

GRANT UNION HIGH SCHOOL

PROSPECTORS



Athletics/Activities

COACHES & ADVISORS HANDBOOK
2023-2024

GRANT UNION HIGH SCHOOL

2023 – 2024 Coaches

FALL ACTIVITIES

Football:
AJ McQuown, Head Coach

Volleyball:
Mariah Moulton, Head Coach

Cross Country:
Sonna Smith, Head Coach

Cheerleading:
NA

Soccer:
Heather Bailey

SPRING ACTIVITIES

Baseball:
RC Huerta, Head Coach

Track:
Sonna Smith, Head Coach

Softball:
Zach Williams, Head Coach

Golf:
Ron Lundbom, Head Coach

WINTER ACTIVITIES

Girls Basketball:
Jason Miller, Head Coach

Wrestling:
Tye Parson, Head Coach (Boys)
Andy Lusco, Head Coach (Girls)

Dance:
Ashleigh Romero, Head Coach

Boys Basketball:
RC Huerta, Head Coach

MISSION

The athletic program at Grant School District #3 is a part of and subscribes to the general aims of the total academic program and justifies itself on its contribution to this total program.

The athletic program exists to help the student athlete. It is our belief that interscholastic athletic competition is one of the greatest motivating forces for students. The desire to excel is fundamental to human nature and finds one of its highest expressions in a wholesome, well-conceived athletic program.

Athletics must be a force for good in the school and community. It has as its greatest contribution the development of loyalty and positive spirit among the students, faculty, and community.

We must remember that we coach student-athletes, not sports or activities. The sport is the vessel for delivering our mission and mentoring young people to better outcomes.

-We seek out young people who need guidance, we don't avoid them because they are difficult or messy.

-We accept them as they are and work to help them grow into great teammates.

-We work with their families to overcome obstacles to their participation.

-We support them as total people, not just for what they can do for our teams, wins, and status. Show up for them. Demonstrate that we value them.

GOALS

The goals of our athletic program are:

1. To encourage the greatest possible number of students to take part in the interscholastic sports within budget limitations.
2. To provide the widest possible variety of activities within budget limitations.
3. To promote the health and physical development of the participants.
4. To promote good sportsmanship, healthful living, and good citizenship.
5. To teach leadership, decision-making attitude in the school and participants.
6. To develop the highest possible degree of individual and team skills.
7. To develop a positive self-image in all participants.

COACHES – CODE OF ETHICS

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, social, moral, and emotional well-being of the individual players.

10. To remember that an athletic contest is only a game – not a matter of life or death for player, coach, school, official, fan, community, state, or nation.
11. Additionally, all coaches will adhere to Code of Ethics presented in the National Federation of High School Sports Handbook.
12. To accept both victory and defeat with dignity and grace.
13. To accept total responsibility for our program, our athletes, our coaches, and our outcomes.
14. To demonstrate the same loyalty to Grant Union High School that we expect from our athletes to our programs.
15. To utilize the established chain of command by bringing our concerns to the people who oversee our school and programs and to respect the decisions of those people regardless of our own desires.

CHARACTERISTICS OF SUCCESSFUL COACHES/ADVISORS

1. Highly orderly, organized people who prefer to plan ahead and be concerned with looking ahead into the future.
2. Tend to be outgoing and warm people who enjoy being with others.
3. Finely developed consciences and are very much in tune with the appropriate values in our culture.
4. Unusually well-equipped by personality and temperament for handling their emotions when under considerable stress.
5. Open, trusting people who are not excessively defensive in their relationships with others.
6. Take charge types of people who actively seek roles of leadership.
7. Prone to blame themselves and accept blame when things go wrong rather than pass the responsibility to someone else.
8. Unusually mature emotionally and would be described as people who would face reality in a direct manner.

THE INFLUENCE OF A COACH

The coach/advisor is in a better position to have a positive influence upon the youth of a school than many other members of the faculty. The coach has an obligation to develop a personality and character which are above reproach. Since most coaches are admired and imitated by young people, the example set by them is of extreme importance. The character-building potential of athletics is closely related to the character of the coach. This expectation follows us into our personal lives. Coaches must remember that we are under constant scrutiny in the community.

Contests furnish a setting for a demonstration of the attitudes of players, whose attitudes are a direct reflection on the coach. A great deal of self-discipline on the part of the coach is required to always let reason rather than emotions guide conduct. To build the correct pattern for your athletes, give the following points your attention.

1. Watch your language. Obscenity and profanity have no place on the bench, in the dressing room, or in fact, in your speaking vocabulary.
2. You can explain defeat, but do not alibi for it.
3. Do not gloat in victory; this is even more offensive than the alibi.
4. Do not be indecisive. Make up your mind.
5. Do not constantly be challenging the decisions of officials, particularly judgment decisions.
6. Do not lose your temper because with it will affect your overall poise.

7. Organize your work well in advance, make a work schedule and perform it promptly and without undue commotion.
8. Do not try to take unfair advantage of the rules.
9. Allow your players plenty of opportunity for leadership training.
10. Building a philosophy to support your own convictions is necessary, but it must not be too different from that of the school and the educational goals of the administration. The coach's job is to develop the individual players and the team into a unit which can give a performance approaching their maximum ability as individuals and as a team. This must be done within the same meaning of the word SPORTSMANSHIP.

THE PROMISE OF THE ATHLETIC DIRECTOR

1. I promise to listen, but I don't promise to agree. I won't ask you to agree with me. I want you to bring me your concerns, questions, and criticism. I will listen until we are both satisfied that I understand your position and rationale. After a decision within the authority of the Athletic Director is made you are expected to carry it out without subversion or gossip. Support the total athletic program and model and inspire loyalty from the students, coaches, and parents in your program. How we treat each other will define how others view our athletic program and school. We must present a unified front toward the community.
2. I will not engage in gossip with athletes, coaches, or parents about fellow coaches. I will discuss coaches and situations with our leadership team to seek advice and guidance. However, I will not do so to malign or disparage you, your program, or your athletes.
3. I will work hard to be frugal with your money so that we will have it for you when your athletes have a need.
4. I will seek and value your input as individual coaches, a council of head coaches, and as part of committees.
5. I will hold you accountable just as you hold your athletes accountable and my superiors will hold me accountable.

SCHOOL DISTRICT #3 ADVISOR/COACHING POSITIONS – EVALUATION PROCEDURES

Each Head Coach Will:

1. Meet with the Athletic Director at the beginning of the season preview the season, establish goals, procedures, and complete paperwork.
2. Conduct a mid-season informal evaluation with the Athletic Director if deemed necessary by either Coach or Athletic Director.
3. Complete the evaluation forms of all assistants, conference with them, and return the completed forms to the Athletic Director.

The Athletic Director will be responsible for:

1. Completing the evaluation of Assistant Coaches.
2. Completing a final evaluation of the Head Coach.
3. Presenting the evaluations to the Building Principal.

The coach has the option of writing rebuttals to the evaluation and submitting them to the Athletic Director.

PLAN OF ACTION PROCEDURES

1. It shall be the goal of Grant School District #3 to work with coaches/advisors to remediate problem areas during a season. Early identification of potential problems will result in improved job performance by members of the coaching staff.
2. The Plan of Action shall consist of the following:
 - a. Identification of problem areas
 - b. Coaches response
 - c. Corrective steps to be taken
 - d. Timelines
 - e. Goals to be achieved
 - f. Remediation
3. The Plan of Action shall be initiated in a timely manner by the Athletic Director. Also, a member of the coaching staff may request assistance through a Plan of Action to resolve an area of concern.
4. Copies of the Plan of Action shall be filed with the Building Principal and the Superintendent.

COACH'S/ADVISOR'S RESPONSIBILITIES

The following are considered as an extension and/or clarification of the job description responsibilities.

