

Table of Contents

PHILOSOPHY OBJECTIVES GUIDELINES.....	4
ATHLETIC PHILOSOPHY	4
OBJECTIVES.....	4
GUIDELINES	5
PROFESSIONAL CODE OF ETHICS.....	6
SPORTS OFFERED	7
DUTIES AND RESPONSIBILITIES	8
HIGH SCHOOL COACHES	9
MIDDLE SCHOOL COACHES.....	11
HIGH SCHOOL HEAD COACHES	13
MIDDLE SCHOOL HEAD COACHES.....	15
HIGH SCHOOL ASSISTANT COACHES	15
PERSONNEL EVALUATION	16
COACHES EVALUATIONS	17
PARTICIPATION STANDARDS AND PROBLEM SOLVING.....	19
CENTRAL OFFICE STAFF	20
SCHOOL ADMINISTRATORS.....	21
COACHES	20
STUDENT ATHLETES	22
PARENTS.....	22
FANS	23
PROBLEM SOLVING FOR COACHING STAFF, STUDENTS AND PARENTS.....	23
PROBLEM SOLVING COMMUNICATION SCHEDULE	25
WORK RULES.....	27
WORK RULES.....	31
REPORTING CHILD ABUSE.....	31
PRIVACY RIGHTS.....	31
ALCOHOL/CONTROLLED SUBSTANCE USE	31
SCHOOL BOARD POLICY GBCBA	31
SMOKING ON SCHOOL PREMISES, BY STAFF	32
SCHOOL BOARD POLICY GBK, JFCB, KGC.....	33
HARASSMENT BASED ON COLOR, RELIGION, NATIONAL ORIGIN, AGE, RACE, ANCESTRY, MARITAL STATUS, VETERAN STATUS, HANDICAPS, ON-THE-JOB INJURIES OR GENDER.....	32
WHAT YOU CAN DO TO STOP HARASSMENT	32
OUR COMMITMENT TO PROVIDING A HARASSMENT-FREE WORKPLAC	32
NEED MORE INFORMATION	33
CRIMINAL HISTORY RECORDS CHECKS/FINGERPRINTING.....	33
PRE-EMPLOYMENT DRUG TESTING	34
ADMINISTRATIVE REGULATIONS	35
STATEMENT OF STUDENT PARTICIPATION	36
STATEMENT OF RISK.....	36
PHYSICAL EXAMINATIONS	36
INSURANCE.....	37
STUDENT TRANSPORTATION	38
COED TEAMS	39
HOME SCHOOL/PRIVATE SCHOOL STUDENTS	40
FOREIGN EXCHANGE STUDENTS	40
ACADEMIC ELIBIGILITY REQUIREMENTS	41
HARDSHIP REQUESTS.....	41
EXTRA-CURRICULAR ACTIVITY ELIGIBILITY STANDARDS	41

RESIDENCE REQUIREMENTS AND TRANSFER POLICY	42
EXTRA CURRICULAR CODE OF CONDUCT	44
INFORMATION AND PROCEDURES	46
ATHLETIC LETTERS	47
ATHLETIC TRIPS	48
ATTENDANCE DURING THE SCHOOL DAY	49
AWARDS AND BANQUETS	49
BLOODBORNE PATHOGENS	50
BUDGETS.....	50
CLINICS FOR COACHES.....	50
CONCESSION.....	50
CORPORAL PUNISHMENT	50
DUAL PARTICIPATION DURING A SEASON.....	50
EQUIPMENT RECORDS.....	51
EXTRA COMP EXTENDED SEASON COMPENSATION	51
FIRST AID CERTIFICATION	51
FUND RAISING	51
GAME CANCELLATIONS DUE TO INCLEMENT WEATHER.....	52
GIFTS	52
INJURIES TO THE ATHLETE	52
INJURIES TO THE COACH.....	52
INSURANCE.....	53
KEYS	53
MEALS.....	53
RESIDENCE REQUIREMENTS AND TRANSFER POLICY	54
MEDIA	54
OFF-SEASON TRAINING PROGRAM AND CAMPS FOR STUDENTS	54
OSAA STATE PLAY-OFFS/TOURNAMENT TRAVEL GUIDELINES.....	55
PHYSICAL EXAMINATIONS	57
PLANNING FOR TRIPS	57
PRACTICE SCHEDULES.....	57
PRAYER.....	57
PURCHASING EQUIPMENT AND SUPPLIES.....	58
RECERTIFICATION/RECONDITIONING OF FOOTBALL HELMETS AND SHOULDER PADS	58
SCHEDULES	58
SPECTATOR CONDUCT	58
STUDENT ATHLETIC MANAGERS	59
TEAM SIZE	59
TRAINER.....	59
USE OF SECONDARY ATHLETIC FACILITIES.....	59
VAN CERTIFICATION	60
VOLUNTEERS.....	60

PHILOSOPHY OBJECTIVES GUIDELINES

ATHLETIC PHILOSOPHY

Athletic competition contributes to sound educational objectives when properly organized and conducted. The intent is to offer an educational athletic program while giving proper regard for the needs, capacities and welfare of all participants. Planning and organization consistent with the goals and policies stated below is necessary if the program is to contribute to sound educational objectives.

To fully utilize the potential of athletics for educational purposes, the Secondary Athletic Program will be conducted in accordance with the following:

The Secondary Athletic Program is considered an integral part of a student's educational experience.

The Secondary Athletic Program supplements rather than serves as a substitute for physical education and intramurals.

The Secondary Athletic Program adheres to all Oregon School Activities Association and the Hermiston School District administrative procedures.

The Secondary Athletic Program is conducted by professionally prepared personnel who foster the welfare and safety of all participants and act as professional adult problem solvers.

The Secondary Athletic Program will provide maximum student participation and encourage a variety of participation.

The Secondary Athletic Program will be coordinated to provide optimum sequential growth for students grades seven through twelve.

The Secondary Athletic Program will provide students an opportunity to develop; leadership skills, teamwork, sense of competition, an attitude that values commitment, success and winning, the importance of being physically fit, self-discipline, mastery of fundamental skills and sportsmanship.

OBJECTIVES

PHYSICAL FITNESS

Students will voluntarily expend the vigorous effort required to develop a high degree of physical fitness.

Students will learn the value of physical fitness.

MOTOR SKILL DEVELOPMENT

Students will practice and demonstrate sequential skills appropriate to their levels and abilities.

SOCIAL DEVELOPMENT

Students will follow rules, respect authority and tolerate individual differences.

LIFE-LONG SKILLS AND ATTITUDES

Students will recognize life-long skills and attitudes that provide opportunities to utilize leisure time.

GUIDELINES

The interscholastic athletic program is designed for students, grades seven through twelve, who desire to participate. The athletic program is organized and conducted in accordance with the following guidelines to utilize the potential of athletics as an educational experience:

It is the responsibility of the administration and coaching staff to understand, represent and enforce the Oregon School Activities Association and the District's athletic philosophy, code of ethics, policies, rules and regulations.

Seventh and eighth grade students are limited to two years (six consecutive trimesters) of interscholastic competition. A committee consisting of a representative from each middle school, high school and the supervisor of secondary athletics may grant exceptions to the rule.

Eligibility of students, grades nine through twelve, is governed by Oregon School Activities Association

No student will participate in practice or contests without a current physical examination, written consent of the parent or guardian, indication of the accident insurance provided for the athlete a completed Athletic Code of Conduct and met all academic eligibility requirements.

All athletes will have completed adequate practice sessions to insure proper physical conditioning before engaging in a contest.

Contests will be scheduled to interfere as little as possible with academic class time. No contests or practice will be scheduled without the approval of the principal or his/her designee.

Coaches will be certificated teachers employed by the Hermiston School District when possible. Personnel associated with the Hermiston athletic program who are not on a current contract with the District will be approved yearly as Volunteers PRIOR to participating in the Secondary Athletic Program.

Hermiston School District believes that all persons should have an equal opportunity for employment, regardless of age beyond the 18th birthday, race,

sex, religion, national origin, marital or parental status, or handicap that does not preclude performance of bona fide requirements of the position.

PROFESSIONAL CODE OF ETHICS

All personnel involved in the Hermiston School District's Secondary Athletic Program are expected to be familiar with and abide by the following Code of Ethics enacted by the District and applicable to state and federal laws.

ALL ATHLETIC PERSONNEL WILL

Effectively implement the District Secondary Athletic Program according to established regulations, procedures, policy and work rules.

Integrate personal philosophies of athletics with the District Philosophy of Athletics and Education.

Model appropriate adult behavior and leadership.

Encourage "good sportsmanship."

Participate in clinics, safety studies and professional growth opportunities.

Treat all participants of the inter-scholastic program with dignity and respect; i.e. students, coaches, parents, administration, spectators and officials.

Teach and enforce the local and state rules of eligibility, athletic codes, procedures and other relevant district and state policies.

Develop, maintain, implement and evaluate sound program goals, training plans, practices and procedures.

Maintain a current knowledge of and abide by the current rules governing inter-scholastic athletics.

Maintain effective communications with school and district administration, teachers, booster clubs, media and community organizations.

Demonstrate loyalty to staff and programs within the District through cooperation, communication and the encouragement of multi-sport athletes.

SPORTS OFFERED

HIGH SCHOOL GRADES 9-12

Basketball
Baseball
Cross Country
Football
Softball
Volleyball
Soccer
Swimming
Tennis
Track
Wrestling
Cheerleading

MIDDLE SCHOOL GRADES 7-8

Basketball
Cross Country
Football
Volleyball
Track
Wrestling
Tennis

POSSIBLE COMMUNITY CLUB SPORTS

Bowling
Golf
Lacrosse

DUTIES AND RESPONSIBILITIES

HIGH SCHOOL COACHES

DUTIES AND RESPONSIBILITIES

High school coaches will:

Be present at all games and practice sessions unless cleared through the Principal or Athletic Director.

Arrive in advance of the athletes and stay until all athletes have left the school site.

