

# HILLSBORO SCHOOL DISTRICT 1J



2011-12  
Athletic/Activity Handbook

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**HILLSBORO SCHOOL DISTRICT  
GENERAL GUIDELINES**

## **INTRODUCTION**

This handbook establishes guidelines to serve those who have responsibilities in connection with the administration of any phase of Hillsboro School District (HSD) athletic and activity programs. The rules and regulations incorporated into this handbook are designed to assist members of the coaching and advising staff in the performance of their duties. They are not intended to restrain staff members in the performance of their responsibilities or inhibit the athletic department in fulfilling its function in the total school program.

It is expected that rules and regulations in this handbook will be followed. There should be no exceptions. However, if a need for change to a procedure or regulation arises, it will be accomplished through the recommendation and review process of the staff and administration. There also will be a periodic implementation of review of these rules and regulations by District staff and the Board of Directors to ensure policies and procedures which reflect community standards.

## **STATEMENT OF NONDISCRIMINATION**

It is the policy of the Hillsboro School District that no person be subjected to discrimination on the basis of race, national origin, religion, sex, age, handicap, or marital status in any program, service, or activity for which the District is responsible. The District will comply with the requirements of state and federal law concerning nondiscrimination and will strive by its actions to enhance the dignity and worth of all persons.

## PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS AND ACTIVITIES

The Hillsboro School District believes that extra-curricular programs are an integral part of our total educational program. In an educational setting, every effort must be made to provide athletic and activity experiences for as many students as possible. Because of the infinite number of individual differences in abilities and interests, programs must be broad and comprehensive. Competitive extra-curricular programs are to be selected on the basis of the needs, interests, and basic abilities of students and be organized appropriate to their physical and emotional maturity. There should be as many opportunities in schools as can be adequately coached, managed, and funded. When opportunities have been made available in classes and intramurals for participation on the part of all, then the more skilled students should have the opportunity to meet other students of equal skill in extra-curricular programs.

The nature of the program can be illustrated in a pyramid design.

Level 3 – Varsity – Requires extra skills and commitment.  
Limited participation.

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Level 2 – Sub-Varsity Athletics – Available to as many students as possible. A level of competitive athletics requiring advanced skills and extra commitment.

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Level 1 – Seventh and Eighth Grade Programs – Open to as many students as possible with the emphasis on participation. An introduction to competitive sports. These programs are being offered through the City of Hillsboro Parks and Recreation Department.

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We believe the coach of an athletic activity must assume major responsibility to develop leadership, foster cooperation, and demonstrate outstanding sportsmanship to serve as a role model for students. The coach must insist upon ethical behavior and good citizenship and should instill in participants a desire to win with a display of moderate self-esteem in winning and minimal dejection in losing.

It is recognized that striving to win is a part of the American way of life and is one of the measures of success in any endeavor. The coach and athlete strive to win every contest, but not at "any cost." Sportsmanship and excellence must be stressed at all times. The winning of championships should be a product of ethical coaching, talented athletes, and competition conducted with sportsmanship in mind.

## **INTERSCHOLASTIC PROGRAM GOALS**

1. The athletic and activity programs of the Hillsboro School District are to be administered using the best practices employed in a modern system of education and incorporate the components of equal opportunity legislation (Title IX).
2. These programs are designed for, and should contribute to, the physical growth and development, good physical condition, healthful habits, efficient teamwork, proper standards of conduct, desirable citizenship, and favorable social behavior of the participants, including cooperation and sportsmanship.
3. Athletic and activity contests are to be the culmination of ethical and educationally sound instructional methods employed by the coaches/advisors and demonstrated by the team members.
4. The health and welfare of the participants is a primary consideration in conducting the athletic and activity program. Adequate physical examination, insurance coverage, and supervision of recovery time from illness or accident must be emphasized. Length of practice sessions, number of practices, number of games, and strenuous trips should be carefully planned with consideration of the age of the students and the physical, emotional, and academic demands upon the participants.

## **ANTICIPATED OUTCOMES FOR STUDENTS PARTICIPATING IN ATHLETICS AND ACTIVITIES**

The Hillsboro School District believes that involvement and participation in meaningful competitive extra-curricular athletics and activities with a goal of excellence promotes:

1. Increased commitment to academic improvement while involved and participating in programs.
2. Improved school attendance especially during the period of participation.
3. Greater satisfaction with school by representing the school in athletic and activity programs.
4. A greater appreciation for positive work ethic.
5. A higher level of physical fitness and skill development.
6. A healthy understanding of competition, team cooperation, rules, and sportsmanship.

School athletics should contribute to the identity and interest in school for parents, fans, student support groups, and service clubs, in addition to the participants.

## **PARTICIPATION REQUIREMENTS AND EXCEPTIONS**

Participation in athletics and activities is available to any student. The following regulations govern eligibility for OSAA sponsored athletics and activities:

1. The participant must meet OSAA and Hillsboro School District eligibility requirements.
2. The participant must adhere to the training and citizenship rules established by the coach, athletic department, and school administration.
3. The participant must meet physical requirements and possess some type of insurance which covers him/her for athletic/activity injuries.
4. A participant who is dropped from a squad for disciplinary reasons will not be allowed to become a member of any other program during that season.
5. A participant may not drop from one program squad and transfer to another without agreement of both coaches concerned.
6. A participant must possess a student body card with an ASB sticker.

The Hillsboro School District recognizes athletic/activity participation as an integral part of the educational process. Experience has shown that such participation promotes and supports the academic mission of schools, as well as contributing to students' social and personal development. Students who represent their schools should set high expectations for themselves in all areas of school life, but particularly in the classroom.

The goals of academic standards for participation are:

1. To assist students with a continuing focus on the importance of academic learning.
2. To encourage students who represent the school as activity participants to view themselves as positive role models.

## TITLE IX

Title IX prohibits sex discrimination in education programs or activities that receive federal funds. Since public schools receive some federal funding, school-sanctioned sports programs are covered under Title IX.

Title IX reads: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Title IX of the Educational Amendments of 1972 to the Civil Rights Act of 1964.

Title IX compliance is based on whether the school’s program as a whole provides comparable athletic opportunity for members of both sexes. There are three basic components of Title IX as applied to athletics:

- Participation – Schools have three avenues to demonstrate fairness in providing athletic opportunities:
  - 1) Substantially proportionate athletic opportunities for male and female athletes.
  - 2) A history and continuing practice of expanding opportunities for the underrepresented sex.
  - 3) Full and effective accommodation of the interests and abilities of the underrepresented sex. Schools do not necessarily need to offer identical sports, yet they do need to provide an equal opportunity for females to play in sports of interest.
  
- Scholarship – The total amount of athletic aid must be substantially proportionate to the ratio of female and male athletes. This component is most applicable to intercollegiate athletics.
  
- Additional athletic components – Title IX also mandates equal treatment in the provision of:
  - 1) Coaching.
  - 2) Game and practice time.
  - 3) Medical and training facilities.
  - 4) Publicity.
  - 5) Travel costs.
  - 6) Equipment and supplies.
  - 7) Locker rooms.
  - 8) Practice and competitive facilities.
  - 9) Recruitment of student/athletes.
  - 10) Tutoring opportunities.

Complaints and concerns regarding potential Title IX violations are to be reported to the school’s Athletic Director, school administrator, or the District’s Title IX compliance officer.

## HAZING

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or grade level attainment; e.g., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

### DISTRICT ORGANIZATIONAL RESPONSIBILITIES

**Board of Directors** – Responsible to define program parameters and approve policies and procedures.

**Superintendent** – Responsible to see that the Board is informed on matters pertaining to athletics and to implement Board policy.

**Chief Financial Officer** – Responsible to the Superintendent for maintaining fields and facilities related to District athletics and activities.

**Assistant Superintendent/Office of School Performance** – Responsible to the Superintendent for the implementation of policies related to athletes and activities.

**Director of Safety and Operations** – Assists with the development and efficient administration of athletic, intramural, and extra-curricular programs.

**Principal** – Responsible for the staffing of the athletic and activity programs as well as the administration of the school's curricular and co-curricular programs.

**Athletic Director** – Responsible to the principal and assists the Coordinator for Athletics and Activities in administering athletic programs at the school level. Informs coaches of District policies, procedures, and rules and oversees their consistent compliance with them as well as all day-to-day athletic operations.

## IMPORTANT NUMBERS

Ambulance/Fire/Police Emergency	911
Hillsboro Police Department	503-629-0111
Washington County Sheriff's Office	503-846-2700
Hillsboro Parks and Recreation	503-681-6120
HSD Facilities and Support Services	503-844-1320
HSD Facilities and Support Services (after hours)	503-407-2438
HSD Transportation Services	503-844-1123
HSD Transportation Services (after hours)	503-972-1313
HSD Administration Center	503-844-1500
Director of Safety and Operations	503-844-1567
OSAA	503-682-6722

### **Building Office Numbers:**

<b>Century HS:</b>	Ted Zehr (Principal) Kris Welch (Athletic Director) Brenda Barnard (Athletic Department Secretary) Julie Kasper (Activities Director)	503-844-1800
<b>Glencoe HS:</b>	Bob Macauley (Principal) Scott Ellis (Athletic Director) Kathy Fleskes (Athletic Department Secretary) Barbara Furstenberg (Activities Director)	503-844-1900
<b>Hillsboro HS:</b>	Mathew Smith (Principal) Steve Drake (Athletic Director) Trisha Guerechit (Athletic Department Secretary) Sarah Cole (Activities Director)	503-844-1980
<b>Liberty HS:</b>	Gregg O'Mara (Principal) Dave Erickson (Athletic Director) Linda Dugan (Athletic Department Secretary) Nicole Thompson (Activities Director)	503-844-1250

### **Media Contact Numbers:**

<i>The Oregonian</i>	503-221-8160
<i>Hillsboro Argus</i>	503-648-1131

# **ELIGIBILITY AND BEHAVIOR STANDARDS**

## ACADEMIC ELIGIBILITY STANDARDS

In order to meet academic eligibility standards for participation in OSAA programs, a student must meet the following:

### Semester Schools: Century, Glencoe, and Liberty

1. Pass **five** subjects the previous semester (OSAA)
2. Be enrolled and passing at least **five** subjects in the current semester (OSAA)
3. Pass all subjects or receive a 2.0 GPA the previous grading period (quarter, semester). Summer school or alternate grades will be credited when the next transcript is issued. (HSD)
4. \*Students not meeting OSAA requirements, by rule are **INELIGIBLE** for the entire semester.

### Trimester School: Hilhi

1. Pass **four** subjects the previous trimester (OSAA)
2. Be enrolled and passing at least **four** subjects in the current trimester (OSAA)
3. Pass all subjects or receive a 2.0 GPA the previous grading period (trimester). Summer school or alternate grades will be credited when the next transcript is issued. (HSD)
4. \*Students not meeting OSAA requirements, by rule are **INELIGIBLE** for the entire trimester.

### Semester and Trimester OSAA Individual Eligibility Class Offering Chart

OSAA Rule 8.1.1 Individual Eligibility				
Number of Classes Offered		Minimum Number Passed		
	4		3	
	5		4	
	6		5	
	7		5	
	8		5	

***\*\*Please note, it is recommended that students enroll in more than the minimum number of classes each semester/trimester to ensure they meet satisfactory progress towards degree requirements outlined on the chart below.***

***Satisfactory Progress towards Graduation*** – In addition to the specific credit requirement identified in OSAA Rule 8.1.1., to be scholastically eligible, a student must ***also*** be making satisfactory progress towards the school's graduation requirements as determined by the local school administration ***by earning a minimum of the quantity of credits indicated on the chart below for the specified year.***

Minimum Satisfactory Progress Requirements	
Credits to Graduate	24
Credits Per Year	6
(70%) - Prior to Grade 10	4
(80%) - Prior to Grade 11	9.5
(90%) - Prior to Grade 12	16

Participants in athletic/activity programs not meeting the OSAA standard are, by OSAA regulation, ineligible for the term. They may not participate or represent the school until semester/trimester grades are posted to determine eligibility. Students may not practice if they do not meet the OSAA standard unless they apply for an exception and it is approved by the OSAA. The OSAA's approval will be contingent, in part, on the student submitting a plan for how he/she will fulfill academic requirements given the time demands of athletic/activity participation. Students granted an exception and allowed to practice must meet the OSAA academic standard at the nine-week grading period.

Participants in athletic/activity programs not satisfying HSD standards shall be allowed to practice but lose the privilege of representing their school until they demonstrate a positive report at 4 ½ weeks.

Incoming ninth-grade students must also meet HSD academic standards for eligibility for OSAA sponsored programs. Final grades posted from the student's eighth grade spring semester/trimester will be used to determine eligibility for the fall season. Summer school grades may be added for eligibility.

## **Academic Eligibility Hardship Appeal Process**

Participants in athletic/activity programs not meeting eligibility standards may participate only if the following conditions are met:

The principal applies to the OSAA Executive Director for an exception to the OSAA academic standard when, in his/her opinion, there are circumstances beyond the control of the student or parent, or other circumstances whereby enforcement of the rule would work an undue hardship upon the student. The principal will inform the Coordinator of Athletics and Activities prior to submitting the Eligibility Request Form. Requesting and receiving an OSAA hardship does not automatically waive the District standard

The principal may grant an exception to the District academic standard, when, in his/her opinion, there are circumstances beyond the control of the student or parent or other circumstances whereby enforcement of the rule would work an undue hardship upon the student. The principal will inform the Coordinator of Athletics and Activities when granting such an exception.

The school athletic director will monitor the student's academic progress and attendance on a weekly basis. If the student is not attending regularly and meeting the District standard, the student will immediately become ineligible, until their next weekly academic progress check has improved.

## GRADE CHECKS:

### ***Semester Schools (Century, Glencoe, Liberty)***

4 ½ week mark- Students may only become HSD eligible at this time

Quarter- Students may become HSD eligible or ineligible at this time

Semester- Students may become both OSAA and HSD eligible or ineligible at this time

#### 2011-12 Dates:

4 ½ Week      October 5, 2011  
                    December 14, 2011  
                    March 7, 2012  
                    May 9, 2012

Quarter        November 14, 2011  
                    April 16, 2012

Semester      February 1, 2012

### ***Trimester School (Hillsboro)***

4 ½ week mark- Students may only become HSD eligible at this time

Trimester- Students may become both OSAA and HSD eligible or ineligible at this time

#### 2011-2012 Dates

4 ½ Week      October 5, 2011  
                    November 2, 2011  
                    January 18, 2012  
                    April 25, 2012

Trimester      December 6, 2011  
                    March 19, 2012

### **The Following OSAA athletics and activities are subject to Hillsboro School District grade checks:**

Band (*\*Does not include marching band or color guard\**), Baseball, Basketball, Cheerleading, Choir, Cross Country, Dance/Drill, Football, Golf, Soccer, Softball, Solo Music, Speech, Swimming, Tennis, Track & Field, Volleyball, Wrestling

## STUDENT ATTENDANCE

Students must be present in school at least one-half of the regular academic day of a game/event/practice in order to participate in that **game/event/practice**. ANY unexcused absences will result in the student not participating in the game/event/practice. Emergencies will be handled by the Athletic Director/Administrator.

### **Hillsboro School District Approved Excused Absences:**

- Illness of student, quarantine, or illness of immediate family member.
- Necessary family travel, educational, occupational interviews.
- Bereavement.
- Emergencies, such as death, accident, medical or injury.
- Religious observance/instruction.
- Pre-arranged absence.
- Legal or court appointment.
- Suspension.

## SUSPENSION

Students under suspension from school are not eligible to practice or represent the school while under suspension. Students returning from suspension may face further participation limitation as a result of missed practice, lack of conditioning, etc.

## **ATHLETIC/ACTIVITY BEHAVIOR STANDARDS**

Participants in athletic/activity programs will adhere to all behavior standards at all times. Representing a school as part of an athletic/activity program is a privilege and with the extra returns come certain responsibilities. The goal of behavior and conduct standards is twofold:

1. Participants in athletic/activity programs shall present and conduct themselves in a manner which will bring credit to themselves, the student group or team they represent, and their school.
2. All athletic/activity participants will strive continually to improve themselves by attaining standards higher than those asked of the general student.

In order to attain these goals, the following standards will be in effect for all students who represent their school as participants in athletics/activities.

**In the Competition Arena**, the student:

- A. is under control at all times and exhibits poise and composure regardless of the situation;
- B. is respectful to officials;
- C. is modest in victory and gracious in defeat;
- D. does not use profanity.

**At school and in the community**, the student:

- A. works hard to promote pride with other students in his/her school and community;
- B. is discreet at all times. Public display of affection is discouraged;
- C. displays appropriate appearance and behavior before fellow students.

**In the classroom**, the student:

- A. meets the academic standards of school;
- B. is respectful to teachers and fellow students;
- C. maintains a good attendance record;
- D. is not truant from classes or practice.

**On school-sponsored trips**, the student:

- A. is an ambassador for his/her home, school, and community and will act accordingly;
- B. dresses appropriately and in good taste;
- C. refrains from misconduct while traveling to and from events. Disruptive behavior or other forms of misbehavior will not be tolerated;
- D. remains with the team at all times when attending away events.

Students who violate athletic/activity behavioral standards will be disciplined as outlined in the student handbook. Students may also be suspended from competition/practice in their athletic or activity program.

## **SUBSTANCE ABUSE – DEFINITIONS AND STANDARDS**

Athletic training standards require that athletic and activity participants agree not to possess, use, sell, or provide alcohol, tobacco, or illegal/unauthorized drugs or related paraphernalia at ***any time throughout the calendar year***. Athletic and activity participants also agree not to be present where unlawful use of alcohol or drugs may occur at ***any time throughout the calendar year***.

### **Penalties**

First Offense – Participants in athletic/activity programs who violate drug, alcohol, or tobacco standards shall be suspended from participation and lose the right to represent the school for ninety (90) calendar days.

Participants in athletic/activity programs lose the right to represent the school in competitions, but may continue to practice with the team.

As a condition of reinstatement and before representing the school in any activity thereafter, students who violate drug, alcohol, or tobacco standards will:

1. Submit verification and summary of the completion of chemical abuse evaluation and treatment or tobacco cessation program to the administration, athletic or activity director, and
2. Meet with parents or guardians, coach, and administrator (or designee) prior to reinstatement.

Upon completion of the above procedure, the student may petition the principal or designee for reinstatement after not less than twenty (20) school days.

Second Offense – Participants in athletic/activity programs who commit a second offense shall lose participation privileges for one (1) calendar year.

In case of alleged violations, due process in the form of notification of alleged violation and the right to a hearing must be extended to students involved. The implementation of this policy rests with the building administration and high school athletic/activity director. Consequences begin as soon as a building-level decision is made. Requests to appeal this policy shall be directed to the building principal.

*\*\*It should be noted that any evidence turned into the District or school of alleged violations (video, photos, face book, etc.) must be able to be verified and proven by the building administration to implement any consequences against a student.\*\**

# HSD SPORTSMANSHIP GUIDELINES

## FUNDAMENTALS OF SPORTSMANSHIP – PARTICIPANTS

- Show respect for the opponent at all times.
- Show respect for the officials.
- Know, understand, and appreciate the rules of the contest.
- Maintain self-control.
- Recognize and appreciate levels of skill attained regardless of affiliation.
- Recognize that participation in a contest is a privilege.
- Maintain a balance.
- Participate in a variety of activities and have fun.

## PARENTS/STUDENTS/SPECTATORS

- Respect both players and fans of opposing teams.
- Be a role model! Don't harass or trash talk opponents or officials before, during, or after a contest.
- Recognize and support the efforts of coaches, officials, leagues, and school administrators.
- Support your child/peer with positive actions and encouragement.
- Respect the officials' judgment and interpretation of the rules.
- Accept both victory and defeat with pride and compassion.
- Applaud all participants' efforts – win or lose.

*One man practicing sportsmanship is far better than fifty others preaching it.*

*- Knute Rockne*

*Winning is for a day – sportsmanship is for a lifetime.*

*Sportsmanship is winning – even if you lose the game.*

*Fans are not at an event to intimidate or ridicule, but to support and enjoy the competition.*

*Good sportsmanship begins with you. Always do right. This will gratify some people and astonish the rest.*

*- Mark Twain*

**SAFETY, CARE, AND PREVENTION OF  
INJURIES, RISK MANAGEMENT,  
AND LEGAL ISSUES**

## FOURTEEN DUTIES RELATED TO NEGLIGENCE LITIGATION

Several obligations or duties have been identified as absolute requirements for coaches and athletic program administrators. These standards have the weight of moral obligation for coaches and athletic administrators and have evolved as a result of various case law proceedings and legal judgments against individuals and school Districts.