I. Year-round responsibilities

1. Recognize that he/she is ultimately accountable for every aspect of his/her program and takes steps to see that it is one of quality.
2. Formulate objectives for the coming sports season in cooperation with the other coaches or specific sport staff.
3. Keep abreast of new knowledge and techniques and encourage assistant coaches to do the same.
4. Possess a working knowledge of rules and regulations regarding his/her sport as presented in the OSAA handbook. Keep abreast of the rules and rule changes of the sport.
5. Be aware of and adhere to all State, District, League, and Grant School District rules, policies and procedures.
6. If there is ANY doubt about a participant's eligibility, either scholastically or with residency, check with the Athletic Director before this student participates in a contest. Ineligible players may practice, but may not play or perform.
7. Maintain quality communication with booster club, parents, and community.
8. Maintain a current first-aid card or the equivalent in sports medicine.
9. Be aware of potential problems in sports litigation. Take steps to prevent situations which may result in liability to self, other staff, or the school district to include the following, but not limited to:
 - a. Maintain accurate permanent records for documentation of injuries.
 - b. Document all written information given to athletes and keep attendance at meetings relating to safety, rules, and policies, i.e., football viewing of safety films.
10. Attend coaches' meetings as called by the Athletic Director and/or Principal.
11. Review status of your budget.
12. Meet with middle school coaches to coordinate program and to review sequence of fundamentals.

13. Inspect all protective equipment to be issued for the coming season. After clearing it with the Athletic Director, discard equipment that is not safe or is beyond repair.

II. Additional seasonal responsibilities

Before the season:

1. Be sure each student has paid his/her fees and completed all of the necessary clearance forms prior to the first practice. No student will practice unless they are cleared. The needed forms are:
 1. Physical Examination
 2. Drug testing agreement
 3. Participation form
 - Medical Release
 - Insurance or an insurance waiver
 - Agreement with student Handbook/Athletic Policies
 - Hold harmless agreement
2. Arrange for a systematic and responsible method of issuing and fitting school equipment to students.
3. Arrange and prepare a first aid kit.
4. Review rules and rule changes with staff.
5. Review with staff the fitting procedures for protective equipment.
6. Review with staff the techniques and actions of a player that are unsafe and could cause serious injury to the player, a teammate, or opponent.
7. Review with staff the safety techniques and fundamentals that will be used in your sport.
8. Review first aid procedures and emergency plan with coaches, trainers, and managers.
9. Inform parents and players of the risks involved in the sport during the required early season parent meeting.
10. Report any unsafe conditions in the practice facility that could result in injury.

During the season:

1. Attend the rules interpretation meeting sponsored by OSAA.
2. Assume supervisory control over athletes and teams. The dressing rooms should be supervised any time they are being used by athletes. Any discipline will be consistent with building and district policies. (See Attached School Code of Conduct).
3. Explain all regulations of the Athletic Training Rules and the Complaint Procedures to student participants and parents within the first week of practice.
4. Clarify to athletes and their parents the criteria necessary to earn a letter award and maintain permanent records, with a copy to the Athletic Director.
5. Have regular communication with the Athletic Director regarding transportation, officials, practice schedules, game management, team concerns/needs, etc.
6. Assume responsibility for care of equipment.
7. Follow the proper procedure for initiating purchase orders.
8. Report any serious student injury immediately to parents, Principal, and Athletic Director. Fill out an Accident Report Form and turn it into the office within three (3) working days.
9. All practices and games are to be supervised by a coach at all times.
10. Organize and schedule practice sessions.
11. Apply discipline in a firm and positive manner, understanding that different athletes require different motivation. Be consistent with district procedures and policies.

12. Emphasize safety precautions and be aware of the best training and injury care procedures. Communicate these to students and parents as appropriate.
13. Conduct himself/herself and his/her team in a professional and ethical manner during practice and contests.
14. Report a summary of all contests to the news media and provide any publicity information that would aid his/her program and the athletic department in general.
15. Develop within the participants ideals of sportsmanship, cooperation, and respect for discipline and authority.
16. Maintain good public relations with faculty/staff, parents, community, and news media. Coaches and advisors should bear in mind that their statements are published and read by people who are for and against the school's program. Consequently, these statements should be carefully weighed and considered before they are given to the news media.
17. Provide accurate records and keep current information needed to compile eligibility lists, grade checks, and other reports.
18. Should an athlete quit a sport make certain that all of his/her equipment is returned and checked in immediately and notify the Athletic Director.
19. Turn in the following to the Athletic Director:
 - a. An alphabetical squad list as soon as the squad is set and correct as necessary.
 - b. A roster, with all necessary personal data at least one week before the first contest (i.e. number, height, weight, year, position, etc).
 - c. Make a list of transfer students so that state certification may be completed.
 - d. A typed alphabetical list of award winners immediately following the season.
20. Before the first bus trip, review proper bus conduct and the schools' return policy; boys and girls are to sit separate.
21. Notify the Athletic Director of any suggested changes to the facilities.
22. Make sure you have a copy of the medical release form in your first aid kit.
23. Explain to the athletes their responsibilities for taking care of equipment, lockers, towels, etc.
24. Turn in program information for the first game of the season to the Athletic Director.
25. Turn in program information changes in time to have them appear in the next game program.
26. Frequently remind athletes of eligibility and conduct requirements.
27. Frequently inspect protective equipment to see that it is in good repair and properly fit for use.
28. In case of serious injury, secure all equipment involved and retain in actual condition.
29. Consider video taping various practice sessions showing fundamentals taught, terminology used, etc.
30. Keep dated records of the following:
 - a. Safety information or warnings discussed with or sent home to players and parents.
 - b. Films about rules, fundamentals, safety, etc. shown to players and parents.
 - c. Rules clinics put on by local officials' association.
 - d. Practice schedule for each day (include safety techniques emphasized in each drill).

End of season:

1. Arrange for the systematic and timely return of all school equipment and hold the athlete responsible for all equipment not returned. Notify the Athletic Director of any equipment not returned. The equipment will be returned and/or the athlete charged for the missing equipment within five (8) school days of the last contest, or before the athlete turns out for another sport. Head Coach is responsible for ensuring equipment is returned and inventory submitted to Athletic Director.

2. Arrange for issuing certificates, letters, and special awards at assemblies, sport socials, team potlucks, etc. Coordinate dates and times through the Athletic Director's office for out of school socials.
3. Arrange for cleaning, storage, and inventory of all equipment within two (2) weeks of the last contest.
4. Be concerned with the care and maintenance of his/her facility by making recommendations concerning maintenance and improvements.
5. Turn in and discuss with the Athletic Director the proposed budget for the following year.
6. Submit recommendations to the Athletic Director for proposed schedule of contests.
7. Maintain records of team and individual accomplishments and submit with end of season's participation report to the Athletic Director.
8. Submit evaluations of all assistant coaches to the Athletic Director within seven (7) days after the last contest.
9. Submit a complete list of all the awards and letters.
10. Participate in any league meetings called for the selection of an All League team.
11. Send all damaged equipment to be repaired or request it to be discarded.
12. Evaluate injuries that occurred during the season to see how they relate to specific drills, techniques.
13. Remind staff to renew CPR, first aid, OSAA Trainings, and sports medicine cards for the coming season.
14. Evaluate assistant coaches with the Athletic Director.

BLEEDING, OPEN WOUNDS, BLOOD ON UNIFORM

The following is the National Foundation policy concerning bleeding, open wounds, and blood on the uniform:

A contestant or coach who is bleeding, who has an open wound, or who has blood on his/her uniform, shall be prohibited from participating further in the contest until appropriate treatment has been administered. If medical care or treatment can be administered in a reasonable amount of time, the individual would not have to leave the contest. The length of time that is considered reasonable is official's judgment.

CONFLICT OF ACTIVITIES

If a student has a conflict of activities or practice for an activity (scheduled at the same time), the following steps are to be taken:

Step 1. The two advisors try to resolve the conflict by a schedule change.

Step 2. If a schedule change is not possible, the advisors shall try to reach a mutual agreement that will most benefit the student.

Step 3. If the two advisors cannot reach a mutual agreement, the student and parents will make the decision.

****When a conflict between a family activity and school activity arises and the student has submitted a written request from a parent two weeks in advance, then that student will be excused from the activity without consequence. Parents and participants in activities recognize that there are possible negative effects from being absent from activities.**

MAIL BOXES

Mail boxes must be checked daily and kept clean and empty.

ACTIVITY LISTS: STUDENTS

It is the responsibility of an event sponsor to provide the Vice Principal/Athletic Director's Office, or to the Administrator where appropriate, with an up-to-date list of those students who will be absent from class in pursuit of extra-curricular glory. Any student participating in an extra-curricular activity which requires him/her to miss class SHALL NOT BE COUNTED ABSENT IN THE ROLL BOOK. Please see that all lists are in the office no later than 8:00 a.m. on the day of the event. On the page, indicate the activity, the date of the activity, excuse from class time (no earlier than 15 minutes before departure time), and departure time. The list must be in alphabetical order. Students will not be released until a list is printed.