Work cooperatively with the building administration and the supervisor of secondary athletics to develop athletic regulations regarding attendance at practice for athletes.

Adhere to the District Professional Athletic Code of Ethics.

Secure all athletic facilities after use. Coaches will not provide an open facility unattended by personnel contracted by the District.

Complete and submit for approval, a facility use agreement to the Athletic Director anytime a district facility is used for non-school scheduled activities or events.

Prepare the athletic facility for practice and contests in cooperation with the building athletic director.

Post procedures to be followed in the event a medical emergency occurs in their activity area.

Attend building faculty meetings unless the principal has approved prior arrangements.

Attend league meetings dealing with their sport.

Attend all school district and building in-services and staff meetings unless excused by the principal or director of secondary education.

Be current on the legal implications and responsibilities of their sport.

Be responsible for the training and conditioning of their team members.

Instruct athletes on training rules and enforce the District Athletic Code of Conduct.

Issue and maintain records of uniforms, equipment and athletic supplies.

Inform the building athletic director of practice and contest schedules.

Submit a complete supply and equipment inventory for their sport through their head coach to the supervisor of secondary athletics and principal within one month after the completion of the season.

Adhere to the Hermiston School District's employee work rules.

Participate in and complete the District's extra comp evaluation.

Perform and support administrative duties as required by state, conference, district and building athletic regulations.

MIDDLE SCHOOL COACHES

DUTIES AND RESPONSIBILITIES

Middle school coach's primary responsibility is for the safety of their athletes. Coaches will inspect facilities to insure they are free from any obstacles, which may be hazardous to the welfare of the participants and spectators. Unsafe conditions will be reported, in writing, to the principal. In the event of an injury, first aid will be administered. State law prohibits school personnel from administering any internal medicine. All injuries must be reported to the school office as soon as possible. If the injury requires immediate attention, parents are to be contacted as soon as possible. The coach will assume the responsibility for contacting the parent/guardian and building administration. If a parent/guardian cannot be reached, the coach will follow the school's emergency plan. Coaches will complete a report on any injury that occurs as a result of athletic participation. These will be returned to the principal.

Middle school coaches will:

Adhere to the District's professional athletic code of ethics.

Be present at all practice sessions and games unless excused by the principal.

Be responsible for the proper use and care of school facilities and equipment. Current records will be maintained on equipment used by each participant.

Attend general faculty meetings unless prior arrangements have been made with the principal. Coaches will attend district staff meetings unless excused by the principal and supervisor of secondary athletics.

See that all doors are secured after practice or a game. When arriving home from a trip, coaches must make certain that each student has a way home. Coaches will be the last to leave the school.

Be aware of legal implications and responsibilities related to school athletics by attending all district and building in-services.

Encourage the participation of all members of the team in games while striving to maintain a competitive program.

Be supportive of high school system of play and the development of a grade seven to twelve athletic model.

Participate in and complete the District's extra-comp evaluation.

Adhere to the Hermiston School District's employee work rules.

Issue and maintain records of uniforms, equipment and athletic supplies. All athletic equipment will be properly stored and secured in an area designated by the building principal.

Submit a complete supply and equipment inventory for their sport through their head coach to the supervisor of secondary athletics and building principal within one month after the completion of the season.

Participate in and complete the District's extra-comp evaluation.

Perform and support administrative duties as required by conference and building athletic regulations.

HIGH SCHOOL HEAD COACHES

DUTIES AND RESPONSIBILITIES

The high school head coach will serve as head coach of the varsity team and assist with coordinating the high school and the middle school programs. The head coach will have the responsibility of completing this assignment in the best interest of the Hermiston School District and the administration. The head coach is directly responsible to the principal and will conduct all aspects of the program within the guidelines of the Hermiston School District Athletic Philosophy and the Professional Code of Ethics. The high school head coach will have the following specific responsibilities:

Organize, institute and supervise a system of play that will be recognized as the Hermiston System. This system is to be consistent at all levels of the high school and middle school programs.

Perform administrative duties as required by state, conference, district and building athletic regulations.

Organize, schedule, and conduct practice sessions designed to consider the welfare of the athletes, the coaching staff and school district guidelines.

Maintain a thorough knowledge of skill development, training techniques, fundamentals, game strategy, and rules of the sport.

Provide supervision of participants before and after all practices and contests.

Supervise the care and prevention of athletic injuries.

Arrange in cooperation with the building athletic director necessary transportation, finances, and travel itineraries for away contests.

Be accountable for expenditures in accordance with procedures established by the District.

Organize the coaching staff so that assistant coaches have specific delegated duties, understand each expectation and complete the assigned duties.

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.

Be responsible for the care of district equipment, supplies, and physical properties.

Inform the building athletic director of practice and contest schedules.

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Insure that the player to whom the equipment was issued at a cost equal to the

replacement value pays for lost equipment.

Communicate effectively and cooperate productively with the entire sports public; i.e. staff, students, parents, administrators, the press, etc.

Explain registration, eligibility and insurance requirements to the athletes. Instruct each athlete about the proper procedures for reporting injuries and obtaining proper insurance claim forms. Insure that all athletes have met all registration and eligibility requirements prior to any participation.

Submit the following to the high school principal's office, the athletic director and the supervisor of secondary athletics:

The system and documentation that will be used to determine the team members.

An alphabetical team roster as soon as the team is determined and revise as necessary.

A team roster, with all necessary personal data, at least one week before the first contest (name, number, height, weight, position, grade, etc.).

A List of transfer students within two weeks after the beginning of practice.

A season summary report within 30 days following the completion of a season that includes but not limited to the following:

- Names of participants with accompanying roster data
- Season record (win/loss) identified by contest date and opponent
- Overall league finish
- State standings
- Award winners (all-state, all-conference, team captain, MVP, etc.)
- Students earning varsity letters (and how many years lettered)
- Names of coaches or staff

Assist the building athletic director with the development of the non-league portions of the schedule for all levels of the sport.

Assist in the evaluation of assistant coaches' performances by providing a summary of individual job expectations.

Attend league meetings dealing with their sport.

Perform other duties relating to his/her assigned athletic program designated by the principal.

Perform and support administrative duties as required by conference, and building athletic regulations.

MIDDLE SCHOOL HEAD COACHES

DUTIES AND RESPONSIBILITIES

Head coaches will:

Determine the length of practice sessions for each team. The length of practice sessions shall not exceed 2 hours daily excluding dressing and showers. Head coaches will keep athletes and parents informed of practice and game schedules. There will be no practices on Saturday, Sunday or holidays except with permission from the principal.

Inventory all equipment at the conclusion of the season. A report will be submitted to the principal or designee. Equipment and supply requests for the coming school year will be submitted to the athletic director at the completion of the season.

Prepare athletic facilities for contests.

Develop the criteria used to determine the students who participate within the program. These procedures will be submitted to the building Athletic Director or Principal prior to the beginning of the season for final approval.

A list of players, numbers and position will be given to the school office before the first game. Head coaches will provide the school office with a list of those students making athletic trips.

HIGH SCHOOL ASSISTANT COACHES

DUTIES AND RESPONSIBILITIES

The high school assistant coach is directly responsible to the Athletic Director and the head coach of the assigned sport. The assistant coach works within the Hermiston School District's Athletic Philosophy and The Professional Code of Ethics. All assistant coaches will have the following additional responsibilities:

Perform delegated duties assigned by the head coach.

Implement the planned system as established by the head coach. When applicable, an assistant coach will have some of the same responsibilities as listed for a head coach (e.g., head junior varsity coach, head freshmen coach).

Be knowledgeable of and implement the style of play and fundamental techniques established by the head coach.

Enforce all athletic regulations and take initiative in making proposals for improvements in the program through the head coach to the principal and the athletic director.

Attend meetings and clinics organized and conducted by the high school head coach, principal, and the supervisor of secondary athletics.

PERSONNEL EVALUATION

COACHES EVALUATIONS

Extra-compensatory coaching assignments are to be evaluated near the conclusion of the sport season. This will include a pre and post season conference. The principal or designee is responsible for completing the evaluation with input from the supervisor of secondary athletics.

A signed copy of District Evaluation Form will be provided to the coach. The principal retains one copy, and the original submitted to the personnel office for inclusion in the employee's personnel file.

Principals may remove a coach for the subsequent year if his/her performance in the assignment is unsatisfactory.

All persons participating in the evaluation shall sign the evaluation instrument.

Evaluation will be based on the employees educational effectiveness as a:

Model

- Demonstrates appropriate adult behavior
- Works cooperatively and effectively as an adult problem solver
- Communicates professionally
- Demonstrates the ability to be an effective mentor
- Demonstrates loyalty to the building's coaching staff.

Technician

- Demonstrates a working knowledge of the game
- Understands, abides by and implements the rules of the game
- Develops appropriate strategies for encouraging positive individual and team performance
- Establishes coaching techniques appropriate to the ability of the individual athlete

Teacher

- Organizes instruction so that students learn
- Evaluates team and individual progress

Manager

- Plans effective game strategies
- Plans organized, safe, and efficient practices and trips
- Organizes procedures that execute plans efficiently and effectively
- Develops a plan that maintains a current and safe inventory of athletic supplies and equipment
- Operates the program within the current fiscal budget

Motivator

- Is respected and liked by students
- Promotes dignity and respect for students and parents
- Respects adult and student individuality

Communicator

- Works effectively with the public and media maintaining a supportive outlook on the program, school, and community
- Models adult problem solving techniques

Team Member

- Works as part of an educational team within the District and school sports program

Supervisor

- Demonstrates the ability to implement and evaluate the sport program within the District athletic program
- Provides input in the evaluation of coaches within the specific sport
- Supports, models, and expects high behavioral standards for coaches, parents and athletes

PARTICIPATION STANDARDS AND PROBLEM SOLVING

CENTRAL OFFICE STAFF

1. Set policy standards in conjunction with the School Board.
2. Support site administrators in the implementation of policies.
3. Defer administration of the policy to the respective leadership team responsible for that area whenever possible.
4. If and when a need arises to mediate an issue, involve building administration and appropriate personnel during all phases of the mediation.
5. Set expectations and then consistently enforce the expectations.
6. Be honest and direct in communications with all populations.
7. Live up to the high standard of sportsmanship established by the Hermiston School District for athletic programs.
8. Avoid public displays of anger and/or displeasure.

