



2019-20 SCIAA ATHLETIC DIRECTORS' & FINANCIAL SECRETARIES' CONFERENCE

AUGUST 7, 2019
SCIAA OFFICE

India Weaver, Athletics Manager

Tongela Taylor, Administrative Assistant

Lecia Schluterman, Athletic Specialist

Tony Bradshaw, Athletic Specialist

Kai Washington, Head Athletic Trainer

Claire Betti, Athletic Trainer



INTERNAL AUDIT

FRAUD AWARENESS

Presented by:

Leon Pattman

SCS Chief of Internal Audit

pattmanl@scsk12.org

901-416-5436



FRAUD OBJECTIVES



- Provide clear overview and understanding of fraud and unlawful conduct
- Describe fraudulent activities and conditions
- Impact of fraud on organizations
- Common red flag indicators
- Fraud reporting

FRAUD??



“

Fraud is the daughter of greed.”

Jonathan Gash

FRAUD OVERVIEW



Occupational Fraud

The use of one's occupation for personal enrichment through the deliberate misuse or misapplication of the organization's resources or assets

Official Misconduct

(TCA 39-16-402)

- Commits an act constituting unauthorized exercise of official power
- Refrains from performing duty imposed by LEA
- Receives a benefit not otherwise authorized by law

FRAUDULENT ACTIVITIES



- Stealing money or inventory
- Taking kickbacks or bribes from vendors or customers
- Falsifying official reports
- Adding ghost employees to the payroll
- Claiming overtime for hours not worked
- Stealing or misusing confidential customer financial information
- Forgery
- Filing fictitious expense reports
- Using company assets, (i.e. computers, vehicles) without permission
- Claiming workers comp for an injury that did not occur

FRAUD CATEGORIES



Asset Misappropriation

- Stealing/misuse of the organizations resources
 - Skimming cash from concessions and ticket sales
 - Falsifying voids and refunds
 - Tampering with company checks
 - Overstating expenses by buying personal items with school funds

FRAUD CATEGORIES



Corruption

- Misuse of entrusted power for financial gain
 - Conflicts of interest
 - Accepting illegal gratuities, and bribery



FRAUD CATEGORIES



Financial Statement

- Misstatement or omission of material information in the financial reports
 - Concealing liabilities or expenses
 - Creating fictitious revenues



FRAUD CONDITIONS



- Non-compliance with State Manual
- Ethical lapses
- Collusion
- Untimely bank reconciliations

FRAUD

- Lack of segregation of duties
- Inadequate supervisory review
- Lack of appropriate disciplinary action
- Lack of procedures & weak processes

WHY DO PEOPLE COMMIT FRAUD?



FRAUD TRIANGLE



FRAUD STATISTICS



5%	Organizations lose 5% of revenue to fraud
\$150,000	Median loss caused by fraud was \$150,000
18 months	Frauds lasted a median of 18 months before detection
39%	Over 39% of fraud is detected by tips

**SCS has
\$64M at
risk**



RED FLAGS



Living beyond means



Financial difficulties



**Association with
vendors/customers**



RED FLAGS



**Excessive control
issues**



**Shrewd or unscrupulous
behavior**



**Unexplained variances in
financial performance**

FRAUD DETERRENCE PROGRAM



Fraud
Policy

Fraud
Reporting

Fraud
Internal
Controls

FRAUD POLICY



Fraud Policy

- SCS Policy 2018
- Applies to all employees, elected officials, and vendors
- All employees expected to support policy:
 - Refrain from activities that appear to be fraudulent*
 - Exercise sound professional judgement*
 - Report suspected or observed fraud, waste, abuse, misuse*

FRAUD POLICY



FRAUD REPORTING

- **SCS Fraud,
Waste, Abuse
Hotline**

844-910-0088

- **TN State
Comptroller
Fraud Hotline**

800-232-5454

TCA 8-4-503 = appointed public official must report suspicion of unlawful conduct in 5 business days (Form CT-0427-Fraud Reporting Form)

TCA 8-4-504 = good faith immunity for reporting

- **After Reporting:**

Do not contact/confront the suspected party

Safeguard any evidence in your possession

Do not discuss the report with anyone unless asked to do so by Internal Audit or law enforcement

FRAUD POLICY



Fraud Internal Controls

- Tennessee Internal School Uniform Accounting Policy Manual
- Tennessee Internal Control and Compliance Manual (December 2015)

5 Control Framework Components:

1. Control Environment
2. Risk Assessment
3. Control Activities
4. Information and communication
5. Monitoring

If you SEE SAY Something, Something.



Use our confidential hotline to report unsafe work conditions and workplace misconduct.



- ▶ Anonymous third-party service
- ▶ Available to all employees 24/7
- ▶ Convenient access via phone, web, email or fax

www.scsk12.org/reporting

Use the hotline to report any of these issues:

- ▶ Ethical Violations
- ▶ Bribery and Kickbacks
- ▶ Conflict of Interest
- ▶ Improper Conduct
- ▶ Theft and Embezzlement
- ▶ Violation of District Policy
- ▶ Violation of the Law
- ▶ Falsification of Contracts, Reports or Records
- ▶ Misuse of District Property
- ▶ Unsafe Working Conditions
- ▶ Vandalism and Sabotage
- ▶ Sexual Harassment
- ▶ Theft
- ▶ Discrimination
- ▶ Conduct Violations
- ▶ Threats
- ▶ Fraud

It's easy to submit a confidential report!



Phone:
English:
1-844-810-0055
Español: 800-216-1355



Online:
www.lighthouse-services.com/scsk12



Email:
Reports@lighthouse-services.com
(must include Shelby County Schools in subject)



Fax:
215-659-5555
(must include Shelby County Schools with report)

Shelby County Schools offers alternative and confidential reporting options without regard to race, color, religion, sex, age, disability, sexual orientation, or genetic information.

FRAUD SUMMARY



- Definition of fraud and unlawful activities
- Knowledge of conditions and why fraud occurs
- Common red flags of fraud
- Ways to deter fraud
- Fraud is everyone's business!
- Reporting suspicion of unlawful conduct is every employee's duty!

QUESTIONS????



QUESTIONS????



Leon Pattman

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fultonwh@scsk12.org

901-416-5436





SUPPLEMENTAL EARNINGS (ATHLETICS) 2019-2020 SCHOOL YEAR



STIPEND ADMINISTRATION



- The Office of Compensation, in partnership with the Athletics Department, administers the timely and accurate payment of all district approved stipends.



DISTRICT APPROVED STIPENDS

FALL

SPORTS ENDING 11/2019

FOOTBALL

VOLLEYBALL

GOLF

CROSS COUNTRY

WINTER

SPORTS ENDING 2/2020

BASKETBALL

SWIMMING

WRESTLING

BOWLING

SPRING

SPORTS ENDING 5/2020

BASEBALL

SOFTBALL

TRACK

TENNIS

YEARLONG

EXTENDED SPORTS

ATHLETIC DIRECTOR

CHEERLEADER



SUPPLEMENTAL PAY GUIDELINES

The following provides the framework for SCS Supplemental Earnings:

- Supplemental earnings are not guaranteed wages and may be amended or eliminated at any time.
- Supplemental pay or stipends should not be used as an alternative to overtime payment for non-exempt employees or as a strategy to increase the employee's base salary.
- All supplemental earnings are subject to the employee and employer's statutory deductions.
- Any recurring stipend allotted to an active employee will be paid on a prorated basis if the employee does not work the complete duty days for their respective program.



ELIGIBILITY CRITERIA

In order to be eligible for stipend payout, an employee must meet the following criteria:

- Must be a district employee
- Must be in an active or approved pay status
- Cannot separate from the District prior to payout date (even if employee was present for the entire season)
- Payment request must be for the sport for which he/she participated/volunteered

***If an employee fails to meet all stated criteria, earnings may be stopped and/or recovered.**



2019-2020 PAYMENT CALENDAR

Season	Payout Date
Fall	11/29/2019
Yearlong 1	01/24/2020
Winter	02/21/2020
Spring	05/15/2020
Yearlong 2	05/15/2020



Questions



Transportation



Bus Ordering Information

The Electronic Field Trip (eFieldTrip) system is our web-based program for computerizing your field trip transportation when using Durham School Services. It allows schools and district office personnel to request field trip bus transportation and allows transportation personnel to approve or deny such requests.

http://edulog_ftweb/edulog/eFTremote/

- Each school may select up to four authorized users to submit bus orders. Email selected user names to Audrey Williams, williamsal@scsk12.org, and Phoncella Cowan, cowanp@scsk12.org to have individuals set up in the system.
- Principal approval is required for all bus orders entered by authorized users of eFieldTrip at their respective schools. Durham cannot process a request if it is not approved in the system by the Principal.
- **EFieldTrip is only for placing an order for a bus. It DOES NOT replace district procedures and approvals in place for requesting permission to take a trip.**

Additional Information to Know

- Durham requests a three day advanced notice for bus orders.
- Bus seating capacity (**approximate**):
 - 90 passengers (seats 90 elementary students or 60 middle/high school students)
 - 84 passengers (seats 84 elementary students or 56 middle/high school students)
 - 71 passengers (seats 71 elementary students or 49 middle/high school students)
 - 54 passengers (seats 54 elementary students or 35 middle/high school students)
 - Type A bus (seats 16 – 18 students)
- Bus cost is \$45.93 per hour with a minimum charge of two hours.
- Charges are calculated based on gate to gate service (time driver leaves terminal to time driver returns back to the terminal).
- Earliest morning departure time is 9:30 am*.
- Students must be returned to school from trip by 1:30 pm for drivers to run home to school routes.
- Earliest afternoon departure time is 4:30 pm*.
- Bus cancellation: Send email to memphisfieldtrips@durhamschoolservices.com and copy Audrey Williams, williamsal@scsk12.org.
- Minimum call-out charge of \$91.86 if bus is not cancelled within two hours of the requested pickup time.
- Contact Durham directly regarding a quote for out of town trips.