ABSENCE FROM PRACTICE

Coaches must attend all regularly scheduled practices. If for any reason a coach must be absent, he/she MUST inform the office before noon so that other arrangements can be made to cover practice or cancel practice. This is necessary so that bus schedules may be altered or other practices moved to a more convenient time.

COMMUNICABLE DISEASE PRECAUTIONS

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a greater risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Precautions for reducing the potential for transmission of these infectious agents should include, but not be limited to the following:

1. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
2. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or body fluids. Wash hands immediately after removing gloves.
3. The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete may participate.
4. Clean all blood contaminated surfaces and equipment with a solution made from a 1-100 dilution of household bleach or other disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels, and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and disposal of bodily fluids and contaminated items.

TITLE:	Head Coach
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Shall possess the personal and professional qualities which will insure a high quality of leadership and instruction. 2. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities. 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
REPORTS TO:	Athletic Director, when applicable, or Building Principal.
JOB GOAL:	To conduct a program, in a particular sport, which recognizes the needs, capacities, and welfare of all participants at their respective age and grade level, and provides an opportunity for the maximum development of performance skills, good sportsmanship, fair play, and ethical conduct.
PERFORMANCE RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. <u>Has full responsibility for the overall supervision of the program including, junior high, frosh-soph, and JV programs. This includes Head Coach involvement of hiring, renewing and non-renewing of all assistant/junior high coaches.</u> 2. Encourages all prospective candidates to turn out for the team, encourages good scholarship and desirable pupil-teacher relationships. 3. Sees that the dressing rooms, equipment rooms, his/her office, the playing fields, and the floors are always neat and clean. His/her players and managers should be carefully and completely instructed in this respect. 4. <u>Supervises locker rooms closely;</u> making sure that all student/player property is secure and safe. Sees that the players do not damage or deface property or in any way detract or interfere with the host schools' program when an athletic team is on an away-from-home trip. 5. Explains and enforces rules and regulations pertaining to conditioning of players and training rules affecting the health and safety of the players. 6. Is responsible for the safety and welfare of each student making the trip. Must accompany the team to the game and home from the game on the player/coach bus; unless other arrangements have been approved by the Athletic Director or Building Principal. 7. Sees that all team members present a neat appearance while traveling. 8. <u>Sees that all team members ride the team bus to and from all athletic events unless released by the coach to his/her parents or legal guardians.</u> To release a player to other than a parent, a note signed by a parent, and approved by the administration, must be presented to the coach before the team departs from the school. It is good practice to take care of this at least one day prior to the trip. 9. Always conduct themselves as ladies or gentlemen before the public no matter what the circumstances. 10. Is responsible for the selection of their own managers, and shall be responsible for the manager's conduct during team practices, participation, and travel. 11. Is responsible to the conduct of all coaches and players under his/her jurisdiction. 12. Is responsible for all of the equipment used in their sport and is solely responsible for seeing that all equipment is checked back in. 13. Makes sure that physicals are current, students must have one every two years (7th-9th-11th grades), with parents' signature form permission to participate, before they begin practice. These forms are available from the Athletic Director or the Building Principal. 14. Must notify the parent or guardian, and complete the appropriate insurance and accident forms when a participant is injured. 15. Does not leave a practice unsupervised; if unable to be there, cancels practice. STUDENTS MUST BE SUPERVISED AT ALL TIMES. Negligence in this area may leave personnel liable for legal action. 16. IS THE LAST ONE OUT OF THE DRESSING ROOMS AND GYMS AT ALL TIMES. Makes sure everything is in order before locking up. 17. Upon the return from an away activity, a coach must wait/supervise players until all have been picked up. 18. Reports to the Athletic Director all information needed to complete the OSAA eligibility forms, one week prior to the first contest. 19. Must complete a post season inventory before the season will be declared officially over. 20. Shall turn in budget requests for all levels of their program. 21. Realizes that a coach has an ethical obligation to any player who is ill or injured. The health of the player is always the most important factor to consider. Students must be in school all day the day of the activity, and if that is on Saturday, they must be in attendance on Friday, unless the absence has been prearranged through the office and approved by the administration.

22. Does not allow a student to participate in more than one sport per sport season.
23. Insists that all participants mark personal equipment to discourage borrowing and curb stealing.
24. Does not allow any student in possession of equipment belonging to the athletic department, or, equipment from a prior sport season to participate in any athletics until the equipment is returned or paid for.
25. Uses the appropriate Purchase Order for any purchases with Athletic Directors signature prior to ordering.
26. Athletic Director will submit travel schedules for away trips at least seven (7) days in advance of the season beginning.
27. The Athletic Director will do the scheduling of events. Coaches are to make recommendations to the Athletic Director of their preferences.
28. Never allows a student in the whirlpool unattended.
29. Does not allow students in the equipment room.
30. Keeps all equipment numbers, along with a list of students to whom it is issued, and informs the students of said list so that they will keep track of equipment they were issued.
31. Supports each coach and tries to attend the games, meets, matches, plays, and concerts when possible. He/she is expected to support the entire program and to be an active participant in striving to improve the athletic program as well as the total educational program.
32. Sees that all OSAA and Blue Mountain Conference constitutional by-laws are followed.
33. Attends appropriate league meetings.
34. Conducts all staff meetings and is in charge of all tryouts, practices, team meetings, and athletic contests insofar as the team is involved. Meets, at the end of the season, with other coaches in their respective sport, to discuss where improvements may be made. In conjunction with the AD is responsible for evaluations of assistant coaches and their program.
35. Keeps and turns in to the office, all receipts for purchases of equipment, meals, and gas, etc.
36. Does not allow swearing on the part of students or coaches in practice, games, or in the dressing rooms.
37. Does not allow an off-season sport to be played or practiced until after the end of the current sport.
38. Head Coach of each sport submits in writing to the Athletic Director his/her recommendations for lettering in that sport. Once approved, the criteria must be given to each participant and parents.
39. Performs such other tasks, related to coaching, which may from time to time be assigned by the Athletic Director or Building Principal.
40. Must be certified through the NFHS Coaches Certification Program formerly (ASEP).
41. Needs to attend/carry a current First Aid Card.
42. Must be Mini-Bus certified.

CONDITIONS OF EMPLOYMENT:

1. Assignment for a coaching position is for one school year only.
2. Seniority shall not be considered in selection of a head coach nor assistant coaches unless skill and ability are equal in each sport. The most able, trained, and skilled shall be the head coach and assistant coaches in each sport except as hereinafter limited.
3. No person shall be head coach in more than one sport, unless the administration feels that it is reasonable and necessary. However, a person being a head coach in one sport may be an assistant coach in other sports. No person shall engage in coaching two sports at the same time.
4. No coach shall allow a student to participate in after school activities while same interferes with a student's academic work, nor while suspended from school or activities for disciplinary reasons.

TERMS OF EMPLOYMENT:

The contract for coaching will be on a separate contract. Number of working days shall correspond with the number of days in that particular activity season. Salary shall be set by the current collective bargaining contract.

EVALUATION:

Performance of this job will be evaluated annually by the Athletic Director in accordance with provisions of the District Policy.