SCHOOL ADMINISTRATORS

Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the league/conference and state.

Provide appropriate supervisory personnel for each interscholastic event.

Support participants, coaches, parents/guardians, and fans that teach and display good sportsmanship.

Recognize exemplary behavior and actively discourage undesirable conduct by athletes, coaches, parents/guardians, fans, and other administrators.

Develop and enforce consequences for coaches, students, and adults who do not abide by established standards.

Attend events whenever possible.

Be a positive role model for coaches, students, parents/guardians, and fans.

Strive to maintain positive communication between the school, coaches, athletes, parents/guardians and community.

When there are indications of problems through parent/guardian concerns or complaints, requests for meetings, etc., monitor coach's communication with students and parents/guardians.

Effectively implement the district's athletic personnel evaluation system.

Effectively utilize the district's problem solving process.

Live up to the high standard of sportsmanship established by the Hermiston School District for athletic programs. Avoid public displays of anger and/or displeasure.

COACHES

Be a positive role model for fellow coaches and athletes.

Encourage and inspire athletes to be the best person they can be by providing positive feedback and skill-building techniques.

Teach, critique, and encourage. Use correction techniques that are not demeaning.

Accept seriously the responsibility and privilege of representing the school and community by displaying positive public actions.

Effectively implement the district secondary athletic program according to established regulations, procedures, and policy and work rules.

Integrate personal philosophies of athletics with the district philosophy of athletics and education.

Model appropriate adult behavior and leadership. Be positive role model for students and community.

Participate in clinics, safety studies and professional growth opportunities.

Treat all participants of the inter-scholastic program equally with dignity and respect; i.e., students, coaches, parents/guardians, administration, spectators and officials.

Teach and enforce the local and state rules of eligibility, athletic codes, procedures and other relevant district and state policies.

Develop, maintain, implement and evaluate sound program goals, training plans, practices and procedures.

Maintain a current knowledge of and abide by the current rules governing inter-scholastic athletics.

Maintain effective communications with school and district administration, teachers, parents/guardians, students, booster clubs, media and community organizations.

Demonstrate loyalty to staff and programs within the district through cooperation, communication and the encouragement of multi-sport athletes.

Participate constructively in the district's extra comp evaluation system.

When possible get to know parents so that you can foster their help and support of your program.

Live up to the high standard of sportsmanship established by the Hermiston School District for Athletic Programs. Avoid public displays of anger and/or displeasure.

STUDENT ATHLETES

Attend and positively participate in all scheduled practices.

Follow directions as communicated by the coach promptly and effectively.

Participate positively in all skill, knowledge and application exercises as assigned by the coach.

Accept seriously the responsibility and privilege of representing the school and community by displaying positive public actions.

Accept authority and supervision in a positive manner at all times.

Communicate effectively with the coach and teammates.

Work cooperatively with the coach and team members as a problem solver.

Demonstrate loyalty to the school, coach and the team.

Treat fellow students, opponents, their fans, and all adults with dignity and respect.

Refrain from conversations that foster dissention.

Respect judgment and integrity of contest officials; abide by rules of the contest and display appropriate behavior at all times.

Be a positive role model for fellow athletes.

Live up to the high standard of sportsmanship established by the Hermiston School District for athletic programs.

Avoid public displays of anger and/or displeasure.

PARENTS

Understand and support athletic programs and their expectations as defined in Participation Standards for Hermiston School District Athletes.

Understand team rules, discipline and technique corrections of students.

Live up to the high standard of sportsmanship established by the Hermiston School District for athletic programs. Avoid public displays of anger and/or displeasure.

Be a good role model for your sons and daughters by positively supporting teams in

every manner possible.

Leave coaching of the team, playing time, position, and placement on junior varsity or varsity to the head coach and staff.

Respect opposing fans, officials, coaches, and participants.

Approach before, during, and after games with positive comments. Withhold negative comments regarding the game, athlete(s) or coaching until such time that the concern can be addressed in an atmosphere conducive to effective problem solving.

FANS

In keeping with the district's goal of teaching and demonstrating the highest levels of sportsmanship during athletic contests, we expect fans to demonstrate conduct appropriate for high school activities at all times. The Hermiston School District's expectation for positive fan behavior is a higher standard than one would expect to see tolerated at college or professional sports events.

The district assumes that adults understand and will demonstrate general behaviors that are appropriate. However, the following guidelines are presented to ensure a clear understanding of some behaviors that are unacceptable.

Fans may not:

1. Engage any human beings in an angry or aggressive manner on school property or at school activities. This includes referees, coaches, other fans, parents/guardians, students or school personnel.
2. Uses swear words or vulgarity on school property or at school activities.
3. Threaten, verbally or physically, any person including referees, fans, coaches, players, spectators, or school personnel at any time on school property or at school activities.
4. Create public displays of anger and/or school personnel at any time on school property or at school activities.

Violation of these standards may result in the removal of the fan from school activities.

PROBLEM SOLVING FOR COACHING STAFF, STUDENTS AND PARENTS

It is expected that all parties will use the best possible adult problem solving behaviors in resolving issues. State law, district policy will govern the resolution of all problems, and the routines and procedures established in the Coaches Handbook, Student Code of Conduct and other district/school routines and procedures.

Any citizen who has a concern or complaint may express that concern or complaint

to school administrators. It is strongly recommended that complaints and concerns not be expressed in public places such as games and/or other activities.

The best place to express a concern or complaint is during a meeting with school officials called specifically to hear the concern or complaint.

It is important that concerns be expressed in a calm, understandable and specific manner.

School officials will listen carefully and paraphrase the concern or complaint to be sure they have correctly heard the concern or complaint.

Once it is agreed that the school official has accurately heard the concern or complaint they will discuss the options for resolving or easing the concern or complaint. Such options will be in compliance with standard policies and procedures.

If a problem is something that could and should be worked on at the school level, the administrator will make every effort to achieve improvement and inform the concerned citizen.

If a concern or complaint revolves around an ongoing policy, practice or procedure, the citizen will need to accept that school administrators are not authorized to make such changes but will further discuss the matter with the Supervisor of Secondary Athletics.

Administrators and athletic directors are encouraged to meet with parents/guardians and students prior to each season to answer questions, hear concerns or complaints and define the operating procedures of the program. They are further encouraged to meet with parents/guardians whenever they or the parents/guardians feel a need for such a meeting either individually or as a group. Accountability: Administration and/or athletic director should follow-up any meetings with a letter or phone call to ensure that the student or parent/guardian acknowledge they have been heard, and they understand the action that has taken place.

PROBLEM SOLVING COMMUNICATION SCHEDULE

<i>Verbal</i>	Step 1	The coach and student (meet with informal verbal communication).
<i>Communication</i>	Step 2	The coach, student, and parent/guardian meet. (If a resolution cannot be resolved, the coach will advise the athlete and parent/guardian to advance to step 3.
<i>Preferred</i>	Step 3	The head coach, the coach, the student, and the parent/guardian meet. (If the issue cannot be resolved, the head coach will advise the athlete and parent/guardian to advance to step 4.
	Step 4	The athletic director, the coach, the student, and the parent/guardian will meet. The athletic director will gather information and determine the blocking point. <ol style="list-style-type: none"> 1. Talk to all parties independently. 2. Ask for observations from others. 3. Meet with all parties to resolve issues.
	Step 5	The athletic director, the coach, the student athlete, the parent/guardian will appeal to the school administration. The principal will work to resolve the issue(s).

It is expected that all parties will use the best possible adult problem solving behaviors in resolving issues. The resolution of all problems will be governed by state law, district policy and the routines and procedures established in the coach's handbook, Student Code of Conduct and other district/school routines and procedures.

Hermiston School District 8R has set up the following procedure for problem solving issues. It should be anticipated that each step will take two to three days.

General Guidelines for Problem Solving

- Do not confront in an angry, aggressive manner.
- Do not make personal attacks.
- Concentrate and focus on the issues.
- Discuss concerns in private meetings.
- Attend meetings with a problem solving attitude.
- Respect other's roles, responsibilities and decision-making rights within their defined roles.

WORK RULES

WORK RULES

DISREGARD OF ANY ONE OF THE FOLLOWING RULES MAY SUBJECT YOU TO DISCIPLINARY ACTION OR DISCHARGE.

These are general rules of conduct. More specific rules will apply to specific work sites and jobs.

Employees will not:

1. Buy, sell, transport, possess, provide or use intoxicants or any controlled substances as defined by law (but excluding any substance lawfully prescribed for the employee's use) while on district property, during work hours, including meal periods and while assigned to extra duty or special projects, including those held after or in addition to regular school hours.
2. Report for work under the influence of intoxicants or any controlled substance (but excluding any substance lawfully prescribed for the employee's use). An individual is considered to be "under the influence of a controlled substance" when, in the district's determination, the controlled substance impairs the individual's ability to safely and/or efficiently perform assigned work or prevents the employee from presenting a positive role model to students, or cause discredit to the district. It is the employee's responsibility to notify their supervisor if they are taking prescribed medication, which could impair their ability to safely perform their job.
3. Bring any firearm, ammunition, hunting and/or combat knife, explosives, incendiary device or other weapon onto district premises without the express written consent of the superintendent or designee.
4. Remove property belonging to the district, other employees, students or patrons, unless authorized in writing by the party who owns the property (theft), or in the case of district property, written approval of the superintendent's designee.
5. Fail to carry out, in a timely manner, requests of supervisory personnel, unless jeopardy to the health or safety of the employee is involved.
6. Fail to perform work in a satisfactory manner.
7. Demonstrate lack of appropriate interest in, and application to, one's work.
8. Make personal phone calls not confined to matters of some urgency, outside break and/or lunch periods.
9. Disrupt the work environment.
10. Release information regarding district employees or students, unless properly authorized.
11. Falsify employment application, time sheets, logs or any other district forms or records.