1. Duty to Plan
2. Duty to Supervise
3. Duty to Assess Athletes Readiness for Practice and Competition
4. Duty to Maintain Safe Playing Conditions
5. Duty to Provide Proper Equipment
6. Duty to Instruct Properly
7. Duty to Match Athletes
8. Duty to Condition Properly
9. Duty to Warn
10. Duty to Disclose and Inform: Insurance Coverage and Other Information
11. Duty to Provide Emergency Care
12. Duty to Develop an Emergency Response Plan
13. Duty to Provide Proper Transportation
14. Duty to Select, Train, and Supervise Coaches

## BASIC SPORTS GUIDELINES

This school District strives to protect each student from possible injury while engaging in school activities. The guidelines and/or practices identified below have been established for the activities offered here at high school, in order to protect the student and others from injury and/or illness. Participation in any athletic activity carries with it the risk of injury. Participants and their parents should recognize that conditioning, nutrition, proper techniques, safety procedures, and well-fitting equipment are important aspects of every athletic program. Each participant is expected to follow the directions/standards of the coach. Travel to and from off-campus facilities, including practice & game sites, shall be in accordance with the direction of the coach, and Athletic Director. **\*\*Coaches are required to go over these sport-specific guidelines with their students prior to the season\*\***

## General Sports Guidelines

1. Engage in proper warm-up activities prior to any strenuous activity taking place.
2. Wear all protective equipment as directed by the coach.
3. Notify the coach of any physical conditions that could affect performance.
4. Perform only those skills and techniques as instructed and/or supervised by your coach.
5. Be sure all equipment is fitted properly, especially shoes.
6. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations.
7. Athletes are expected to dress according to temperature and coach's expectations.
8. Be aware of possible hazards at both home and away sites and locker rooms. Note field conditions and obstructions and advise the coach of these hazards.
9. Players must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
10. Players should hydrate themselves frequently during practice and meets and follow the coaches' direction on hydration prior to and following practices and meets.
11. Notify the coach immediately if injured.
12. Remain with the team until dismissed by the coach.
13. Notify the coach in advance if you will have to miss practice due to illness or other excused absence.

### **Specific Sports Guidelines:**

Each athlete is expected to adhere to the rules and policies established by their coach(es).

#### **BASEBALL:**

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly fitted or defective equipment.
2. Be alert for any physical hazards in the locker room or in and around the participation area. Advise coach of any hazard.
3. Recognize your surroundings; i.e., batters warming up, thrown bats, batted or thrown balls, on-deck circle (one person at a time).
4. Use helmets while batting, running bases, and hitting in batting cages.
5. Be aware of the potentially serious injuries to your ankles, knees, and legs if you do not follow the correct procedures in base running. Sliding headfirst into bases should be avoided.
6. Follow instructions regarding communication between players; i.e., talking and calling each other off on "pop flies" and Texas leaguers, etc.

**BASKETBALL:**

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly fitted or defective equipment.
2. Advise the coach if you have been injured.
3. Be alert for any physical hazards in the locker room or in and around the participation area. Advise coach of any hazard.

**CHEERLEADING:**

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly fitted or defective equipment.
2. Practice stunts prior to the event in which you will perform. Stunts can be dangerous if not spotted correctly.
3. Lead cheers at the appropriate time so you will be aware of ball and players' positioning to prevent possible injury.
4. Be aware of supervisory staff of both teams and where they can be located so they may be contacted in case of an emergency or an undesirable crowd control situation.

Most cheerleading practice areas are constructed with extremely hard surfaces. Athletes who fall during participation risk potentially dangerous injury, especially to knees, elbows, or head. Injury may include damage to joints, broken bones, or serious head and eye injury.

**CROSS-COUNTRY:**

1. If a physician recommends special equipment, it is the athlete's responsibility to get that equipment; i.e., ankle braces, knee braces, etc. All special equipment must be worn in accordance with OSAA and/or National Federation Rules.
2. Run only on the course prescribed by the coach.
3. Run in pairs in unfamiliar territory or in areas where there are few people.
4. Watch for objects being thrown from passing cars.
5. Approach dogs with caution.
6. Face the oncoming traffic when running on roads, stay off private property, and be acutely aware of erratic drivers/harassing motorists.

**DANCE:**

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly fitted or defective equipment.
2. If a physician recommends special equipment, it is the athlete's responsibility to get that equipment; i.e., ankle braces, knee braces, etc. All special equipment must be worn in accordance with OSAA and/or National Federation Rules.
3. Practice stunts prior to the event in which you will perform. Stunts can be dangerous if not spotted correctly.

Be aware of supervisory staff of both teams and where they can be located so they may be contacted in case of an emergency or an undesirable crowd control situation.

***FOOTBALL:***

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly fitted or defective equipment.
2. If a physician recommends special equipment, it is the athlete's responsibility to get that equipment; i.e., ankle braces, knee braces, etc. All special equipment must be worn in accordance with OSAA and/or National Federation Rules.

**Tackling, Blocking, and Running the Ball**

Tackling and blocking techniques are basically the same. Contact is to be made above the belt, but not initially with the helmet. The player should always be in a position of balance, knees bent, back straight, body slightly bent forward, head up, and the target area as near to the body as possible, with the main contact being made with the shoulder. When properly blocking or tackling an opponent, contact with your helmet will naturally result. Therefore, technique is most important in order to prevent or reduce the likelihood of injury. Blocking and tackling by not keeping the helmet as close to the body as possible may result in a shoulder injury and separation or a pinched nerve in the neck area. Injuries, as a result of improper techniques, can range from minor, to disabling, or even death. Improper body alignment can put the spinal column in a vulnerable position for injury. The development of strength in the neck muscles through isometric-type exercises will enable the participant to hold his/her head up, even after getting tired during a workout or contest.

**Basic Hitting (Contact) Position and Fundamental Technique**

Strained muscle injuries can range from ankle injuries to serious knee injuries requiring surgery. The rules have made blocking below the waist (outside a two-yard by four-yard area next to the football) illegal. A runner with the ball, however, may be tackled around the legs. Cleats are restricted to no more than one-half inch to further help prevent knee injuries. In tackling, the rules prohibit initial contact with the helmet or grabbing the facemask on the edge of the helmet. Initial helmet contact may result in a bruise, dislocation, broken bone, head injury, or internal injury such as kidneys, spleen, bladder, etc. Grabbing the face mask or helmet edge may result in a neck injury, which could result in injuries ranging from a muscle strain to a dislocation, nerve injury, or spinal column damage, which could cause paralysis or death.

## **Equipment**

An athlete is required to wear all issued equipment. If equipment is damaged or does not fit correctly, the athlete must inform his coach immediately before use. Shoulder pads, helmets, hip pads, and pants (including thigh pads and kneepads) must fit correctly and be used as designed. A shoulder pad that is too small will leave the shoulder point vulnerable to bruises or separations. A shoulder pad that is too tight in the neck area may result in a possible pinched nerve. A shoulder pad which is too large, will leave the neck area poorly protected and will slide on the shoulders, making them vulnerable to bruises or separations. Helmets must fit snugly at the contact points: front, back, and top of the head. The helmet must be safety "NOCSEA" branded. The chinstraps must be fastened and the cheek pads must be of the proper thickness. A fit that is too loose could result in headaches, a concussion, and a facial injury, such as a broken nose or cheekbone, or a neck injury that is serious, such as paralysis, or even death.

Be aware that tackle football is a high-risk sport and that practicing or competing in tackle football is a dangerous activity involving many risks of injury. Understand that the dangers and risks of practicing and competing in tackle football include, but are not limited to, death; serious neck and spinal injuries, which may result in complete or partial paralysis; brain damage; serious injury to virtually all internal organs; serious injury to virtually all bones, joints, ligaments, muscles, and tendons. Other risks of practicing or competing in tackle football may result not only in serious injury, but a serious impairment of any future abilities to earn a living, to engage in other business, social and recreational activities, and generally your quality of life. Because of the dangers of tackle football, recognize the importance of following coaches' instructions regarding techniques, training, and other team's rules, etc., and agree to obey such instruction.

### ***GOLF:***

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly fitted or defective equipment.
2. If a physician recommends special equipment, it is the athlete's responsibility to get that equipment; i.e., ankle braces, knee braces, etc. All special equipment must be worn in accordance with OSAA and/or National Federation Rules.
3. Before swinging a club, make certain that the area around you is clear of others. Be careful after hitting not to throw the club, as you could injure someone.
4. Be aware of the danger of standing in front of, or on the side of, a person who is attempting to hit the ball, as one may be injured by the ball or by the rebounding of the ball from trees, signs, markers, etc.
5. Be aware at all times of other players' positions on the course when you are hitting or when they are hitting. You are vulnerable at all times. Do not hit the ball until proper distance is available between golfing groups.

***SOCCKER:***

1. Advise the coach if you are ill or have any prolonged symptoms of illness.
2. Be alert for any physical hazards in the locker room or in and around the participation area. Advise coach of any hazard.
3. Use equipment that complies with F.I.F.A. and/or OSAA rules; e.g. footwear, shin guards.

***SOFTBALL:***

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly fitted or defective equipment.
2. Recognize your surroundings; i.e., batters warming up, thrown bats, batted or thrown balls, on-deck circle (one person at a time).
3. Use batting helmets while batting/running bases, and hitting in batting cages.
4. Familiarize yourself with surroundings and grounds; i.e., fences and field conditions, such as holes, lips on infield edges, etc., when playing on away fields.

***SWIMMING:***

1. Advise the coach if you are ill or have any prolonged symptoms of illness.
2. Be safe. The pool is not a playground. Horseplay is extremely dangerous in and out of the water. Pay attention to all pool depths before diving in. Never enter the water without the coach present.

***TENNIS:***

1. Start out hitting slowly and easily. Do not make quick sprints to the ball until you are fully warmed up.
2. Never come to practice or match on a full stomach.
3. Always clear your immediate area of stray balls before hitting.
4. Do not enter another court to retrieve a stray ball until their ball is out.
5. Be sure to allow plenty of room for back swings and follow-through when several players are drilling on the same court.
6. Make sure ball baskets are set out of the playing area to prevent tripping.
7. Never walk behind or beside a court during a point. Wait until the ball is out of play.
8. Throwing rackets or whacking the ball out of anger is very dangerous and strictly forbidden.
9. Make sure your opponent is watching and ready before serving or starting a ball in play.

***TRACK:***

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly fitted or defective equipment.
2. Stay on the designated running courses.
3. Check equipment, apparatus, field, and pits thoroughly before each use; i.e., debris in jumping pits, placement of standards, etc.

4. Make certain all safety measures are in place prior to throwing any objects (shot put, Javelin, Discuss).

### ***VOLLEYBALL:***

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly fitted or defective equipment.
2. Be aware of court surroundings; i.e., obstacles, projections, bleachers, standards, etc.

### ***WRESTLING:***

1. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly fitted or defective equipment.
2. Recognize illegal holds, as defined by the rulebook.
3. Wear approved, proper fitting apparel when wrestling with an opponent, whether in practice or in a match.
4. Wrestle a safe distance from all walls and other obstructions.

All wrestling will be done on the mats provided for wrestling. Be aware that wrestling is a high-risk sport and that practicing or competing in wrestling is a dangerous activity involving many risks of injury. Understand that the danger and risks of practicing and competing in wrestling include, but are not limited to, death; serious neck and spinal injuries, which may result in complete or partial paralysis; brain damage; serious injury to virtually all internal organs; serious injury to virtually all bones, joints, ligaments, muscles, and tendons. Other risks of practicing or competing in wrestling may result not only in serious injury, but a serious impairment of any future abilities to earn a living, to engage in other business, social and recreational activities, and generally your quality of life. Because of the dangers of wrestling, recognize the importance of following the coaches' instruction regarding techniques, training, and other team rules, and agree to obey such instructions.

## **WARNING/AGREEMENT TO OBEY INSTRUCTIONS**

I am aware that practicing or competing in an interscholastic sport at high school will be a dangerous activity involving MANY RISKS OF INJURY. I understand the dangers and risks of practicing and competing in sports include, but are not limited to, death; serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment of other aspects of my body, general health and well being. I understand that the dangers and risks of practicing or competing in a sport may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities, and generally to enjoy life. I also understand that the sport in which I participate may be so inherently dangerous that no amount of reasonable supervision, protective equipment or training

can eliminate all vestiges of danger. I am informed the District does not assume the responsibility for the medical services required. Because of the dangers of participation in a sport at high school, I recognize the importance of following the coaches' instructions regarding techniques, training, and other team rules, etc., and to agree to obey such instructions.

## **LOCKER ROOM**

The locker room is a very dangerous place. Students must follow all rules and regulations outlined in the Standards of Student Conduct and by their coach/advisor. Please be aware hazing in any form is prohibited. Students are required to review the Standards of Student Conduct regarding hazing.

1. Be alert to slippery floors.
2. Be alert to changes in floor texture and elevated thresholds between lockers and shower rooms.
3. Keep floors free of litter. Place all personal belongings in assigned lockers.
4. Close and lock locker doors when away from your assigned locker.
5. Keep soap and shampoo in the shower area.
6. Use foot powder in designated areas.
7. Refrain from rapid movements, rough-house, or horseplay in locker/shower areas.
8. Identify incidents of foot or skin infection to the coach(es) immediately.
9. No hazing or initiations.

## **SUPERVISION OF ATHLETES**

Participants must be supervised from the time they arrive to the time they depart. Coaches should not leave the facility until after all participants have left. Coaches and advisors should not allow any use of school facilities without adequate supervision. When a contest or performance has taken place at another facility and bus transportation is not being provided back to the school, coaches and advisors must take extra care to verify transportation for all athletes, abiding by District policy. Coaches and advisors should not leave any players alone waiting for transportation.

At no time will athletes be left unattended in any of the school facilities, especially gyms or weight room.

Coaches and advisors should be very careful about being in an uncomfortable or compromising situation with any participant. Coaches and advisors should avoid physical contact that could be interpreted as anything but harmless. Coaches and advisors should avoid transporting participants alone. Coaches and advisors must be very careful and in constant scrutiny of any actions that might be considered inappropriate.

## CONCUSSION MANAGEMENT

Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion, shall not be permitted to return to that contest, or any other athletic contest, on that same day until an athlete who has suffered a concussion is no longer experiencing post-concussive symptoms, and a medical release form signed by an appropriate healthcare professional is obtained, the athlete shall not be permitted to return to athletic activity. (OSAA Fall 2008) All coaches are required to take Concussion Management Training yearly per Oregon Law.

## INSURANCE

Athletes must either:

1. Provide proof of private family coverage, or
2. Buy medical insurance through the school.

***\*\*NO STUDENT MAY PARTICIPATE IN THE ATHLETIC PROGRAM WITHOUT MEDICAL INSURANCE COVERAGE.\*\****

## HAZARDOUS TECHNIQUES

Coaches are cautioned not to use techniques which might be hazardous to the health and safety of squad members. Therefore, coaches shall not:

1. Advise players to lose weight by any crash diets or rapid dry out techniques. Weight reduction decisions are the responsibility of the participant, the family, and the family doctor. In particular, wrestling coaches will not tell students to reduce weight.
2. Advise or ask players to experiment with the use of vitamins, any food additives, or medication which might influence changes in body weight or growth.
3. Teach any techniques in their coaching which would be contrary to the rules or the spirit of the sport. Coaches will mandate that student/athletes will not be permitted to use or possess any steroids, alcohol, or drugs as per our Standards of Student Conduct.

## INJURY REPORTING

The coach and school Athletic Director must maintain communication with the student's parents/guardian concerning injuries and record information concerning diagnosis and prognosis.

Within 24 hours following an athletic-related injury the student accident form (located in the forms section of handbook) must be completed and filed with the school principal. This form should be completed by the certified athletic trainer, coach, or Athletic Director.

Athletes treated or seen by each school's Certified Athletic Trainer must complete an injury report. Such injuries need to be tracked by athletic trainers for complications.

Any student who has been treated by a physician for an injury may not return to practice or competition without a letter of clearance provided by the attending physician of the student/athlete.

**Minor Injuries:** Defined as minor bumps and/or bruises and do not involve loss of school or practice time do not require the student accident form to be filled out. The coach, athletic trainer, or Athletic Director should apply first-aid.

**Serious injuries:** Defined as any injury involving a fracture, loss of consciousness, or in any way rendering a student non-ambulatory. Head injuries having a noticeable effect upon the student includes dizziness, impairment of vision, etc., or neck, back, or spinal injuries. Also, lacerations requiring suturing, disinfectant or other treatment are considered serious. Coach, certified athletic trainer, or Athletic Director should apply necessary first-aid at the time of the injury and call 911. Immediately inform the head coach and school Athletic Director and immediately phone or otherwise contact the student's parent/guardian. Student injury report must be filled out and turned in.

If the injury appears to be a serious one to the head, neck, or spine, **call 911 and do not move the injured person unless instructed by a doctor or EMT.**

## EMERGENCY MEDICAL TREATMENT

Coaches are to conduct themselves in the following manner when emergency medical treatment is required:

1. All coaches are required to have a current first-aid card.
2. Remember, you are not a doctor and should provide only minimal first-aid.
3. When in doubt, act with caution.
4. The care of the injured student is to be foremost.
5. Seriously injured athletes should always be under observation of an adult.
6. Protocol for dealing with serious injury (such as concussions, neck, or spine):
  - a. Do not move the injured party.
  - b. Seek the services of the school trainer, EMT, or physician.
  - c. If none available, call 911.
  - d. Refer to First-aid Manual.
7. If an athlete is removed from the competition/practice and taken to an emergency room, return to play will be determined by a physician.
8. Final determination for return to play will be with the team physician or player's personal physician. A consultation may be required with a specialist at the discretion of the team physician prior to being allowed to return to play. All symptoms must be resolved prior to returning to competition and a signed release must be provided by the physician. A parent/guardian is to be informed and involved throughout the entire process.
9. If need be, we will discontinue a contest to see that injured athletes are properly cared for.
10. All athletes are insured and all coaches should not be hesitant to call for professional help.
11. Efforts to contact the parents should occur as soon as possible.
12. First-aid kits are to be available at all game sites and for all practices. These kits shall include body fluid/spill kits.
13. All of our schools are covered by "911" service.

# **PROGRAMS**

## OSAA START DATES 2011-12 SCHOOL YEAR

FALL	August 22, 2011
WINTER	November 14, 2011
SPRING	February 27, 2012

Association year ends	May 29, 2012
2012 Moratorium Week	July 31-August 4, 2012

## PROGRAM PHILOSOPHY/GOALS/STANDARDS

First, the Hillsboro School District believes in **SPORTSMANSHIP**. Above all else, the character of our coaches and students comes first. The simplest definition of character for coaches is being a positive role model for the student. Within that definition are six key behaviors:

1. Support the student's academic development first.
2. Present yourself to the athlete as someone who lives a healthy life.
3. Maintain emotional and mental self-control at all times.
4. Speak positively about all coaches/students/parents and officials and abstain from the use of profanity, sexual innuendo, demeaning or intimidating language or behavior.
5. Coach the student without negative criticism and maintain a safe and healthy environment.
6. Model and demand sportsmanship from staff and athletes.

Second, we realize the programs and facilities exist for student development. Extra-curricular programs were designed for the purpose of student development. Coaches are the "custodians" of that investment. While we will protect and enhance the investment to its highest quality, we realize that "ownership" remains with the community.

Third, we believe in competitive greatness.

Fourth, we believe in equity. We understand the value of comparable programs for boys and girls and we will model that kind of support to the students and community at all times.

Fifth, we believe in supporting the standards adopted by the Hillsboro School District and the Oregon School Activities Association (OSAA). In that capacity, we realize we are "good will" ambassadors for both organizations and will conduct ourselves as such.

## UNDUE INFLUENCE – RECRUITING

For purposes of this rule, “undue influence” is an attempt by any person (including, but not limited to coaches, boosters, teachers, administrators, parents, and alumni) to induce the attendance of a student at an HSD school for the purposes of athletic participation. This is against Hillsboro School District and OSAA policy. Allegations regarding undue influence will be investigated by the Coordinator for Athletics and Activities.

Undue influence includes the following:

1. Contacting a student with the intent of recruiting the students to a particular school for purposes of athletic participation.
2. Promising employment or any other pecuniary benefit to the student or any member of the student’s family to induce the attendance of the student at a particular school for purposes of athletic participation.
3. Offering free transportation; inviting a student to attend practice or games; awarding any privileges or consideration not offered to other members of the student body.

## FUND-RAISING

Coaches may fund-raise to support the school’s athletic programs. In order to fund-raise, the coach must complete a Request for Fund-Raising Activity form, obtain the approval of the school principal **prior** to the event and comply with Policy IGDF: Student Fund-Raising Activities and Policy IGDF-AR: Fund-Raising Guidelines. Fund-raising for out-of-season camps, clinics, and competitions must comply with Policy IGDF: Student Fund-Raising Activities and Policy IGDF-AR: Fund-Raising Guidelines. Coaches may fundraise for additional assistant coaches with approval from the District Coordinator for Athletics and Activities. Fundraisers must be voluntary for athletes and cannot be a condition for withholding playing time. ***No school group may use external bank accounts. All funds must be deposited in the ASB account through the school bookkeeper.***

# **INCLEMENT WEATHER POLICY FOR ATHLETICS AND ACTIVITIES**

## **Scheduled School Days**

If the HSD is closed due to inclement weather, all school-sponsored athletics and activities will be canceled. Should the HSD be closed for two or more consecutive days, varsity athletic and activity programs only will be allowed to resume *voluntary* practices starting the third day if deemed safe by the Director of Safety and Operations with input from the building Athletic Director. Competitions will not take place if schools are closed.

## **Holiday Breaks/Weekends**

If inclement weather exists during non-school days, the Director of Safety and Operations will work with the building Athletic Director to determine any cancelations of practices and games. Safety will be the sole determining factor to allow any games and/or voluntary practices to take place on these days.