TITLE:	Assistant Coach
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Shall possess the personal and professional qualities which will insure a high quality of leadership and instruction. 2. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities. 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
REPORTS TO:	Head Coach/Athletic Director/Building Principal.
JOB GOAL:	To assist the Head Coach in conducting a program, in a particular sport, which recognizes the needs, capacities, and welfare of all participants at their respective age and grade level, and provides an opportunity for the maximum development of performance skills, good sportsmanship, fair play, and ethical conduct.
PERFORMANCE RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Encourage all prospective candidates to turn out for an athletic team, encourage good scholarship and desirable pupil-teacher relationships. 2. Have an understanding of the rules and regulations regarding the sport as presented in the OSAA handbook and BMC Constitution and By-Laws. 3. Report to the Head Coach and teaches the basic fundamentals of the sport as directed by the Head Coach. 4. Keeps the safety and welfare of his/her athletes above all other considerations. 5. <u>Carries out the athletic program which has been established by the Head Coach.</u> 6. Reports and records any injury requiring medical attention immediately. 7. Is responsible for the condition of his/her facilities following a practice. All doors shall be locked and lights turned off. 8. Must know and understand all athletic and coaching regulations and procedures of the district. 9. Supervises any bus trip (to and from a contest) in which his/her athletes are involved. 10. Sees that all team members present a neat appearance while traveling. 11. Sees that the players do not damage or deface property or in any way detract or interfere with the host schools' program when an athletic team is on an away-from-home trip. 12. Sees that all team members ride the team bus to and from all athletic events unless released by the coach to his/her parents or legal guardians. To release a player to other than a parent, a note signed by a parent and approved by the administration, must be presented to the coach before the team departs from the school. Students cannot stay overnight and meet the team the next day for a contest. If the team comes home, all come home. 13. Always conduct themselves as ladies or gentlemen before the public, no matter what the circumstances. 14. Is responsible for the selection of their own manager's, and shall be responsible for the manager's conduct during team practice, participation, and travel. 15. Does not leave a practice unsupervised; if unable to be there, cancel practice. Students must be supervised at all times. Negligence in this area may leave personnel liable for legal action. 16. Make sure that a completed physical form (for 7th, 9th, and 11th grades) and parent's signatures for permission to participate have been obtained before they begin practice. 17. Must notify the parent or guardian, and complete the appropriate insurance and accident forms when a participant is injured. 18. Reports to the Head Coach and Athletic Director, any addition in team rosters throughout the season for OSAA clearance before practice is allowed. 19. Assist the Head Coach with a post-season inventory. 20. Assists the Head Coach in determining budget requests. 21. Submits a travel schedule for away trips at least seven (7) days in advance of the season beginning. 22. The Athletic Director will do the scheduling of events. Coaches are to make recommendations to the Athletic Director of their preference 23. Never allows a student in the whirlpool unattended. 24. Does not allow students in the equipment room. 25. Keeps all equipment numbers, along with a list of students to whom it is issued, and informs the students of said list so that they will keep track of the equipment they were issued. 26. <u>Supports each coach and tries to attend the games, meets, matches, plays, and concerts when possible.</u> 27. Must be Mini-Bus certified 28. Must be certified through the NFHS Coaches Certification Program formerly (ASEP). 29. <u>When assistant coaches are given JV coaching assignments, their system of play will be designated by the Head Coach.</u> He/she will have the same responsibilities as listed for head coach, where applicable. 30. Meets, at the end of the season, with the other coaches in their respective sports, to discuss where improvements may be made. 31. Keeps, and turns in to the Athletic Director, all receipts for purchases of meals, gas, etc. 32. Performs such other tasks, related to coaching, which may from time to time be assigned by the Head Coach or Athletic Director.

TITLE: Volunteer Coach

MINIMUM QUALIFICATIONS: Shall possess the personal and professional qualities which will insure a high quality of leadership and instruction. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Head Coach/Athletic Director/Building Principal

JOB SUMMARY: To assist the Head Coach/Assistant Coach in conducting a program, in a particular sport, which recognizes the needs, capacities, and welfare of all participants at their respective age and grade level, and provides an opportunity for the maximum development of performance skill, good sportsmanship, fair play, and ethical conduct.

PERFORMANCE RESPONSIBILITIES:

1. Have an understanding of the rules and regulations regarding the sport as presented in the OSAA Hand book and BMC Constitution and By-Laws.
2. Report to the Head Coach, and teaches the basic fundamentals of the sport as directed by the Head Coach.
3. Keeps the safety and welfare of his/her athletes above all other considerations.
4. Carries out the athletic program, which has been established by the Head Coach.
5. Reports and records any injury requiring medical attention – immediately.
6. Must know and understand all athletic and coaching regulations of the District.
7. Sees that the players do not damage or deface property or in any way detract or interfere with the host schools' program when an athletic team is on an away-from-home trip.
8. Always conduct themselves as ladies or gentlemen before the public, no matter what the circumstances.
9. Does not leave a practice unsupervised; if unable to be there, cancel practice. Students must be supervised at all times. Negligence in this area may leave personnel liable for legal action.
10. Assist the Head Coach with post-season inventory.
11. Assists the Head Coach in determining budget requests.
12. Supports each coach and tries to attend the games, meets, matches, plays, and concerts when possible.
13. Volunteer Coaches will follow under the supervision of head coach's system of play.
14. Meets at the end of the season with the other Coaches in their respective sports to discuss where improvements may be made.
15. Performs such other tasks, related to coaching, which may from time to time be assigned by the Head Coach or Athletic Director.
16. Must be certified through the NFHS or the ASEP Coaching program by attending the next regular scheduled District #3 training. This can be done on the osaa.org web site.

CONDITIONS OF INVOLEMENT:

1. Background check will be performed prior to the volunteer working with Grant School District #3 students/athletic programs.
2. Grant School District #3 reserves all rights in the assignment of volunteer coaches.
3. Paid leave not available to volunteer coaches.

Building Principal/ Athletic Director:_____

Head Coach:_____

Volunteer Coach:_____

DATE:_____

AREAS OF RESPONSIBILITY IN CONTEST MANAGEMENT

SPORT	COACH	MAINTENANCE	SUPERVISOR
F.B.	<ul style="list-style-type: none"> ▪ Videotaping ▪ Game ball ▪ Ball boys ▪ Statistics Book ▪ Reporting game ▪ Rule Book 	<ul style="list-style-type: none"> ▪ Placing and removing markers, flags, and padding ▪ Line field ▪ Benches ▪ Check benches ▪ Check score clock ▪ Check/clean press box ▪ Ready concession stands and restrooms ▪ Turn field lights on before game and off after game 	<ul style="list-style-type: none"> ▪ Ticket personnel ▪ Chain gang ▪ Supervision ▪ Announcer ▪ Doctor Ambulance ▪ Scorer/timer ▪ Media ▪ Officials ▪ Programs to field
J.V. F.B.	<ul style="list-style-type: none"> ▪ Scorer/timer ▪ Game ball ▪ Ball Bags ▪ Statistics book ▪ Reporting game ▪ Rule Book 	<ul style="list-style-type: none"> ▪ Placing and removing markers, flags, and padding ▪ Line field ▪ Benches ▪ Check benches ▪ Check score clock ▪ Check/clean press box ▪ Ready concession stands and restrooms ▪ Turn field lights on before game and off after game. 	<ul style="list-style-type: none"> ▪ Officials ▪ Chain gang ▪ Scorer/Timer ▪ Doctor Ambulance ▪ Supervision
X-C	<ul style="list-style-type: none"> ▪ Trail layout ▪ Trail markers ▪ Numbers ▪ Timers ▪ Report scores 	N/A	<ul style="list-style-type: none"> ▪ Supervision
SOC.	<ul style="list-style-type: none"> ▪ Game Ball ▪ Statistics book ▪ Goal Set-Up ▪ Scorer/Timer 	<ul style="list-style-type: none"> ▪ Field preparation 	<ul style="list-style-type: none"> ▪ Officials ▪ Supervision
V.B.	<ul style="list-style-type: none"> ▪ Game Ball ▪ Scorebook ▪ Reporting contest ▪ Videotaping ▪ Line Judges 	<ul style="list-style-type: none"> ▪ Erecting nets ▪ Clock ▪ Clean floor ▪ P.A. ▪ Score table 	<ul style="list-style-type: none"> ▪ Ticket ▪ Personnel ▪ Announcer ▪ Supervision ▪ Stopwatch ▪ Officials
WRES.	<ul style="list-style-type: none"> ▪ Roll out mats ▪ Clean mats ▪ Tape mats ▪ Put mats away ▪ Scorebook ▪ Rule book ▪ Report match 	<ul style="list-style-type: none"> ▪ Score table ▪ Clock ▪ P.A. ▪ Bleachers ▪ Clean floor 	<ul style="list-style-type: none"> ▪ Ticket ▪ Personnel ▪ Announcer ▪ Officials ▪ Supervision ▪ Timer