12. Fail to report an absence of tardiness prior to the scheduled start of work.
13. Harass, fight or otherwise attempt to injure another person.
14. Destroy in a willful or negligent way property of the employer or others.
15. Fail to be courteous to students, other employees or the public.
16. Fail to arrive or depart as scheduled or leave his/her workstation without legitimate reason, permission of supervisor or proper relief during absence.
17. Fail to utilize the sign-in/sign-out procedure.
18. Solicit for donations, etc., unless cleared through proper management personnel.
19. Report for work dressed in an unsafe and/or unprofessional manner.
20. Take home discarded or surplus material unless prior written permission of the supervisor has been obtained.
21. Duplicate assigned keys or is in possession of unassigned district keys.
22. Be careless in the use and maintenance of district property.
23. Use district provided vehicles except in the performance of tasks related to the work assigned. Hermiston School District provided vehicles are only to be used within the confines of assigned work sites unless specific prior permission from the immediate supervisor is given to leave the assigned site on work related business.

District provided vehicles are not to be utilized for personal transportation at breaks and/or lunch periods except when prior permission is secured and it is in conjunction with a specific business errand, and as long as the break and lunch period times are not exceeded.

District provided vehicles are to be operated in a safe and legal manner and are to be left at their assigned parking site at the end of the workday.
24. Take meal periods (30 minutes to 60 minutes depending upon workday schedule) or break periods (15 minutes) greater than or less than what has been scheduled.
25. Fail to know and follow School Board Policies, State Laws, and regulations found in this handbook or fail to observe, at all times, ethical practices in their service to the district, students and patrons.
26. Bring children or pets along with them to work unless authorized by the supervisor.
27. Fail to courteously and truthfully cooperate with a district investigation or inquiry.
28. Violate work site health and safety rules or the following district safety rules:

- a. Employees shall utilize all safeguards provided for their protection. An employee shall not operate any type of machine or equipment unless the guard or method of guarding is in good condition, working order and in place and operative.
- b. Employees are responsible for using appropriate personal protective equipment (headgear, eyewear, clothing, etc.) whenever required by Federal and/or State of Oregon Safety Codes or district policy.
- c. No employee shall remove, deface, or destroy any warning or danger sign, or interfere with any other form of accident prevention device or practice.
- d. Unsafe conditions or practices observed by an employee shall be reported as soon as practicable to his or her building representative and/or the School District 8R Safety Committee Chairman.
- e. All unsafe or hazardous conditions observed by a Hermiston School District 8R employee, within his or her work area, or while on assignment in a building or facility not under direct control of District 8R, must be reported directly to the supervisor as soon as practical. (See Board Policy EBAA)
- f. Employees observed working in a manner which might cause immediate injury to themselves or others shall be warned of the danger by any employee observing this practice. Failure to comply with warnings shall be reported to the immediate supervisor.
- g. Before leaving a job, employees shall correct, or arrange to give warning of any condition that might result in injury to others unfamiliar with existing conditions to the immediate supervisor.
- h. All employees shall observe good housekeeping methods in all phases of operation. Materials shall be handled and stored so as to minimize falling, tripping, collision, or fire hazards.
- i. Working areas, storage areas, and passageways shall be kept free of unnecessary obstructions.
- j. Any employee involved in an accident while using his or her own vehicle on official business, shall make a report of the accident to his/her supervisor.
- k. All accidents and injuries shall be reported at once.
- l. In areas where there is danger of material spillage, employees shall use appropriate equipment to facilitate immediate clean up and removal of such hazards.
- m. Scrap, waste material, or debris that constitutes a hazard shall not be permitted to accumulate in work areas.
- n. Flammable waste, such as oily rags, shall be placed in containers designed for such use.

o. Employees shall not engage in horseplay, scuffling, practical jokes, or any other activity of a similar nature, which may result in an injury. Such inappropriate work behavior may result in disciplinary action.

29. Place any student or other person in serious danger or harm intentionally or through negligence of duty.

30. Work beyond the scheduled workday without the prior consent of the principals/supervisor.

31. Fail to report suspected child abuse to the Children's Services Division or a law enforcement agency.

REPORTING CHILD ABUSE

As a school employee, you are a mandatory reporter and you must report suspected child abuse. If you think a child is being abused, you must report it to Services to Children and Families at (541) 567-7611, or a law enforcement agency.

PRIVACY RIGHTS

You should be aware that all district property, including trucks, lockers, desks, etc., is subject to unannounced inspection by district officials. Please do not expect privacy or store personal articles on district premises.

ALCOHOL/CONTROLLED SUBSTANCE USE

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

1. The buying, selling, transportation, possession, providing or use of intoxicants or any controlled substances as defined by law (but excluding any substance lawfully prescribed for the employee's use) while on district property, during work hours, including meal periods, and while assigned to extra duty or special projects, including those held after or in addition to regular school hours.

2. Reporting for work under the influence of intoxicants or any controlled substance (but excluding any substance lawfully prescribed for the employee's use). An individual is considered to be "under the influence of a controlled substance" when, in the district's determination, the controlled substance impairs the individual's ability to safely and/or efficiently perform assigned work, prevent the employee from presenting a positive role model to students, or cause discredit to the district."

SCHOOL BOARD POLICY GBCBA

SMOKING ON SCHOOL PREMISES, BY STAFF SCHOOL BOARD POLICY GBK, JFCB, KGC

Smoking by employees on school district premises and in district vehicles is prohibited except inside a private vehicle that is parked in a staff only parking lot.

Employees who violate this policy will be given a choice between accepting a written reprimand or completing a Smoke Free Program for the first violation.

A second violation will result in the requirement to complete a smoke-free class. Continued violations will result in further disciplinary action or a repeat requirement to take the smoke-free class.

Smoke-free classes will be available to all employees.

HARASSMENT BASED ON COLOR, RELIGION, NATIONAL ORIGIN, AGE, RACE, ANCESTRY, MARITAL STATUS, VETERAN STATUS, HANDICAPS, ON-THE-JOB INJURIES OR GENDER

Employees are to refrain from all forms of discrimination and harassment, whether based upon race, color, religion, ancestry, national origin, age, marital status, veteran status, physical and mental handicaps, on-the-job injuries or gender.

WHAT YOU CAN DO TO STOP HARASSMENT

If you are subjected to, witness or suspect any violation of this policy, report the matter immediately to your supervisor. If you feel that you are being harassed by your supervisor or are not comfortable discussing the matter with him/her, you should report the incident directly to the Hermiston School District Deputy Superintendent's office at 667-6012. Appropriate corrective action will be taken.

We understand that in some situations you may want to try to resolve the problem yourself rather than bringing the problem to our attention. If so, you might consider these steps.

1. Make it clear that the conduct or statements are not welcome or appreciated and that you want them to stop.
2. If the problem continues, give the harasser a letter confirming your earlier conversation and identifying the conduct or statements you find offensive. Tell the harasser that you will report it to management if it does not stop.
3. If the letter does not work, report the incident to your supervisor or the Deputy Superintendent at 667-6012.

OUR COMMITMENT TO PROVIDING A HARASSMENT-FREE WORKPLACE

We are absolutely committed to providing a work environment that is free of all forms of discrimination and harassment. The personnel office is responsible for ensuring that all complaints are promptly and thoroughly investigated (in as confidential a manner as is possible under the circumstances). No employee will be discriminated against or retaliated against in any way for bringing a question or complaint to our attention.

Employees who violate our harassment policy will be appropriately counseled or disciplined (up to and including possible termination).

SCHOOL BOARD POLICY CODE: GBN Adopted 10/7/97

NEED MORE INFORMATION

All employees, supervisors and managers are required to support both the spirit and letter of this policy. For further information, or to report any problems or complaints relating to harassment, please contact the EEO Coordinator, the Deputy Superintendent at 667-6012.

The Hermiston School District complies with provisions of the Fair Employment Practices Act and Title IX Regulations in employment, educational programs and activities; and in support of employment practices free of barriers to disabled persons and in compliance with the Americans with Disabilities Act of 1990, provides reasonable accommodations necessary upon request and appropriate notice. For further information or assistance contact the Deputy Superintendent at (541) 667-6012, speech/hearing impaired persons may reach the district through the Oregon Telecommunications Relay Service by dialing 1-800-223-3131.

CRIMINAL HISTORY RECORDS CHECKS/FINGERPRINTING

All employees not requiring licensure as teacher, administrator, personnel specialist or school nurse and newly hired into a position having direct, unsupervised contact with students shall be required to submit to a nationwide criminal history records check and fingerprinting.

Oregon criminal history records checks for other individuals employed or authorized as volunteers for the district may be required as deemed appropriate by the superintendent.

The district shall begin the employment of an individual or terms of a district contractor on a probationary basis pending the return and disposition of such checks.

Criminal history records checks and/or fingerprinting fees as required by the Teacher Standards and Practices Commission, Department of Education or by the district shall be paid by the individual. Newly hired employees not requiring licensure may request that the required fees be withheld from the employee's paycheck. Such fees may be deducted only upon the request of the individual.

School Board Policy Code: School Board Policy Code: GCDA/GDDA

Legal Ref: Enrolled Senate Bill 1078 (1993 Session Chapter 674)

PRE-EMPLOYMENT DRUG TESTING

School Board Policy: GBED

Hermiston School District seeks to provide a safe and drug-free work and education environment for employees and students and to control costs as associated with workplace and school site accidents. The district also recognizes that all school employees have a duty to serve as positive role models for students. Therefore, the board authorizes screening potential employees for evidence of current use of illegal drugs.

All candidates preliminarily selected for employment in classified and certificated positions (regular and temporary), who work 4 hours or more, regular campus monitor positions less than 4 hours, and extra-compensatory positions, including former employees preliminarily selected for rehire, must satisfactorily complete screening tests for illegal drug use prior to the district presenting a final offer of employment.