***Durham may be able to accommodate limited earlier departure times based on driver availability.**

Email memphisfieldtrips@durhamschoolservices.com or call (901) 743-1093 option 2.

Durham Contact Information

To check on the status of a bus or if your bus does not arrive on time during regular school hours, please call the terminal listed on your field trip confirmation. The terminal can be identified by the FT number listed below.

Farmville (FT4094) (901) 320-9356	Getwell (FT4068) (901) 743-1093
Grays Creek (FT4093) (901) 380-0126	Kentucky (FT4092) (901) 948-0272

If unable to reach Durham personnel at the terminal during regular hours of operations, call SCS Transportation at (901) 416-6077.

Direct evening, weekend and emergency calls to the following Durham School Services operations management personnel.

Farmville (FT4094)	General Manager	Terrance Tiller	(901) 2067236
Getwell (FT4068)	General Manager	Janet Jones	(901) 326-9359
Grays Creek (FT4093)	General Manager	John (Hale) Driver	(901) 317-9034
Kentucky (FT4092)	General Manager	Alvin Tucker	(901) 207-0942

If unable to reach Durham personnel after normal office hours or in an emergency, call Stephen Wherry at (901) 412-6529.

Durham Billing Questions and Concerns

Janea Grant, Charter Coordinator

Barbara Criss, Field Trip Coordinator

Janet Jones, General Manager

Phone: (901) 743-1093 option 2

Email: memphisfieldtrips@durhamschoolservices.com


If no response from Durham or additional assistance is needed, email Audrey Williams, williamsal@scsk12.org and copy Stephen Wherry, wherrys@scsk12.org .



STATE OF THE SCIAA

INDIA WEAVER, ATHLETIC MANAGER

AGENDA

- Highlights & Accomplishments
 - Academic Overview
 - Financial Support to Schools
 - Updates
 - Sponsor Recognition
- 

HIGHLIGHTS AND ACCOMPLISHMENTS

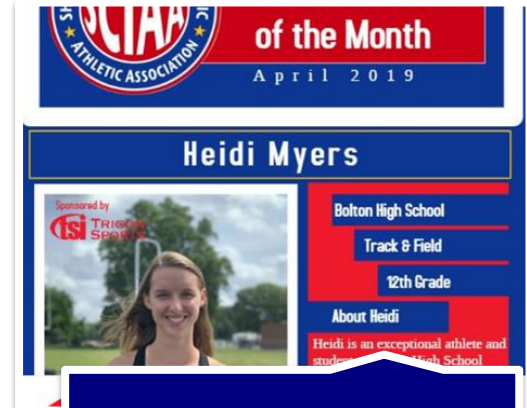
ACCOMPLISHMENTS



Wrestling



Cheer



Student - Athlete



Football



Basketball

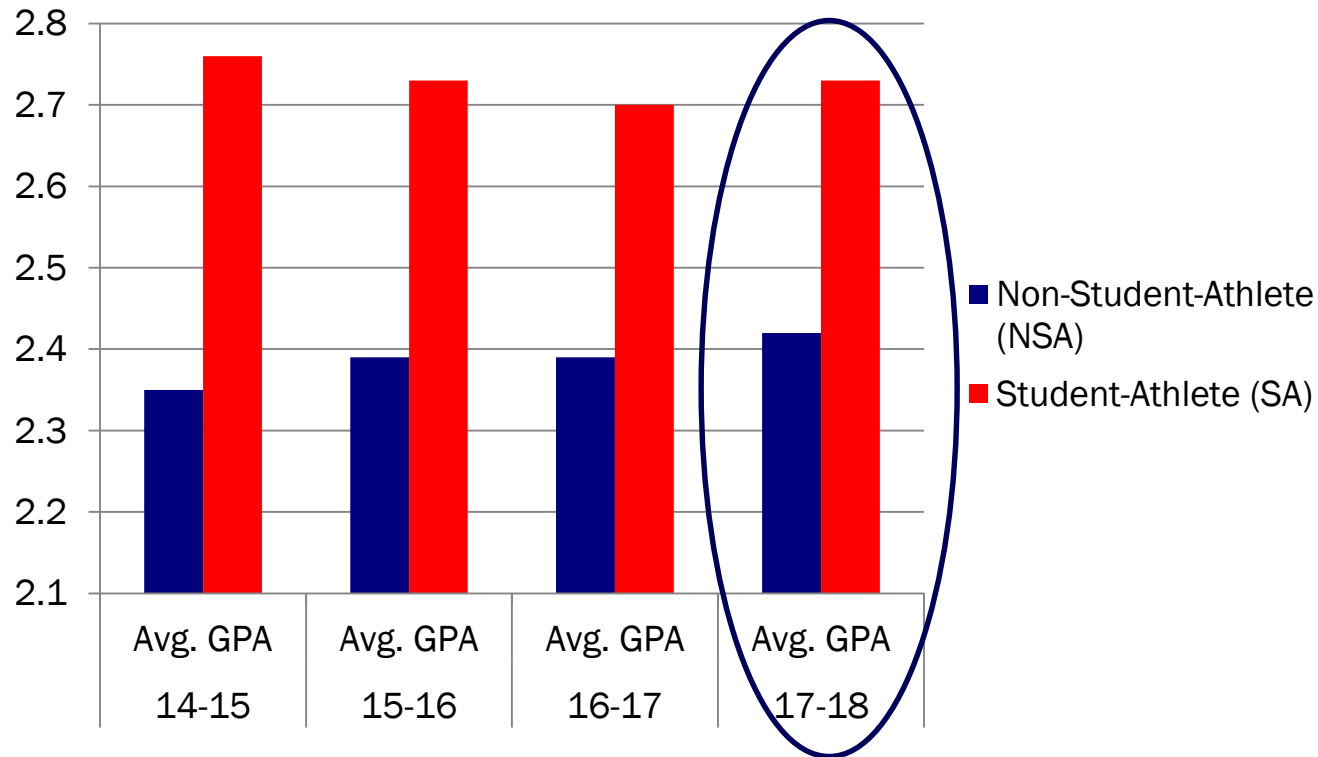


Camp



ACADEMIC OVERVIEW

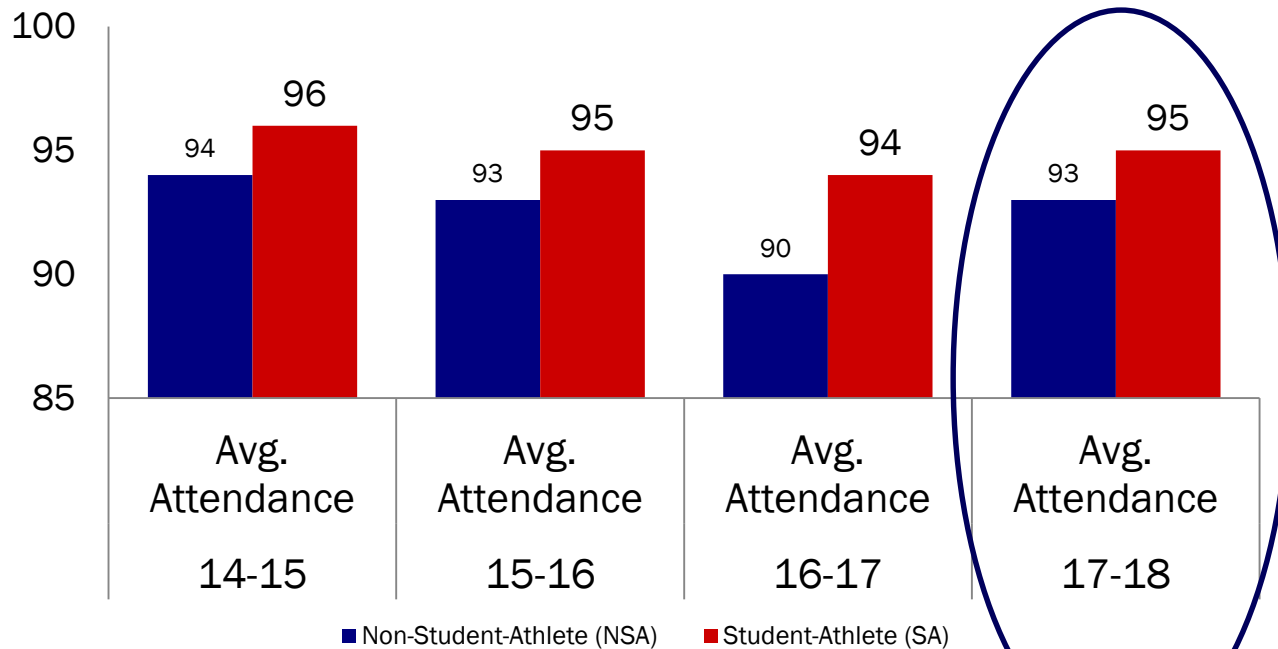
STUDENT ATHLETES VS. NON-STUDENT ATHLETES: GPA