SPORT	COACH	MAINTENANCE	SUPERVISOR
BX	<ul style="list-style-type: none"> ▪ Game ball ▪ Scorebook ▪ Stat keepers ▪ Rule book ▪ Videotaping ▪ Report game 	<ul style="list-style-type: none"> ▪ Score table ▪ Bleachers ▪ Clock(s) ▪ Clean floor & at ½ ▪ Time ▪ P.A. 	<ul style="list-style-type: none"> ▪ Timers ▪ Officials ▪ Ticket ▪ Personnel ▪ Supervision ▪ Media ▪ Announcer ▪ Scorekeeper
J.V. BX	<ul style="list-style-type: none"> ▪ Game ball ▪ Scorebook ▪ Stat keepers ▪ Rule book ▪ Report game 	<ul style="list-style-type: none"> ▪ Score table ▪ Bleachers ▪ Clock(s) ▪ Clean floor ▪ P.A. 	<ul style="list-style-type: none"> ▪ Officials ▪ Scorer/timers ▪ Supervision
BB	<ul style="list-style-type: none"> ▪ Report game ▪ Game balls ▪ Scorer ▪ Bat boys/girls ▪ Scorebook ▪ Rule book 	<ul style="list-style-type: none"> ▪ Field preparation 	<ul style="list-style-type: none"> ▪ Umpires ▪ Supervision ▪ Ticket personnel
TRCK	<ul style="list-style-type: none"> ▪ Report scores ▪ Field marking ▪ Setting up pits, hurdles, etc. ▪ Event workers 	<ul style="list-style-type: none"> ▪ Clean field 	<ul style="list-style-type: none"> ▪ Supervision
GOLF	<ul style="list-style-type: none"> ▪ Coordinate w/golf course ▪ Spotters ▪ Report scores 	N/A	<ul style="list-style-type: none"> ▪ Supervision

TRANSPORTATION REGULATIONS

1. The bus rules set down by the Transportation Director will be followed.
2. A student must ride to all contests with the team on school provided transportation unless prearranged with the Athletic Director one day in advance. Students may return from a contest with a parent after providing a note to the coach. Students may not ride home with anyone other than a parent without a request submitted by a parent to the Athletic Director or Principal one day in advance either in writing or via direct communication (physical note or email). Parents must ensure that their communication was received and approved prior to planning for students to travel home with an adult other than their parent. Exceptions will be made for emergency situations. A student may not stay overnight after a contest/game and meet the team the next day for the next contest without administrator consent.
3. The bus driver may stop the transportation of the athletic participants to a contest when the bus conduct of the participants is a distraction or in direct violation of the district's bus regulations.
4. It is the coaches' responsibility to see that the participants are properly supervised.
5. It is the responsibility of the participants and the coach to leave the bus in a clean condition. Eating/drinking on the bus should be kept to a minimum and allowed only with the permission of the driver.
6. There will be only small radios/tape players with head phones on the bus.
7. On a co-ed trip see that the two sexes are separated and the coaches are between both groups.
8. The coach will discourage any excess loud noise from any rider under his/her supervision.
9. Transportation Requests. All requests for transportation for trips are to be made on forms provided by the District, at the beginning of the season. Additional trips or changes should be made at least one week in advance.
10. Travel Expense. Advance approval MUST be obtained from the administration before the District will be obligated to reimburse any staff member for any expenses. This includes mileage expenses. When possible, district vehicles will be used rather than personal cars. Use of school vehicles must be approved in advance. Itemized vouchers (with receipts) must be submitted with the purchase order for reimbursement.
11. Students cannot stay overnight and meet the team the next day for a contest without advanced approval of the Athletic Director.

GUIDELINES FOR USE OF SCHOOL DISTRICT VEHICLES DURING THE SUMMER

1. Groups using vehicle/buses must have a qualified driver. For Type 10 Vans with a 10-passenger capacity, the driver must have a valid first aid card plus a training session regarding operation of the van. If the District provides a driver, the group must pay the driver his/her hourly rate plus expenses.
2. Van(s) used by groups must involve school students and be an extension of a currently existing academic or athletic school program in the District (i.e. Science Club, FBLA, Band/Choir, Athletic Camps, etc.).
3. Groups using vans must be chaperoned by employees of the School District (i.e. teachers, coaches, advisors, etc.).

4. Groups using vans will return them in the same clean condition as when taking them. If not, a cleaning fee will be billed to the issuing group and that group will be prohibited from any additional usage.

USE OF MINI-BUS

The driver shall:

1. Possess a valid Oregon Driver's License, appropriate to the vehicle being driven.
2. Maintain a valid first aid card.
3. Not operate the Mini-Bus with more passengers than the rated capacity.
4. Instruct passengers to use seat belts at all times the vehicle is in motion.
5. Not permit anyone else to operate the vehicle.
6. Make sure that all aisles are kept clear.
7. Make sure all rear doors are unlocked during operation.
8. Not permit signs of any kind attached to the Mini-Bus.
9. Secure any article in the passenger compartment likely to cause injury in the event of an accident.
10. Not fill the fuel tank while passengers are in the vehicle or while the motor is running.
11. Not leave the mini-bus with passengers aboard until the motor is shut off, and the brakes set.
12. Report to the proper official any deficiency or malfunction of the bus.
13. Not drive more than three hours continuously without taking a 15-minute break.
14. Drivers shall inspect the following prior to each trip or each day of a trip, unless the inspection is performed by other designated employees:
 - a. windshield and wipers
 - b. all outside lights
 - c. service door, emergency door, and buzzer
 - d. tires and wheel lug nuts
 - e. battery, belts, oil, and coolant levels
 - f. horn
 - g. brakes
 - h. steering
 - i. exhaust system
 - j. see that lights, windshield, and mirrors are clean
 - k. emergency equipment

LEGAL ASPECTS

Coaches/Advisors should be aware that they are living in a time when society is "suit conscious". Coaches/Advisors should take care that they provide adequate supervision and safe conditions for participants at all times.

SCHEDULING CONTESTS/ACTIVITIES

All activities and athletic contests are to be scheduled by the Athletic Director with input from the coach/advisor in charge of the activity. Any contests scheduled by the coach/advisor will be taken on advisement by the Athletic Director. The majority of the contests in which Grant Union participates are determined by Blue Mountain Conference one year in advance. Contest starting times are not changed without approval of the Athletic Director and proper notification to the press and radio station.

Discuss and obtain approval of any modifications to the regular schedule through the Athletic Director; i.e. overnight instead of coming home, changes in meal plans, etc.

Facilities at the High School are scheduled through a Master Calendar of events involving night classes from BMCC, continuing education, and other community events. A calendar will be issued weekly to those involved. Contest limitations determined by the Grant School District #3 board of directors are as follows: Football – 9, Volleyball – 18, Wrestling – 14, Basketball – 24, Baseball – 26, Softball – 26, Track – 12, Golf – 10 rounds, and Cross Country-12.check for compliance

FINANCES/PURCHASE ORDERS

Allocations for the various athletic/activity programs are set by the School District Budget Committee and must be used as a basis of all purchasing by a coach/advisor.

Purchase orders are available in the office for purchasing items included in the allocation. **All purchases must be approved in advance by the Athletic Director/Administrator** and referred to the bookkeeper to determine dollars available and to assign the proper code numbers. All fundraising activities must have prior approval of the Athletic Director. The Athletic Director will consider Title IX compliance in the approval process. Once approved the item(s) may be ordered.

ATHLETIC AWARD PROGRAMS/BANQUETS

Athletic award programs are to be scheduled in advance through the Athletic Director. If special arrangements are needed provide the information to the Athletic Director so that it may be considered. All programs are to be advertised on the radio, etc. to ensure that parents are aware of the event. There shall be no more than one awards program per sport area (i.e. football, volleyball, boy's basketball, girl's basketball, wrestling, track, baseball, and dance team). The cheerleaders are to be included in the appropriate banquets. Athletic awards need to take place within a two-week time period of the season ending unless an extension is approved by the Athletic Director.

COACH/ADVISOR STANDARDS – DRESS LANGUAGE

Coaches/Advisors are considered as an example to the students when in a supervisory position. Coaches must refrain from language (swearing) that is inappropriate; any use of a tobacco product within the vision of a student or participant; and visible possession of tobacco product in pocket.

Coaches/Advisors representing Grant School District No. 3 are to dress appropriately when involved with the students in a supervisory capacity. This includes both home and away contests.