Legal refs: ORS 332.107
Adopted: 02/15/94

GUIDELINES FOR USE OF TELEPHONES/CELLULAR PHONES

Staff members (including temporaries/substitutes) are required to use the following guidelines in the use of classroom telephones and cellular phones:

1. Telephones may not be used to send or receive calls during class instructional time nor may calls interfere with other staff responsibilities. Exceptions must be prearranged and approved by the building principal.
2. Urgent short personal calls may be made only during non-instructional times and may not interfere with other staff responsibilities. (Example: lunch, recess, breaks, before and after school, preps periods.)
3. No outside business (other means of employment) calls may be made or received during defined work hours. Staff may not conduct private business during instructional times nor when performing other staff responsibilities.
4. The school district is not responsible for lost or stolen personal telephones or cellular phones.

SCHOOL BOARD POLICY CODE: EGACA-AR

ADMINISTRATIVE REGULATIONS

STATEMENT OF STUDENT PARTICIPATION

It is the belief of the Hermiston School District that participation in athletics is a privilege extended to students. Students involved with athletics are to be responsible representatives of their school and our community.

Participation in interscholastic athletics offers individual students opportunities to grow physically, intellectually and socially through their participation in team and individual sports. We strive to provide an environment for school activities, which is free of discriminatory insults, intimidation and harassment.

The Hermiston School District provides comparable interscholastic athletic competition for male and female students in a variety of sports. Students are encouraged to participate on the basis of their interest and physical condition. Qualified coaching and supervisory personnel are provided for all school-sponsored athletic events.

School District 8R is a member of the Oregon School Activities Association (OSAA). In all athletic matters, our district must adhere to the policies, rules and regulations of that body, the State Board of Education, and Oregon Revised Statutes.

School Board Policy Code: IGD/IGDJ

STATEMENT OF RISKS

Any activity which may result in contact with fixed or moving surfaces contain inherent risks of serious bodily harm which cannot be eliminated. The participant and the participant's family must accept the possibility of injuries from these dangers.

The possibility of injury can be reduced, but not eliminated, by knowing and using proper technique and fundamentals, maintaining good physical conditioning, being alert at all times and attending all training and practice sessions.

As a condition of permission to participate, the student assures that he/she will use proper technique and fundamentals, maintain good physical conditioning, stay alert at all times, attend all training and practice sessions, follow instructions and obey the rules of the game.

No student will be allowed to participate in practice or games until a date and signature by both the student and parent(s) or guardian(s) is on file recognizing this risk.

PHYSICAL EXAMINATIONS

Hermiston High School requires students who participate in extracurricular sports in grades 7 through 12 to have a physical examination prior to participation. A person conducting the physical examination shall use a form and protocol prescribed by the State Board of Education.

The school district requires students who participate in extracurricular sports in grades 7 through 12 to have a physical examination on file. New physicals will be required in grades 7,9 and 11.

Students who are diagnosed with a significant illness or have had a major surgery will have a physical examination prior to further participation in extracurricular sports. Any physical examination shall be conducted by a physician possessing an unrestricted license to practice medicine, a licensed physician assistant, a certified nurse practitioner or a licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects.

The physical examination is the responsibility of the parents/students and is to be paid by them. Record of the exam shall be kept on file at school and shall be reviewed by the coach prior to the start of any sport season. Students shall not participate without a record of passing the examination.

School Board Policy Code: JHCA

INSURANCE

Student accident insurance, dental accident insurance, life insurance, and football only accident insurance plans are available to all students on a voluntary basis. The school insurance application is to be mailed by the parent/guardian directly to the insurance company office. The coverage goes into effect the day after the post-marked date.

Participation in these plans is optional; however, proof of accident insurance must be filed with the building principal or designee before a student may participate in athletic activities. Students participating in football in grades 9-12 who otherwise are not covered by health and accident insurance must be covered by a football only plan.

School Board Policy Code: JHA

STUDENT TRANSPORTATION

Vehicle Use- Student Transportation Administrative Procedures (Policy EEAE)

When the activity demands travel from the school, the student will go and return by school sponsored transportation. In the case where a Hermiston School District student desires to leave an out of town activity, not returning with the coach or advisor of that activity to Hermiston, the following procedure will be followed;

- At the completion of the contest the parent/legal guardian must visit directly with the coach and sign the student out with the coach at that time. This release will be on a form provided by the coach that will show all students that are traveling with their parents. The coach will keep this release form and return it to the athletic office upon their return to the school.
- If the student plans to return with another adult. The parent and/or legal guardian of the student must provide a written note advising the school district of their intent to have their son/daughter leave the activity with an adult at the activities conclusion, BEFORE the student leaves for the event.

This note must be signed by a building administrator AND be presented to the coach or advisor by the student, parent, or guardian, in order for the coach or advisor to allow the student to leave an activity with the parent or guardian.

Please note in some cases, the Administrator may not agree to sign this note based upon the desire the team to travel to and from a contest in Pendleton together. If the coach or advisor notified the students and parents of this philosophy in advance, the policy of the coach or advisor takes precedent, and would be over-ridden only in the case of an emergency.

- Student athletes or students at activities may not be transported by anyone other than their coach, advisor, parent, guardian, or parental designee UNLESS a person other than these people mentioned is acting as an “agent” of the HSD. In order to act as an agent for the HSD a person must:
 - Provide a copy of their driver’s license, and proof of insurance. This information must be submitted to the building secretary or District Activities Secretary a minimum of forty-eight hours in advance so that the person’s driving record and limits of their insurance policy can be verified by the HSD.
 - At no time can the person acting as an agent of the school district be under the age of 25 years old.
 - The building administrator approving the “agent” of the district has the additional responsibility of insuring that the vehicle that is to be utilized to transport students appears to be in good working order and safe.
- Students leaving an out of town activity without approval, or violating any aspect of these procedures, will be disciplined and may be suspended from an activity for the duration of the season.

The school's administration has the responsibility to arrange transportation to and from school activities using authorized firms' or individuals' vehicles. A motor vehicle under this policy is interpreted to be an enclosed mode of transportation (car, van, bus, etc.).

The school administration may authorize teachers, school employees, parents, or other community members who are Volunteers to transport children in their privately owned motor vehicles, provided that the driver has a valid driver's license and the owner maintains liability insurance. School District transportation is to be utilized if available and in preference to privately owned vehicles.

Students will not be allowed to ride in open pickups nor on the flat bed of a truck.

Students who ride buses to and from school-sponsored activities will be notified of the rules and regulations governing their conduct on buses as well as of the consequences for violation of those rules.

School Board Policy Code: JFCC

COED TEAMS

The Hermiston School District strives to provide equal opportunity for boys and girls in all sports.

Girls may, at the discretion of the school board, participate with boys in any interscholastic activity if there is no girls' team or equal opportunity for participation.

If girls are permitted to participate on a team designated for boys, the team shall compete against a designated boys team and not against a designated girls team. If a girl competes on a boys team in cross country, golf, swimming and diving, or tennis, the girl is not eligible for the boys state championship but is eligible to attempt to qualify for the girls state championship in that sport if the school has properly notified the OSAA by the deadline that it will be competing in that girls sport.

If boys are permitted to participate on a team designated for girls, the team shall compete against a designated boys team and not against a designated girls team. (OSAA)

HOME SCHOOL/PRIVATE SCHOOL STUDENTS

Only students enrolled at Sandstone Middle School and Armand Larive Middle School full-time or those registered at the ESD as home school students and who meet all eligibility requirements may participate in extra-curricular activities within their respective schools. Students attending private schools are not eligible to participate in school district 8R middle school extra-curricular activities.

In order to participate in extra-curricular activities at the senior high school level students must meet all eligibility requirements of the district and OSAA, be registered at the ESD as home school students, or be attending a private school which does not provide the activity in which students wish to participate and are released from the private school to participate in a 8R extra-curricular program.

All home schooled students are required to have on file in the school office forms showing Home School Student/parent Request, Hermiston School District Home School Verification, and ESD Home Schooling Notification, as well as meet all requirements of ORS 339.460, and OSAA rules including but not limited to completion of annual testing assessments. (See Home School Registration Form on page B15.)

School Board Policy Code: IGD

FOREIGN EXCHANGE STUDENTS

Foreign exchange students will be eligible when a completed "Foreign Exchange Form" is filed with the Executive Director of the OSAA.

Principals are reminded of the following facts concerning Foreign Exchange Students' eligibility:

1. Foreign Exchange Students are eligible with reference to residence, provided they have not graduated, are not too old, and meet all other eligibility requirements of the OSAA.
2. This procedure applies only to Foreign Exchange Students on exchange programs approved by the Council on Standards for International Educational Travel (CSIET). (EXCEPTION: Oregon Rotary Clubs)
3. Foreign exchange students who are not on the CSIET list or on an Oregon Rotary Club program are only eligible if approved by the Athletic District Committee through the Hardship process.
4. Foreign Exchange Students are eligible for participation on a one time only basis and for a maximum of one year. The one year includes enrollment in any school be it in Oregon or in another state.

ACADEMIC ELIBIGILITY REQUIREMENTS

OSAA Regulations:

You are eligible under OSAA standards if:

1. You are not 19 years of age prior to August 15.
2. You enter the beginning year of a high school for the first time, regardless of where you reside.
- 3.* You transfer from one high school to another and your parents or legal guardian move with you to your new school district.
- 4.* You remain at the school in which you are enrolled and your parents or legal guardian move out of that school district.
5. You successfully completed at least two and a half (2.5) credits of work the immediate preceding semester.
6. You currently are enrolled in and passing subjects equivalent to at least two and a half (2.5) credits of work, provided at least two (2) credit of work are through enrollment in high school.
7. Following initial enrollment you have not exceeded eight (8) consecutive Semesters.

8. You do not accept or enter into any agreement for the purpose of later accepting any compensation or thing of value for or in recognition of athletic abilities except your school athletic letter, small medals, certificates, plaques or emblems.