DATA from SMS/PowerSchool

Avg.
Student
Athlete
GPA 2.73

STUDENT ATHLETES VS. NON-STUDENT ATHLETES: ATTENDANCE

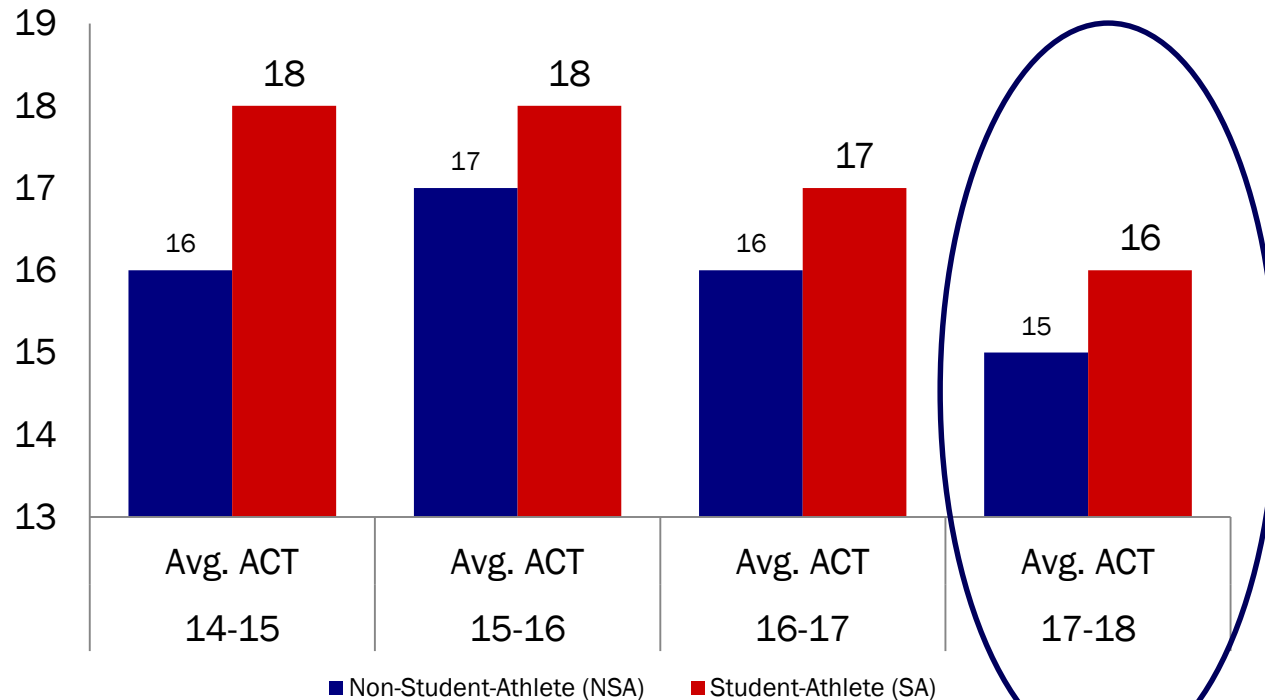


DATA from SMS/PowerSchool

Avg.
Student
Athlete
Attendance
95%

HIGH SCHOOL

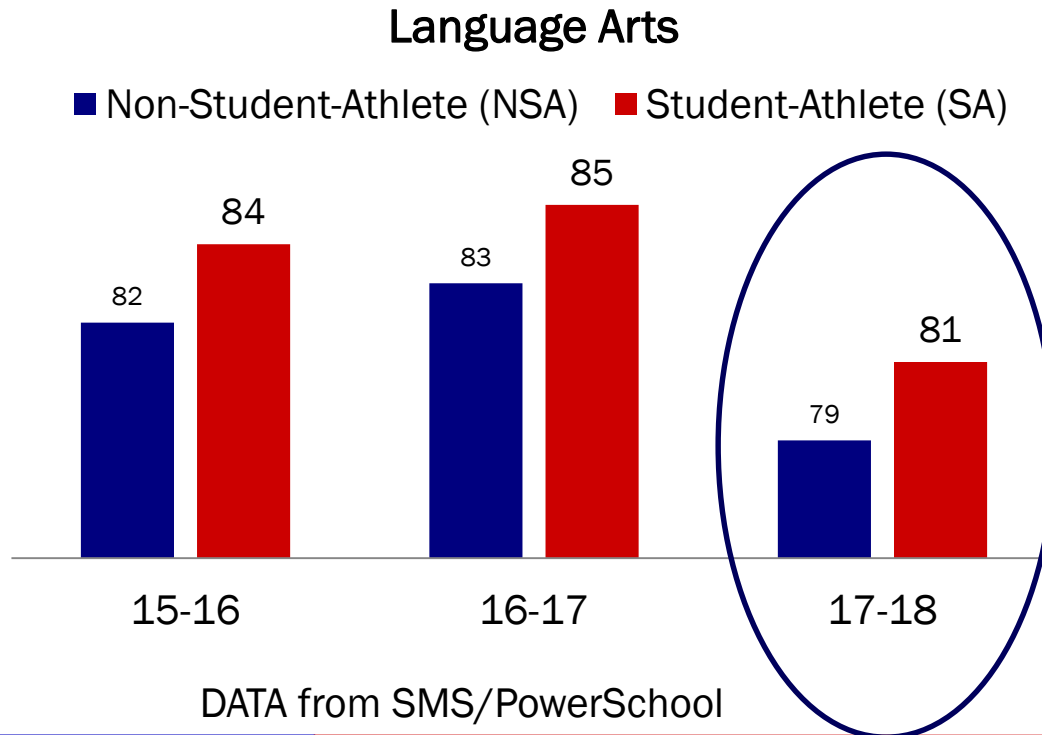
STUDENT ATHLETES VS. NON-STUDENT ATHLETES: **ACT**