## ATHLETIC PROGRAM DESIGN

The following athletic program design reflects the philosophy presented in the District Athletic Handbook. It is also in accordance with OSAA regulations, Northwest Oregon Conference and Pacific Conference standards, and Hillsboro School District Board regulations.

When developing this design, major concern was given to:

1. Maximum participation at all levels.
2. Realizing the best possible schedule with the least travel.
3. Equal opportunity to earn participation.

### FALL

#### Cross-Country – Boys and Girls:

1. Each school will field a varsity and junior varsity team for both boys and girls.
2. There will be no cuts.
3. Practice may start the first day allowed by the OSAA.
4. The season will consist of a maximum of 12 meets, District, and state competitions.

#### Volleyball – Girls:

1. Each school will field a varsity, junior varsity, and JVII team.
2. It is recommended that a minimum of 12 players be assigned to each team.
3. Practice may start the first day allowed by the OSAA.
4. The season will consist of a maximum of 18 matches and one jamboree and any possible play-off participation.

#### Soccer – Boys and Girls:

1. Each school will field a varsity, junior varsity, and JVII team for both boys and girls.
2. It is recommended that a minimum of 20 players be assigned to each team.
3. Practice may start the first day allowed by the OSAA.
4. The season will consist of a maximum of 14 games, jamboree, and any possible play-off participation.

#### Football – Boys:

At the beginning of football practice each year, every participant shall be required to have three days of practice with limited person-to-person contact. A school shall not permit an individual to participate in a practice involving full-contact unless that individual has had at least three days of practice with limited person-to-person contact.

The only optional pieces of player equipment that may be worn by individuals during this three-day period are: shoes, shoulder pads, and helmets. No other pads such as knee, thigh, hip, and rib are to be worn.

An individual shall become eligible to participate in an interscholastic contest after completing a minimum of nine days of actual field practice.

1. Each school will field a varsity, junior varsity, and ninth-grade team.
2. There will be no cuts.
3. Practice may start the first day allowed by the OSAA.
4. The season will consist of a maximum of nine games for varsity and junior varsity and eight games for the ninth-grade team.
5. One pre-season jamboree or endowment game may be scheduled.

## **WINTER**

### Basketball – Boys and Girls:

1. Each school will field a varsity, junior varsity, and ninth-grade team for both boys and girls.
2. It is recommended that a minimum of 12 players be assigned to each team.
3. Practice may start the first day allowed by OSAA.
4. The season will consist of a maximum of 24 games and one jamboree or endowment game.

### Swimming – Boys and Girls:

1. Each school will field a boys and girls team. An additional coach will be appointed if the total participant numbers exceed 50.
2. Practice may start the first day allowed by OSAA.
3. The season will consist of no more than 12 meets at each level of competition, if more than 10, two shall be invitational (more than two schools competing).

### Wrestling – Boys:

1. Each school will field a varsity, junior varsity (JV), and ninth-grade team. An additional coach will be appointed if the total participant numbers exceed 50.
2. There will be no ability cuts.
3. Practice will start the first day allowed by OSAA.
4. The season will consist of a maximum of 14 team matches and a maximum of 50 individual mat appearances.

## **SPRING**

### Baseball – Boys:

1. Each school will field a varsity, junior varsity, and ninth-grade team.
2. It is recommended that a minimum of 15 players be assigned to each team.
3. Practice may start the first day allowed by OSAA.
4. The season will consist of a maximum of 26 games plus an endowment game.

### Golf – Boys and Girls:

1. Each school will field a boys and girls team.
2. Practice may start the first day allowed by OSAA.
3. A season will consist of no more than 20 nine-hole rounds at each level of competition.

### Softball – Girls:

1. Each school will field a varsity, junior varsity, and JVII team.
2. It is recommended that a minimum of 15 players be assigned to each team.
3. Practice may start the first day allowed by OSAA.
4. The season will consist of a maximum of 26 games plus an endowment game.

### Track and Field – Boys and Girls:

1. Each school will field a varsity and junior varsity team for both boys and girls.
2. Practice may start the first day allowed by OSAA.
3. Maximum of 12 meets.

### Tennis – Boys and Girls:

1. Each school will field a boys and girls team.
2. It is recommended that a minimum of 15 players be assigned to each team.
3. Practice may start the first day allowed by OSAA.
4. The season will consist of a maximum of 16 matches.

## **DUAL PARTICIPATION**

Students are allowed to participate in more than one sport and/or activity in a season. Dual participation in sports and activities is permitted provided coaches or activity advisors, parents, and athlete agree and are committed to working together. Before dual participation is approved for an athlete or activity participant, the following must occur:

1. Coaches or activity advisors, athlete, and parents must commit to working together and agree on primary sport for the athlete.
2. Coaches or activity advisors, athlete, and parents must meet prior to the beginning of each season to ensure agreements are in place. Agreements will include practice times, competition schedules, and any other issues pertinent to the season.
3. The high school principal, upon recommendation from the athletic and/or activity director, must approve dual participation requests.

## **PRACTICE LIMITATION POLICY**

Scheduling of practices is at the discretion of the head coach in cooperation with the Athletic Director. There are to be no Sunday or Holiday practices by HSD teams without the consent of the school Athletic Director. It is the District's position that practice for teams below the varsity and junior varsity level should be limited to weekdays and non-holiday times. This does not preclude having the facility available for those individuals who would like to work out. Daily practice is an expectation. Cancellation of practice may be done only with the advanced agreement of the school Athletic Director. Practices should be limited to two (2) practices lasting between two (2) and two and one-half hours (2½) per day during preseason practices. During the season one (1) practice per day not exceeding two and one-half hours (2½) is expected. In unusual and infrequent circumstances practices may be three (3) hours in length.

It is the District's position that scheduled activities on weekends be avoided whenever possible. These activities include practices, team meetings, retreats, or socials. Sunday, in particular, should be reserved as a time for family and church activities. It is understood that special circumstances may arise whereby allowing an activity to be scheduled on Sunday is either essential or unavoidable. These circumstances are to be subject to the judgment and prior approval of the Athletic Director.

Because there is limited time available during the school year for vacation, coaches/activity advisors will approve athletic and activity participants' requests to miss practice and/or competition to vacation with their families. Students will prearrange to miss practice and/or competition by submitting a prearranged absence form to the coach/activity advisor prior to the absence. Students will not be penalized for the absence(s). The coach/activity advisor will communicate with parents and participants about expectations for conditioning in order that students are physically fit and can safely return to competition. Problems or questions with this regulation should be referred to the principal.

It shall be the practice of Hillsboro School District to comply with both the spirit and intent of the OSAA practice limitation policy. That is, "There shall be no school-sponsored practice or competition outside the sports season during the Association year."

We will, however, continue to cooperate with community organizations (youth soccer, American Legion, AAU Swim, etc.), which sponsor athletic opportunities for our student/athletes.

Using our current situation as a guide, and attempting to provide equity among programs, the following guidelines will be in effect. These guidelines are designed to be legally acceptable, equitable to all programs, within the framework provided by the OSAA, and to help ensure student athletic eligibility.

## **ORGANIZED SUMMER ACTIVITIES**

The summer is a very busy time for our students and families. It is also a time in which programs often have organized team workouts and activities. Coaches are reminded that such activities prior to the official OSAA start date are in fact voluntary. Students are not to be penalized for absences in any way during this time and coaches/advisors must clearly communicate that they will not be influenced by the participation or non-participation of athletes in summer activities when making team selections at the beginning of the season. All students should have an equal opportunity to try out to make teams regardless of their involvement in summer activities or programs.

## **PARTICIPATION FEES**

Students who participate in the interscholastic athletic and activity programs shall pay a participation fee to partially defray expenses of these programs. This fee does not influence the manner in which coaches/advisors select participants for events. The following rules and procedures will apply. ***Students must have fees paid or made arrangement for payment in full prior to participating in another activity.*** A valid **ASB sticker** is required for participation in athletics and activities. Fees are outlined in the Hillsboro School District "High School Student Class and Miscellaneous Fee section of the parent-student handbook.

### Notification:

The procedures involving participation fees will be placed in the athletic/activity portion of the Parent/Student Handbook publication which describes available student activities.

**Tier I OSAA Athletics – Baseball, Basketball, Cross-Country, Football, Soccer, Softball, Swimming, Track, Volleyball, and Wrestling.**

### Cost:

Students (9-12) involved in OSAA-sponsored athletics will be assessed a \$200 participation fee.

1. No student will be assessed more than a total of \$400 in any one school year (only applies to Tier I OSAA athletics and activities).
2. No family will be expected to pay more than \$800 in any one school year (only applies to Tier I OSAA athletics and activities).
3. Students and parents shall have the responsibility of notifying the school that the maximums described in items 1 and 2 have been reached for Tier I OSAA athletics and activities only.

### **Tier I OSAA Activities – Band, Cheer, Dance, Music, etc.**

#### Cost:

Students (9-12) involved in any school-sponsored OSAA Activity will be assessed a \$150 participation fee per activity. Students may use the family cap of \$800 for Tier I OSAA activities.

### **Tier II Club Sports – Equestrian, Golf, Lacrosse, Multicultural Soccer, Tennis, Water Polo, etc.**

#### Cost:

Students (9-12) involved in any school-sponsored Tier II club sport will be assessed a participation fee determined by each individual club, with the exception of golf and tennis, which will be assessed a \$200 participation fee. Tier II sports do not qualify for individual or family caps.

#### Method of Payment:

Payment must be completed prior to any participation, practice, or contest. The school's bookkeeper will establish procedures for accounting of funds.

#### Waivers:

Waivers or deferred payments are available to any student who applies and qualifies for free or reduced-price lunch.

#### Refunds:

Pro-rated refunds will be available only when participation is ended due to no fault of the student, such as injury. Students who are removed from the team for disciplinary reasons shall not receive refunds.

## TRANSPORTATION

The arrangements for the transportation of athletic teams will be made through the building Athletic Director. All athletic trip requests for the entire season shall be submitted by the athletic secretary at least **30 days** prior to the beginning of each sport season. All drop off/pick up locations must be included in the trip request. If a team is planning on stopping for a meal, it must be communicated to transportation prior to the trip. Any changes or additions to the original schedule must be submitted immediately. Playoff trips shall be requested as soon as the school receives the schedule.

**A coach, approved District volunteer, or a District employee must accompany students on the bus to and from all out-of-District events and activities. If a coach or District employee is not at the pick-up location and on the bus, the bus will not leave for the trip. Adults on the bus are subject to all the rules and regulations that govern students and employees. Routes will be determined by the Transportation Department. Only coaches, identified chaperones, and team/activity participants will be transported on the bus.**

It is the goal of our athletic program that all participants in athletic events will ride to and from the activity in vehicles provided by the school. School buses will be used on all trips whenever practical. In the event that other means of transportation are used, authorization will be granted by the principal. Athletic directors and coaches are reminded that Board policy must be followed for transporting students to and from school events.

Standards of behavior on the bus shall be the responsibility of the bus drivers. However, the coach in charge shall be the adult responsible to enforce all rules and regulations. Drivers of buses taking athletic trips have been instructed that any damage or unusual happenings on our buses are to be reported to the Director of Transportation. Bus trips are challenging to both coaches and bus drivers. You are in charge of a group of student/athletes and are responsible for their safety until the trip arrives back at the home school. Expectations set prior to the first road trip of the season are helpful, and setting the parameters of behavior and conduct on and off the bus are extremely important. These are expectations for our athletes on bus trips:

- Dress appropriately for away contests. You are ambassadors for our team, our school, and our community. Coaches will set a minimum dress code and establish policy for these trips.
- While on a District bus or van you must stay in your seat, keep the noise down, and do not throw items in or out of the bus. No student/athlete will make any gestures or make any comments from the bus as we travel to the contest site.
- Keep the bus clean. It is up to captains or coaches to make sure that when a school team leaves the bus it is clean. No chance for compromises here.
- No cleats allowed on buses.

- It is suggested that coaches create a phone tree and make one call as the bus approaches home. With that one call the phone tree will be activated and parents can be alerted so they may be waiting to pick up the athletes at the school. It is expected that the **coaches will not leave the drop-off site until all athletes are accounted for and have rides home.**
- If parents want to take their student/athlete home from an away contest, it is mandatory that the parent or guardian, and only the parent or guardian, sign the athlete out.
- Never send an athlete home with their boyfriend or girlfriend or other under-age drivers. When in doubt, say "NO!"
- There will be times in which a parent wants their son or daughter to ride home with another set of parents. These are pre-arranged situations and are approved by the head coach and/or Athletic Director.
- If an athlete uses poor judgment and does something inappropriate on the bus or while on an away trip, they may be suspended for a minimum of one athletic contest. As the severity of the infraction rises, so may the consequence.

All transportation requests are to be processed through the Athletic Directors' offices.

## **ATHLETIC SUMMER CAMP OVERVIEW**

The District encourages and supports staff-sponsored summer sport camps for Hillsboro youth. These camps offer a valuable service to students and parents. The District will make school buildings and other facilities available to organizations when a worthy educational purpose will be served. However, the District does not sponsor or financially contribute to the variety of athletic and activity opportunities available to students in the summer.

School buildings and facilities shall be available without charge to groups providing services to community youth provided there is no additional expense for heating, supervision, or custodial services to the District. Equipment will be available only to District community members, District employees, and authorized service providers who are engaged in approved use of school facilities. Except as authorized in accordance with Policy KGC: Community Use of District Facilities—Private Gain and Policy KGF/EDC: Authorized Use of District-Owned Equipment, employee and public use of equipment shall not be used for private financial gain. An equipment use form must be submitted and approved. Any damage to equipment is the responsibility of borrower. Transportation of borrowed equipment will be the user's responsibility.

School staff members who sponsor summer camps must not utilize District materials, supplies, equipment, or District personnel to advertise the camps unless prior permission is given and reimbursement made.

Sponsoring organization/groups must complete Summer Camp Request and Building Use Request forms. Profit-making groups or individuals making financial gain will be required to pay reasonable expenses according to a schedule provided by the District.

Sponsoring organizations/groups assume full financial and supervisory responsibility for camp personnel, all insurance, and must provide proof of liability insurance when applying for a building use permit. The organization/group will also be responsible for workers' compensation liability insurance.

Responsibility for the expenditure and accounting of funds raised from these activities will rest with the sponsoring organization/individual. Revenue raised by these out-of-school activities and donated to school programs, teams, and/or activities must be made in accordance with Policy KH: Public Gifts to the District through the school principal.

### **Rules and Procedures**

1. All camp sponsors must complete an application form providing camp information along with insurance verification.
2. If assessed a fee for building use, payment must be made to the HSD Business Office within 10 days after the completion of camp.
3. Coaches must clearly communicate that they will not be influenced by the participation or non-participation of athletes in summer camps when making team selections at the beginning of the season. All students should have an equal opportunity to try out to make teams regardless of their involvement in summer camps or programs.
4. An Out-of-State/Overnight Trip Request form must be approved by the Coordinator of Athletics and Activities **prior** to the event. This submission needs to take place at least **two weeks** prior to the event running. Once approved, the Board of Directors will be informed.

### **OUT-OF-STATE/OVERNIGHT TRIP REQUESTS**

Out-of-State/Overnight Trip Request forms must be completed by coaches/advisors **six weeks prior to the event taking place**. Superintendent or designee approval is required for all out-of-state/overnight trip requests. **\*\*OSAA scheduled playoff events/tournaments do not require the District form.\*\*** The requirements include:

1. **Name of responsible party and cell phone number.**
2. **Lodging information.**
3. **Team roster.**

**This information MUST be turned in to the school Athletic Director prior to the trip.**

## **TRY OUTS AND CUTTING A PLAYER**

In certain sports/clubs, it is sometimes necessary to limit the number of participants on a team/club. Coaches and advisors are asked to carefully consider the procedures they plan to follow when making these decisions. These procedures should be approved by the building Athletic Director/administrator and communicated to participants and parents before tryouts. Any participant not being placed on a team/club shall be given the courtesy of a private face-to-face meeting with the coach and/or advisor. Posted lists are prohibited.

### Try-outs:

1. Choosing the members of athletic/activity programs is the sole responsibility of the coaches/advisor.
2. Prior to trying out, the following information shall be available and/or provided to all candidates and their parents:
  - A. Extent of try-out period.
  - B. Criteria used for selection.
  - C. Practice commitments.
  - D. Game/performance commitments.

### Cuts:

1. Should it be necessary to cut members from a team/squad, the coach/advisor shall personally notify those who did not make the team.
2. Coaches/advisors are not to post cut lists. Students should be notified in person or by phone.

## **LETTER AWARDS**

Each high school and each individual program in the Hillsboro School District will establish lettering policies. The coach/advisor is obligated to make all participants aware of their criteria prior to the start of the season. It is the responsibility of the parent/guardian and the student to make sure they understand the lettering policy prior to the season. Student's participation or non-participation in summer activities may not be used in the lettering criteria.

The awarding of athletic letters shall be limited to student/athletes earning these awards in athletic programs.

Participants who qualify for a letter award shall receive a letter the first time only. Subsequent awards are to be certificates, emblems, or balls in lieu of a letter. Varsity squad participants who do not meet award qualifications will be presented with

appropriate certificates for their participation. The members of the junior varsity and ninth-grade teams who are recommended for honors will be presented with suitable certificates.

## **ATHLETIC EQUIPMENT**

Generally, all competitive equipment is supplied by the District with the exception of personal items and shoes. The coach will issue all of these supplies. No equipment is to be used or worn off the school campus unless officially competing or practicing. Competition uniforms or warm-ups are not to be worn for practice. Athletic uniforms are not to be worn for physical education classes. Proper return of all equipment and off-season security will be the responsibility of the coach of that particular sport. Equipment lost by the player will be paid for by that player at the replacement value of the lost item. Annual inventories are to be turned into the Athletic Director at the end of the season.

Equipment purchased by the District will only be used by District athletic programs unless approved as part of the application for use of school building and facilities. Equipment purchased by non-school programs may be used by District programs only after such items have been officially approved as donations to the District by the Board of Directors.

## **INVENTORY**

At the start of the season the head coach will receive a form to keep all District equipment, uniforms and supplies recorded. Any time a change is necessary, this should be updated on the inventory sheet by the coaching staff. We have lost too many uniforms and equipment over the past few years because coaches haven't followed through at the end of the season. You need to track these items and account for lost, damaged, or gear that isn't turned in. If not, the athletic office will not include your sport in uniform rotation and hence money will come from your account to replace items lost or not recovered. It is a District expectation that care will be taken to keep the equipment in safe condition and record and recover it at the end of the season. Student/athletes abusing District equipment will be required to replace the item. At the end of the season gather all equipment and uniforms from your athletes and bring it to the storeroom along with the inventory sheet. Make sure all gear is clean and dry. If you have players that do not turn in gear, please make a list of the names of those athletes not returning gear and the specific items/sizes/numbers of items not returned. Please fine them and inform them that grade transcripts will be held up for those seniors with District equipment or uniforms still out.

# COACHES

## COACHING PHILOSOPHY

It is very important for all coaches to have a "philosophy" or a set of beliefs that will guide your decisions and actions. A philosophy would include beliefs about discipline, playing time, last minute plays, preparation, attitude, bus conduct, parental contact, and on and on.

This is who you are and what you stand for and what you will NOT stand for! This philosophy defines us as people and coaches and tells our players and those associated with your program what you are and what you are not. At clinics you can always find a seasoned coach who has been around the block a time or two preaching about the importance of philosophy . . . there is good reason!

A code or set of beliefs and a way of thinking and acting will be the backbone of your coaching routine for years to come. We have all struggled with issues and situations that come up each season, but if we look to follow our beliefs, a coach will tend to be viewed as a fair and just person. If you don't have a set of beliefs, and even more importantly, if you don't stick to those beliefs, you will find yourself getting into confrontation with players, parents, and quite possibly with other coaches.

It is not hard to develop a philosophy and if you truly believe in this philosophy, it is not difficult to act accordingly. However, it is really difficult to follow a core set of beliefs you DO NOT believe in with your heart and mind. Therefore, you must develop this philosophy based upon what you believe in and centered around core beliefs that guide your life and your coaching. The tenets of this philosophy must be your own and that you feel strongly about.

Many times we have heard wise old coaches say "You are never too old to learn a new trick or two." This is very true in coaching. We are always looking for new and better ways to teach skills, improve our knowledge of the game and gain an advantage over our opponents. But the secret is fitting this new methodology into your grand scheme or philosophy of things. It does you no good to use a new skill or spend time working on a part of the game if it doesn't fit your overall plans for your system. Take all the new points, skills, and plays and use what you can and throw the rest out.

Head coaches are responsible for the program. The "buck" stops here! If you, as a head coach, are not comfortable with the actions of an assistant coach for example, it is up to you to solve the conflict or problem. If you have problems with some of your athletes not representing the team or school in a positive manner, then you must deal with it. Your philosophy should be the rule not the exception. Your philosophy and guidelines should be stamped all over the program!

All coaches will be tested from time-to-time. The test will come from players, parents, coaches or administrators. The core beliefs you have will see you through the tough

times. If you do what you believe in your heart is right and you follow through with what you say you will do up front, then you have avoided the "mind games" that some coaches play while mentally arguing with themselves about a proper course of action. Be consistent, fair, and equitable.

## **REPRESENTATION**

Coaches are reminded that they represent not only their program and school, but the Hillsboro School District. Coaches are to dress, act, and conduct themselves in a professional manner at all times throughout the year.