*NOTE: Anytime you transfer from one high school, whatever the circumstances, your Athletic Director should be consulted immediately.

This is only a brief summary of the rules to be found in the official OSAA Handbook. These rules are intended to protect you and to provide fair competition. There are a few exceptions to the above rules. There also are additional requirements. Consult your Athletic Director for additional information.

HARDSHIP REQUESTS

Definition: A Hardship is described as a circumstance or circumstances beyond the control of the student that may have prevented the student from meeting OSAA eligibility requirements. To be considered a "Hardship," a student's ineligibility needs to qualify as an individual case deserving special consideration.

Our attempt should be to take a serious look at what a "hardship" represents. Hardships are not for the benefit of the school but to aid deserving students. We need to be sure that only those students who deserve the privilege of sports/activities participation are those students who want to help themselves.

EXTRA-CURRICULAR ACTIVITY ELIGIBILITY STANDARDS

Philosophy

Hermiston School District encourages and supports student involvement in athletics and activities as an integral part of each student's education. Participation in extracurricular athletics and activities is a privilege a student earns through satisfactory completion of the standards set by the Hermiston School District.

Assumption and Guiding Principles

1. All students can complete all work when supported by a pro-active high support system.
2. The essential support system will include the student, teacher, parent, and school administration.
3. The support system will clearly define responsibilities, components and timelines.
4. The support system will adhere to current OSAA standards and Hermiston School District policy.
5. The process will include the identification, notification, and mediation of the student's progress and outline consequences as defined by student eligibility standards.

Student/Athlete Academic Standards

Goal: To improve academic success, not punish

SCHOLASTIC ELIGIBILITY - The goal of the Hermiston High School athletic program is academic achievement as well as participation. Participants will be required to achieve high academic performance as outlined in this policy.

In conjunction with the following OSAA standards, a three tiered academic standard will be used to monitor student success.

1. SEMESTER GRADES (OSAA requirement) – An eligible student is one who is enrolled in school, attending regularly and passing in at least five (5) subjects which are equivalent to at least two and one-half (2.5) credits of work, meeting OSAA standards, and who during the immediately preceding semester was enrolled in school, attended regularly and passed at least five (5) subjects which are equivalent to two and one-half (2.5) credits of work. For purposes of this rule, a unit of credit is defined in the State Board of Education’s minimum requirements for high school graduation.

Note: .5 credits is granted each semester per subject

2. MINIMUM GRADUATION TRACK (OSAA requirement) – Eligible participants must be on minimum graduation track from semester to semester. A student must earn the indicated number of credits to be eligible to participate:
 - a. At the end of the first semester of the 9th grade, each student must have earned a minimum of two and one-half (2.5) credits. At the end of the second semester of 9th grade, each student must have earned a minimum total of five (5) credits.
 - b. Each student must earn additional credits during the first semester of 10th grade for a minimum cumulative total of eight (8) credits. At the end of the second semester of 10th grade, each student must have earned a minimum total of 11 credits.
 - c. At the end of the first semester of the 11th grade, each student must have earned a minimum of 13.5 credits. By the end of the second semester of the 11th grade, cumulative credits must total 16.
 - d. Each student must earn additional credits during the first semester of the 12th grade to accumulate a minimum of 19 credits.

Tier 1: At the conclusion of each quarter, students who achieved a minimum 2.5 grade point average and did not fail any classes will be considered eligible with no restrictions.

Tier 2: At the conclusion of each quarter, students who achieved below a 2.5 grade point average and/or failed one scheduled class will be considered ineligible to participate. However, the Tier 2 student may choose to retain eligibility by participating in a mandatory daily study table (ST). Upon achieving Tier 1 status, the student is eligible to participate without study hall or study table requirements.

Example: Student Athlete 1 has 2.67 GPA with one F in Lifetime Sports. (Eligible with ST)

Example: Student Athlete 2 has 2.45 GPA with no F’s. (Eligible with ST)

Tier 3: At the conclusion of each quarter, students who achieved below a 2.0 grade point average and/or are failing more than one class will be considered ineligible. The Tier 3 student may choose to participate in mandatory study tables of 15 sessions minimum. Tier 3 students are not eligible to participate in contests but may continue to practice. These students may become eligible to participate in contests at any time during this restrictive period by moving to Tier 1 or Tier 2 status. Once falling into Tier 3 status the student will still be required to attend study table sessions for a period not less than 15 sessions.

Example: Student Athlete 1 has 1.95 GPA with no F’s. (Ineligible with ST)

Example: Student Athlete 2 has 2.3 GPA with 2 F’s. (Ineligible with ST)

END OF POLICY

Legal Reference(s):

- ORS 326.051
- ORS 332.075 (1)(e)
- ORS 332.107
- ORS 339.430
- OAR 581-021-0034 to -0035
- OAR 581-021-0045 to -0049

Residency

1. Permanent residence
2. Transfers with/without move of permanent residence
Inter - District transfer
3. Private school students
4. Foreign exchange students
5. Home school students

Clerical

1. Athletic physical
2. Accident insurance
3. Parental permission to participate
4. Extra-curricular code of conduct
5. Emergency medical treatment clearance card

<u>Eligibility Status Descriptions</u>	<u>Reason</u>
Ineligible for activities: Age (OSAA)	Turned 19 years old before August 15
Ineligible for activities: 4 years eligibility (OSAA)	Exceeded 12 consecutive trimesters in high school
Ineligible for activities: Did not pass enough classes (OSAA)	A student must have passed 5 classes in the prior SEMESTER. (2.5 credits).
Ineligible for activities: Not taking enough classes (OSAA)	A student must be currently enrolled in a minimum of 4 classes.
Eligible for all activities: Academic	Student earned 2.5 credits in prior semester. Meets age and consecutive quarter eligibility standards.

RESIDENCE REQUIREMENTS AND TRANSFER POLICY

Students shall attend schools within their attendance boundary unless a transfer is approved by the Superintendent for grades 7 thru 12.

1. Requests for transfer based on any of the following will be considered.
 - A. A request to enroll a student in a school's attendance area to which the parent(s)/guardian(s) are in the process of moving.

B. Significant and extraordinary circumstances of an educational nature which would only be relieved by a change in attendance area.

C. A substantial difference in academic programs offered that can only be resolved by a transfer.

D. A request to permit a son or daughter of an employee to attend a school other than on the same as the one in which the parent is a faculty member.

E. If the legal residence is changed, a request to allow a student to remain in his/her former school for the rest of his/her school career if he/she has attended that school at least one year.

2. The following are not recognized as valid reasons for transfer:

A. A desire to attend the same school as a friend.

B. Preference of the athletic, extra-curricular or co-curricular programs of a particular school.

C. Distance to and from the secondary school currently attending.

3. Operating Procedures:

A. Application for transfer must be made with the principal of the secondary school located in the attendance area where the student resides.

B. A request receiving approval from both the sending principal and the receiving principal will be acted on by the Hermiston School District Superintendent. The request will be approved, approved with conditions, or disapproved. Approval will be based on the seriousness of the need and the availability of space in the receiving school.

C. Approval of a request for one student in a family will not automatically carry over to other students in the same family, although parent(s)/guardian(s) may request the secondary students from the same family be considered together by the Superintendent.

D. The student, parent or guardian will be responsible for transportation to the newly assigned school.

4. Athletic eligibility of a student who transfers shall be subject to compliance with OSAA Rule 8-6. For the purposes of these guidelines the term school district shall mean high school attendance area taking into consideration number 5 below. The athletic eligibility of a student who transfers shall be subject to compliance with OSAA Board Policy (BP-8), which requires the transfer to be made at the beginning of the school year or during the summer months.

EXTRA CURRICULAR CODE OF CONDUCT

Athletic/Activity Code Contract

GENERAL RESPONSIBILITIES:

The undersigned agrees to the following:

1. Behave in a manner that brings respect to one's self, school and community.
2. Ride to and from all school-sponsored activities in school approved transportation unless prior arrangements have been made with the coach/advisor, athletic director or principal. Students riding home with someone other than their parents/guardians need to clear this with their coach and must receive written administrative approval.
3. All school equipment/clothing issued to the student must be returned in good condition. Lost or stolen items must be paid for at replacement cost.
4. Abide by all OSAA, Hermiston School District and Hermiston High School policies. Any athlete ejected from a contest will pay the OSAA fine of \$50.00 before they can return to competition. The OSAA requires that athletes representing Hermiston High School live within the Hermiston School District boundaries with the appropriate guardian, or be cleared by the Director of Athletics.
5. All fines must be cleared before participation.
6. Initial eligibility for a sport season will be based on the OSAA standard of being enrolled in and passing at least five classes. Continued eligibility will then be based on the Hermiston High School standard identified in Attachment A in the Student Handbook.
7. A participant may not drop an in-season sport and transfer to another in-season or out-of-season sport without the agreement of both coaches and the Athletic Director. An in-season sport is defined as a sport occurring within an OSAA-sanctioned calendar. An out-of-season sport is an activity, club, or sport that occurs outside the OSAA-sanctioned calendar. If the student is removed from a team, they may not participate in another sport until the season is completed. (See examples cited in the Student Handbook).
8. With the in-season coach's approval, athletes are permitted to participate in AAU, ASA, Club Organizations, out-of-season programs etc. These out-of-season activity programs will be secondary to the school program. The in-season coach has the right to ask the student to stop out-of-season activities at any time. Participation in one of these organizations shall not interfere with an in-season contest at any level (freshman, C Team, Junior Varsity or Varsity). Athletes attending an out-of-season sporting activity in lieu of a Hermiston High School in-season game/match may be dismissed from the program. Any student participating in an out-of-season program without the coach's approval may receive consequences up to and including removal from the team.
9. Attendance at practice is mandatory. Only absences authorized by the coach will constitute an excused absence. Two unexcused absences from practices or contests may result in consequences up to and including removal from the team.