DATA from SMS/PowerSchool

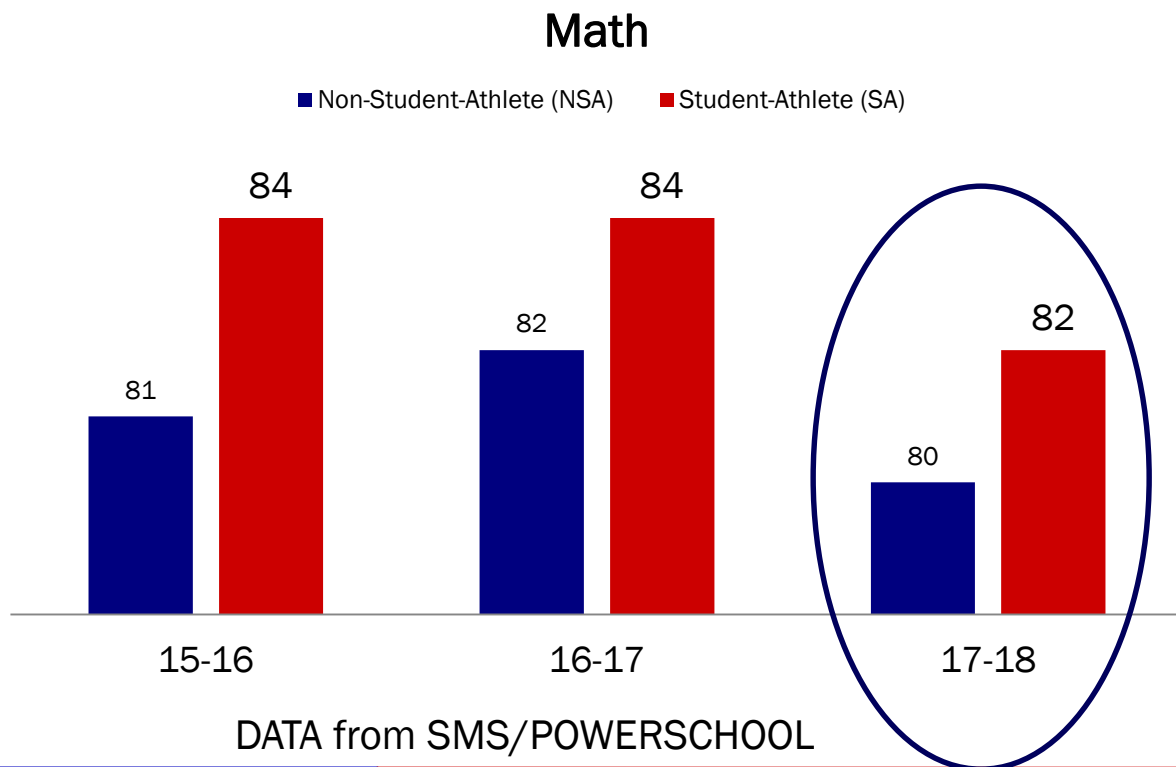
Avg.
Student
Athlete
ACT 17

MIDDLE SCHOOL STUDENT ATHLETES VS. NON-STUDENT ATHLETES: LANGUAGE ARTS



- Unofficial Data
- SA > NSA

MIDDLE SCHOOL STUDENT ATHLETES VS. NON-STUDENT ATHLETES: **MATH**



- Unofficial Data
- $SA > NSA$

FINANCIAL SUPPORT TO SCHOOLS

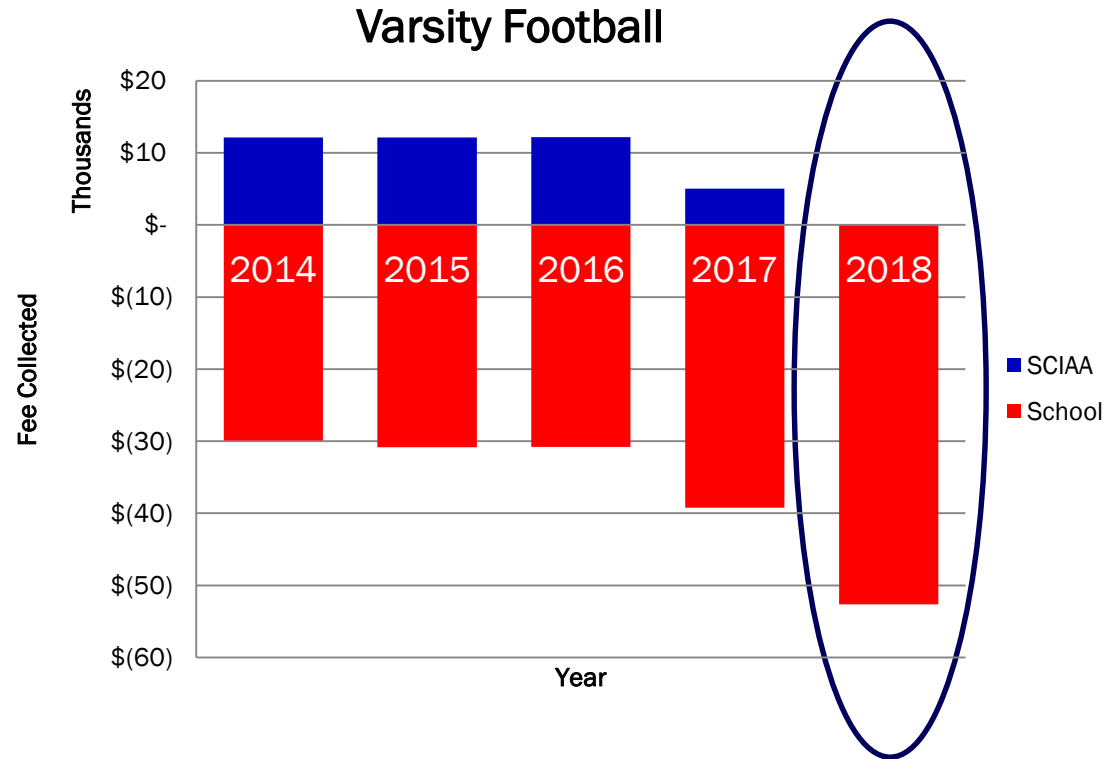
HIGH SCHOOL FOOTBALL GATES 15% FEE

2018-19 Update

- School deficit \$53K
- SCIAA net \$0
 - 15% = \$31k
 - paid out additional \$22k

Note:

- Est. Schools Pre-sale revenue: \$70k
- Badges Entry: \$64k



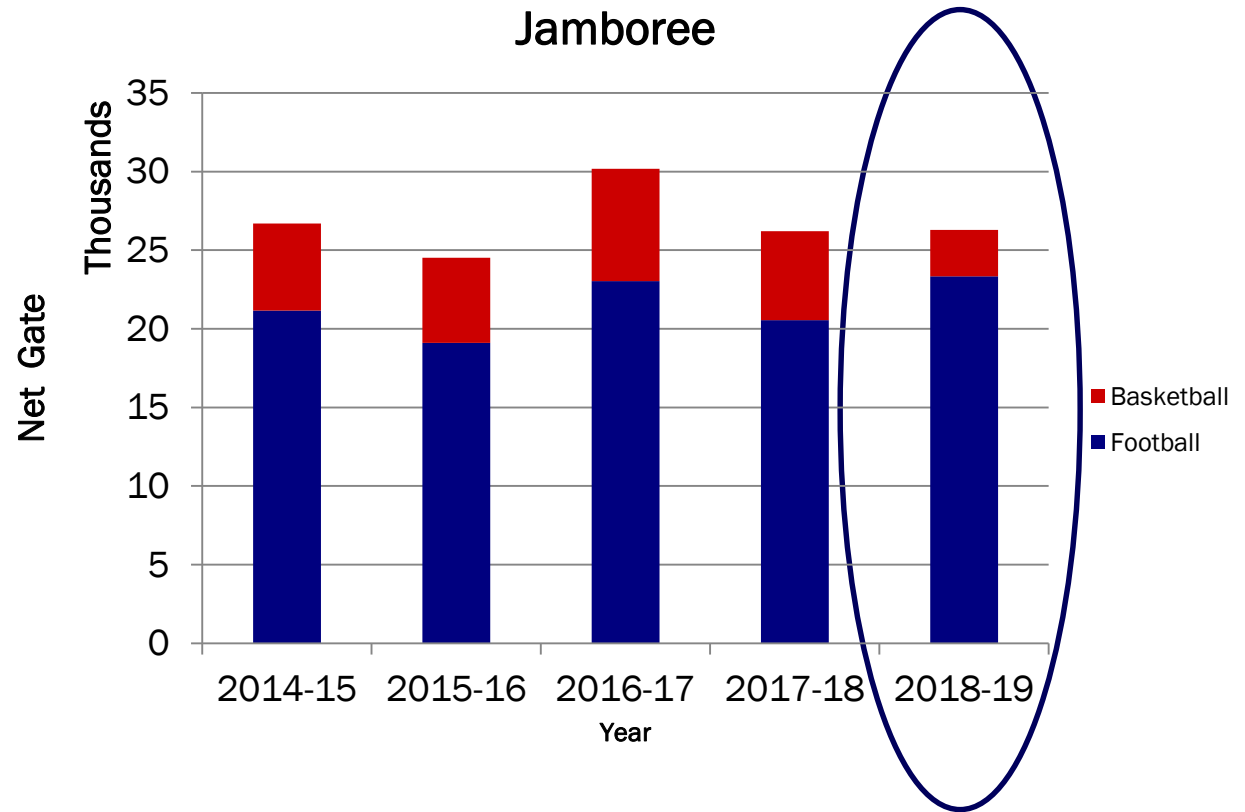
FOOTBALL & BASKETBALL JAMBOREES

2018-19 Update

- Football \$23k
- Basketball \$3k

Note:

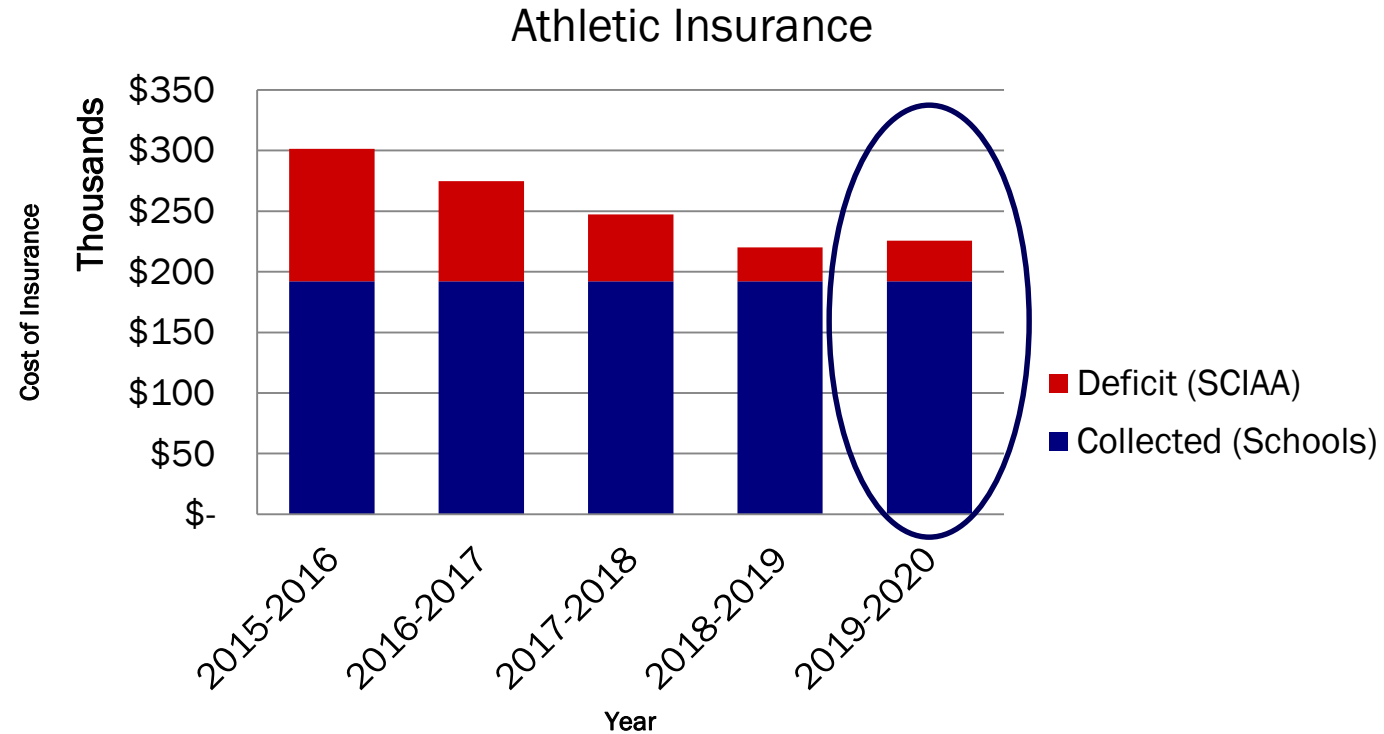
- Est.Schools Pre-sale revenue: \$3440
- Badges Entry valued At \$6670



INSURANCE COLLECTION

2019-20 Update

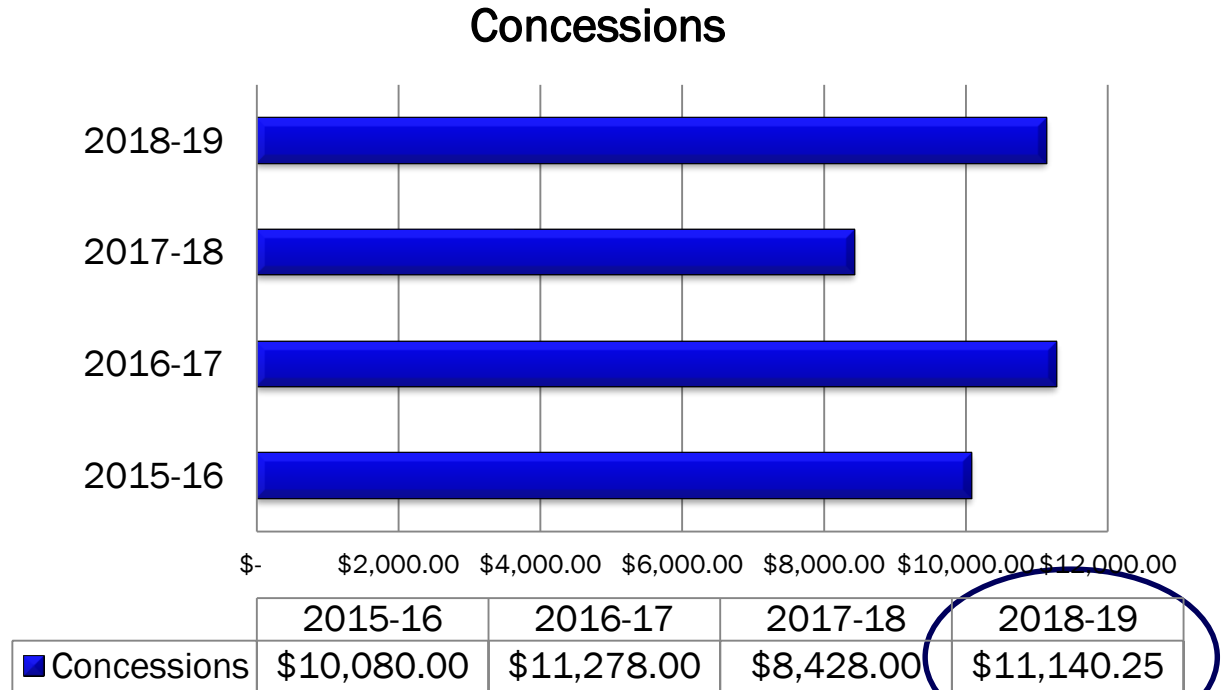
- Insurance cost to schools \$192k
- Deficit \$34k



CONCESSIONS

2018-19 Update

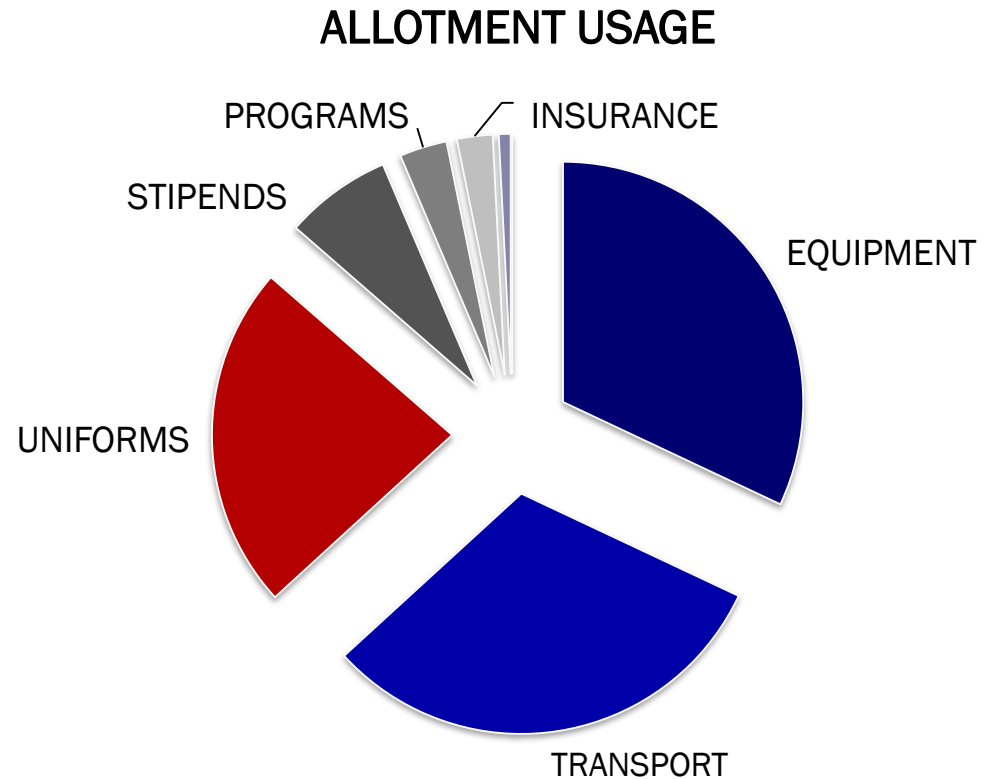
- Collected about \$11k
- Paid out \$9k
 - MS & HS Non-revenue sports



SCHOOL ALLOTMENTS

2018-19 Updates

- \$254k to Schools
- Top 3 Areas of usage:
 - Equipment
 - Transportation
 - Uniforms



UPDATES

EQUIPMENT FOR SCHOOLS

Sport	Equipment per team
Middle School Football	20 Receiver's gloves
High School Football	30 Football gloves
Girls/Soccer	Keeper Gloves & Jerseys
Middle School Girls/Soccer	set of nets for on-campus fields
High School Volleyball	Game ball
Cross Country	First Aid Kit
Cheer	First Aid Kit
Golf	2 Cases of balls
Basketball	Dry erase clipboard
Swimming	Goggles
Tennis	Balls
High School Baseball & Softball	1 dz. Game balls
Middle School Baseball & Softball	1 dz. Game balls & 1 bat
Middle School Track & Field	2 Batons
High School Track & Field	2 Starting Blocks

