or the Superintendent's designee shall approve all other school-related trips including associated costs for trips that are part of a post-season tournament or play-off and in which the school participates.

### **INTERNATIONAL TRIPS**

Prior approval of the Principal, Superintendent, and Board must be obtained prior to the date of any trip outside the continental United States. In addition, no deposits or reservations shall be made for such trips prior to the trip being approved by the Board.

Requests for international trips must receive approval of the Principal, SBDM, Superintendent, and Board. Such requests must be complete in detail regarding costs, arrangements, supervision, expectations, itinerary, and any other pertinent information related to that specific trip request.

International travel will be allowed with the use of a travel agent from a list provided by the Superintendent, as well as the assurance that all criteria are met. Such criterion includes, but is not limited to: liability and insurance coverage, safety and support preparations, affordability, and training/references, as well as all policies related to overnight travel.

### **SECURITY CONCERNS**

Board approved trips shall be subject to change when the Department of Homeland Security issues a security advisory of conditions that warrant reconsideration. When this occurs, the Board shall no longer sponsor or endorse the trip. The faculty sponsor shall not be allowed to participate and the trip shall be cancelled. Refunds will not be provided by the District and will be provided by the travel agent at the discretion of the travel agent.

**School-Related Student Trips****BOARD INFORMED**

Upon request, the Board shall be provided information pertaining to any school related trip. The Board must approve all out-of-state trips and alternative transportation.

**FEEES**

The school will pay for fuel and the driver's salary from the Board travel allocation and/or organizational funds. Drivers for all trips are to paid one-half (1/2) hour before and after the scheduled departure and return times for inspections, fueling and cleaning. This expenditure is for school-sponsored trips only and does not preclude the Board from denying any organization or school use of Board-owned property or other travel privileges. The Board shall not pay for in-county school-related field trips.

**DRIVERS/VEHICLES**

All District-owned vehicles shall be driven by individuals employed by the Board and qualified and licensed to operate the vehicle. Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations.<sup>1</sup>

The District shall allow transportation of students in Board-owned vehicles of nine (9) passengers or less that meet the requirements of 702 KAR 005:130.

**SUPERVISION**

A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. For athletic trips, a nonfaculty coach or a nonfaculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.<sup>2</sup>

**INSURANCE**

Only Board insured vehicles or appropriately certificated common carriers shall be used for transporting students.<sup>3</sup>

**CERTIFICATED COMMON CARRIERS**

Use of vans or other non-Board owned certificated common carrier services shall be authorized by the Board on a case-by-case basis, and the reasons to justify such use shall be cited in Board minutes.<sup>3</sup>

**MEDICATION**

Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education.

When students will be travelling outside the state, the Superintendent's designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be travelling; and

**School-Related Student Trips****MEDICATION (CONTINUED)**

2. Assign staff to accompany students on the field trip to address student medication needs.

**PARENTS' APPROVAL**

Parents are to be informed of the nature of the trip, 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.

**REFERENCES:**

<sup>1</sup>KRS 156.153

<sup>2</sup>KRS 161.185

<sup>3</sup>702 KAR 005:060

KRS 158.110, KRS 158.838; KRS 160.340, KRS 189.125; KRS 189.540

702 KAR 001:160; 702 KAR 003:220, 702 KAR 005:030, 702 KAR 005:080, 702 KAR 005:130

**RELATED POLICIES:**

03.1321; 03.2321

09.15; 09.221; 09.2241

Adopted/Amended: 11/21/2013

Order #: 14.134c

## Selection and Display of Retired Jerseys

### **Policy**

The Mercer County Senior High Athletic Department shall maintain an equitable policy to provide guidelines and procedures for the recognition of extraordinary athletic performance while enrolled in Mercer County Schools.

### **Procedures and Eligibility Criteria**

Any person may nominate a former Mercer County Senior High School student athlete whom they believe meets the eligibility criteria and are worthy of the honor. Nominations must be made in writing and are accepted from April 1 – June 30 each year.

To be considered for athletic jersey retirement, the former student athlete will be evaluated on the following criteria:

- Graduated from Mercer County Senior High School or left the district in good standing at least 5 years prior to the nomination.
- Played for Mercer County Senior High School at least three years
- Exhibited good citizenship, sportsmanship and character while competing and after graduation
- Attained first team recognition at the region level for at least 2 years and state recognition for at least 1 year during athletic career
- Was a school record holder or regional statistical leader during athletic career
- Attained recognition for outstanding accomplishments in collegiate, military or professional athletics
- Other special circumstances may be considered by the schools' Jersey Retirement Committee.

After approval by committee, it will be submitted to Superintendent for final approval. If approved, a jersey retirement ceremony will be held and the jersey shall be appropriately displayed with descriptive information in the trophy area and/or in the appropriate athletic venue.