SUNDAY/HOLIDAY PRACTICES

Practices may not be held on any Sunday or school holiday, without approval of the Athletic Director.. Practices will not be held on Friday mornings unless approved by the Athletic Director and Principal. Likewise, all practices held during a vacation period must have prior approval of the Administration. Typically, practices will only be allowed during the custodian's workday when they are on duty.

OPEN GYM POLICY

1. All open gyms must be scheduled with the Athletic Director.

2. Open gym will be permitted during the 4 weeks prior to start of the next season for Winter and Spring Sports. Open gym during Spring Season will be allowed the final 3 weeks prior to the end of the Association Year.

For 2023/2024 School Year:

Fall Open Gyms start October 16 (first practice of winter November 13)

Winter Open Gym start January 29 (first practice of spring February 26)**

Spring Open Gym start May 6 (End of Association Year May 27)

**Feb 12 rule of 8 for baseball/softball pitchers/catchers only for
“conditioning of arms.”

3. Open gyms will not occur during regular season practice times or other times prohibited by the handbook (Holidays and Sundays).
4. Open gyms must follow the regulations set by the OSAA (rule of 2) and be a recreational activity with zero coaching occurring.
5. Coaches must discuss their plans for open gyms with the Athletic Director and have a plan for logistics such as supervision, participants, and use of the facilities.
6. Open gyms include any facility owned or controlled by the school district.
7. Open gyms include any coach on staff for Grant Union Athletic, whether utilizing a district facility or not.
8. The weight room may be opened at any point in the year by coaches for the purpose of strength and agility training. Participation is optional and coaching may not occur (beyond safe technique for lifting). Open weight room times must be openly advertised throughout the school and all students invited to participate. Open weight room times may occur during any time outside of regular season practice time. If they occur during regular season practice times, they may only overlap practice time by one hour or less at the end of practice and must extend after practice time for an equal length of time to provide opportunity for in-season athletes to participate. Example: If regular season practice time ends at 6:30, then open gym may go from 5:30-7:30 (the total time frame split evenly over the end of practice time).

EJECTION POLICY

It is the responsibility of the individuals to cover the cost of fines that are a result of a player/coach ejection or rule violation. Fines for ejections or violation of rules will not come out of the athletic budget. If the fine is a result of a rule violation, the fee will be paid by the group or individual responsible for the violation.

FUNDRAISING POLICY

At Grant Union Jr/Sr High School it is understood that fundraising for athletic groups is done so with the intent of improving programs and to benefit student-athletes.

Recognized Purposes for Fundraising:

1. Support activities of school organizations that benefit the student body.
2. Provide supplemental funds that help defray the costs of optional activities that support school programs.
3. Provide supplemental supplies or equipment that enhance the programs and/or facilities.

Consideration for Approval of Fundraising Activities:

1. Fundraiser does not detract from or conflict with the greater fundraising efforts of the school.

2. Fundraiser promotes team of school community.
3. Fundraiser provides student-athletes with a positive philanthropic experience.
4. The project cannot be covered through the school's annual operational budget.
5. Fundraisers are benefit programs and not individual students.
6. Clear purpose for use of funds is defined in fundraising activity.

Fundraising Guidelines:

1. Fundraising efforts will be limited to \$8,000 (per High School program) and \$3,000 (per Middle School program) total funds raised for an academic year and. This is to include:
 - I. Funds raised from running concessions
 - II. Funds received as part of sponsorship
 - III. Funds received as part of donations
2. If fundraising efforts exceed the designated amount the additional funds raised will be transferred to the Athletic Special Projects account to be managed in a way that benefits all programs.
3. All funds will be processed through the Grant Union Jr/Sr High School Student Body accounts.
4. Funds received from fundraising efforts need to be deposited in a timely manner through the Grant Union Main Office.



Grant Union Jr/Sr High School Fundraising Form



Submit to Athletic Director 2 weeks prior to event

Team Soliciting Funds	Date of Submission
Faculty/Coach	Date(s) of Fundraiser
Description of Fundraising Activity/Event	
How much money do you expect to raise from this fundraiser?	
What are your estimated expenses?	
<i>The Grant Union Ordering system must be used to make any necessary purchases to cover expenses for fundraiser. Purchase Order forms must be submitted to the Grant Union Office 3 business days before funds are needed. All Purchas Orders need to be approved by athletic director/administration.</i>	
What will the profits from this fundraiser be used for?	

By signing below, all Faculty/Coach members acknowledge that he/she has received a copy of the Athletic/Activities Handbook and will abide by the Fundraising Policy and guidelines that are established throughout the course of the fundraiser.

Faculty/Coach Signature	Date
Athletic Director Signature	Date
Principal Signature	Date

Post Fundraiser Report

Team which Solicited Funds		Today's Date	
Faculty/Coach		Date(s) of Fundraiser	
Description of Fundraising Activity/Event			
Gross Total Collected	Expenses	Net Profit	
\$	\$	\$	
Please List the logistics of the fundraiser that you feel made is successful.			
What would you change in the future if you were to do this fundraiser again?			
Would your group like to conduct this fundraiser again in the future? <div style="text-align: center;">Circle one: Yes No</div>			
Other Comments:			
Faculty/Coach Signature		Date	

DISTRICT POLICY KL & KL-AR

COMPLAINTS ABOUT SCHOOL PERSONNEL

Constructive criticism of our school system is welcome, through adopted policies and procedures when it is motivated by a sincere desire to improve the quality of the education program and to equip the schools of this district to their task more effectively.

The Board places a special trust and confidence in its employees and desires to support their actions in such a manner that employees are emancipated from unnecessary, spiteful, or negative criticism and complaints.

Objection to some instructional materials, topics for study, methods of teaching, or other actions of the District employees may occur in the school system. It is recognized that there will be minor complaints and major complaints. Procedures have been established to assure a fair hearing for those who have objections and to protect employees from unreasonable demands.

Employees rights under current Oregon Revised Statutes and the applicable employment contract are to be reviewed and complied with throughout the complaint process. Employees may have representation at any or all steps of the complaint policy.

Complaints are to be dealt with in a timely manner and as close to the source of friction as possible. The following is a step by step method for handling a complaint with the view that the best interests of our student(s) as a whole are being served. Complaints that are made directly to Board Members or Administrators prior to discussions with the employee should be referred to step one of this policy unless the safety of students or other employees are in question.

- Step 1: A person having a complaint should meet with the affected employee and attempt to resolve it at this step.
- Step 2: A complaint that is not resolved at Step 1 may be brought to the attention of the employee's supervisor or the building principal. If the supervisor or the building principal feels that the complaint is significant it will be discussed with the employee within five (5) working days of the time the complaint is received. If it is impractical to do so within that time limit because of the absence of one or both parties, the discussion will occur as soon as practical upon the return of the absent party or parties. During the discussions the employee will be informed of the full nature of the complaint and the name of the complainant. The employee shall have the opportunity to respond to and/or rebut the complaint, and including the opportunity to meet with the complainant. The supervisor or building principal will make every effort to resolve the complaint at this step.
- Step 3: A complaint that is not resolved by the building principal or supervisor at Step 2 may be taken to the District Superintendent by the complainant. The complainant will need to reduce his/her complaint to writing, sign it, and file it with the District Superintendent. The complaint will be fully investigated, including a meeting with the affected employee, using staff and lay representatives when advisable. A report of the investigation and decision shall be made. In an effort to resolve the complaint, the Superintendent may meet with the complainant, building principal, and any other staff member(s) directly involved within ten (10) working days from the date the Superintendent receives the complaint. A copy of the decision will be sent to the complainant and the affected employee. The Superintendent will advise all parties involved should it take longer than the ten (10) days for the report and a projected date for when the report will be complete.
- Step 4: The complainant may appeal the decision to the District Board by asking the District Superintendent, Board Chairman, or any Board Member to place the appeal on the Board agenda. When a decision of the District Superintendent is appealed to the Board, the employee involved may request that the discussion of the complaint be held in either an executive session of the Board, or in an open session as per ORS 192.610 to 192.690. All parties involved, including the School Administration, shall be contacted and/or asked to attend such a meeting for the purpose of presenting additional facts, making further explanations, and clarifying issues. The Board shall conduct such meetings in as fair and just manner as possible. The Board may request a disinterested third party to act as moderator to help it reach a mutually satisfactory solution(s). The Board shall review the facts and make a decision which will be final.