TAKE NOTE

- The SCIAA will be giving out equipment at the coaches meetings during the year. Please note the inventory list.
- Charter School ID badges will allow free entry into all contests in which their school participates.
- All communications for PowerSchool will come from Coordinator Amy Thornton.
- TSSAA rules meeting is now Mandatory for Middle Schools.
- Fall Schedules have been released and online except MS G Soccer. If you did not participate in a sport last year and plan to participate this year please contact the coordinator of that sport.
- New Staff Member: Tony Bradshaw—responsible for HS/MS Girls Soccer, MS Basketball and Wrestling

RECOGNITION OF SPONSORS

THANK OUR SPONSORS



You are invited

Coaches Mixer

at the Railgarten (2166 Central Avenue)

TODAY from 5:30p-7:30pm

Don't miss an evening of dinner, information and giveaways

THANK OUR SPONSORS



Our Breakfast Sponsor

And

Local Needs Hero

THANK OUR SPONSORS



Provided Conference Welcome Gifts for All Participants

BREAK OUT SESSIONS

Athletic Directors-Auditorium

Financial Secretaries-Gym



Risk Management

Jeri Rudolph, Risk Advisor

Student Accident Reports



- Complete a report for **EVERY** accident that requires treatment, including basic first aid
- Provide report to office for entry into the online Student Accident Reporting System

Shelby County Schools
Student/Visitor Incident Report Form

In the event that a student or visitor is injured while on school and/or SCS property, this form should be completed and submitted to the main office for entry into the online Student or Visitor Incident Reporting system.

Accident reports should be as detailed as possible. If a student or visitor is injured due to a health or safety issue, details regarding the hazard **MUST** be included. It is Risk Management's goal to correct any health or safety hazards as quickly as possible to avoid future accidents, thereby providing a safe learning & work environment.

Student or Visitor? ☐ Student ☐ Visitor

School/Location Name: _____

Date of Report: _____ Date of Incident: _____ Time of Incident: _____

Student Name: _____ Student SSN: _____

Gender: Select Date of Birth: _____ Grade: _____

Parent/Guardian Name: _____

Home Address: _____ Apt: _____

City: _____ State: _____ Zip: _____

Home Telephone Number: _____ Emergency Contact Number: _____

Location Where Incident Occurred: Select

Injury or Illness? ☐ Injury ☐ Illness

Body Part(s) Injured: _____ Injury Type(s): _____ Illness: _____

Give a clear description of the incident and how it occurred: _____

Witness Information – Name/Contact Number (leave blank if no witness): _____

Check Appropriate Action Required:

☐ No Treatment Needed
☐ First Aid
☐ Primary Care Doctor
☐ Ambulance Required
☐ Emergency Room (parent/guardian transport)

Parent/Guardian Contacted: ☐ Yes ☐ No

Response of Parent/Guardian: _____

Did this incident occur during athletic sports? ☐ Yes ☐ No

If Yes, please select the sport: Select

Report Prepared by: _____

Reporting Location _____

Comments: _____

TEACHERS: This form should be submitted to the main office for entry into the online Student or Visitor Incident Reporting System.

Athletic Insurance



- Secondary coverage for co-pays/deductibles – will act as primary coverage if student athlete does not have medical insurance
- Coach completes the top
- Parent completes the bottom **AND** submits the form the Bollinger

-PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING-

SEND ALL FORMS TO CLAIMS ADMINISTRATOR: BOLLINGER INC. P.O. Box 1346 Morristown, NJ 07962

1. School District: Shelby County Board of Education 2. School Name: TN01

3. Claimant's Last Name: First Name: 4. Date of Birth: 5. Male ☐ Female ☐ 6. Telephone:

7. Home Address: 8. City/State/Zip Code:

9. E-mail address of Parent or Guardian:

10. Check activity in which student was involved when injured:

A. ☐ Interscholastic Sports ☐ Twirling or Flagwaving ☐ Band Member ☐ None of Sport

OR:

01 ☐ Physical Ed. Class 04 ☐ To and From School 07 ☐ Extra Curr. Activity ON Premises

02 ☐ Classroom or Hallway 05 ☐ Group Travel 08 ☐ Extra Curr. Activity OFF Premises

03 ☐ Playground (NOT Phys. Ed.) 06 ☐ Non-School Activity (24 Hr. Plan) 09 ☐ Spectator

Was School in Session? YES ☐ NO ☐ Starting Time: Dismissal Time:

12. Date of Accident: 13. Time: ☐ A.M. ☐ P.M. 14. How Did Accident Occur?

15. Where Did Accident Occur? 16. Part of Body Injured:

17. I certify that the activity checked above is school sponsored and supervised and is covered under a policy applied for and purchased by the policyholder.

Signature of School Official: Title: Date:

AUTHORIZATIONS AND STATEMENT OF OTHER INSURANCE MUST BE COMPLETED BY PARENT OR GUARDIAN

MEDICAL AUTHORIZATION: I authorize the release of any medical or other information necessary to process this claim, including all data covering this and/or previous confinements and/or disabilities.

PAYMENT AUTHORIZATION: I authorize payment of medical benefits directly to the providers rendering services.

SIGNED: DATE: SIGNED: DATE:

1. Father's Name: 2. Name and Address of His Employer:

3. Mother's Name: 4. Name and Address of Her Employer:

5. ☐ No, we do not have any personal or group medical insurance. I have enclosed a letter from my employer verifying this.

6. ☐ Yes, we do have other insurance. (Please complete #7).

7. Names of other Insurance Companies: Address:

8. ☐ We have no other insurance. We are (please check one): ☐ Self-employed ☐ Unemployed ☐ Disabled

I hereby certify, swear and affirm that the information given above is true and accurate. I fully understand that any willful misrepresentation made by me in an attempt to collect benefits under this policy constitutes fraud and is punishable by law.

Parent or Guardian's Signature: Date:

CLF-FX-15

Transporting Students



- Approved Charter Bus list & Guidelines on Risk Management website
- Cannot use 15 passenger vans – **8 passenger MAX**
- **Students cannot transport other students**
- Parents transporting students that are not their child – verify they have a valid driver's licenses, up to date insurance & permission slips
- Caravans should leave from the school and then return to the school together – one coach or chaperone should be in the front & one in the back
- Coaches transporting students is discouraged, they need to be aware that this is done at their own risk – check limits for medical payments
- **DO NOT** transport **ANYONE** in the bed of a pickup truck!!!

Consent Form & Physical



Must be on file **BEFORE TRYOUTS!!!**

Athlete's Health Records

Pre-participation Physical Exam

The Shelby County Board of Education requires every student participating in sports to receive a pre-participation physical exam, including a general exam and an orthopedic exam, before being allowed to participate in Shelby County Schools sports programs. The general exam should include checks on the student's height, weight, blood pressure, pulse, respiratory health, vision, ears, nose, chest and abdomen. The orthopedic exam should focus on joint flexibility, joint range of motion, and re-examination of past bone and joint injuries.

After completing a pre-activity physical evaluation on _____

(Name of Student athlete)

my recommendations are as follows:

Athletic participation
approved:

☐ Yes

☐ No

Limitations and Special Instructions to the
Coach: _____

Physician's Name _____	Date _____
Address _____	Phone _____
Physician's Signature _____	

Emergency Information

Student's Name _____ Grade _____ Date of Birth _____

Home _____

Address _____

Phone _____

Parent or Guardian's Name _____ Home Phone _____

Address _____ Work Phone _____

Emergency Contact's Name _____ Home Phone _____

Address _____ Work Phone _____

Relationship to
Athlete _____

Insurance Company _____ Policy # _____

Physician's Name _____ Phone _____

Are you allergic to any
drugs? _____ If so, what? _____

Do you have any allergies? (i.e. bee sting,
dust) _____

Do you suffer from: ☐ Asthma ☐ Diabetes ☐ Epilepsy ☐ Heart Condition(s) ☐ Sickle Cell Trait

Are you on any medication? _____ If so, what? _____

Do you wear contacts? _____ Other illness: _____

Informed Consent and Assumption of Risk Form

NOTE: This form must be completed by all students, regardless of grade, intending to participate in any sport. All minor students must sign and have a parent or legal guardian also sign. All forms are to be completed and returned to the appropriate sport representative prior to tryout. Failure of a school to provide a duly executed form will cause the student-athlete to be declared ineligible.