## **COACHES CODE OF CONDUCT**

- Provide – a physically and emotionally safe environment for practices and competition.
- Exemplify – honesty, integrity, fair play, and sportsmanship regardless of the impact that might have upon the outcome of the competition.
- Maintain – a professional demeanor in their relationships with athletes, officials, colleagues, administrators, and the public and treat them with respect and dignity.
- Maintain – confidentiality when appropriate and avoid situations that would potentially create a conflict of interest or exploit the athlete.
- Maintain – a commitment to the education of their athletes and should encourage academic achievement.
- Maintain – a commitment to the safety and well-being of each athlete and promote healthy lifestyles by their actions.
- Discourage – the use of performance enhancing substances and dietary supplements.
- Prohibit – the use of any illegal or recreational drugs.
- Educate – athletes about nutrition, safe and healthy weight loss or gain, and healthy eating behaviors.
- Follow – current safe training and conditioning techniques.
- Exhibit – sound injury and risk management practices.
- Demonstrate – an understanding of growth and developmental stages of their athletes.
- Encourage – athletes to adopt a physically active lifestyle.
- Place – the athlete's needs and interests before your own.
- Remember – that competition should be healthy and enjoyable for all.

## **DEALING WITH CHALLENGING PERSONALITIES**

When interacting with a challenging personality (parents, community members, etc.), try to gain insights as to the causative factors that have contributed to his/her challenging demeanor and conduct. Recognizing the challenging behavior is largely caused by factors beyond your control, it is important to proceed in a mature, detached, and analytic manner.

It is very important that when dealing with a challenging personality that you the coach determine the time and place for the conversation. Do not engage in a meeting before or after a game or practice. If a challenging personality approaches you during one of these times, remain professional and use a phrase such as “I know you are upset, but now is not the time to be discussing this issue. Please call me to schedule a meeting to discuss your concerns.”

Do not let your emotions get involved in the discussion. Always maintain a calm professional presence and focus on the issue at hand. Realize that challenging personalities are emotionally invested in the issue and often allow their emotions to dictate their actions. Often the student is the one in the middle. It is important to identify the real issue and adopt a problem-solving approach focusing away from personal attacks.

## **HILLSBORO SCHOOL DISTRICT PARENT/COACH COMMUNICATION**

### **PARENT/COACH RELATIONSHIP**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to student/athletes. As parents, when your students become involved in our program, you have the right to understand what expectations are placed on your student/athlete. This begins with clear communication from the coach of your student/athlete’s program.

### **COMMUNICATION COACHES EXPECT FROM ATHLETES/PARENTS:**

1. Concern expressed directly to the coach.
2. Notification of any schedule conflicts in advance.
3. Notification of illness or injury as soon as possible.

### **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES:**

1. The treatment of your student/athlete.
2. Ways to help your student/athlete improve.
3. Concerns about your student/athlete’s behavior.

Items to be left to the discretion of the coach:

1. Team selection.
2. Playing time.
3. Team strategy.
4. Play calling.
5. Other student/athletes.

**COMMUNICATIONS YOU SHOULD EXPECT FROM YOUR SON OR DAUGHTER'S COACH:**

1. Philosophy of the coach.
2. Expectations and goals the coach has for student/athletes, the team, and the season.
3. Locations and times of all practices and contests.
4. Specific team requirements, including special equipment, strength and conditioning programs, weekend activities, etc.
5. Injury procedures for practices and contests.
6. Team rules, guidelines, and consequences for infractions.
7. Lettering criteria.
8. Team selection process.

There are situations that may require a conference between the coach and player, or coach and parent. These conferences are encouraged. It is important that all parties involved have a clear understanding of the other persons' position. When a conference is necessary, parents are asked to use the following procedure to help resolve any concerns:

1. Call the coach to set up an appointment.
2. If the coach cannot be reached, call the building Athletic Director and a meeting will be set up for you.
3. Please do not attempt to confront a coach before, during, or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature usually do not promote positive resolutions.

**THE NEXT STEP**

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call the building Athletic Director for the high school to set up an appointment.
2. At this meeting, the appropriate next step can be determined.

## **MEDIA**

The Hillsboro School District expects head coaches to deal with the local media outlets. It is important to remember that the media provides a chance for our programs and our athletes to gain recognition. It is also important to remember that sometimes we answer questions or say things that we really don't want spread across the pages of the local newspaper! In dealing with the representatives of the media, please remain positive and say only things that show respect for other coaches, players and schools, as well as, when dealing with our own athletes and teams.

With any relationship there must be trust between two parties. Please make sure that leading questions are not addressed if you don't feel comfortable with them. You are the "voice" of the program . . . so remember that what you say isn't easily taken back if it appears in print. Be careful of what you say and how you say it.

Please use the media to get information out about your program. Camps, fund raisers, and summer schedules all will be information necessary to promote your program.

Coaches are expected to give the athletic office results and statistics from each contest just as you would other media outlets. This is an outstanding way to keep your program noticed.

## **COMMUNICATION WITH STUDENTS**

In today's technology world of texting, Facebook, twitter, etc, it is the position of the Hillsboro School District that coaches and advisors DO NOT communicate with individual students through these means. Group communication is acceptable as long as all HSD policies are followed. Coaches and advisors should not email or have written communication with individual students.

## **PRE-SEASON MEETING EXPECTATIONS**

Coaches are required to hold a pre-season meeting with parents and students. At this meeting, the Hillsboro School District requires the head coach to specifically address the following items and the Athletic/Activity Parent/Student Handbook in detail:

### **OSAA and HSD Eligibility Requirements:**

1. Academic Eligibility and Grade Checks
2. Behavior Standards
3. Hazing
4. District Policies
5. Student Clearance

### **Rules and Guidelines:**

1. Expectations
2. Program philosophy
3. Schedules
4. Discipline
5. Attendance
6. Sportsmanship
7. Lettering Policy
8. Equipment
9. Try-Outs and Cuts
10. OSAA rules

### **Safety and Risk Management:**

1. Sport-specific risks (read policy)
2. Trainer
3. Transportation
4. Locker room safety

### **Communication:**

1. Student/Coach Communication
2. Parent/Coach Communication

# JOB DESCRIPTIONS

## HEAD COACH

**IMMEDIATE SUPERVISOR:** Athletic Director/Principal

### GENERAL DUTIES

Support the Hillsboro School District athletic objective, policy of interscholastic athletics, and Hillsboro School District Athletic Code. The District believes that extra-curricular activities are an integral part of school life. All students, regardless of their ability, should take part if possible to be able to grow physically, intellectually, and socially through participation. Coaches organize and conduct the athletic programs to meet the needs of the school district and their participants.

### ESSENTIAL REQUIREMENTS

- A. Experience in and/or knowledge of the sport, coaching techniques, and student supervision. Coaching experience preferred. NFHS coach certification required according to OSAA rules.
- B. Ability to work successfully with student/athletes, parents, assistant coaches, and other school staff.
- C. Ability to perform coaching responsibilities in accordance with school and District procedures and policies.
- D. Current first-aid/CPR card – **MUST have.**
- E. Current Concussion Management and Steroid Prevention Training
- F. Maintain integrity of confidential information relating to students, staff, or District patrons.
- G. The ability to work harmoniously with others.

### ESSENTIAL RESPONSIBILITIES

- A. The Head Coach is expected to exhibit exceptional integrity and character at all times while employed by the Hillsboro School District.
- B. Be a positive role model in the school and community.
- C. Establish relationships/connections to kids.
- D. Actively recruit students within the school to participate in the program.
- E. Communicate with, seek advice, and follow direction of the Athletic Director.
- F. Organize the specific athletic program so that is consistent with the District and Oregon School Activities Association goals and objectives for student/athletes.
- G. Emphasize the importance of academic achievement of student/athletes.
- H. Direct a successful Grade 9-12 athletic program and oversee programs (youth and middle school) below the high school level.

- I. Organize, schedule, and conduct practice sessions designed to develop the program in a quality fashion as well as to provide for the welfare of the athletes.
- J. Demonstrate proper active supervision during all scheduled activities of student/athletes including, but not limited to, games, practice, locker room, and transportation.
- K. Meet with the players and parents prior to or at the beginning of the season. The coaches will explain the program, the risks involved in participating in the sport, the expectations of the student/athletes, and what the parents and athletes can expect from the athletic program. A two-way communication of needs with coaches and parents/students is to be emphasized. Proper player, coach, parent, and fan sportsmanship is to be emphasized.
- L. Maintain a thorough knowledge of skill development, training techniques, fundamentals, game strategy, and the rules of the sport.
- M. Work in cooperation with the Athletic Director to arrange for transportation and finances for contests/games. The Head Coach will develop an appropriate itinerary for contests/games.
- N. Be accountable for expenditures and fundraising in accordance with established school District procedures and written approval of the Athletic Director and/or Principal.
- O. Prepare, justify, and submit proposed budgetary requirements for the assigned sport to the building Athletic Director. Operate within the current fiscal budget allowances for the sport.
- P. Be responsible for the care, distribution, and collection of District equipment and supplies. Insure that lost equipment is paid for by the player to whom it was issued at a cost equal to the replacement value.
- Q. Communicate both verbally and in writing (as appropriate to the situation) and cooperate productively with all the sports public including, but not limited to, student/athletes, parents, administrators, and the press. Keep the team informed of practice schedules and team obligations.
- R. Develop and maintain a positive rapport with students, athletes, parents, and assistant coaches throughout the program.
- S. Submit the following to high school Principal and Athletic Director:
  - a. The system that will be used to determine the team members
  - b. A team roster as soon as the team is determined and revised as necessary throughout the season. The roster should include the following items, where necessary; name, number, height, weight, position, grade, etc.
  - c. A season summary report within 30-days following the completion of a season that includes, but is not limited to the following:
    - i. Last current team roster along with a list of students who tried out in the program, if applicable.
    - ii. Season record identified by contest date and opponent.
    - iii. Overall league finish.
    - iv. Award winners (all-state, all-league, team MVP, etc.).
    - v. Student/athletes earning varsity letters.

- vi. List of program inventory items (gear, supplies, uniforms, etc.) and location.
  - vii. Names of coaches and volunteers working with the program.
- T. Cooperate with other school-sponsored sports by encouraging athletes to play more than one sport.
  - U. Recruit and take part in the hiring process for assistant coaches in their respective program and assist in the evaluation of assistant coaches.
  - V. Practice professional conduct during events and practices. Exemplify high standards of personal conduct and habits.
  - W. Cultivate and model a respectful working and learning environment.

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications, and job scope, but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

## **ASSISTANT COACH**

**IMMEDIATE SUPERVISOR:** Athletic Director/Head Coach

### **GENERAL DUTIES**

Support the Hillsboro School District athletic objective, policy of interscholastic athletics, and Hillsboro School District Athletic Code. The District believes that extra-curricular activities are an integral part of school life. All students, regardless of their ability should take part if possible to be able to grow physically, intellectually, and socially through participation. Coaches organize and conduct the athletic programs to meet the needs of the school District and their participants.

### **ESSENTIAL REQUIREMENTS**

- A. Experience in and/or knowledge of the sport, coaching techniques, and student supervision. Coaching experience preferred. NFHS coach certification required according to OSAA rules.
- B. Ability to work successfully with student/athletes, parents, assistant coaches, and other school staff.
- C. Ability to perform coaching responsibilities in accordance with school and District procedures and policies.
- D. Current first-aid/CPR card – **MUST have.**
- E. Current Concussion Management and Steroid Prevention Training

- F. Maintain integrity of confidential information relating to students, staff, or District patrons.
- G. The ability to work harmoniously with others.

### **ESSENTIAL RESPONSIBILITIES**

- A. Perform delegated duties assigned by the Head Coach.
- B. Be knowledgeable of and implement the planned system and style of play as established by the head coach.
- C. Enforce all athletic regulations and take initiative in making proposals for improvement in the program through the Head Coach to the Athletic Director and Principal.
- D. Attend meetings and clinics organized and conducted by the high school Head Coach, Athletic Director, or Principal.
- E. Demonstrate proper active supervision during all scheduled activities or student/athletes including, but not limited to, game, practice, locker room, and transportation.
- F. Maintain a thorough knowledge of skill development, training techniques, fundamentals, game strategy, and the rules of the sport.
- G. Be responsible for the care, distribution, and collection of District equipment and supplies.
- H. Communicate both verbally and in writing (as appropriate to the situation) and cooperate productively with all the sports public including, but not limited to, student/athletes, parents, administrators, and the press. Keep the team informed of practice schedules and team obligations.
- I. Develop and maintain a positive rapport with students, athletes, parents, and assistant coaches throughout the program.
- J. Cooperate with other school-sponsored sports by encouraging athletes to play more than one sport.
- K. Practice professional conduct during events and practices. Exemplify high standards of personal conduct and habits.
- L. Cultivate and model a respectful working and learning environment.

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications, and job scope, but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

## COACHING REQUIREMENTS

Before any Head Coach may begin working with athletes there are a number of items that must be completed and on file in the athletic office. The rest of the items on the list are things that must be done during the course of the season.

1. Head Coach and all assistants must be approved by the District office for employment.
2. Must have a valid first-aid/CPR card on file (copy of) for each coach on staff.
3. Review the athletic code with their entire team and warn players and parents of potential risks inherent in your sport.
4. Notify the Athletic Coordinator in writing of any unsafe playing conditions in your area.
5. Have incident report forms and establish procedures for filing out accident reports for appropriate injuries. All forms must be filed in the main office within 14 hours.
6. Establish emergency procedures, know what medical staff or trainers will be available, and have a cell phone or communication device accessible.
7. Review with your team updated lettering criteria and make sure a copy is in the athletic office. Also make sure the athletes and parents understand the team rules prior to the season.
8. Send rosters and any updates throughout the season to the athletic office. Current rosters are important, as well as, an accurate listing of seasonal sport participants.
9. Review the coaching handbook and make sure that all coaches on staff are familiar with the requirements.
10. Make certain that all athletes in your sport are cleared by the athletic office prior to their first practice. Any athlete who has not been cleared is not to practice or participate in any contest until doing so. A clearance form is to be presented to the coach by each athlete. Without this clearance form, do not let the athlete participate!
11. Please discuss and review the hazing/harassment policy with your team.
12. Hold a pre-season parent meeting to discuss expectations and policies.
13. At the conclusion of a season, an inventory sheet will be completed and returned to the athletic office.
14. A coach must have the medical release forms on file in the medical kit or in a folder when your team travels.
15. Head coach is responsible for making and keeping practice plans. These should be posted during practice and a copy kept in your file.
16. The head coach will set up a post-season awards ceremony for his/her players. Certificates, letters, and awards will be presented at that time.
17. Head coaches must discuss any staff changes with the Athletic Director.

## **FIRST-AID TRAINING**

District policy requires that all coaches and advisors have a valid first-aid card. Coaches and advisors are not to work with students without having completed the requirements for such a card. The District provides first-aid classes periodically throughout the school year. Contact the athletic director at the respective high school for specific dates and times.

## **CONCUSSION MANAGEMENT TRAINING**

All coaches are required to complete concussion management training each year prior to working with students per Oregon State law. Contact your athletic director for training options.

## **STEROID PREVENTION TRAINING**

All coaches are required to complete Steroid Prevention Training once every four years prior to working with students per Oregon State law. Contact your athletic director for training options.

## **ATHLETIC EJECTION GUIDELINES**

In response to the enactment of OSAA policy regarding player or coach ejections, the Hillsboro School District has developed this guide to assist principals and athletic directors in assessing the serious nature of each ejection and administering the sanctions for each. These sanctions are to be followed. In addition, each principal shall impose additional consequences in accordance with the Standards of Student Conduct. Athletes and parents are reminded that athletes could be suspended for untenable conduct at any time and suspensions are not limited to the violation set forth in this guide.

Pre-season communication regarding OSAA Ejection Policy:

1. Athletic Director reviews OSAA Ejection Policy with coaches.
2. Coaches review policy with athletes and parents.
3. Head coaches inform parents in writing explaining the Ejection Policy.

## **Ejection of Athlete**

### ***Same athlete (also applies to same athlete different sports)***

#### First Offense:

1. Coach addresses entire team immediately after contest in which ejection occurred.
2. Athlete confers with team coach and varsity head coach.
3. The coach of team involved confers with the varsity Head Coach.
4. The varsity head coach confers with Athletic Director and Principal.
5. The varsity head coach follows up as needed.
6. The varsity head coach makes parent contact reviewing the ejection policy.
7. Athlete suspended for at least the next game.

#### Second Offense:

1. Coach addresses entire team immediately after contest in which ejection occurred.
2. Athlete suspended for at least the next two games and faces possible suspension for the remainder of the season.
3. Parents and athlete meet with varsity Head Coach, Athletic Director, and Principal.
4. Athletic Director writes letter to parents explaining if athlete receives another ejection, athlete will be suspended for remainder of season.

#### Third Offense:

1. Coach addresses entire team immediately after contest in which ejection occurred.
2. Athlete suspended for remainder of season.
3. Athletic Director writes letter to parents informing them that athlete is suspended for remainder of season.

### ***Different Athlete (same program)***

#### First Offense:

1. Coach addresses entire team immediately after contest in which ejection occurred.
2. Athlete confers with team coach and varsity Head Coach.
3. Head coach of team involved meets with varsity Head Coach.
4. Varsity head coach meets with Athletic Director and Principal.
5. Varsity head coach follows up as needed.

6. Varsity head coach makes parent contact reviewing the ejection policy.
7. Athlete suspended for at least the next game.

Second Offense:

1. Same as first offense (numbers 1-7 above).
2. Memo from principal to all coaches in the program addressing administrative concern.

Third Offense:

1. Same as first offense (numbers 1-7 above).
2. To be addressed as part of varsity head coach's evaluation.

## **Coach Ejection**

### ***Same Coach (also applies to same coach different programs)***

First Offense:

1. Meet with Athletic Director and Principal.
2. Suspended for at least one game.
3. Suspension will be reflected in season evaluation of coach.

Second Offense:

1. Meet with Athletic Director and Principal.
2. Coach suspended for at least two games and faces possible suspension for the remainder of the season. The extra-duty contract will be prorated accordingly.
3. Memo from Principal to varsity head coach and coach involved addressing administrative concern.
4. Suspension will be reflected in season evaluation of coach.

Third Offense:

1. Meet with District Athletic Coordinator, Athletic Director, and Principal.
2. Third suspension of coach is for the remainder of that sport season and the extra duty contract will be prorated accordingly. In addition, the coach may be removed from all other current coaching assignments in the Hillsboro School District.
3. To be addressed as part of coach's evaluation and varsity head coach's evaluation.

## ***Different Coach (same program)***

### **First Offense:**

1. Meet with Athletic Director and Principal.
2. Suspended for at least one game.
3. Suspension will be reflected in season evaluation of coach.

### **Subsequent Offenses:**

1. Meet with Athletic Director and Principal.
2. Suspended for at least one game.
3. Memo from Principal to varsity head coach.
4. Suspension will be reflected in season evaluation of coach.
5. Multiple suspensions of different coaches in the same program will be reflected in the evaluation of the varsity head coach of that program.

### **Note:**

1. An ejected coach is to immediately leave the premises.
2. If a coach has been ejected and there is no other District-approved replacement, in accordance with OSAA policy, the contest will be forfeited.
3. All fines, as they pertain to this policy, are to be paid out of the respective school's dues and fees account.

Once a school reaches its fifth ejection, we will follow OSAA sanctions, which state: "A school receiving five (5) or more ejections during one (1) school year shall be required to submit a written Plan of Correction to the Executive Board including a Citizenship through Sports training workshop and timelines for implementation of the plan."

## **Ejection Policies – Fines**

"When the first participant or coach in a sport is ejected, the school that the participant or coach is representing shall be assessed a fine of \$50 by the Executive Board. A second ejection in the same sport during the same season shall result in the assessment of a \$100 fine, and each ejection thereafter in that sport during that season shall result in a fine to be increased by \$50 increments for each ejection without limitation." (OSAA Executive Board Policy 24.A)

It is possible an ejection could be appealed.

## **Appeal Process**

“If the Principal or the Athletic Director of the ejected coach/player and the commissioner of officials agree that the suspension should be set aside, the Principal may appeal to the OSAA Executive Director within 48 hours of the ejection to set aside the next game suspension portion of the penalty. If the OSAA Executive Director denies an appeal, that denial may be appealed to the OSAA Executive Board which shall hear the appeal at its earliest convenience and issue a final ruling. Implementation of the next game suspension may be postponed during the time that an appeal is pending.” (OSAA Executive Board Policy 23.B)

During the appeal process, the procedures in this policy may be delayed until the final ruling. Should the appeal be granted, any or all of these procedures may be negated.

## COACHING ALLOCATIONS AND EXPECTATIONS

### District Coaching Allocation – Per High School

<u>Sport</u>	<u>Paid</u>
Football	***6
Cross-Country – Boys and Girls	1
Volleyball	2
Soccer – Boys	3
Soccer – Girls	3
Basketball – Boys	2
Basketball – Girls	2
Wrestling	*2
Baseball	2
Softball	2
Track	****4
Swimming	**1

- 
- \* An additional coach will be appointed if the total participant numbers exceed 50 for wrestling.
  - \*\* An additional coach will be appointed if the total participant numbers exceed 50 for swimming.
  - \*\*\* An additional coach will be appointed if the total participant numbers exceed 115 for football.
  - \*\*\*\* An additional coach will be appointed if the total participant numbers exceed 125 for track.