District Policy: GBCBA

Alcohol/Controlled Substance Use

The following conduct is strictly prohibited and will subject an employee to immediate discipline, up to and including termination:

1. The buying, selling, transporting, possessing, providing or using of intoxicants, including alcohol or any controlled substances as defined by law, while on district property, during work hours (including meal periods), while assigned to extra duty or special projects, including those held after or in addition to regular school hours and while driving between worksites during the workday in either a district-supplied vehicle or a vehicle supplied by the employee;
2. Reporting for work under the influence of alcohol, intoxicants or any controlled substance. An individual is considered to be “under the influence of alcohol, intoxicants and/or a controlled substance” when, in the district’s determination, the controlled substance, alcohol or intoxicant is at a level that it may impair the individual’s ability to safely and/or efficiently perform assigned work OR prevent the employee from presenting a positive role model to students.

The district reserves the right, with prior notice and reasonable suspicion, to conduct searches of district property, vehicles or equipment at any time. A refusal to submit to a search may result in disciplinary action, up to and including dismissal.

The superintendent will develop procedures, consent forms and such notifications as are needed for an orderly implementation of this policy.

STUDENT HANDBOOK ATHLETIC POLICIES

CONDUCT FOR ELIGIBILITY: All student participants must be good citizens demonstrating good conduct at school and in the community before being allowed to represent GU at any home or away contest. As such, any disciplinary action taken by the school will result in some penalty in activities. Any student assigned to detention is ineligible to participate in any activity until the detention is completed, or arrangements are made to complete it. A suspension from school (either out of school, OSS or in school, ISS) means no activity practice or participation in any contest during the period of suspension.

NECESSARY FORMS: The following forms must be signed and on file in the athletic director's office before a student may practice or participate:

1. Grant Union Participation form, which gives Parent Permission for School Trips, Authorization and Consent for Treatment of Minors and Verification of Insurance Coverage (Mandatory Student Health Insurance)
2. Physical Form indicating that the student athlete is cleared for athletic participation.
3. Signed Student Handbook/Athletic Handbook (Office)
4. Co-curricular/Extracurricular Student Drug Testing policy JFCIA-AR

PHYSICAL EXAMINATIONS: District #3 requires physical exams for all athletes, cheerleaders, and dance team members. These must be on file before a student may practice or participate in any activity. New physical forms must be submitted before the first season of competition for Junior High students (either 6th or 7th) and when a student starts High School (Freshman). Additionally, physicals are required every two years after the first physical is submitted for both Junior High and High School. For typical students, this is 6/7th (8th if the first physical was in 6th), 9th grade, and then 11th.

Typical Schedules:

6th Grade Physical (First year JH requirement)

8th Grade Physical (2 year requirement)

9th Grade Physical (First year HS requirement)

11th Grade Physical (2 year requirement)

7th Grade Physical (First year JH requirement)

9th Grade Physical (First year HS requirement)

11th Grade Physical (2 year requirement)

New students must submit a physical from previous school or a new physical according to the policy.

FEES: Any student participating in the athletic program at Grant Union Junior/Senior High School must purchase a Student Body Card (\$25 per year).

STUDENT INSURANCE: A low cost school plan of insurance is being offered. All necessary information may be obtained in the office. If you wish this coverage, please sign up for it during the first week of school. All injuries must be reported to the office at once. All athletes,

cheerleaders, dance team members, etc. must show proof of insurance before they may begin practice.

ASSOCIATION YEAR: All school policies regarding athletics are in effect during the OSAA Association year (from first practice dates until final contest for spring sports).

DROPPING AN ACTIVITY: Participants quitting/dropping an activity must have an interview with the Athletic Director before that student may begin another activity. Any student dropping an activity will not be considered for a letter, unless there is a valid medical reason validated by a doctor's note on file in the Athletic Director's Office. Late turn out rules apply as if it were a new sport season.

LATE TURN OUT POLICY: Late turn outs will be allowed up to a three-week period starting with the OSAA official starting date, unless individual approval is made by the athletic director in agreement with the head coach. If the late turn out is the result of a valid medical excuse or a transfer case, then the three-week period can be waived. Late turn out rules apply as if it were a new sport season.

CONFLICTS OF ACTIVITIES: If a student has a conflict of activities or practice for an activity (scheduled at the same time), the following steps are to be taken:

Step 1. The two advisors try to resolve the conflict by a schedule change.

Step 2. If a schedule change is not possible, the advisors shall try to reach a mutual agreement that will most benefit the student.

Step 3. If the two advisors cannot reach a mutual agreement, the student and parents will make the decision.

****When a conflict between a family activity and school activity arises and the student has submitted a written request from a parent two weeks in advance, then that student will be excused from the activity without consequence. Parents and participants in activities recognize that there are possible negative effects from being absent from activities.**

TRANSPORTATION:. A student must ride to all contests with the team on school provided transportation unless prearranged with the Athletic Director one day in advance. Students may return from a contest with a parent after providing a note to the coach. Students may not ride home with anyone other than a parent without a request submitted by a parent to the Athletic Director or Principal one day in advance either in writing or via direct communication (physical note or email). Parents must ensure that their communication was received and approved prior to planning for students to travel home with an adult other than their parent. Exceptions will be made for emergency situations. A student may not stay overnight after a contest/game and meet the team the next day for the next contest without administrator consent.

DRESS: Students representing the school on activity trips must be dressed in a manner reflecting credit on themselves and the school. This means, no less appropriate attire than that required of students during regular school hours. The judgement will be made by the coach/advisor.

PRACTICES: BEGINNING DATES

1. Football, volleyball, cross country, basketball, wrestling, track, baseball, golf, cheerleading, and dance team—all practices begin on dates established by OSAA.
2. Ten days of athletic practice are required before a player may participate in a contest unless the athlete was an active participant in a sport the previous season involved with post-season play.

LETTERING: Students will be given the requirements for lettering in an activity when they turn out for that activity.

ADDITIONAL RULES: Supervisors of co-curricular activities have the right to make rules peculiar to their activity. Such rules must be submitted to the Athletic Director and the Principal before they are given to the students. This must be done at the beginning of the activity. Any disciplinary action above the minimums may be appealed to the Review Board. Any and all disciplinary action stemming from breaking training or eligibility rules must be reported to the Activity Director and the Principal as soon as possible.

ATTENDANCE:

Participation in or attendance at school activities or Practices:

- a. Any school-sponsored activity, including field trips and job shadows, will not be counted as absences for participating students.
- b. Students who fall under 90% attendance for the school year (calculated after each 3 week progress report) must attend the equivalent of one full day of school immediately prior to participating in extra-curricular activities. (i.e. students must attend 7 periods Monday to participate in a Tuesday activity, or ½ day on Monday and ½ day Tuesday morning to be released for a Tuesday afternoon activity, regardless it must add up to a full day of attendance). Exceptions will be made by the Athletic Director for students who have legitimate medical or family emergencies that cause attendance to be below 90%.
- c. Students will be allowed to compete on non-school days regardless of attendance level or absences.

****Unexcused** absences during the 7 periods before a school related activity and the day following a school related activity will result in suspension for the next contest for all students, regardless of their overall attendance record

GRADES FOR ELIGIBILITY:

To be eligible to represent the school in athletics or extra-curricular events students must be making adequate academic progress. Student eligibility will be checked at the end of weeks 3, 6, 9, 12, and 15 of each semester. If a student is failing one or more classes, they will be added to the Intervention List. Students will remain on the intervention list for 3 weeks. To remain eligible while on the Intervention List students will be expected meet with the teachers who have identified the student on the Intervention List and complete the Athletic/Activity Intervention

Form. It will be the responsibility of the teacher, coach/advisor, and student to meet the terms of the intervention planned on the form. If a student is passing all courses at the end of a three-week intervention period, they will be removed from the Athletic/Activity Intervention List.

Process

On Monday of weeks 3, 6, 9, 12, and 15 of each semester, the Athletic Director will create a list of students who are failing their classes from Synergy. Teachers will have until Friday of that week at noon (or Thursday at 4:30 if no Friday School) to submit the name of any student from the failing list to the Athletic Director for inclusion on the Intervention List.