The undersigned, being an adult prospective student-athlete (sometimes referred to herein as "student") or parent/legal guardian of the undersigned minor prospective student-athlete, hereby acknowledges that said student-athlete seeks to participate in a student sports program during the _____ academic school year. The undersigned specifically asserts that the student will comply with all rules and regulations; that s/he is aware that athletic participation requires physical fitness; that the student possesses such fitness; and that some risk of serious injury and even death is involved in sports participation. The undersigned hereby authorizes the release of information and reports concerning the academic standing, medical condition, financial aid, attendance, residency, and disciplinary record of the undersigned student to the above-selected association for the purpose of rule and regulations enforcement. I further authorize the school (or its designee) to provide and perform emergency treatment of any injury or illness the student-athlete may experience if qualified medical personnel consider treatment necessary. I understand that authorization is granted only if I cannot be reached, or the undersigned is under an immediate and imminent threat of permanent debilitation or death.

By providing my initials here, the undersigned acknowledges that s/he has read and understands the following **WARNING: Do not use any helmet to butt, ram or spear an opposing player. This can result in severe head, brain or neck injury, paralysis or death to you and possible injury to your opponent. There is a risk these injuries may also occur as a result of accidental contact without intent to butt, ram or spear. NO HELMET CAN PREVENT ALL SUCH INJURIES.**

(Initials Here)

The undersigned further acknowledges that s/he is aware that participating in sports is a potentially hazardous activity, and that s/he, therefore, assumes all risks associated with participation in the sport in which s/he has selected to participate, including, but not limited to falls, physical and potentially injurious or fatal contact with other participants, the effects that weather may have on the playing conditions of the sport, traffic, and other reasonable risk conditions associated with the sport. The undersigned acknowledges, appreciates and understands all such risks, and agrees to the conditions set forth in this form.

Student's Signature _____	Date _____
Parent's Signature _____	Date _____

(If student is under the age of 18)

Out-of-Town Field Trips



- Ensure proper supervision at all times, including any after game activities such as: shopping, dining out, etc. Do not let students go out by themselves.
- Overnight stays – make sure you are in close proximity of the students & provide specific guidelines with your expectations.
 - **If a serious injury or property damage occurs contact Risk Management prior to your departure!**
- Unexpected Student Athlete Illness – make sure you have enough chaperones that would allow for at least one to remain behind should an athlete become ill; at no time should a student be left unsupervised.

Risk Management Info



- <http://www.scsk12.org/riskmanagement/>
- Jeri Rudolph
 - Office – (901) 416-1993
 - Email – rudolphjl@scsk12.org
 - Cell – (901) 550-9420 (EMERGENCIES ONLY!!!)
- Main Office (901) 416-5515
- Fax (901) 416-1483



GREATER
SCHOOLS.COMMUNITY.

Questions?

SAFETY & SECURITY



Volunteer Process

What is a Volunteer?

A volunteer is a person who renders aid, performs a service, or assumes an obligation of his/her own free will and is not paid for services. (School Volunteers – Policy 7010)

Volunteer Service Levels PreK-12



Level 1 Special Event Volunteers



No direct contact with students

- ☐ Raptor-School will scan the Driver License in the Raptor Scanner



Must be directly monitored and supervised by school personnel **at all times.**

- Speakers
- Program Guests
- Jurors/Judges
- Class Readers
- One-Time Volunteers (Banquets, Dances, etc.)
- Registration Helper



Level 2 Monitored Volunteers



Limited contact with students

- ☐ Volunteer Raptor website
- ☐ Central Office will conduct criminal a web background check



Must be directly monitored and supervised by school personnel.

- Classroom or School Office Assistants
- Daytime Field Trip Chaperones (Within Shelby County)
- Test Monitors/Proctors
- Hall Monitors
- Safety Patrol



Level 3 Unmonitored Volunteers



Direct contact with students

- ☐ Central Office will conduct fingerprinting background check which includes a complete criminal record

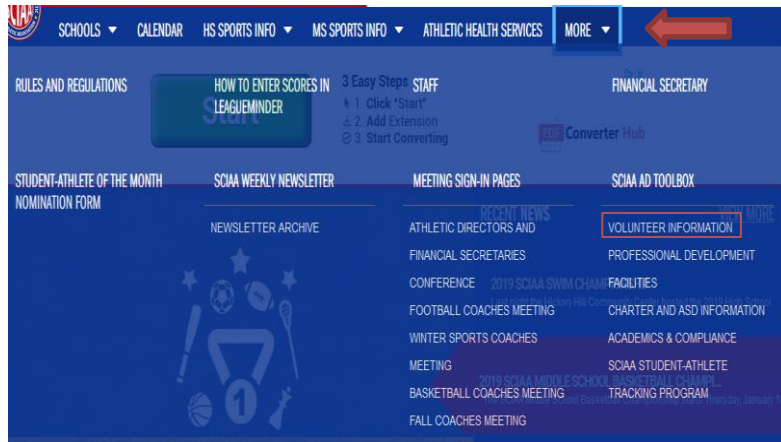


May interact with students without direct supervision of school personnel.

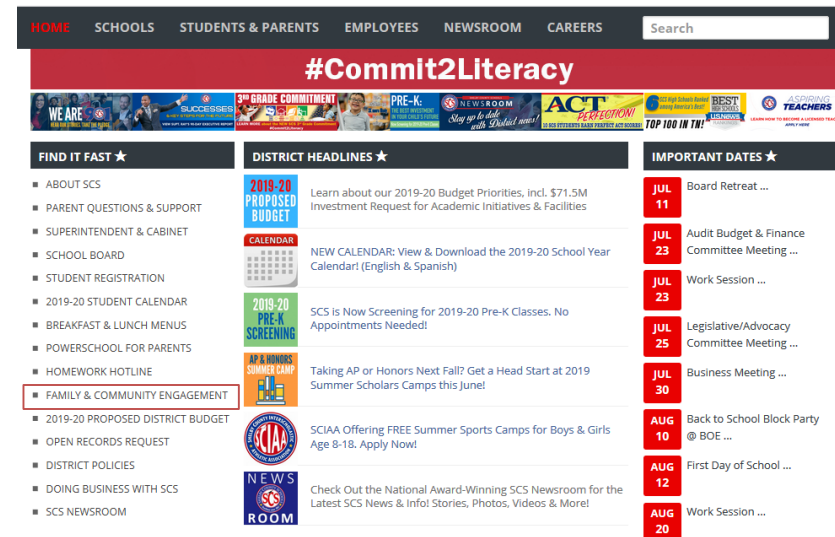
- Overnight Chaperones
- Daytime Field Trip (outside of Shelby County)
- Interpreters
- Mentors
- Tutors
- Athletic Assistants or Coaches
- Group Mentors or Tutors
- Afterschool Assistants (e.g. Dance Team, Band)



<http://sciaa.digitalsports.com/>

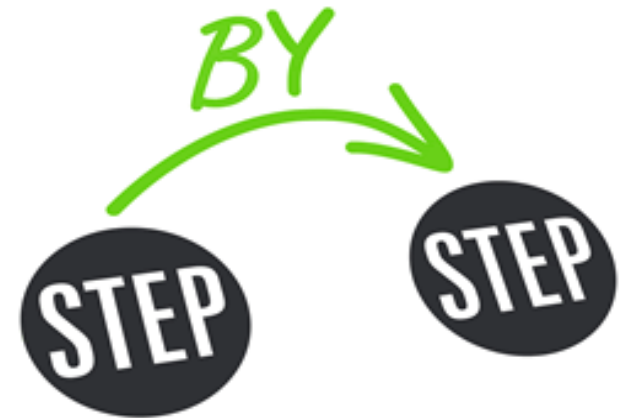


www.scsk12.org



www.scsk12.org/face

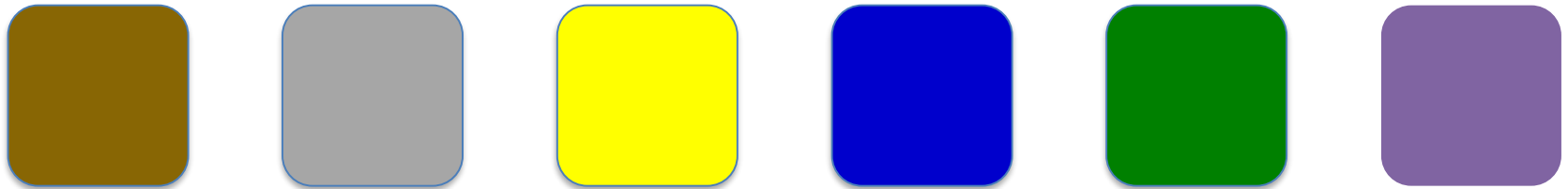
1. Go to www.scsk12.org/face/
2. Click on the **VOLUNTEERS** tab at the top of the page
3. Select the **Level 3** box
4. Watch the volunteer orientation video
5. Click on the **APPLICATION** tab
6. Click **NEXT**
7. Complete the application and click **FINISH**
8. Schedule your fingerprinting appointment (Level 3 new ONLY) by calling the Office of Family and Community Engagement (901) 416-7600





1. The volunteer application can **only** be accessed ~~behind SCS Firewall~~ from ANYWHERE.
2. FACE covers the cost of fingerprinting for volunteers ONLY.