## COACHES STATE TOURNAMENT RELEASE

It is the desire of Hillsboro School District to have head coaches in attendance at state tournaments. The amount of attendance shall be established by the Principal, taking into account such issues as expense, missed instruction time, and the value of the activity at the tournament. Under normal circumstances, assistant coaches are not to be released from teaching duties unless their school is competing in the tournament and their presence will be of direct value. All requests shall be made through the Principal.

### STATE TOURNAMENT RELEASE

Sport & Number Qualified	Head Only	Varsity Staff	Varsity Staff Plus
CROSS-COUNTRY Team 1 or 2 Individuals	X	X (2)	
FOOTBALL Team		X (5)	Others as required for scouting, etc.
SOCCER Team		X (2)	
VOLLEYBALL Team		X (2)	
BASKETBALL Team		X (2)	Others as required for scouting, etc.
SWIM 1-5 Individuals 5-10 Individuals	X		Others as required for transport/supervision
WRESTLING 1 Individual 1 - up	X	X (4)	Dependent on numbers and placement in tournament
BASEBALL Team		X (2)	
GOLF Team or Individual	X		
SOFTBALL Team		X (2)	
TENNIS 1-12 Individuals	X		
TRACK 1-2 Individuals 3-20	X	X (7)	

## **EXTENDED CONTRACT FOR OSAA PLAYOFFS**

OSAA State Tournaments and play-offs which extend the season greater than the first round of the OSAA playoffs will result in compensation. Starting with the second round of playoffs, varsity coaches shall receive two (2) percent of their extra-duty contract per day, not to exceed 10 percent in a 7-day week. Starting with second round of playoffs, performance advisors affected by the extended play-off (band, dance, flag, and rally) shall receive one (1) percent of their extra-duty contract per day, not to exceed 5 percent in a 7-day week.

## **ATHLETIC COACHES CLINIC ATTENDANCE GUIDELINES**

1. Funds to finance clinic attendance are found in the individual school budgets and the authority to spend these funds rests with the Principal.
  - a. School funds are to be used for in-service to coaches with coaching assignments at that school regardless of the teacher's assigned school for instruction.
2. Priority on these funds shall be:
  - a. Head coaches' attendance at local and regional conferences.
    - (1) Certified substitute days for athletic staff development shall not exceed 12 days per year total.
    - (2) Regional conferences include the Seattle area to the Eugene area.
3. Requests for funds should be made through the Athletic Director. He or she shall recommend approval or denial to the Principal. Approval will include the degree to which the school may support the attendance. There is no guarantee that full mileage will be offered, release will be granted for full attendance, etc.
4. When reviewing these requests, the principals shall take into consideration the amount of school time to be lost and the amount of time the staff member has already missed.
5. Funds located in the school budget may be used to bring specialists to the school or combined with other school funds to bring specialists to the District.

## **SCHEDULING**

Scheduling of games, contests, as well as those that are to be made-up, will be accomplished by the school Athletic Director. The school Athletic Director will consult the coach during the scheduling process. No scheduling will be done except in this manner.

## **STATE PLAY-OFF POLICY**

It shall be the policy of the District to support teams competing in state play-offs with:

1. District-provided transportation.
2. Funds, up to the amount reimbursed by the OSAA and budgeted for in state play-offs, shall be used to offset participation expenses.
  - a. Principals have the option of choosing how to expend these funds.

Proposed plans for coaches and athletes involved in the state championships shall be generated by the Athletic Directors and referred to the Principal for approval. These plans shall include:

1. Coaches to be released.
2. Athletes to be released in time to properly prepare for competition. Every effort will be made to minimize missed school while still providing for time to properly prepare for competition.
3. The release of students as spectators shall be limited to scheduled student release for sessions involving our schools or upon parent request for individual students to be released for sessions not involving our schools.
4. School transportation shall be used whenever practical.

### **Transportation – State Playoffs**

All OSAA athletics and activities will use District transportation unless buses are not necessary to transport students. Authorization to use alternative transportation in any form must be obtained through the Director of Safety and Operations. If approved, District Alternative Driver Forms must be completed and turned in prior to the trip.

## ASB ACCOUNTS

These are general guidelines coaches and advisors are expected to follow when handling ASB money.

### **Expenditures:**

1. Have a hard copy of each invoice that you are paying. Print the check number and date of payment on the invoice.
2. Have an officer or Faculty Advisor sign off on each invoice for payment.
3. Have a separate officer sign the check (this will ensure that at least two individuals have approved each invoice for payment).
4. If you are paying multiple invoices with one check, attach an adding machine tape showing the total of all invoices.
5. Maintain a spreadsheet listing all checks, in numerical order, showing the check number, vendor name, date the check was written, and the date the check cleared the bank.
6. At the end of each month, send a copy of the bank statement and monthly bank reconciliation to the Business Manager. These will then be given to the auditors during the annual District financial audit.
7. When paying reimbursement for travel made on behalf of the organization: 1) Make sure you have original receipts for all claimed expenses; 2) Make sure that you have some back-up for miles claimed (a MapQuest map works well); 3) See steps 2, 3, and 4 above.

### **Revenues:**

1. Record all moneys received on numbered receipts.
2. Maintain a spreadsheet showing all receipts, in numerical order, showing the receipt number, party giving the funds, and date of receipt.
3. Include name of the party giving the funds and the name of the person receiving the money as well as the date the funds were received on each receipt.
4. Make sure that a different person prepares the deposit (i.e., not the same person that received the money).

## PURCHASING

Items to be purchased through the budget can only be purchased through the Athletic Director. Coaches may NOT issue budgetary purchase orders. Budgetary items will be ordered well in advance of the season, based upon budget requests. Head Coaches – please prioritize your budget requests so that you are most likely to get your needed goods.

## **VOLUNTEER COACHES/ADVISORS**

The best of all worlds would be to optimally staff each of our teams with paid, trained coaches. Since this is not financially possible at this time, and volunteer coaches are available in some cases, the District shall allow volunteer coaches to assist in filling the need for coaches as identified by the District. **Volunteer coaches will not receive remuneration for their services in any manner, including gifts, trips, or increased stipends for summer work.** Volunteer coaches must meet all personnel requirements, including fingerprinting as specified by the District's Human Resources office.

The head coach and the Athletic Director will submit on a season-by-season basis a list of volunteer coaches and the hours they have volunteered.

**WHAT TO DO?  
COMMON NEEDS**

## USE OF FACILITIES

**\*\*Please note – For in-season regular practice and games, a Facilities Use form is not required. Any additional events regardless of location: parent meetings, camps, clinics, etc. A facilities Use form must be submitted.\*\***

Hillsboro School District buildings and other facilities are available for community use according to policies established by the Board of Directors and in compliance with state law. To manage requests and expenses related to facility use, HSD has established procedures to request use of a facility, to establish priority for use, to set fees, and to ensure the District facilities are used appropriately.

**\*\*To receive an application for facility use or to get more information, call the Facilities Department at 503-844-1320. Completed applications for use of any school or facility for other than regular school classes should be sent to Sharon McCarty, the department secretary at Facilities, or Loren Rogers, Executive Director of Facilities, Planning and Properties, 4901 SE Witch Hazel Road, Hillsboro, OR 97123.\*\***

## CAMP BROCHURE/FLYER REVIEW PROCESS

For high school athletic and activity programs only, submit camp brochures and flyers with the attached building use application to Casey Waletich or Sharon McCarty at Facilities. After Facilities has received the entire packet of information, it will be forwarded to the Director of Safety and Operations for final approval. Notification of approval/disapproval will be e-mailed to the school's athletic department. ***Please note incomplete packets will not be approved and will be returned to the sender.***

## SIGN AND BANNER REQUIREMENTS

- Signs and banners **MUST** follow the standard flyer review process.
- Once a sign or banner has been approved, the following guidelines apply:
  - Signs or banners advertising sign-up, recruitment, or advertising for an event must be no larger than 2 feet x 3 feet and attached to a stake for ground display.
  - Signs or banners ***may*** be mounted on fence lines or buildings.
  - Signs or banners ***may only*** be displayed in designated areas, campus entry areas, or areas otherwise designated by the school principal.
  - Signs or banners ***must be*** professionally produced.
  - Signs or banners ***must be*** removed immediately when the advertised event has occurred.

- All signs or banners **must receive** approval by the school principal or designee before the sign may be displayed on school property.
- All signs or banners are **subject to removal** at the discretion of the school principal, designee, and/or the Hillsboro School District.

## Questions

If you have questions regarding the flyer approval process, please email or call Danielle Cox in Communications at [coxdan@hsd.k12.or.us](mailto:coxdan@hsd.k12.or.us), 503-844-1756.

If you have questions regarding the Building Use Application Form Process, please email or call Sharon McCarty in Facilities at [mccartys@hsd.k12.or.us](mailto:mccartys@hsd.k12.or.us), 503-844-1320.

# HIRING COACHES/ADVISORS (including volunteers)

## EXTRA DUTY COACHES/ADVISORS GENERAL INFORMATION

***ALL EXTERNAL APPLICANTS MUST APPLY THROUGH EDZAPP, BE APPROVED BY HUMAN RESOURCES, AND BE PROCESSED THROUGH THE APPLICATIONS OFFICE***

***Positions:*** This document is relevant to all coaches and advisors (including club coaches who are not paid by the District). Post vacant coaching/advisor positions as needed.

### ***Hiring Process***

***Current/Returning Coaches and Advisors:*** Recommend for Employment forms and EdZapp applications are not required for current employees or for employees who worked for the District during the previous school year (including coaches and advisors). Employees may need to complete new hire paperwork in the Applications Office if updated information is needed for payroll purposes. Submit name to District Coordinator for Athletics and Activities.

***External Hires:*** The following requirements must be completed in order to hire and pay candidates who have never worked for the District. Also, employees who have not worked in the District the previous school year must go through the following process:

- The candidate must complete and submit an electronic “Extra-curricular” EdZapp application (please review attached instructions).
- The Athletic Director at school site must:
  1. Interview candidate.
  2. Complete three (3) reference checks on the District form -- **required**.
  3. Communicate with District Coordinator for Athletics and Activities about candidate.
  4. Submit a Recommend for Employment form to the District Athletic Coordinator for approval. The District Athletic Coordinator will complete EdZapp tracking and complete a criminal background check.
  5. Submit HB2062 Disclosure Form -- **required**
  6. District Coordinator for Athletics and Activities must give approval of hire prior to Principal/Athletic Director offering position.
- The Recommend for Employment form will be forwarded from the District Athletic Coordinator to the Human Resources Department for approval and processing. (All external hires must be approved by the Human Resources Department.)
- All external candidates must complete new hire paperwork in the Applications Office. (*This paperwork is NOT to be gathered by the school or sent to Human Resources/Payroll via courier.*) The Applications Office will forward new hire paperwork to the Payroll Office.

Volunteers: Must complete the above-listed process for current/returning coaches and advisors or external hires. “Volunteer” will be written on recommend to hire form.

Pay Rates: Pay rates will be determined by the Extra-Duty Schedule.

**Background Check/Fingerprinting**

All external candidates MUST pass an OJIN background check. Prior to approving the Recommend for Employment form, the District Athletic Coordinator will complete an OJIN background check on the prospective employee.

Fingerprinting is required for employees working in these positions including volunteers.

**Badges**

Badges are required for all District employees. Current District employees (including substitutes) will use their regular badges. External hires will be issued badges.

**EXTRA DUTY COACHES/ADVISORS**

POSITIONS	All Extra-Duty coaches and advisors (including club coaches not paid by the District).
POSTING	These positions are posted as needed.
APPLICATION	ANY APPLICANT WHO HAS NEVER WORKED FOR THE DISTRICT OR APPLICANTS WHO DID NOT WORK FOR THE DISTRICT THE PREVIOUS SCHOOL YEAR MUST HAVE A CURRENT APPLICATION IN EDZAPP (please review attached instructions), AND MUST BE APPROVED BY HUMAN RESOURCES AND PROCESSED THROUGH THE APPLICATIONS OFFICE. (Completing the EdZapp application is a one-time process; as long as the application remains active, it can be used from year-to-year for coaches and advisors. It can also be expanded to apply for regular District positions.)
CANDIDATES HIRED	Current HSD licensed and classified staff. External applicants (including non-HSD staff).

FORMS REQUIRED/ NOTIFICATION	<p>A Recommend for Employment form must be completed for all individuals who are not currently employed by the District and applicants who did not work for the District the previous school year. The Athletic Director will submit the Recommend for Employment form to the District Athletic Coordinator for approval. The District Athletic Coordinator will complete EdZapp tracking and complete a criminal background check; the form will then be forwarded to the Human Resources Department for approval and processing.</p> <p>The District Athletic Coordinator will send a Notification of Employment letter to each employee.</p>
PAY RATE	Pay will be determined by the Extra-Duty schedule.
BACKGROUND CHECK/ FINGERPRINTING	OJIN background check is required for external candidates; fingerprinting is also required of all coaches and advisors including volunteers.
BADGES	Required; external hires will be issued badges.

## A GUIDE TO NAVIGATING EDZAPP

*\*All external applicants must apply through EdZapp\**

*\*\*Please follow all steps\*\**

EdZapp is an electronic application system used by the Hillsboro School District for internal and external candidates who wish to apply for a position within the District.

The following information must be completely filled out in EdZapp to process an application:

- Education – Highest Level and Institution
- Experience in Education
- Work Experience
- References
- Questions – Background

**Step 1:** Go to [www.hsd.k12.or.us](http://www.hsd.k12.or.us).

**Step 2:** Move arrow to “Employment” and click on “**Application.**” You will now be directed to the initial registration page.

**Step 3:** Register. On the right side of this screen, click on the **blue register button**:

- Fill out all information in the boxes provided.
- Select the box titled “**Extra Curricular (Coach/Advisor)**” as your “role” and click **SUBMIT** button.
- The next page will ask you to register as an internal or external applicant.  
\*Internal candidates are current full-time HSD employees.\*  
\*\*If you are an external applicant, click on the **CONTINUE** button.

**Step 4: My Info- Personal Information-** Click on confirm at the bottom of the page if your information is correct

**Step 5: My Application-** Along the top of the My Info page, **select the tab “My Application”**

## **THE FOLLOWING SECTIONS ARE REQUIRED**

- **Education-** Must fill in highest level of education. Click on the disk to save information
- **Experience in Education-** (if none go to next section) Click on the disk to save information
- **Work Experience-** Must fill in previous work experience. Click on the disk to save information
- **References-** Must fill in three references. Click on the disk to save information
- **Questions-** **REQUIRED FOR ALL APPLICANTS**

**Step 6:** *Once all the information has been saved in each individual section as explained above, there is nothing further needed. Please be reminded that the above sections are required and applications will not be processed until they are complete.*

## **THE FOLLOWING SECTIONS ARE OPTIONAL**

- **Educational Licenses and Certificates-** Click on the disk to save information
- **Other Professional Licenses-** Click on the disk to save information
- **Hobbies/Awards-** Click on the disk to save information
- **Preferences-** Click on the disk to save information
- **Skills-** Click on the disk to save information

**ADDITIONAL ACTIVITIES AND  
CLUB SPORTS GUIDELINES  
(CHEER AND DANCE)**

# CHEERLEADING

## HILLSBORO SCHOOL DISTRICT- Cheerleading Philosophy

Cheerleaders serve as support groups designated by the school. Cheerleaders shall serve as support groups for interscholastic athletic program within the school and, as such, play a very important role in the administration of athletic/activities contests. Each team should strive to boost the school spirit, promote good sportsmanship, develop good, positive crowd involvement and help participants and spectators achieve the most worthwhile educational objectives of the interscholastic program.

Being on one of the most visible and recognizable representative of a school, cheerleaders are in a position of great influence; therefore, high standards of conduct are essential. Positive behavior will help earn the respect of the student body, which is the core of developing effective school spirit and student involvement.

Cheerleader activities should center on “leading” or “directing” the cheering of the student and adult fans. In this role, cheerleaders can become the school’s most effective student leaders. These activities should be focused on; creating a cooperative spirit among the cheerleaders, athletes, student bodies school administrators and the communities; recognizing outstanding plays and examples of good sportsmanship on the part of both teams, and aiding the school and game officials in the promotion of good sportsmanship and in the administration of the contest. Performing is a secondary role of cheerleader groups and can effectively promote school spirit when included at appropriate times at interscholastic contests, pep rallies and assemblies.

Cheerleading has evolved to include competition as athletes. Participants must condition, practice and warm up the same as other athletes in preparation for a performance. Competition should be a secondary consideration for cheerleaders unless designated as being a purely competitive team.

Competition requires the development of physical skills, performed in a choreographed routine. The Hillsboro School District and its appointed athletic coaches comply with the rules of the Oregon Schools Activity Association (OSAA), Oregon Cheerleading Coaches Association (OCCA), American Association of Cheerleading Coaches and Administrators (AACCA) and the National Federation of State High School Associations Spirit Rules Book (NFHS).

If competitive cheer is permitted as part of the school’s activities, it should be placed in perspective with the total educational program, and should not interfere with the primary responsibility of the cheerleader, which is to support the interscholastic athletic program. Competitive cheer should serve to develop leadership, confidence and skill.

## **SAFETY**

For high school girls and college women, cheerleading is far more dangerous than any other sport, and therefore comes with inherent risks to its cheerleading athletes. Consequently, the Hillsboro School District, its employees and athletic coaches will place safety first at all times.

Cheerleading is an aerobic activity that includes jumping, stunting, motions, and tumbling. A physical must be on file in the school before the student can participate in the sport, a camp, practices or games. Coaches should be informed of any injury or chronic conditions. Each athlete is required to complete the imPACT testing with the athletic trainer at his or her respective school.

Injuries that may occur in cheerleading include but are not limited to the following: blisters, muscle strains and spasms, ligament sprains, joint and muscle soreness, abrasions, concussions, stress fractures, broken bones, spinal cord injuries involving paralysis and even death. However, if you take certain precautions, the possibility of such injuries may be largely decreased.

The Hillsboro School District employees and athletic coaches will comply at all times with the safety rules stated in the NFHS Spirit Rules Book. Please refer to the NFHS Spirit Book; Rules 1 and 2, all sections, all sections all articles. The NFHS Spirit Rule Book will be reviewed with all athletes and parents once the teams have been chosen. The NFHS Spirit Rule Book is also available from the cheer staff for review at any time.

## **RESPONSIBILITIES**

*-Adapted from NFHS Spirit Rules book 2009-2010*

1. Cheerleaders should be present at all games to which they are assigned, and initiate positive crowd involvement.
2. Cheerleaders should be in their assigned places throughout the contest.
3. As representatives of the school, proper and positive behavior should be required at all times.
4. Cheerleaders should be required to arrive a sufficient amount of time before games begin. Their duties should include: (a) meeting and greeting the visiting teams and making them feel welcome; (b) assisting visiting teams with questions such as where they are to be located during the contest, where they can change, etc.; (c) allowing adequate time for their warm-up period.

5. Prior to the start of a game, a plan between the home and visiting cheerleaders, pep bands and other spirit groups should be devised whereby all groups have the opportunity to cheer/perform during no injury time outs and intermissions. This will help eliminate confusion and prevent delays in the game while the officials wait for the spirit teams to get off the field or floor.
6. At games away from home, Cheerleaders should arrive as a group and meet the host teams.
7. Participants should know the game rules and officials' signals to the extent of understanding when and what types of cheers are appropriate. Cheerleaders should always pay attention to the game or contest.
8. When the official signals for the game Cheerleaders shall stay clear of the playing area prior to and during the contest so as not to interfere with the players or officials or increase the possibility of injury.
9. Cheerleaders should accept the decisions of officials and discourage disagreement of fans by initiating positive chants or cheers.
10. Cheerleaders should realize the importance of actively influencing the positive conduct of the spectators.
11. Cheerleaders should adapt their routines to the environmental conditions and playing surfaces for which stunts, pyramids and routines are used (i.e. mounts, pyramids or gymnastics shall not be permitted during rain, strong wind, or extreme cold on slippery or uneven surfaces or where there is not enough space. Hot and humid weather also may present problems.)
12. After performing or cheering, Cheerleaders should clear the playing area of any materials that could hinder play, i.e. pom fragments, signs, hair bows, apparel or props.
13. Cheerleaders should use appropriate and positive language throughout all practices, games, performances and competitions.

## **SPORTSMANSHIP**

NOTE: The NFHS, OSAA and OCCA disapproves of any form of taunting which is intended or designed to embarrass, ridicule or demean others under any circumstances including on the basis of race, religion, gender or national origin.

Good sportsmanship is conduct, which imposes a type of self-control involving honest rivalry, courteous relations and graceful acceptance of results. School spirit is a

reflection of these attitudes and behavior. If a school is to succeed in one of its prime functions, that of developing good citizenship, it is necessary that student groups radiate proper sportsmanlike conduct. Sportsmanship is good citizenship in action. The promotion of sportsmanship is a primary responsibility of the cheerleading athlete.