On Monday of weeks 4, 7, 10, 13, and 16 of each semester, students who are failing classes (any class for grades 10-12 and more than 1 for 7-9) will be confidentially informed by their teachers in each class of their status.

At the end of that school day, students will meet with a coach or advisor from their in season program. The coach will then hand out intervention forms to their students.

At the end of that school day (Monday) students will meet with the teacher of any class for which they are on the Intervention List to complete the Intervention Plan and Form.

After the student meets with the teacher to complete the Intervention Plan and Form it will be returned to the Coach. Coaches will submit those forms (signed by teacher, athlete, and coach) to the Athletic Director or Principal in the Athletic Director's absence.

AD or Principal will make 4 copies of the intervention form:

1. To be returned to the teacher by the student/coach.
2. Retained by the athlete
3. Retained by the coach
4. Retained by the AD

The coach will confirm with the AD that they have addressed all Intervention Forms for failing students who are present at school and will make certain any absent student completes the Intervention Forms prior to their participation in contests or practice.

In the event that a teacher is absent, the coach and student will note that on the form and submit to the AD. They will then meet together after school on the next day the teacher is present to complete the Intervention form.

No student will be allowed to practice or participate in contests until Intervention forms have been submitted to the Athletic Director. Exceptions will be made if a teacher is absent from work. Students will be allowed to participate in practices and games until the absent teacher returns to work and completes the Intervention Form.

Responsibilities

Teachers will provide the interventions listed on the Intervention Plan form.

Athletes will be responsible for completing the interventions on their Intervention Form for each week of the 3-week period.

Coaches will be responsible for encouraging and facilitating their students' completion of the interventions as required on the plan.

Intervention plans have a week to week expectation. Failure to complete interventions for a given week (Monday-Friday) will result in ineligibility for the following week. Teachers will communicate student failure to complete interventions by Monday at noon. The ineligible period will begin the follow Tuesday and run through the following Monday. Example: Student "A" is reported on Monday at noon as having failed to complete his Friday School tutoring session. Student A has a game on Monday night. The student will be allowed to compete at the Monday game, but will be ineligible from then next day, Tuesday, through Monday of the next week.

If a student brings their grade up to passing at any time during the 3 week intervention period, they will be removed from intervention for the remainder of the 3 week intervention period.

Academic or Citizenship Ineligibility shall prohibit a student from traveling or representing the school in any school activity. Ineligible students will attend and participate in practice sessions in the hope that they will be motivated to work toward regaining their eligibility for contests or events. Students have until noon on Friday to submit work to the teacher(s) whose class they are failing in. By noon on Monday of every week, teachers will submit a list to the building principal of any student failing in their class based on a cumulative grade record for each quarter. Student hardships will be taken into account and be evaluated on a case by case basis. Students who have not made arrangements for the completion of detentions with the Principal or Assistant Principal are subject to ineligibility for both practices and events/contests. In order to maintain eligibility, students must pass 5 classes each semester and meet satisfactory progress by being on track toward graduation. On track to graduate is defined by rule 8.1 designated by the OSAA. Credits required to establish satisfactory progress towards graduation are as follows: Entering sophomores – 4.5 credits, entering juniors – 10.5 credits and entering seniors – 17.5 credits (*updated 2020 OSAA*).

MAKEUP/HOMEWORK: It is the student's responsibility to contact their teachers when they return from an absence regarding make-up work. Some films, labs, lectures may be difficult to make up but it remains the *responsibility* of the student to obtain the information missed or complete the assigned exercises. Teachers are responsible/encouraged to provide work in a *timely manner*. If the absence is unexcused, homework due on the day of the unexcused absence and any assigned the day of the unexcused absence will be recorded as zeros. If the absence is for an illness, the length of time for makeup is equal to the *number of days absent plus one*. Any student missing school due to an extra-curricular activity will be required to turn in that day's homework *prior to departure* and should check with teachers on work that will be assigned the day they will be missing. Any assignment/s given on the day of absence due to an activity will be due on the *day of return* to school. Any work not turned in will result in the equivalent of a "0" being recorded in the grade book. Exceptions may be granted at discretion of individual teacher. Any assignments given with a specific due date is the responsibility of the student to meet the deadline regardless of the absences.

NOTE: Any student who has an IEP (Individualized Education Plan) who did not pass at least five classes in the immediate preceding semester or who is not currently earning five credits

and/or who has not been attending school regularly due to his/her disability may still be eligible to participate if the student's Multi-Disciplinary Team determines that the student is making adequate educational progress towards meeting his/her IEP goals and objectives.

DRUG TESTING: As part of the district's substance abuse prevention efforts (Policy JFCIA & JFCIA-AR), mandatory drug testing will be required of all students, grades 7-12, participating in co-curricular/extracurricular activities in order to:

1. Provide for the students' health and safety;
2. Undermine the effects of peer pressure; and
3. Encourage participation in treatment programs for students with substance abuse problems

*** Drug testing suspended by school board in August 2022.

Drugs/Alcohol/Tobacco Guidelines

It is the responsibility of the athlete/participant to report any citation/conviction of a violation of the alcohol/drug sections to administration within three school days.

No student may attend or remain at parties or other functions where alcohol or drugs are being consumed or used contrary to the provisions of Oregon law. Once a student discovers that the illegal use of alcohol or drugs is being used, s/he must promptly remove her/himself from the premises. If the student remains or attends functions where drugs or alcohol are consumed or used illegally, then the student shall be suspended from extra-curricular activities as provided in the section of this handbook pertaining to alcohol, tobacco, and illegal drugs. The observation of a coach, a teacher, an administrator, report of any law enforcement officer or admission of a violation by the participant will be sufficient evidence to suspend a participant. The length of the suspension for a violation of the training rules will be made without consideration of season length or number of contests during the duration of the suspension. The suspension must be completed the following school year if it is not completed during the school year the suspension started in.

Participants shall be excluded from traveling with teams to away contests while on suspension due to academic or disciplinary reasons. However, they should be with the team during home contests dressed in clothing designated by the coach but not a team uniform if they are in attendance at school.

TOBACCO: Any possession of any tobacco products will result in a suspension as follows:

1 football game, 2 volleyball matches, 1 cross country meet, 2 basketball games, 1 wrestling match, 1 competitive dance team performance, 1 track meet, 2 baseball games, 2 softball games, golf two 9-hole matches or one 18-hole match, cheerleading is the same as the sport season they represent. Fall cheerleading would be a 1 game suspension and winter cheerleading would be a 2 game suspension. For other activities, the suspension will be from the next activity. For a second violation, the suspension will be for a period of 18 weeks. This includes students who are 18 years of age. NOTE: In addition, any possession of a tobacco product violation is automatically referred to the Grant County Juvenile Department.

Any use or possession of alcohol or drugs during the OSAA Association Year will result in:

First Offense

1. Notify student and parent(s);
 2. Meeting scheduled by the principal, with the parent(s) and student;
 3. The student will be given the option of:
 - a. Voluntary participation and successful completion of a drug/alcohol assistance program that has been approved by the district. Suspension will be reduced to 4 ½ weeks;
- OR
- b. Suspension from participation in contest/competition for a 9-week period.

Second Offense

1. Notify student and parent(s);
 2. Meeting scheduled by the principal, with the parent(s) and student;
 3. The student will be given the option of:
 - a. Voluntary participation and successful completion of a drug/alcohol assistance program that has been approved by the district. Suspension will be reduced to 9 weeks;
- OR
- b. Suspension from participation in contest/competition for an 18-week period.

Third Offense

1. Notify student and parent(s);
2. Meeting scheduled by the principal, with the parent(s) and student;
3. The student will be given the option of:
 - a. The student will be suspended from participating in athletics and co-curricular/extracurricular activities for a 27-week period. To be eligible for further participating student will need to complete a district approved drug/alcohol treatment program.

Fourth Offense

1. Student will be suspended from participating in athletics and co-curricular/extracurricular activities for the remainder of the student's high school career.

ARRESTS/VANDALISM: Any arrest/conviction or any stealing or wanton damage committed during the athletic or academic calendar year shall result in a 9-week suspension from activities. A second offense will result in an 18-week suspension. The same procedures apply as to training rules violations in season.

A student may appeal these decisions to the Multi-Disciplinary Team for review, should any extenuating circumstances exist.