SCS Volunteer Badges: 19-20 School Year Purple



ID Badge for Volunteers



Only approved volunteers receive ID badges.

Office of FACE provides two ID badges per sport

Additional ID badges can be provided for \$10 (cash)

ID badges should be updated every school year

How do
volunteer
coaches receive
ID badges?



Send an email to...



Sara AlWafai
Community Engagement Specialist

alwafaisn@scsk12.org

Office:(901)416-7600

Direct:(901)416-6894

SCS Policies Related to Volunteers



- ⦿ School Volunteers – Policy 7010
- ⦿ Background Checks – Policy 4053)
- ⦿ Visitors to the Schools – Policy 7011
- ⦿ Confidential Student Information – Policy 6003
- ⦿ Mandatory Reporting Procedures for Criminal Offenses (Including Child Abuse and Neglect and Child Sexual Abuse) – Policy 7005
- ⦿ Field Trips and Excursions – Policy 6004
- ⦿ Registered Sex Offenders – Policy 6059

www.scsk12.org/policy

SCS Policies Related to Volunteers



⦿ School Volunteers (7010)

- Volunteering is a privilege, not a right.
- Volunteers serve at the discretion of the principal.
- Volunteers must submit to criminal background checks.
- Volunteers may not use their authority to take advantage of a student in any way.
- The principal, supervisor or appropriate District staff has the right to restrict the types of communication between volunteers and students.

SCS Policies Related to Volunteers



• Background Checks (4053)

- Volunteers must disclose prior charges and convictions.
- The District reserves the right to conduct additional background checks if warranted.
- Individuals refusing to submit to any criminal background check and/or to supply a fingerprint sample required under this policy shall be ineligible to serve as volunteers
- Information obtained by a background check is kept confidential by the district.

SCS Policies Related to Volunteers



◉ Visitors to the Schools (7011)

- All visitors must report to the school office, sign in and out, may be asked to present ID, and wear a visitor's badge.
- The Principal may prohibit visits to his/her school at specific times(i.e., during standardized testing).

SCS Policies Related to Volunteers



• Confidential Student Information (6003)

- “I agree to access confidential student information only with permission from school or district personnel and only if I have a **legitimate educational interest.**”
- “I will not share or release any confidential student information to any other persons, other than school officials who have a **legitimate education interest** in the record.”

SCS Policies Related to Volunteers



• Child Abuse and Neglect and Child Sexual Abuse (7005)

- All personnel shall be alert for any evidence of child abuse or neglect, or child sexual abuse. Individuals who know or have reasonable cause to suspect that any child has been abused, neglected or sexually abused, regardless of the location where the suspected child abuse, neglect or sexual abuse occurred, are responsible for immediately reporting such knowledge or suspicions directly to law **enforcement (901 545-5700) or the Department of Children Services, 1-877-54ABUSE (877-542-2873).**
- The principal shall be notified immediately.

SCS Policies Related to Volunteers



◉ **Field Trips and Excursions (6004)**

- Volunteers serving as field trip chaperones must abide by policy 4053 (Background Check) and serve under the rules of the principal.
- Transportation to school-sponsored field trips should be by school or commercial bus.

◉ **Registered Sex Offenders (6059)**

- Registered sex offenders may not serve as volunteers.

ANTI-HAZING

SCS POLICY 6071

ANTI-HAZING

Scope

This policy applies to all schools, organizations, students, volunteers, third parties, and employees within the Shelby County Schools.

Definitions

Hazing means any intentional or reckless act in this state, on or off LEA [Shelby County Schools] property, by one (1) student acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.¹

POLICY STATEMENT

Shelby County Schools seeks to foster a safe and supportive environment for students to learn and excel in both curricular/co-curricular and extracurricular activities. Therefore, hazing and similar acts are strictly prohibited by any student or organization operating under the sanction of the District. Further, students, employees, and volunteers of the District and other individuals associated with the District are prohibited from engaging in, planning, promoting, allowing, or failing to properly report hazing activities.

Knowledge of hazing activities should be reported in accordance with the policy on Harassment, Bullying, Intimidation, and Cyber-bullying (#6046) and shall be made known to the department responsible for student discipline.

The Superintendent or designee shall make available information regarding hazing. The information should include examples of activities that are not considered hazing such as regular/customary practices/conditioning and examples of activities that are considered hazing including, but are not limited to:

- Paddling
- Branding
- Clean-up duty for new members only
- All forms of physical activity deemed dangerous or harmful. i.e. application of foreign substances to the body
- Forcing, coercing, or requiring students to ingest alcohol, illegal or controlled substance, or any foreign or unusual substances
- Forcing or coercing students to dress in embarrassing or degrading attire or undress inappropriately
- Any act which is likely to compromise dignity, cause shame or cause a person to be the object of ridicule
- Any act undertaken in connection with an initiation of an individual or group for membership to any athletic team, club sport, or student organization

SOCIAL MEDIA

SCS COMMUNICATIONS

OVERVIEW

Over the past few years, social media has become one of the most effective, and most popular, ways for the District to communicate with parents, students and community partners. With over 100,000 followers across our multiple platforms, we have the ability share updates, reminders and emergency notifications immediately. It's not only the District who is having tremendous success with digital communications; schools have also begun to see the benefits of the added communication channels. Currently more than 75 percent of our schools are active on at least one social media platform, and we expect that number to continue climbing.

THINGS TO REMEMBER

- You don't have to be active on every social media platform immediately. Consider talking with your families to see where they're most active, and start there. Twitter is ideal for quick, live updates and communicating with other organizations as well as parents. Facebook encourages more commenting and interaction, and allows for more detailed posts, event pages, etc. Instagram can be tricky – high quality photos/videos are a must!
- Keep your posts simple - Announcements/reminders, upcoming events or photos from around the school. Everyone loves to see learning in action!
- Make sure you're actively promoting pages. Add the links to your website, announce the pages on info you send home to families, announce on your marquee or use SchoolMessenger texts/calls/emails.
- Consider creating a "social media team" with members of your staff to help manage your profile(s).
- **BE ACTIVE!** On Facebook, post a minimum of 2-3/week. Twitter should update at least 3 times/day. New Instagram photos/videos should be uploaded at least 1 time/week.
- **TEAMWORK IS KEY** – Your colleagues and school families are a great source for content! Asking them to send content to you directly or tag you in their photos, events, quotes is a great way to involve the community and make your life easier.

SCS COMMUNICATIONS

SOCIAL MEDIA



KEEPING YOUR BRAND #STRONG

UNIFY YOUR LOGO, COLORS & MASCOT.

Regardless of the sport, you are one team, a school team. Unite under one banner to keep your brand strong- keep the competition outside, don't bring it in.

DON'T STEAL ART- WE CAN MAKE IT FOR YOU.

If you take something off of the internet, you could be in violation of copyright, particularly if it's from a professional or collegiate team- plus it's confusing. We can make a hi-res unique one just for you. Email Robert Labonia- laboniarp@scsk12.org

WORK WITH YOUR PRO.

Your school Public Relations Organizer is trained to help you. Find out who they are and ways you can help your school's social channels.



DIFFERENT BRANDS. SAME TRADEMARK.

Getting Started



DO

- **Connect with your school PRO**
- **Let us know - muellera@scsk12.org**
- **Let your audience know - "follow us!"**
- **Use a generic, shared email account**
- **Have a practical plan**
 - **Is this for the team and/or external?**
 - **What will I do in the offseason?**
 - **Which platform makes the most sense?**



WHAT IS MY GOAL?



Getting Started



DON'T

- **Overload yourself with accts. Start with one and build a team**
- **Leave inactive accounts up**
- **Cross personal with school content**
- **Forget to check your inbox/DM's**
- **Be afraid! Social Media is safe with common sense**

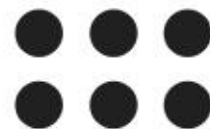


Facebook



- **Suggested strategies**
 - **Contribute to main school page**
 - **FB Group for internal comms.**
 - **Combined athletic page**
- **Best for interaction, conversation, events, planning.**
- **Only platform with "group" function**
- **Largest audience**

Kingsbury High School Athletics
@901KingsburyHighAthletics



Twitter



- **Suggested strategies**
 - **Contribute to main school page**
 - **Combined athletic page**
- **Best for networking, quick updates, and in-the-moment sharing**
- **Lowest maintenance**

@CHighWarriors



Instagram



- **Suggested strategies**
 - **Contribute to main school page**
 - **Combined athletic page**
- **Best for sharing photos and video, reaching students**
- **Use your students!**
- **Great pictures are essential**



@jpfathletics



11:30

Lunch

Vendor Expo

12:30

**Ticket Pick-up on
back of stage**

1:00

New AD Orientation

Auditorium

1:30

**ASD & Charter
School Session**

Gym