1. Cheerleaders always should cheer in a positive manner. It is inappropriate to cheer against the other team or to cheer in response to an opposing player's mistake. Initiating response cheers between home and opposing spirit teams or fans is strongly discouraged.
2. Cheers and chants with suggestive words and/or motions (ex. pointing at opposing teams or fans) shall not be used because in many situations they bring about an inappropriate response.
3. Cheerleaders should call attention to the importance of sportsmanship at all pep rallies. When permitted, placing sportsmanship posters promoting good sportsmanship on the wall of the gym or throughout the school is helpful.
4. Cheerleaders should discourage their followers from yelling or cheering while an opponent is shooting free throws. Intimidation of opponents has no place in high school athletics.
5. Cheerleaders are in a position to preview spirit signs that will be posted for their school's contests (when permitted). Prohibiting inappropriate signs from ever being posted can greatly assist the administration and helps students or school personnel understand the importance for positive signage, which is to create and maintain a positive crowd atmosphere.
6. Obnoxious behavior should not be encouraged nor permitted under the guise of school spirit. Opposing players, officials and fans should be treated with respect and dignity. If inappropriate crowd behavior exists, assistance should be obtained from a school administrator or game management.

## **FINANCIAL EXPECTATIONS**

High School cheerleading receives its funding through fundraising and donations. All cheerleaders are required to purchase their own uniforms and supplemental equipment. A detailed list will be provided at the Parent/Cheerleader informational meeting prior to try-outs. Every effort is made to keep costs down. All fees must be paid by the 3<sup>rd</sup> Monday in August prior to the start of the school year in order to participate. All uniforms are custom made therefore, once production has begun, they cannot be returned. As an attempt to keep fees as low as possible, schools have the option to use the same uniform consecutive years as well as use a uniform from their

uniform bank. Any unpaid balance will remain on the students account and is required to be paid before graduation. In the event they are not paid by that time, the student may not be able to participate in the commencement ceremony or receive transcripts and/or their diploma. Also, athletes will not be allowed to participate in the next season's sport or activity. Please contact the Athletic Director if certain financial hardships apply.

## **ATHLETIC RECOGNITION**

Cheerleaders are eligible to obtain 3-sport recognition. Participants in competitive cheer "winter season" will be able to be recognized as a 3-sport athlete if they participate in two other OSAA sports.

## **COACHES' EDUCATION**

Cheerleading coaches must attend the OSAA statewide meeting in August. Coaches are encouraged to become members of the Oregon Cheerleading Coaches Association and their teams can only compete if the coach is an OCCA member. Information can be obtained from OSAA.

## **ADDITIONAL REQUIRED FORMS**

Each cheer athlete must supply all required forms BEFORE the first team practice. These forms include:

- Alternate Driver Form
- Student Driver Form-if applicable
- Emergency Card
- Photo Release
- HSD Athletic Participation Form
- Inherent Risks of Cheerleading
- Sports Physical – Grade 9 and 11  
and ALL new-to-cheer athletes

# DANCE

## AUDITION GUIDELINES – Dance

Prior to auditions, coaches will distribute written information regarding the try-out procedure and the selection criteria. Coaches will make an effort to hold auditions at more than one time to accommodate conflicting student schedules. The selection process is extensive and uses several evaluators. The coach's decision on team selection is final.

Before students audition, they will receive a written set of guidelines from the coach. Each coach will establish and communicate expectations, and parents will sign and return prior to auditions. To be included in the guidelines are:

- Team goal and purpose (performance or competition).
- Practice schedule.
- Camp schedule and cost.
- Personal appearance for performances.
- Awards.

Following the selection of new team members, the coach will hold an information session for parents and review the guidelines. At that time, the coach will provide parents with information about parent involvement and their roles and responsibilities.

## EQUIPMENT

Most all equipment is supplied by the Hillsboro School District or through fund-raising efforts. The coach will issue all of these supplies. Proper return of all equipment and offseason security will be the responsibility of the coach. Participants will pay for lost equipment at the replacement value of the lost item.

### Dance Team

Equipment not supplied by the Hillsboro School District or through fund-raising efforts includes the following items: shoes and personal items. Equipment purchased by the District or with fund-raised monies will only be used by the District dance team program unless District approved. Equipment purchased by nonschool programs may be used by District programs only after the Board of Directors has officially approved such items as donations to the District.

## **COACHES' CLINIC ATTENDANCE GUIDELINES**

### **Dance**

Dance team coaches must attend the fall statewide meeting in October on Statewide In-service Day and the other statewide meeting the first Saturday in January. Coaches are encouraged to become members of Dance and Drill Coaches Association. Information can be obtained from OSAA.

## **CLUBS AND EMERGING SPORTS**

Hillsboro School District will give consideration to the establishment of athletic teams to represent the District when such teams are not available as part of the District's interscholastic program. Such programs shall be called Club Sports.

The following conditions apply to Club Sports:

1. The program shall be under the control of the Principal and the District Coordinator of Athletics and Activities.
2. The financing of Club Sports shall be as follows:
  - a. Fund-raising shall not be a responsibility of the school.
  - b. Budget preparation shall be a shared function between the school and the club.
  - c. Club funds shall be deposited in the student body account in the club's name prior to the cut-off date established.
3. The identification of the coach and his or her evaluation shall be a function of the Principal.
4. Eligibility standards shall be the same as for other school-sponsored sports.

Students who connect to a school have a greater opportunity for academic success. The Hillsboro School District subscribes to this philosophy and, therefore, encourages schools to allow for growth and development of clubs and activities within the school. We must be prudent and aware of the issues, both positive and negative, that can be associated with "club sports/activities" that emerge. It is with this in mind that this set of guidelines have been developed.

All school activities will be assigned to one of three levels.

### **Tier I**

Sponsored by the District. All OSAA and Pacific Conference/Northwest Oregon Conference sports and activities as they are currently recognized. Funded by the District:

- *Band*
- *Baseball*
- *Basketball*
- *Cheerleading*
- *Cross-Country*
- *Dance Team*
- *Football*
- *Music*
- *Soccer*
- *Softball*
- *Speech*
- *Swimming*
- *Track*
- *Vocal*
- *Volleyball*
- *Wrestling*

### **Tier II**

Endorsed by the District. All competitive clubs and/or club sports not in Level One. Charge a fee for participation and receive no District funding:

- *Bowling\**
- *Equestrian\**
- *Golf*
- *Lacrosse\**
- *Multi-cultural Soccer\**
- *Skiing\**
- *Tennis*
- *Water Polo\**

---

\***Not** OSAA sanctioned.

### **Tier III**

Endorsed by the District. Current non-competitive clubs and activities which also receive no District funding:

- *National Honor Society (NHS)*
- *Key Club*
- *Young Democrats*

**OSAA**

## OSAA START DATES 2011-12 SCHOOL YEAR

FALL August 22, 2011  
WINTER November 14, 2011  
SPRING February 27, 2012

Association year ends May 29, 2012  
2011 Moratorium Week July 22-August 4, 2012

### **Contact information:**

25200 SW Parkway Avenue, Suite 1  
Wilsonville, OR 97070  
Phone: 503-682-6722  
Phone: 888-838-6722  
Fax: 503-682-0960  
[www.osaa.org/](http://www.osaa.org/)

## INDIVIDUAL ELIGIBILITY – RULE 8

All interpretations of these rules should go through the school Athletic Director or the OSAA directly. It is safer to check and ask questions than act and have to report a violation.

### 8.1 Academic Eligibility

Rule: An eligible student must be enrolled full time as defined in this rule.

### 8.2 Duration of Eligibility/Graduation

Rule: A student may participate in the interscholastic program for four consecutive years (eight semesters or the equivalent) after entering the ninth grade.

### 8.3 Age

Rule: A student who becomes 19 before August 15<sup>th</sup> shall become ineligible for interscholastic competition. A student who becomes 19 on or after August 15 shall remain eligible for that entire school year.

### 8.5 School Representation

Rule: A student who competes in a sport or activity representing a school other than the one in which the student has been enrolled becomes ineligible for that sport or activity for the remainder of its season.

### 8.6 Transfer

Rule: It is a fundamental rule of the OSAA that a student must attend the high school in the high school attendance boundary within which the joint residence of the student and the student's parents is located.

## Practice Limitation Rule/Out of Season Practice – The Rule of 2

The spirit of this rule is that every school and participant shall have the same opportunity to practice prior to the first contest. Practice is defined as the involvement of individuals from a member high school in any program, demonstration, instruction, or participation conducted in part or in its entirety by a person or a group of people who are or who have been involved in coaching any of these athletes in that sport at the high school, **including volunteer coaches. Unless a person has been approved by the school district as a member of the coaching staff, that person may not practice against a team or a team member (Example: throwing batting practice or working against a basketball post player).**

**Team Sports Limitation** – Schools may conduct practices and/or compete in contests in team sports (baseball, basketball, football, softball, soccer, and/or volleyball) **ONLY** during the designated OSAA sports season.

It shall be a violation of the rule if there is any attempt during the association year to gather more than **TWO** members of the same high school program together per day outside the OSAA defined season to receive specialized athletic instruction from any coach associated with the participating athletes' high school program. Coaches or representatives may not give instruction in an open facility to students regardless of the number of students they are working with. Attempts to circumvent the rule by encouraging team members to attend out-of-season practices or camps during the association year other than through general dissemination of information or brochures shall be considered a violation of this rule.

**Individual Sports Limitation** – Schools may conduct practices and/or contests in individual sports (cross-country, golf, swimming, tennis, track and field, and/or wrestling) only during the designated OSAA sports seasons as outlined in Rule 6. Local school districts and/or leagues should establish their own policy restricting the involvement of their individual sports coaches in out-of-season programs.

**Open Facility** – The intent of an open facility is to provide an opportunity for a recreational activity to occur. The facility is provided so that any student in the school has an opportunity to participate. Coaches and representatives of programs are reminded that **NO INSTRUCTION** is to be given in an open facility.

**Conditioning** – Is defined as a session where students work on physical fitness and conditioning by use of weights, running, and/or exercises. Conditioning does not allow for the use of individualized and specialized sports equipment or apparatus, including but not limited to: balls, bats, protective equipment, blocking dummies, batting cages, charging sleds, and other implements related to specific OSAA activities. Participation in conditioning activities must be optional.

# **DISTRICT FORMS**

*All Forms Available in the Athletic Office or with the Office Manager*

**Application and Permit for Use of School Buildings and Facilities** – The Application and Permit for Use of School Buildings and Facilities form is to be completed when scheduling an activity or practice in a facility outside of the normal schedule. The Principal of the school needs to approve the building and facility use request prior to the time that the activity or practice takes place.

**Athletic Camp Request** – The Athletic Camp Request form is to be completed by coaches and others who might provide an athletic camp for youth in a District facility. Although the District does not provide camps or clinics, this form provides a means to communicate information on what activities are scheduled in District facilities. Note that Athletic Camp Requests must include Application for Use of School Buildings and Facilities and proof of insurance.

**Coaching Evaluation** – The Coaching Evaluation form is to be completed by the school Principal on the performance of the head coach on a yearly basis. Input from the school's Athletic Director will be included. Assistant coaches are evaluated by head coaches at the end of each season.

**Participant Information** – The Athletic/Activity Programs Participant Information form is to be completed by prospective student/athletes and their parents before participation. It provides the school with eligibility information, emergency information, proof of insurance, physical statement, and parent permission. The form provides information to the parent about eligibility, training rules, participation standards, and possible risks involved.

It is the responsibility of the student and family to provide the school with any changes in emergency contact information, medical condition, or insurance coverage. Please remember all of our student/athletes **must** have continuous insurance coverage.

**Request for Fund-Raising Activity** – The Request for Fund-Raising Activity form is to be completed by the coach or advisor and approved by the Principal when arranging for a fund-raising activity. All fund-raising activities must be approved by the Principal and door-to-door fund-raising is not encouraged. Coaches are reminded that no fund-raising for the purpose of paying volunteer coaches will occur.

**Out-of-State/Overnight Trip Request** – Out-of-State/Overnight Trip Request forms must be completed by coaches/advisors **prior** to the event. Board approval is required for all out-of-state/overnight trip requests.

**OSAA Scheduled Overnight Trip Request** – \*\*OSAA scheduled playoff events/ tournaments do not require the District form. The requirements include:

1. Name of responsible party and cell-phone number.
2. Lodging information.
3. Team roster.

This information **MUST** be turned in to the school Athletic Director prior to the trip.

**Transportation Release Form (Alternative Adult Driver)** – The Transportation Release Form (Alternative Adult Driver) must be completed by parent/guardian of participating students giving permission for student to ride with specified adult driver to all athletic practices, games, and any off-campus contest or event associated with their activity or class.

**Transportation Release Form (Student Driver)** – The Transportation Release Form (Student Driver) must be completed by parent/guardian of participating students giving permission for student to drive to all athletic practices, games, and any off-campus contest or event associated with their activity or class. Students must not transport other students.



# Hillsboro School District Form

## Application and Permit for Use of School Buildings and Facilities

<b>Application to Use:</b>	School/Facility:	Areas Needed:	
<b>Capacities:</b>	Parking Capacity:	Number of Participants:	Number of Spectators:
<b>Dates:</b> <input type="checkbox"/> One Time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other	Day(s) of the Week:	Start/End Times:	
	Date(s):	<input type="checkbox"/> Admission Will Be Charged <input type="checkbox"/> No Admission Will Be Charged	
<b>Description of Activity:</b>	Type of Activity:		Senior Project? <input type="checkbox"/> Yes <input type="checkbox"/> No Advisor: _____
<b>Sponsor of Activity/Applicant:</b>	Name:		Street Address:
	City:	Zip Code:	Phone:
<b>Equipment:</b>	<input type="checkbox"/> Microphones (how many _____) Cords: Y / N <input type="checkbox"/> Screen <input type="checkbox"/> Podium <input type="checkbox"/> Spotlight <input type="checkbox"/> Extension Cords <input type="checkbox"/> Video Camera <input type="checkbox"/> Sound system (which) <input type="checkbox"/> VCR TV screen <input type="checkbox"/> Electric lift (Secondary Schools) <input type="checkbox"/> Risers: #Large _____ #Medium _____ #Small _____ <input type="checkbox"/> Carpets <input type="checkbox"/> Other		
	Who will do clean-up? <input type="checkbox"/> Our Group <input type="checkbox"/> Custodian		
	Does responsible person need custodial assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Tables (submit work order)		
	Does responsible person have keys to all needed areas? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Who will do set-up? <input type="checkbox"/> Our Group <input type="checkbox"/> Custodian		
<b>Agreement:</b>	"I (we) agree to assume responsibility for the observance of school regulations in the general conduct of the participants. I (we) also assume all responsibility and liability for damage to the facility or equipment covered by this application regardless of cause and further agree to indemnify and hold harmless the School District from any and all claims, losses, or damages arising out of the use of such facility or equipment. I (we) do not and will not discriminate against a qualified individual with a disability. Any qualified individual with a disability will be provided an opportunity to participate in, or benefit from, our aid, benefit, or service that is equal to that afforded others involved in our program or activity."		Signature of Applicant:
			Date:

### Permit and Conditions of Use

<input type="checkbox"/> Must provide proof of Liability Insurance naming the Hillsboro School District as an additional insured		<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Dates:	Times:		
Not Available/Restrictions:			
Comments:			
Fees: Rental:	<b>CANCELLATION:</b> The User shall notify the District of cancellation at least one day in advance. The District reserves the right to cancel this permit at any time. Possible "no show" fee could be charged with no cancellation notice. School office is to be notified at least one day prior to that date.		
Signatures:			
_____ Principal	_____ Date	_____ Executive Director, Facilities, Planning, & Property	_____ Date

Dear Patron:

To request the use of a School District building or facility please complete the application on the front and return it to the Facilities Management office.

Please thoroughly read the Board of Education's "REGULATIONS FOR USE OF FACILITIES" listed below.

***Please remember that school activities will take priority over your activities. If there is a conflict, you may have to cancel or request to reschedule your activity.***

### REGULATIONS FOR USE OF FACILITIES

1. Use or possession of liquor or illegal drugs in any requested form is prohibited in school buildings and on school premises.
2. Effective September 1, 1992, the Hillsboro School District 1 J School Board put in place a policy that prohibits smoking, including the use of any tobacco or tobacco related products on all District property including buildings, vehicles, and outdoor areas.
3. Willful damage to property or equipment is prohibited.
4. Permission is required for the use of nails, tacks, tape, etc. for attaching objects to school property.
5. The following activities are prohibited on all District-owned property unless they are supervised by school officials or other approved individuals: racing of automobiles, motorcycles, and other vehicles; operation or racing of powered "go-carts" or other small powered vehicles; operation of power-driven model airplanes or other mechanical devices for practice, amusement or exhibitions; horseback riding; golf practice; or archery practice.
6. Any school equipment to be used must be requested when the facility application is submitted.
7. Persons or groups using a gymnasium for recreational purposes shall be required to wear gym shoes.
8. No eating or drinking as per individual school policy.
9. Use of other equipment, e.g., audio visual, must be requested according to building procedure.
10. School equipment may not be borrowed for use outside school facilities unless specific approval is obtained from the building administrator.
11. Individuals or groups may not use consumable materials of the school unless prior arrangements for reimbursement have been made.
12. Separate building regulations established by the building administrator must be observed. Failure to observe these regulations or those established by the building administrator could result in forfeiture of user privileges.
13. Any materials published related to this activity must state the activity is not sponsored by Hillsboro School District 1J.
14. District approval of this facility usage request does not constitute District endorsement.

#### OFFICE USE ONLY (TO BE COMPLETED AFTER ACTIVITY)

OFFICE USE ONLY (TO BE COMPLETED AFTER ACTIVITY)			
<b>BUILDING REPORT:</b>		<b>DISTRICT OFFICE:</b>	
Overtime Hours:		Rental Charge:	\$
Comments:		Service Charge:	\$
Signature	Date	Signature	Date



# Hillsboro School District Form

## Athletic Camp Request

Date: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Sponsoring the Camp: \_\_\_\_\_

Type of Camp: \_\_\_\_\_

Age of Campers: \_\_\_\_\_ Approximate Number of Campers: \_\_\_\_\_

Facilities Requested: \_\_\_\_\_

Equipment Requested: \_\_\_\_\_

Dates and Times Requested: \_\_\_\_\_

Cost per Camper: \_\_\_\_\_ Estimated Revenue: \_\_\_\_\_

Attach Building Use Form and Proof of Insurance Certificate

Date

Coach/Advisor Signature

**Principal Review:**       **Approved**                       **Denied**

Comments:

Date

Principal Signature

Facilities                       Secondary Operations                       Camp Sponsor



# Hillsboro School District Form

## Coaching Evaluation

Name:

Coaching Assignment:

School Year:

<b>I. Personal and Professional Attributes</b>	
<input type="checkbox"/> Exemplary <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	<b>A. Personal Qualities</b> <ul style="list-style-type: none"> <li>• Demonstrates self-confidence.</li> <li>• Is enthusiastic.</li> <li>• Presents a positive role model for athletes (appearance, language, and sportsmanship.)</li> </ul>
<input type="checkbox"/> Exemplary <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	<b>B. Personal Conduct</b> <ul style="list-style-type: none"> <li>• Exhibits ethical behavior.</li> <li>• Maintains emotional control under stress.</li> <li>• Places the welfare of athletes above winning and would not sacrifice values and principals to win.</li> <li>• Creates a climate of respect for individual differences and cultural diversity.</li> </ul>
<b>Comments:</b>	
<b>II. Administrative Abilities</b>	
<input type="checkbox"/> Exemplary <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	<ul style="list-style-type: none"> <li>• Conducts well-planned practice sessions.</li> <li>• Utilizes the coaching staff competently.</li> <li>• Maintains inventory of equipment.</li> <li>• Manages budget.</li> <li>• Keeps equipment up to all standards, especially safety.</li> </ul>
<b>Comments:</b>	
<b>III. Knowledge and Practice of Medical-Legal Aspects</b>	
<input type="checkbox"/> Exemplary <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	<ul style="list-style-type: none"> <li>• Exhibits reasonable and prudent conduct in preventing and handling accidents and injuries.</li> <li>• Follows the advice of the physician/trainer regarding participation of injured athletes.</li> <li>• Provides safe practice and playing conditions and protective equipment.</li> </ul>
<b>Comments:</b>	
<b>IV. Public Relations Skills</b>	
<input type="checkbox"/> Exemplary <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	<ul style="list-style-type: none"> <li>• Cooperates with the athletic director in establishing and conducting a quality athletic program.</li> <li>• Communicates well to media personnel.</li> <li>• Communicates well to parents.</li> <li>• Works cooperatively with other coaches.</li> <li>• Works positively with other teachers.</li> <li>• Works well and respectfully with officials.</li> </ul>
<b>Comments:</b>	

**V. Theory and Techniques of Coaching**

- Exemplary
- Satisfactory
- Needs Improvement

**A. Coaching Methods**

- Applies knowledge of the skills, techniques and rules of the sport.
- Assists athletes in reaching their fullest potential.
- Demonstrates the ability to analyze and correct errors.
- Demonstrates the ability to teach fundamentals.
- Develops good team spirit and morale.
- Develops self-confidence and determination in athletes.
- Employs sound methods to teach skills and techniques.
- Maintains discipline in a firm and friendly manner.
- Provides an environment that makes participation enjoyable for the athletes.

- Exemplary
- Satisfactory
- Needs Improvement

**B. Strategy**

- Demonstrates the ability to evaluate the performance of athletes/teams.
- Is knowledgeable of a variety of tactics and strategies.
- Selects appropriate strategies and tactics.