SUBSTANCE ABUSE AND CONDUCT PROCEDURES

A primary focus of the Hermiston School District is the development of a drug free lifestyle for our students/athletes. In keeping with that objective, the undersigned student agrees not to possess or use alcohol or other illegal drugs, muscle/performance enhancing substances, abuse prescription drugs, use any form of tobacco or tobacco look-alike products at any time. Students suspected of the use of such substances or of being under the influence may be asked to submit to a passive drug or alcohol detecting test. Refusal to comply will be considered a positive test result. The undersigned also agrees to not be associated with activities that are unlawful or be connected with acts that bring disrespect to the individual, school and community. See examples in the Student Handbook.

DRUGS AND ALCOHOL:

The following consequences listed are "minimum"; the District reserves the right to render harsher consequences which the District at its sole discretion believes are warranted under the circumstances.

FIRST OFFENSE CONSEQUENCES INCLUDE LOSS OF SEASON OR A RE-ENTRY PLAN WHICH MAY INCLUDE:

- Mandatory loss of 30% of the season
- Drug and Alcohol counseling at parent/guardian expense unless there is a financial hardship
- Mandatory urinalysis at parent/guardian expense unless there is a financial hardship
- Grades and attendance must be held to District Athletic Policy standards
- Community service
- Viable plan to determine process for reconnecting with teammates

ORS 326.051
ORS 332.075 (1)(e)
ORS 332.107
ORS 339.430
OAR 581-021-0034 to -0035
OAR 581-021-0045 to -0049
OAR 581-022-1680

Title IX of the Education Amendments of 1972, 20 U.S.C. Sections 1681-1683; 34 CFR Part 106 (2000).
OSAA Handbook, Oregon School Activities Association.

Letter Awards

The head coach or activity supervisor, with approval of the school's administration, will determine standards and requirements to be met for receiving letter awards.

Attendance

It is the expectation that all student athletes will attend all classes. If the student misses a day or part of the day, he/she will not be eligible to participate in the next scheduled activity unless cleared by the building principal or athletic director.

Suspension

If a student is suspended from school, he/she cannot participate in a practice, contest, or activity during the period of suspension.

Drop Out of a Sport

- a. An athlete dropping out of one sport shall not be allowed to participate or practice in another sport that sport season without the consent of the coaches.
- b. An athlete cut from a sport program may turn out for another sport during that sport season.
- c. A student dropped from a sport for disciplinary reasons may not participate in another sport for the remainder of the season that he/she dropped.
- d. Participation fees will not be refund to students who drop out of a sport.

Theft-Vandalism

A student, parent or legal guardian will be financially responsible for:

- a. Theft from or vandalism to school property by named student.
- b. Theft from or vandalism to private property (motel rooms, restaurants, etc.) by named student.

There will be no award or participation until financial obligations are met.

Transportation

When the activity demands travel from the school, the student will go and return by school sponsored transportation. Any request for exceptions to this must be written and signed by the parent, and approved by the activity sponsor prior to the onset of travel.

The statement must include the reason for the request and release of school liability. Students will not be allowed to ride with other students unsupervised by a parent.

INFORMATION AND PROCEDURES

ATHLETIC LETTERS

Hermiston High School awards athletic letters to students who participate in Baseball, Basketball, Cross Country, Football, Cheerleading, Soccer, Softball, Swimming, Tennis, Track, Volleyball, and Wrestling.

GENERAL REQUIREMENTS

1. Maintain eligibility throughout the entire season. Academic eligibility is defined in the Student Handbook.
2. Adhere to the District Athletic Code of Conduct.
3. Attend all practices and games. Exceptions must be arranged with the coach prior to absence.
4. Complete the season.
5. Return all equipment and/or pay all fines for missing or lost articles.
6. A senior who has been part of the program for the past two years.

SPECIFIC REQUIREMENTS

Baseball/Softball (Boys - Girls)

- Participate in 50 percent of varsity games.

Basketball (Boys - Girls)

- Participate in 20 varsity quarters.

Cross Country (Boys - Girls)

- Participate in 50 percent of scheduled varsity races.

Football

- Participate in 9 varsity quarters.

OR

- Any junior who makes the varsity football team or who plays on the JV team and makes all the varsity commitments; i.e., daily doubles, meetings, dressing down for all varsity games.

Golf (Boys - Girls)

- Participate in 50 percent of the varsity matches.

OR

- Qualify for state.

Cheerleading

- Must be a member in good standing at the end of the 3rd quarter.

Soccer (Boys - Girls)

- Participate in 50 percent of varsity games.

Swimming (Boys - Girls)

- Participate in 50 percent of varsity meets.

Tennis (Boys - Girls)

- Participate in 50 percent of Dual Varsity matches.

OR

- Score one point in the District meet.

Track (Boys - Girls)

- Participate in 50 percent of scheduled varsity meets.

OR

- Score at District meet.

Volleyball

- Participate in 25 percent of varsity matches.

Wrestling

- Participate in 50 percent of varsity matches.

OR

- Place in District Tournament.

ATHLETIC TRIPS

The athletic office will make the arrangements for transportation of athletic teams.

All athletic trips are taken in district-provided vehicles. The principal or the supervisor of secondary athletics must clear exceptions caused by team size or other circumstances.

Students will ride to the contest in transportation provided by the District. Any exceptions MUST have prior approval from the principal or the building athletic director.

Students will return to the school with the traveling group unless excused by the coach. A coach may grant permission to leave the traveling group only when a parent signs their child out in the presence of the coach. Athletes are not allowed to return home with other students driving the vehicle. A student will not leave the team to ride home with neighbors or friends of the family unless a verified written request from the player's parent granting permission for a student to ride home with relatives or another student's parents is received by the coach. A coach will not accept a written note as a valid request without being certain that the note was written by the parent or guardian. A follow-up phone call may be necessary.

A coach will travel to and from all athletic contests on the bus with the team unless approved by the Athletic Director.

Athletic teams will spend the night on athletic trips only when deemed necessary by the school administration.

Prior to leaving for an athletic trip, it is necessary that an emergency procedure be planned with the building athletic director. This will include telephone numbers of the appropriate school administration.

The coach will select the traveling team as soon as possible and submit a list of those traveling to the athletic and attendance offices. An itinerary will be prepared in advance to inform the team, parents and the school office.

The coach will see that the conduct and appearance of players is exemplary and conforms to the Athletic Code of Conduct.

When traveling, coaches should have a list of emergency phone numbers; i.e. building athletic director, principal, assistant principal, supervisor of secondary athletics. If a telephone is available, the coach will call and advise one of the above of the situation and the estimated amount of delay. Arrangements will be made to notify parents of the delay.

ATTENDANCE DURING THE SCHOOL DAY

The excusing of athletes for games or matches during the school day must be kept to a minimum. When an absence from class is necessary, an alphabetical roster will be prepared by the coach involved, and turned into the attendance office as early as possible on the day preceding the contest.

The coach of the sport will inform athletes who are excused from classes for participation in a contest of the following obligations:

Arrangements for current class assignments must be made with the teacher before departure.

Students must be prepared for participation in class on the day they return.

A student must attend school all day prior to the athletic contest and must attend all day after participating. If the student misses a day or part of these days, he/she will not be eligible to participate in the next scheduled contest unless cleared by the principal. Exceptions are: planned absences at the parent/guardian's request utilizing all established attendance procedures and school sponsored activities such as field trips, choral performances, etc.

AWARDS AND BANQUETS

Athletes may earn either a varsity award or a participation certificate if they meet the criteria as determined by the Hermiston School District.

Letter awards for varsity athletic achievement are given at the high school level. Middle schools will provide certificates for athletic participation and achievement. Awards are made on the coach's recommendation based on the District's criteria that reflects the degree of participation.

In recognition of significant athletic achievement, special awards can be presented for specific sport accomplishment, inspirational performance and over-all athletic performance. Special awards are to be minimized at the middle schools.

End-of-season banquets, desserts and activities honoring athletic participants are acceptable at the high school level. Sponsorship of such banquets by booster clubs and community service organizations is considered a legitimate activity.

BLOODBORNE PATHOGENS

Coaches and trainers must follow the District guidelines in dealing with blood. Rubber gloves must be used when administering first aid to an injured student if contact with blood is a possibility. All contracted personnel involved with athletes will attend a blood pathogen class provided by the District.

BUDGETS

Each sport operates within a prepared budget. Head coaches will operate their assigned sport within the limits of the budget.

Budgets are established with the cooperation of the head coach, the principal/designee and the supervisor of secondary athletics.

The status of budget expenditures by schools will be distributed by the supervisor of secondary athletics to the principal.

CLINICS FOR COACHES

Coaches are encouraged to advance professionally through attendance at clinics and other events to improve coaching skills. Funds for attendance of such events may be available through athletic staff development. Approval for use of these funds requires principal and the supervisor of secondary athletics' authorization. Coaches are responsible for an accounting of all expenditures.

CONCESSIONS

Concessions at all contests will be organized and administered through the supervisor of secondary athletics' office. Service clubs at the schools will be given the first opportunity to staff the concession booths for their school's home games. The amount of compensation will be negotiated between the principal and the supervisor of secondary athletics.

CORPORAL PUNISHMENT

Oregon law and District policy prohibit corporal punishment of students by staff members or volunteers of the public schools. Law does not ban pain or discomfort as a part of conditioning for athletics, but pain from activities used as punishment is banned.

DUAL PARTICIPATION DURING A SEASON

There are no policies from the Oregon Schools Activity Association or the Hermiston School District restricting an athlete from participating in more than one sport during a season. The principal and the supervisor of secondary athletics must grant permission for dual participation.

EQUIPMENT RECORDS

Equipment records will be kept for each student to whom equipment is issued. The signature of the student is required.

Athletic equipment will not be worn except for practice and/or games with the exception of game jerseys on special occasions.

Athletic equipment belongs to the District and is not to be given away or sold to students. Pilferage by students is a violation of the District Athletic Code of Conduct.

When a coach observes district athletic equipment being worn outside the sport for which it was issued, he/she should either ask for the equipment or inform the building athletic director.