- Exemplary
- Satisfactory
- Needs Improvement

**C. Rules and Regulations**

- Abides by the rules and regulations of the sport and appropriate governing bodies.
- Complies with the academic and athletic policies of the District.
- Demonstrates a knowledge of the rules and officiating techniques of the sport.
- Enforces team rules in an equitable and consistent manner.

**Comments:**

**VI. Personnel Management**

- Exemplary
- Satisfactory
- Needs Improvement

**A. Player/Coach Relationships**

- Demonstrates the ability to communicate effectively with all athletes.
- Develops and maintains a positive attitude among athletes.
- Is able to motivate athletes.
- Is concerned about the academic achievement of athletes.
- Respects the rights and individual differences of athletes.
- Shows concern for the welfare of athletes.

**Comments:**

- Exemplary
- Satisfactory
- Needs Improvement

**B. Management of Assistant Coaches**

- Communicates expectations to all assistant coaches.
- Provides clear evaluations of assistant coaches' performances.
- Monitors behavior of assistant coaches in practices and in games.

**Comments:**

**VII. Overall Evaluation**

Comments:

**VIII. Recommended Professional Growth Activities**

Comments:

In Acknowledgment of Receipt

Coach's Signature:

Date:

Principal's Signature:

Athletic Director's Signature:

Human Resources

Coach

Principal



# Hillsboro School District Form

## Athletic/Activity Programs Participant Information

<b>Sport/Activity</b> _____	<b>Parent's Name</b> _____
<b>Name of Participant</b> _____	<b>Parent's Home Phone</b> _____
<b>ID Number</b> _____ <b>Graduation Year</b> _____	<b>Parent's Daytime Phone</b> _____
<b>Date of Birth</b> _____ <b>M</b> <input type="checkbox"/> <b>F</b> <input type="checkbox"/>	<b>E-Mail</b> _____
<b>Year in School</b> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>	<b>Home Address</b> _____
<b>School Attended Last Year</b> _____	<b>Emergency Contact Other than Parent: (Name and Phone #)</b> _____
<b>Family Doctor: (Name and Phone #)</b> _____	

Your child has expressed a desire to participate in a Hillsboro School District 1J athletic/activity program. The athletic/activity staff and administration of the District believe there is certain information concerning such participation which may be helpful to you. **Please read and sign this information form and return it to the appropriate school.**

1. Each participant **must purchase an ASB sticker** for his or her student identification card.
2. Student athletes (not activity participants) entering the ninth grade, new students, and students entering the eleventh grade must have proof of a physical examination before participating in an athletic program.
3. Each participant must either purchase a medical insurance plan available through the school or show evidence of private medical insurance.
4. Hillsboro School District 1J is not liable for any medical, dental, or hospital bills occurring as a result of injuries incurred by a student while participating in a supervised activity. Such bills shall be the responsibility of the student's parents or guardians.
5. Each student will be held monetarily accountable for school equipment issued as a participant.
6. Athletic/activity participants may be photographed or their name included in District publications, including the District website.
7. **OSAA maximum participation fees shall be \$400 per student or \$800 per family for the current school year for athletics and activities. All fees must be paid in full by the last day of the season. Your student will not be permitted to participate in any additional athletics or activities with an outstanding balance. If you are unable to meet the final payment date, you must call the school to make payment arrangements.**
8. All participants are expected to conform to the rules of scholastic eligibility, participation, and behavior standards prescribed by the Oregon School Activities Association, Hillsboro School District 1J, and the athletic/activity staffs. **SEE BEHAVIORAL STANDARDS ON BACK.**

### PHYSICAL EXAMINATION

Physical exams are required for all first-time participants, students entering ninth grade, and students entering the eleventh grade. All physicals are required to be recorded on the state form as per ORS 336.479. Successful results of the physical examination are required for participation. These physicals are the responsibility of the family and the family physician. On years when physicals are not required, an athlete may continue participation on a signature of a parent. A student who is diagnosed with a significant illness or has a major surgery must have a physical examination prior to further participation in extracurricular sports.

### INSURANCE

<b>Accident Insurance Provider Name:</b> _____	<b>Insurance Policy Number:</b> _____
--	---------------------------------------

Parent's signature below affirms they will keep this policy in effect for the duration of the student's participation.  
*It is the responsibility of the parent to notify the school of any changes in insurance provider or policy number.*

I give permission for my child to participate in the Hillsboro School District 1J athletic/activity program, realizing that such activity involves the potential for injury which is inherent in all athletics/activities. I acknowledge that even with the best coaching, use of the most advanced protective equipment and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death. I further recognize that medical treatment on an emergency basis may be necessary at a time when I am not available to give my consent in advance of such emergency care, and hereby give permission to Hillsboro School District 1J to authorize such care as may be deemed necessary under the existing circumstances. **I acknowledge that I have read and understand this warning, other information contained on this form, and the Academic Standards for athletic/activity participants as stated in the Hillsboro School District 1J Standards of Student Conduct.**

<b>PARENT SIGNATURE</b> _____	<b>DATE</b> _____
<b>PARTICIPANT SIGNATURE</b> _____	<b>DATE</b> _____

<b>PARTICIPATION FEE PAID:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>OSAA Athletics \$200 per sport</b> <b>OSAA Activities \$150 per activity</b>	<b>Received \$</b> _____	<b>Date</b> _____
---	--	--------------------------	-------------------

**MY CHILD IS APPROVED FOR FREE LUNCH:** Yes  (Verification Required)

I am requesting a waiver of the Participation Fee and I authorize the school to verify my student's free lunch status.

**DATE** \_\_\_\_\_ **PARENT WAIVER REQUEST SIGNATURE** \_\_\_\_\_

## Athletic/Activity Behavioral Standards

Participants in athletic/activity programs will adhere to all behavioral standards which includes use of social media at all times throughout the **calendar** year. Representing a school as part of an athletic/activity program is a privilege, and with the extra returns go certain responsibilities. The goal of behavior and conduct standards is twofold:

1. Participants in athletic/activity programs shall present and conduct themselves (including social media) in a manner that will bring credit to themselves, the student group or team they represent, and their school
2. All athletic/activity participants will strive continually to improve themselves by attaining standards higher than those asked of the general student.

\*All behavior standards are listed in the Student Code of Conduct

Along with these behavior expectations, the following standards will be in effect for all students who represent their school as participants in athletics/activities.

### **SUBSTANCE ABUSE DEFINITIONS AND STANDARDS**

1. An athlete is defined as a student who is a member of an OSAA sponsored team, ninth through twelfth grade. Athletic training standards require that athletes agree not to possess, use, sell, or provide alcohol, tobacco, or illegal/unauthorized drugs or related paraphernalia at any time throughout the **calendar** year. Athletes agree not to be present where unlawful use of alcohol or drugs may occur throughout the **calendar** year.
2. Activity participants are defined as participants in OSAA school-sponsored groups which represent the school publicly or in competition with other schools. Activity participants agree not to possess, use, sell, or provide alcohol, tobacco, or illegal/unauthorized drugs or related paraphernalia at any time throughout the **calendar** year. Activity participants agree not to be present where unlawful use of alcohol or drugs may occur throughout the **calendar** year.

### **PENALTIES**

**FIRST OFFENSE:** Participants in athletic/activity programs who violate drug, alcohol, or tobacco standards shall be suspended from participation and lose the right to represent the school for ninety (90) calendar days.

Participants in athletic/activity programs lose the right to represent the school in competitions, but may continue to practice with the team.

As a condition of reinstatement and before representing the school in any activity thereafter, students who violate drug, alcohol, or tobacco standards will:

- Submit verification and summary of the completion of chemical abuse evaluation and treatment or tobacco cessation program to the administration, athletic director, or activity director, and
- Meet with parents or guardians, coach, advisor, and administrator (or designee) prior to reinstatement.

Upon completion of the above procedure, the student may petition the principal or designee for reinstatement after not less than twenty (20) school days.

**SECOND OFFENSE:** Participants in athletic/activity programs who commit a second offense shall lose participation privileges for one (1) calendar year.

In case of alleged violations, due process in the form of notification of alleged violation and the right to a hearing must be extended to students involved. The implementation of this policy rests with the building administration and high school athletic/activity director. Consequences begin as soon as a building-level decision is made. Requests to appeal this policy shall be directed to the building principal. *\*\*It should be noted that any evidence turned into the district or school of alleged violations (photos, face book, etc) must be able to be verified and proven by the building administration to implement any consequences against a student.*

### **OSAA ACADEMIC STANDARDS**

In order to meet academic standards, a student must meet the OSAA and Hillsboro School District eligibility requirements stated below to participate in OSAA programs:

1. Meet the OSAA requirements of (1) having passed five subjects (2.5 credits) the previous semester or four subjects (2.0 credits) the previous trimester; (2) be enrolled and doing passing work in at least five subjects the current semester or at least four subjects in the current trimester; (3) must also be making **adequate satisfactory** progress towards earning a degree as outlined in OSAA rule 8.1.1. **Students not meeting OSAA requirements, by rule are INELIGIBLE for the entire semester/trimester.**
2. Pass all subjects or receive a 2.0 GPA on the previous grading period (quarter, semester, or trimester). Summer school grades may be added to the previous semester/trimester.

### **ATHLETIC EQUIPMENT**

Generally, all competitive equipment is supplied by Hillsboro School District 1J with the exception of personal items and shoes. The coach will issue all of these supplies. No equipment is to be worn or used off the school campus unless officially competing or practicing. Competition uniforms or warm-ups are not to be worn for practice. Athletic uniforms are not to be worn for physical education classes. Equipment lost by the player will be paid for by the individual at the replacement value of the lost item.

### **HAZARDOUS TECHNIQUES**

Coaches are cautioned not to use techniques which might be hazardous to the health and safety of squad members. Therefore, coaches shall not:

- Advise players to lose weight by any crash diets or rapid dry-out techniques, experiment with the use of vitamins, steroids, or any food additives or medication which might influence changes in body weight or growth. Weight reduction decisions are the responsibility of the participant, parents or guardian, and the family doctor.

White: Athletic/Activity Department    Yellow: Coach/Advisor    Pink: Parent/Student



# Hillsboro School District Form

## Golf/Tennis/Tier II Programs Participant Information

<b>Golf/Tennis/Tier II Program</b> _____		<b>Parent's Name</b> _____	
<b>Name of Participant</b> _____		<b>Parent's Home Phone</b> _____	
<b>ID Number</b> _____	<b>Graduation Year</b> _____	<b>Parent's Daytime Phone</b> _____	
<b>Date of Birth</b> _____	<b>M</b> <input type="checkbox"/> <b>F</b> <input type="checkbox"/>	<b>E-Mail</b> _____	
<b>Year in School</b>	9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>	<b>Home Address</b> _____	
<b>School Attended Last Year</b> _____		<b>Emergency Contact Other than Parent: (Name and Phone #)</b> _____	
<b>Family Doctor: (Name and Phone #)</b> _____		_____	

Your child has expressed a desire to participate in a Hillsboro School District 1J athletic/activity program. The athletic/activity staff and administration of the District believe there is certain information concerning such participation which may be helpful to you. **Please read and sign this information form and return it to the appropriate school.**

- Each participant **must purchase an ASB sticker** for his or her student identification card.
- Student athletes (not activity participants) entering the ninth grade, new students, and students entering the eleventh grade must have proof of a physical examination before participating in an athletic program.
- Each participant must either purchase a medical insurance plan available through the school or show evidence of private medical insurance.
- Hillsboro School District 1J is not liable for any medical, dental, or hospital bills occurring as a result of injuries incurred by a student while participating in a supervised activity. Such bills shall be the responsibility of the student's parents or guardians.
- Each student will be held monetarily accountable for school equipment issued as a participant.
- Athletic/activity participants may be photographed or their name included in District publications, including the District website.
- Golf/Tennis/Tier II Programs Participants do not qualify for the District individual cap or family cap for participant fees. All students participating in golf/Tennis/Tier II Programs must pay the participation fee in full prior to the season beginning.**
- All participants are expected to conform to the rules of scholastic eligibility, participation, and behavior standards prescribed by the Oregon School Activities Association, Hillsboro School District 1J, and the athletic/activity staffs. **SEE BEHAVIORAL STANDARDS ON BACK.**

### PHYSICAL EXAMINATION

Physical exams are required for all first-time participants, students entering ninth grade, and students entering the eleventh grade. All physicals are required to be recorded on the state form as per ORS 336.479. Successful results of the physical examination are required for participation. These physicals are the responsibility of the family and the family physician. On years when physicals are not required, an athlete may continue participation on a signature of a parent. A student who is diagnosed with a significant illness or has a major surgery must have a physical examination prior to further participation in extracurricular sports.

### INSURANCE

<b>Accident Insurance Provider Name:</b> _____	<b>Insurance Policy Number:</b> _____
--	---------------------------------------

Parent's signature below affirms they will keep this policy in effect for the duration of the student's participation.  
*It is the responsibility of the parent to notify the school of any changes in insurance provider or policy number.*

I give permission for my child to participate in the Hillsboro School District 1J athletic/activity program, realizing that such activity involves the potential for injury which is inherent in all athletics/activities. I acknowledge that even with the best coaching, use of the most advanced protective equipment and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death. I further recognize that medical treatment on an emergency basis may be necessary at a time when I am not available to give my consent in advance of such emergency care, and hereby give permission to Hillsboro School District 1J to authorize such care as may be deemed necessary under the existing circumstances. **I acknowledge that I have read and understand this warning, other information contained on this form, and the Academic Standards for athletic/activity participants as stated in the Hillsboro School District 1J Standards of Student Conduct.**

<b>PARENT SIGNATURE</b> _____	<b>DATE</b> _____
<b>PARTICIPANT SIGNATURE</b> _____	<b>DATE</b> _____

<b>TIER II PARTICIPATION FEE PAID:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Golf/Tennis \$200 per sport Tier II Program \$</b> _____	<b>Received \$</b> _____	<b>Date</b> _____
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**MY CHILD IS APPROVED FOR FREE LUNCH:** Yes  (Verification Required)

I am requesting a waiver of the Participation Fee and I authorize the school to verify my student's free lunch status.

**DATE** \_\_\_\_\_ **PARENT WAIVER REQUEST SIGNATURE** \_\_\_\_\_

### Athletic/Activity Behavioral Standards

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Coaches are cautioned not to use techniques which might be hazardous to the health and safety of squad members. Therefore, coaches shall not:

- Advise players to lose weight by any crash diets or rapid dry-out techniques, experiment with the use of vitamins, steroids, or any food additives or medication which might influence changes in body weight or growth. Weight reduction decisions are the responsibility of the participant, parents or guardian, and the family doctor.



# Hillsboro School District

## Fund-Raising Activity Request – Secondary

**ALL REQUESTS MUST BE APPROVED TWO WEEKS PRIOR TO THE START OF THE FUND-RAISER.**

***Important--You must comply with the following requirements for the duration of the fund-raiser / activity:***

1. Return this completed form to the building / site activity director.
2. If school facilities or calendar scheduling are needed, a separate request must be submitted.
3. Prior approval must be obtained before ordering / purchasing any merchandise.
4. All money must be deposited with the building/site bookkeeper daily. No money should be left in classrooms, lockers, file cabinets, etc., or kept overnight.
5. Maintain complete records of all receipts and expenditures.
6. Submit a *Net Profit Report* Form AA007a to the building / site activity director within two weeks after fund-raiser / activity is completed.

\_\_\_\_\_ Date of Application

\_\_\_\_\_ School / Location

\_\_\_\_\_ Name of Organization / Club / Team

\_\_\_\_\_ Name of Advisor / Coach / Responsible Staff

\_\_\_\_\_ Name of Treasurer (if applicable)

\_\_\_\_\_ Number of Students (if applicable)

\_\_\_\_\_ Beginning Date of Fund-Raiser / Activity

\_\_\_\_\_ Ending Date of Fund-Raiser / Activity

\_\_\_\_\_ Amount of Funds Projected to be Raised

\_\_\_\_\_ \*Estimated Cost(s) Required to Carry out Fund-Raiser / Activity

1. Describe fund-raiser / activity, what the funds will be used for, the source and list of items to be sold (if applicable):

2. \* Describe expenses required to carry out the fund-raiser: \_\_\_\_\_

3. \* Staff release time (out of class / duties) needed (if applicable): \_\_\_\_\_

4. How will fund-raiser / activity be supervised? \_\_\_\_\_

5. How do you intend to describe / advertise this fund-raiser / activity in any school communiqués, including on the website? \_\_\_\_\_

\_\_\_\_\_ Activities Director (Signature denotes approval)

\_\_\_\_\_ Date

\_\_\_\_\_ Advisor / Staff (Signature denotes approval)

\_\_\_\_\_ Date

\_\_\_\_\_ Administrator (Signature denotes approval)

\_\_\_\_\_ Date

*\*To be included in estimated cost of fund-raiser activity.*

**OFFICE USE ONLY**

Fund-Raiser / Activity # \_\_\_\_\_

Administrator/Advisor

Activities Director



# Hillsboro School District Form

## Out-of-State/Overnight Trip Request

School \_\_\_\_\_ Date \_\_\_\_\_

Name of Group Requesting \_\_\_\_\_ Staff Member Responsible \_\_\_\_\_

Proposed Trip To \_\_\_\_\_

Activity Involved \_\_\_\_\_

Date of Departure \_\_\_\_\_ Date of Event \_\_\_\_\_ Date of Return \_\_\_\_\_

Proposed activities which require students to be away from home overnight should be restricted to special circumstances, such as specific recognition for student accomplishment. Such requests require advance approval of the school administration and superintendent. All requests must be submitted to the superintendent or designee six weeks prior to the trip. Providing for the safety of the students and the maintenance of school standards must be assured before any trip can be given consideration. Please provide, in detail, answers to the following questions and check when completed.

- FORMAL INVITATION:** Has a formal invitation to participate been received? What is the basis of the invitation or opportunity to participate in the activity? How recently has this student organization participated in a similar activity?
- EDUCATIONAL BENEFITS:** What are the anticipated additional educational benefits to be derived from participation?
- COST:** What is the estimated total cost of the proposed activity? (Attach proposed budget)
- FUNDING:** How will funding be accomplished? How much of the total cost will be borne by participants? How many fund raising activities are planned? (Complete request for fundraising form, if needed)
- INSTRUCTIONAL TIME:** Does the proposed activity involve loss of school time? Will expense for substitute teachers be involved: Is the activity planned during a period of time usually reserved for family activities?
- TRAVEL ARRANGEMENTS:** What are the proposed arrangements for travel? (District bus or contracted services; time of departure and return)
- LODGING:** What are the proposed arrangements for lodging? (Name of place, address, and telephone number)
- SUPERVISION:** What are the proposed arrangements for supervision? (Must include a school staff member) Have the supervisor give the list of students to health assistant for review. How are any special medical needs being met?
- PARENT INFORMATION:** How will parents be informed of trip expectations and itinerary? (Attach copy of communication and include information)
- EMERGENCY COMMUNICATION:** CELL PHONE REQUIRED so parents or District staff can communicate with supervisor during trip? If you do not have a cell phone, one can be provided by the District office.

**ATTACH THE FOLLOWING ITEMS:**

- ANSWERS TO QUESTIONS
- COPY OF THE ITINERARY
- COPY OF LETTER TO PARENTS
- LIST OF STUDENTS
- LIST OF SUPERVISORS INCLUDING EMERGENCY CELL PHONE NUMBERS

PRINCIPAL APPROVES AND SENDS COMPLETED PACKET TO THE SCHOOL IMPROVEMENT OFFICE FOR APPROVAL. **ALL** REQUIRED DOCUMENTS MUST BE INCLUDED BEFORE FINAL APPROVAL OF TRIP.

**SCHOOL ADMINISTRATOR:**

Approve  Deny  Date \_\_\_\_\_ Signature \_\_\_\_\_

**SUPERINTENDENT'S DESIGNEE:**

Approve  Deny  Date \_\_\_\_\_ Signature \_\_\_\_\_

**BOARD:** Notify  Staff initials \_\_\_\_\_ Date \_\_\_\_\_

- District Administrator
- Risk Management
- School



# Hillsboro School District Form

## Transportation Release Form

### School-Sponsored Activity (Alternate Adult Driver)

School \_\_\_\_\_ Activity/Sports Season \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Address \_\_\_\_\_

Parent Names \_\_\_\_\_

Parent Contact Numbers:

(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Name of Alternate Adult Driver and Contact Numbers: \_\_\_\_\_  
 (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Name of Alternate Adult Driver and Contact Numbers: \_\_\_\_\_  
 (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Name of Alternate Adult Driver and Contact Numbers: \_\_\_\_\_  
 (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Name of Alternate Adult Driver and Contact Numbers: \_\_\_\_\_  
 (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

*Check the section which applies.*

**SPORTS:**

My son/daughter has permission to ride with the adult driver specified to all athletic practices and games.

**ACTIVITIES:**

My son/daughter has permission to ride with the adult driver specified to off -campus contests and events associated with their activity.

**Yes, I give my permission.** \_\_\_\_\_  
***Parent or Guardian Initials***

In consideration of the participation of my child in the above activity, I waive and release any and all rights and claims for losses and damages that I may have against Hillsboro School District 1J arising in any way from my child's participation except for the sole negligence of the Hillsboro School District 1J.

- The vehicle owner's insurance is primary in the event of an accident.
- The owner of the vehicle shall maintain liability insurance equal to or exceeding the state minimum requirements for liability insurance.
- The owner of the vehicle is responsible for injury to any passengers because of accident.

In the event that my child may require emergency medical treatment while participating in the above activity, I hereby authorize my child to receive all necessary emergency medical treatment as may be necessary, under the existing circumstances. Unless otherwise noted, the closest available ambulance service and hospital will be used.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School

Parent/Guardian



# Hillsboro School District Form

## Transportation Release Form

### School-Sponsored Activity (Student Driver)

School \_\_\_\_\_ Activity/Sports Season \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Address \_\_\_\_\_

Parent Names \_\_\_\_\_

Parent Contact Numbers:

(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

*Check the section which applies.*

**SPORTS:**

My son/daughter has permission to drive to all athletic practices and games.

**ACTIVITIES:**

My son/daughter has permission to drive to off campus contests and events associated with their activity or class.

**Yes, I give my permission.** \_\_\_\_\_  
***Parent or Guardian Initials***

In consideration of the participation of my child in the above activity, I waive and release any and all rights and claims for losses and damages that I may have against Hillsboro School District 1J arising in any way from my child's participation except for the sole negligence of the Hillsboro School District 1J.

- The vehicle owner's insurance is primary in the event of an accident.
- The owner of the vehicle shall maintain liability insurance equal to or exceeding the state minimum requirements for liability insurance.
- The owner of the vehicle is responsible for injury to any passengers because of accident.

In the event that my child may require emergency medical treatment while participating in the above activity, I hereby authorize my child to receive all emergency medical treatment as may be necessary, under the existing circumstances. Unless otherwise noted, the closest available ambulance service and hospital will be used.

**Please note: This permission form does not allow for the transporting of other students.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School

Parent/Guardian

## **DISTRICT POLICIES**

Athletic Directors and coaches/advisors are to be familiar with these policies when coordinating their programs and events. Policies included are:

Policy GBC: Staff Ethics

Policy GBHB: Personal Relationships with Students

Policy GBI: Gifts and Solicitations

Policy GBK: Tobacco/Alcohol/Controlled Substance Use

Policy IGDF: Student Fund-Raising Activities

Policy IICA: Field Trips and Special Events

Policy JBA/GBN: Sexual Harassment

Policy JFCF/GBNA: Hazing/Harassment/Intimidation/Bullying/Menacing

Policy KGC: Community Use of School Facilities – Private Gain

Policy KGF/EDC: Authorized Use of District-Owned Equipment

Policy KH: Public Gifts to the District

## Staff Ethics

### I. Conflict of Interest

No District employee will use his/her District position to obtain personal financial benefit or avoidance of financial detriment or financial gain or avoidance of financial detriment for relatives, household members, or for any business with which the employee, household member, or relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the \$50 gift limit for one who has a legislative or administrative interest in any matter subject to the decision or vote of the District employee.

District employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as staff members. This means that:

1. Employees will not use their position to obtain financial gain or avoidance of financial detriment from students, parents, or staff.
2. Any device, publication, or any other item developed during the employee's paid time shall be District property.
3. Employees will not further personal gain through the use of confidential information gained in the course of, or by reason of, their position or activities in any way.
4. No District employee may serve as a Board or budget committee member in the District.
5. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position's responsibilities; nor will an employee use any District facilities, equipment, or materials in performing outside work.
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

If an employee has a potential or actual conflict of interest, the employee must notify his/her supervisor in writing of the nature of the conflict and request that the supervisor dispose of the matter giving rise to the conflict.

In order to avoid both potential and actual conflicts of interests, District employees must abide by the following rules when an employee's relative or member of the household is seeking and/or holds a position with the District:

1. A District employee may not appoint, employ, promote, discharge, fire, demote, or advocate for such an employment decision for a relative or a member of the household, unless he/she complies with the conflict of interest requirements of ORS Chapter 244. This rule does not apply to employment decisions regarding unpaid volunteer positions, unless it is a Board-related position.
2. A District employee may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. An employee may still serve as a reference, provide a recommendation, or perform other acts that are part of the normal job functions of the employee.
3. More than one member of an employee's family may be hired as a regular District employee. In accordance with Oregon law, however, the District may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment, or grievance adjustment authority over another member of the same family.

In the *conflict of interest context*, a "member of the household" means any person who resides with the employee and "relative" means:

1. The employee's spouse<sup>1</sup>.
2. Any children of the employee, or his/her spouse.
3. Brothers, sisters, half-brothers, half-sisters, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, mothers-in-law, fathers-in-law, aunts, uncles, nieces, nephews, stepparents, stepchildren, or parents of the employee, or his/her spouse.

## **II. Gifts**

District employees must comply with the following rules involving gifts:

Employees are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the District employee. All gift-related provisions apply to the employee, their relatives, and members of their household. The \$50 gift limit applies separately to the employee, and to the employee's relatives

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<sup>1</sup>The term spouse includes domestic partners.

or members of household, meaning that the employee and each member of their household and relative can accept up to \$50 each from the same source/gift giver.

1. "Gift" means something of economic value given to an employee without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.
2. "Relative" *in the gift context* means the spouse of the employee; any children of the employee or of the employee's spouse; siblings, spouses of siblings, or parents of the employee or of the employee's spouse; any individual for whom the employee has a legal support obligation; or any individual for whom the employee provides benefits arising from the employee's public employment or from whom the employee receives benefits arising from that individual's employment.
3. "Member of the household" means any person who resides with the employee.

### **Determining the Source of Gifts**

Employees should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the employee's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the District employee. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the employee need not keep track of it, although they are advised to do so anyway in case of a later dispute.

### **Determining Legislative and Administrative Interest**

A legislative or administrative interest means an economic interest distinct from that of the general public, in any action subject to the official decision of an employee.

A decision means an act that commits the District to a particular course of action within the employee's scope of authority and that is connected to the source of the gift's economic interest. A decision is not a recommendation or work performed in an advisory capacity. If a supervisor delegates the decision to a subordinate but retains responsibility as the final decision maker, both the subordinate and the supervisor's actions would be considered a "decision."

### **Determining the Value of Gifts**

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

"Fair market value" is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the employee does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the employee's admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the employee is \$25. This example requires that the employee does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the employee's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
  - a. The source divides the amount spent on food, beverage, and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner.
  - b. The source divides the amount spent on food, beverage, and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner.
  - c. The source calculates the actual amount spent on the employee.
3. Upon request by the employee, the source will give notice of the value of the merchandise, goods, or services received.
4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

### **Value of Unsolicited Tokens or Awards: Resale value**

Employees may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

### **Entertainment**

Employees may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision of the employee unless:

1. The entertainment is incidental to the main purpose of another event (e.g. a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (e.g. a golf tournament at a conference).
2. The employee is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when an employee appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment who requests the presence of the employee at a special occasion associated with the entertainment. Examples of an appearance by an employee at an entertainment event for a ceremonial purpose include: throwing the first pitch at a baseball game, appearing in a parade, and ribbon cutting for an opening ceremony.

## Exceptions

The following are exceptions to the ethics rules on gifts that apply to employees.

1. Gifts from “relatives” and “members of the household” are permitted in an unlimited amount; they are not considered gifts under the ethics rules.
2. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties.
3. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:
  - a. *Organized Planned Events*. Employees are permitted to accept payment for travel conducted in the employee’s official capacity, for certain limited purposes:
    - (1) Reasonable expenses (i.e. food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
      - (a) The employee is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the District; AND
        - i) The giver is a unit of a:
          - a) Federal, state, or local government.
          - b) An Oregon or federally recognized Native American Tribe.
          - c) Non-profit corporation.
        - (b) The employee is representing the District:
          - i) On an officially sanctioned trade-promotion or fact-finding mission.
          - ii) Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the Superintendent.
      - (2) The purpose of this exception is to allow employees to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift

definition does not authorize private meals where the participants engage in discussion.

4. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the employee is representing the District.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal.

5. Food or beverage consumed by an employee acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(5)(b)(I)(I).
6. Waiver or discount of registration expenses or materials provided to an employee at a continuing education event that the employee may attend to satisfy a professional licensing requirement.
7. A gift received by the employee as part of the usual or customary practice of the employee’s private business, employment, or position as a volunteer that bears no relationship to the employee’s District employment.
8. Reasonable expenses paid to employee for accompanying students on an educational trip.

### **Honoraria**

An employee may not solicit or receive, whether directly or indirectly, honoraria for the employee or any member of the household of the employee if the honoraria are solicited or received in connection with the official duties of the employee.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token, or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation, or expertise of the employee.

END OF POLICY

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### **Legal Reference(s):**

ORS 244.010 to-244.400  
ORS 260.005  
ORS 294.311  
ORS 294.336  
ORS 332.016  
ORS 659A.309

OAR 199-005-0005 to-199-020-0020  
OAR 584-020-0040

OR. ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).

## **Personal Relationships with Students**

All staff members are expected to maintain appropriate and professional boundaries with students.

While staff members may have occasion to invite groups of students to their homes or provide a special activity as a reward or special recognition, invitations to an individual student are not considered acceptable.

When a staff member plans any activity involving a select group of students away from the school setting, the Superintendent/designee must be notified.

Good judgment will enhance the teacher-student relationship and reflect positively on the school, as well as the individual staff member.

END OF POLICY

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### **Legal Reference(s):**

ORS 332.107

## **Gifts and Solicitations**

Teachers and other employees will not accept items of material value (\$50) from individual students. The Board welcomes as appropriate the writing of letters by students to staff members expressing gratitude and appreciation.

Individual employees will refrain from giving gifts<sup>1</sup> to staff members who exercise any direct or indirect administrative or supervisory jurisdiction over them. Collecting money for group gifts is discouraged except in special circumstances such as bereavement, serious illness, or for retirement gifts. Staff-initiated "sunshine funds" are exempt from this policy.

All employees are prohibited from accepting things of material value from companies or organizations doing business with the District.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools without the Superintendent's approval. Staff members may not be made responsible, or assume responsibility, for collecting money or distributing any fund-drive literature within the schools without the Superintendent's approval.

Upon receiving authorization from the principal and consent of the person with whom they wish to confer, solicitors and/or consultants may be allowed to meet with a staff member in a school building prior to or after duty hours or during the staff person's lunch period. Preparation periods shall not be used for the purpose of meeting with solicitors or consultants.

END OF POLICY

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**Legal Reference(s):**

ORS 244.10 to-244.400  
ORS 339.880  
OAR 584-020-0000 to -0045

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<sup>1</sup>"Gift" means something of economic value given to a public official or the public official's relative or household member without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended to others who are not public officials or the relatives or household members of public officials on the same terms and conditions; and something of economic value given to a public official or the public official's relative for valuable consideration less than that required from others who are not public officials. See ORS Chapter 244 for gift definition exceptions.

## **Tobacco/Alcohol/Controlled Substance Use\***

The District recognizes that tobacco may create a health hazard for non-users as well as users. In order to protect the health of students, staff, and the general public, provide a healthy working environment, and promote good health for students, tobacco sale and/or use by adults shall be prohibited in all District buildings, in District-owned vehicles, on District property, at District sponsored events, and in areas where students are present.

Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, clove cigarette, and any other smoking product, and spit tobacco, dip, chew, and snuff in any form.

"Tobacco use prohibited" signs will be posted in appropriate locations in all District buildings.

Violation of this policy by staff may result in disciplinary action up to and including dismissal.

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

1. The buying, selling, transportation, possession, provision, or use of intoxicants, including alcohol or any controlled substance 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 work sites during the work day, in either a District-supplied vehicle or a vehicle supplied by the employee.
2. Reporting to 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 based upon testing conducted by and interpreted by trained medical personnel, 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.

If the District has reasonable grounds to believe that an employee is under the influence of intoxicants, including alcohol or any controlled substance, the District may require the employee to submit to immediate testing by trained medical personnel. Refusal to submit immediately to such tests may result in disciplinary action, up to and including dismissal. "Reasonable grounds" may include, but are not limited to, such things as slurred speech, dilated pupils, peculiar odors, and unsteady balance.

The District reserves the right, with prior notice and reasonable suspicion, to conduct searches on District property of employees and/or their personal property which is on the District's premises. The District also 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 administration will develop appropriate regulations, procedures, consent forms, and such notifications as needed for an orderly implementation of this policy.

END OF POLICY

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**Legal Reference(s):**

ORS 163.575(1)(d),(e)

ORS 332.107

ORS 336.222

ORS 336.227ORS 339.240

ORS 339.250

ORS 431.840

ORS 431.845

ORS 433.835 - 433.990

OAR 581-021-0050 to -0075

OAR 581-022-0413

OAR 581-021-0110

OAR 581-053-0015

OAR 581-053-0545(4)(c)(R)-(T)

OAR 581-053-0550(5)(q)-(s)

Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2006).

## Student Fund-Raising Activities

Student fund-raising activities shall be approved by the principal and shall be for the purpose of maintaining or adding to the educational function of the activity. All fund-raising activities shall be in compliance with guidelines developed by the Superintendent, who shall ensure Districtwide coordination. All monies raised by school activities under the direction of a District employee shall be processed through the appropriate accounting procedures of the District.

The following will be used as a guide in determining participation in fund-raising activities:

1. The primary educational aims of the school and the needs and interests of students must be a consideration at all times;
2. The school must not be used to promote private or commercial interests;
3. All materials or activities initiated by private sources must be judged on grounds of their direct contribution to educational values, factual accuracy, and good taste.

Student safety will be the primary consideration when considering student fund-raising activities.

END OF POLICY

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### Legal Reference(s):

[ORS 339.880](#)

[OAR 137-025-0020 to -0530](#)  
[OAR 581-022-1660\(2\)](#)

## Field Trips and Special Events\*\*

A school-sponsored trip must have prior administrative approval and must meet the following criteria:

1. The supervisor is a staff member; and
2. All students are from the school, or District schools; and
3. The school name is used only with administrative approval.

The Board recognizes the value of special activities to the total school program. Further, students need to be allowed to participate in and benefit from carefully planned learning experiences which fall outside the normal school program/day.

Field trips, other curricular/co-curricular activities involving overnight travel, and out-of-state travel require pre-approval and authorization by the Superintendent or designee. Trips or activities that contribute to the achievement of desirable educational/social/cultural goals will be considered. Approval will be predicated on an acceptable written plan for travel arrangements, parental involvement, orientation of students and supervisors, and support of the appropriate administrator(s).

In planning and authorizing such trips, primary consideration will be given to educational values derived, the safety and welfare of students involved, community standards of conduct and behavior on the part of all participants, and the selection of additional appropriate adult supervision either from within the school staff or from the parent and community volunteer pool.

Written parental permission must be obtained. The signed form showing parental approval and acknowledgment of student conduct guidelines will be maintained on file for a period of one year.

The administration will develop regulations and guidelines to ensure both students and adult supervisors are acquainted with the standards for conduct while representing the District. Such regulations will reinforce District policy in areas such as controlled substances, alcohol and tobacco use, procedures to be used in cases of illness or accident, and methods for communicating with administrators/parents in discipline situations.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)  
[ORS 336.183](#)

[ORS 339.155](#)  
[OAR 581-022-1020](#)

## Sexual Harassment

The Board is committed to the elimination of sexual harassment in District facilities and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, Board members, or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at interdistrict and intradistrict athletic competitions or other school events. "District" includes District facilities, District premises and nondistrict property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events where students are under the control of the District, or where the employee is engaged in District business.

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student, or employment or assignment of staff;
3. The conduct or communication is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive, or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile, was it reasonable to view the environment as hostile, the nature of the conduct, how often the conduct occurred and how long it continued, age and sex of the complainant, whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment, number of individuals involved, age of the alleged harasser, where the harassment occurred, and other incidents of sexual harassment at the school involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing sexually explicit drawings, pictures, or written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; and spreading rumors about or rating other students or others as to appearance, sexual activity, or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the building principal, compliance officer, or Superintendent, who has overall responsibility for all investigations. A student may also report concerns to a teacher, counselor, or school nurse, who will promptly notify the appropriate District official. The

student and the student’s parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of a staff complainant. There shall be no retaliation by the District against any person who, in good faith, reports, files a complaint, or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the District to stop the sexual harassment, prevent its recurrence, and address negative consequences. Students in violation of this policy shall be subject to discipline, up to and including, expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including, dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Additionally, the District may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The Superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff, and students, and that annually, the name and position of District officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses, or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students, parents of students, and staff in student/parent and staff handbooks. The District’s policy shall be posted in all schools. Such posting shall be by a sign of at least 8 1/2" by 11".

The Superintendent will establish a process of reporting incidents of sexual harassment.

END OF POLICY

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**Legal Reference(s):**

ORS 243.706  
ORS 342.700  
ORS 342.704  
ORS 342.708  
ORS 342.850

ORS 342.865  
ORS 659.850  
ORS 659A.006  
ORS 659A.029  
ORS 659A.030

OAR 581-021-0038  
OAR 584-020-0040  
OAR 584-020-0041

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2006).

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

**Hazing/Harassment/Intimidation/Bullying/Menacing**

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying, including cyberbullying, by students, staff members, or third parties is strictly prohibited and shall not be tolerated in the District. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is also strictly prohibited.

Students who have engaged in behavior prohibited by this policy will be subject to remedial action and discipline, which may include referral for counseling, loss of privileges, and other discipline up to and including expulsion. The District may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to District property, or for the use of threats, bullying, intimidation, harassment, or coercion.

Staff members whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Individuals may also be referred to law enforcement officials. Licensed staff will be reported to Teacher Standards and Practices Commission, as provided by OAR 584-020-0041.

The Superintendent is directed to develop administrative regulations to implement this policy. Regulations shall include descriptions of prohibited conduct, reporting and investigative procedures, and provisions to ensure annual notice of this policy is provided to students, staff members, and third parties.

END OF POLICY

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**Legal Reference(s):**

[ORS 163.190](#)  
[ORS 166.065](#)  
[ORS 166.155 - 166.165](#)  
[ORS 332.072](#)  
[ORS 332.107](#)

[ORS 339.240](#)  
[ORS 339.250](#)  
[ORS 339.254](#)  
[ORS 339.260](#)  
[ORS 339.351 - 339.364](#)

[OAR 581-021-0045](#)  
[OAR 581-021-0046](#)  
[OAR 581-021-0055](#)  
[OAR 581-022-1140](#)  
HB 2599 (2009)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 20

# Hillsboro School District 1J

Code: **KGC**  
Adopted: 4/97  
Revised: 1/08

## Community Use of District Facilities – Private Gain

The use of District buildings and other facilities by any organization operated for private gain, or any purpose involving private gain, shall be permitted only when a worthy educational, civic, or charitable purpose will be served.

District buildings may be used to provide before-and-after school programs, recreation, or other activities clearly designed to serve students and their families in accordance with policies governing community use of facilities and public bidding or requests for proposals.

END OF POLICY

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### Legal Reference(s):

ORS 332.107  
ORS 332.172

### Cross References:

Policy DFD - Rental and Service Charges  
Policy KG - Community Use of Buildings and Facilities.  
Policy KGA - Public Sales on District Property  
Policy KGF/EDC - Authorized Use of District Equipment and Materials

# Hillsboro School District 1J

Code: **KGF/EDC**  
Adopted: 7/96  
Revised: 1/08

## Authorized Use of District-Owned Equipment \*

Except as authorized in accordance with Board policy KGC-Community Use of District Facilities-Private Gain, public use of equipment shall not be used for private financial gain. A fee schedule will be developed by the Superintendent. Fee Schedule Worksheet, KG-AR, Attachment A, must be submitted and approved. Any damage to equipment is the responsibility of the user. Transportation of District-owned equipment will be the user's responsibility.

END OF POLICY

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### Legal Reference(s):

ORS Chapter 244  
ORS 332.107

OAR 584-020-0040

OR. GOV'T STANDARDS AND PRACTICES COMM'N, OR. GOV'T STANDARDS AND PRACTICES LAWS, A GUIDE FOR PUBLIC OFFICIALS (2003).

# Hillsboro School District 1J

Code: **KH**  
Adopted: 7/96  
Revised: 1/08

## Public Gifts to the District

Gifts which may serve to enhance and extend the work of the District may be received by the District, subject to Board approval. It will be the District's general policy to direct those who desire to make contributions to consider equipment or services that are not likely to be acquired from public fund expenditures.

1. Tangible property contributed to the schools becomes the property of the District and is subject to the same controls and regulations that govern the use of other District-owned property.
2. Contributions of property or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds, will be presented by the Superintendent for Board consideration and approval.
3. Any groups planning to raise money for a gift to a school or the educational system will first consult with the principal and Superintendent regarding what kind of gift should be made. The Superintendent will develop guidelines for accepting gifts. Such guidelines will include a concern for fairness and equity among schools.
4. If it is a gift to an athletic program, the Title IX coordinator will review and make a recommendation to the Superintendent as to compliance with Title IX.
5. Contributions of small items, such as books and other instructional materials which meet District standards outlined in Board policy IIAA, may not require prior approval of the Board.
6. The Board has the prerogative to accept or reject gifts.
7. All gifts will be subject to the provisions of Board policy.

When accepting gifts, the Board will be aware of the commitment to reasonable equity among the various District facilities and compliance with state and federal law.

END OF POLICY

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### Legal Reference(s):

ORS 294.326  
ORS 332.075

ORS 332.107  
ORS 332.385

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2006).