A list of athletes who have failed to return equipment must be submitted to the building athletic director and the building's business office within one week following the completion of the inventory. Students will be billed for missing equipment.

The Head Coach of each sport to the supervisor of secondary athletics and principal will submit a complete equipment inventory. This is to be completed within one month following the conclusion of the sport.

When building athletic equipment becomes worthless or obsolete, the athletic director will remove it from inventory. Disposition is the responsibility of the supervisor of secondary athletics.

EXTRA COMP EXTENDED SEASON COMPENSATION

There is no extra compensation for extended seasons

FIRST AID CERTIFICATION

It is recommended that secondary principals, athletic directors and coaches have a current First Aid Card. Training sessions are arranged by the Supervisor of Secondary Athletics.

FUND RAISING

Coaches must have prior approval by the Principal/Athletic Director

All fund raising activities must meet the requirements of the law. Attention will be given to raffles and fund raising activities that could be considered gambling. Money raised in fund raising activities must be kept in the school accounts. Any exception requires the Principal's approval.

GAME CANCELLATIONS DUE TO INCLEMENT WEATHER

When the District has cancelled school due to weather conditions, there will be no athletic contests or activities taking place on that day/evening. The "procedure" to be followed when the District has cancelled school will be that no athletic contests and activities will take place on that day/evening.

Communication is the key when game cancellations arise. It is inappropriate for one school to hold an athletic contest and/or travel while others in the district do not.

When canceling an athletic event, the head coach or building athletic director will communicate the following.

1. Inform the opposing school and reschedule a date and time.
2. Inform the coach so he/she can inform his/her players and parents.
3. Inform the bus company to cancel transportation arrangements.
4. Inform the officials.
5. Inform the media.

GIFTS

Coaches will not accept gifts of significant value from players or parents/guardians. Any exceptions require the notification of the principal.

INJURIES TO THE ATHLETE

The coach or designated representative is responsible for:

- Giving immediate care.
- Notifying the parent/guardian
- Arranging for transportation to a medical facility if necessary.
- Notifying building administration.

If the parent/guardian cannot be reached, the coach or a designated school official will act on behalf of the parent/guardian.

State law prohibits school personnel from administering any internal medicine.

The head coach is responsible for processing all injury reports. When an injury occurs, the athlete will report to the main office for the accident report form. If the injury occurs during off-hours, or requires immediate attention, the athlete will report as soon as possible when he/she returns to school. If the athlete is under the care of a physician, a medical release is required for the athlete to resume participation.

INJURIES TO THE COACH

Worker's compensation insurance applies to injuries to contracted coaches suffered as a part of their coaching responsibilities. If a job-related injury occurs and requires medical treatment or time lost from employment, it will be reported to the District Personnel Office immediately.

INSURANCE

Students participating in the Hermiston School District Athletic Program must have insurance coverage. Students not covered by school insurance must have their parents or legal guardian indicate the private insurance provided.

The Hermiston School District 8R does not assume financial liability for medical bills.

KEYS

There will be no duplication of any Hermiston School District key.

Coaches will not loan Hermiston School District keys to non-employees or students.

MEALS

Meals will not be provided on trips to Inter-mountain Conference Contests. Meal arrangements for non-conference events will be pre-cleared through the building athletic director.

RESIDENCE REQUIREMENTS AND TRANSFER POLICY:

Students shall attend schools within their attendance boundary unless the Deputy Superintendent for grades 7-12 approves a transfer.

The School Board Policy allows students residing in one 8R secondary attendance area to request a transfer to another 8R school.

1. Requests for transfer based on any of the following will be considered.
 - A. A request to enroll a student in a school's attendance area to which the parent(s)/guardian(s) are in the process of moving.
 - B. Significant and extraordinary circumstances of an educational nature which would only be relieved by a change in attendance area.
 - C. A substantial difference in academic programs offered that can only be resolved by a transfer.
 - D. A request to permit a son or daughter of an employee to attend a school other than on the same as the one which the parent is a faculty member.
 - E. If the legal residence is changed, a request to allow a student to remain in his/her former school for the rest of his/her school career if he/she has attended that school at least one year.
2. The following are not recognized as valid reasons for transfer:
 - A. A desire to attend the same school as a friend.

B. Preference of the athletic, extracurricular or co-curricular programs of a particular school.

C. Distance to and from the elementary school currently attending.

MEDIA

Athletic information including schedules, rosters, ticket policies and news releases are distributed by the Supervisor of Secondary Athletics.

The head coach of each team is responsible for reporting to the media any pertinent information about the team. Varsity game results are to be reported to the sports media as soon as possible after the completion of the contest.

All coaches and student participants are expected to be cooperative with representatives of the news media.

OFF-SEASON TRAINING PROGRAM AND CAMPS FOR STUDENTS

The Hermiston School District encourages out-of-season conditioning programs within OSAA guidelines. Athletes will be guaranteed complete freedom of choice. Coaches will not state or imply that participation in any camp is required for participation in the school athletic program.

All coaches must emphasize that athletes should turn out for the sport in season. An off-season conditioning and training program must not keep an athlete from turning out for a current sport. The current sport season remains the primary concern for the coaching staff. The District's goal is for the success of all school teams through maximum participation of athletes.

A coach will not advise an athlete to not go out for a sport so that he/she may work in an off-season program. Violation of this provision will be considered a major breach of athletic regulation and coaching ethics. A contracted coach or Volunteer must provide adult supervision during off-season conditioning sessions.

Coaches must have administrative approval for any camp that will be operated at or through the school. The building athletic director will submit a current listing of all camps to the supervisor of secondary athletics. Coaches must be knowledgeable of district policies regarding the use of district facilities and the school name in promoting and sponsoring camps. A district Facility Use Agreement must be completed whenever district facilities are used.

OSAA STATE PLAY-OFFS/TOURNAMENT TRAVEL GUIDELINES

The Oregon School Activities Association determines all state play-off sites and team sizes.

The number of students and coaches that are eligible to participate in extended season contests will coincide with OSAA standards. Reimbursement to the district for expenses relating to state play-offs is based on these standards.

The number of coaches the district recognizes for release time from their teaching assignment is outlined in the bargaining agreement under compensation for extended seasons.

PRIORITY

- Safety
 - 1) Mode of transportation
 - 2) Length of day for the driver
 - 3) Driving conditions

- Tournament preparation – day before
 - 1) Rested for first game
 - 2) Acclimated to the environment

- Expense
 - 1) Reimbursement from O.S.A.A. = \$.40/\$1.00
 - 2) Classified and certificated substitute costs
 - 3) Additional motel cost

- Student loss time from class

- Experience

Budgets and pre-planned financial support is based on the following assumptions. Additional expenditures and funding sources should be identified before leaving. At no time will student safety be compromised by using alternative lodging such as campgrounds or not providing the district meals and lodging allocation for the students that have qualified for state competition.

Final authorization of expenditures will be the responsibility of the Supervisor of Secondary Athletics.

- VOLLEYBALL
 - 1) Team will travel to the tournament on Wednesday or the day prior to the start of the tournament

 - 2) If the team loses two games by Friday noon, the team will come home Friday evening

3) If the team plays a Friday night after 7:00 p.m., they may stay Friday and Saturday nights

4) Volleyball Participants

a) Players – limited to 12 (O.S.A.A.)

b) Coaches – three

• BASKETBALL

1) The team will travel the day before their first game.

2) If the team loses the first two games, the team will come home

3) If the team plays on Friday, they may stay Friday and Saturday nights

4) Basketball Participants

Players limited to 12 – (O.S.A.A.)

Coaches – three

• WRESTLING – (Thursday, Friday, Saturday)

1) Travel the day before the start of the tournament

2) If all wrestlers are eliminated from the tournament on Thursday and Friday a.m., the team will come home

3) If a team member wrestles Friday after 12:00 noon, the team will spend Friday night

4) If a team member wrestles on Saturday (Session 5 or 6) the team may stay Saturday night

5) Wrestling Participants

• Wrestlers – placed 1st, 2nd, 3rd at S.O.C. District

• Coaches – one per/5 wrestlers or part there

• TEAM SPORTS REQUIRING SUB-ROUND PLAYOFFS:

FOOTBALL/BASKETBALL/VOLLEYBALL/SOCCER/SOFTBALL/BASEBALL

1) Every effort should be made by the Athletic Director to negotiate a playtime that allows safe team travel to and from the contest on the same day. If the trip requires one-way travel exceeding 250 miles, the school may consider overnight stay at the location. If the contest is scheduled in the afternoon, pre overnight stay should be considered. If the contest is scheduled for the evening,

2) Overnight stay after the contest may be approved. The use of contracted transportation service may be considered in the decision.

3) When expenses include meals and lodging, the team size will be limited to number of athletes recognized by the OSAA “in uniform” team size. The number of coaches will be the number-receiving district extended season extra-compensation.

CROSS COUNTRY/SWIMMING/GOLF/TENNIS/TRACK

1) Athletes that have qualified through the I.M.C. district meet for state competition will travel to the state competition. Coaches will include one per five competitors or part there of.

2) Overnight stay may be considered when the following day’s competition for the athlete starts before noon. The team members and coaches will return home immediately following the completion of the event or the

individuals' competition.

PHYSICAL EXAMINATIONS

Physical examination and parent/guardian permit forms are available from the school's activity office. These are the official forms and require the signatures of the parent/guardian and the physician or other qualified health official licensed by the Oregon State Board of Medical Examiners or the Board of Nursing. A student may begin practice after he/she presents evidence of a physical examination given within the last three years. The cost of the examination is the responsibility of the athlete.

PLANNING FOR TRIPS

Head coaches will provide transportation requests at the beginning of the season using approved travel request forms. All requests are to be submitted to the building athletic director for approval.

The request should include the total number traveling and an itinerary.

Requests for travel money must be presented to the supervisor of secondary athletics at least 5 days in advance. Any unused money will be returned to the supervisor of secondary athletics (in the form of a personal check) along with an accounting of expenditures, including receipts, and a signed completed copy of the original District Travel Advance and Expense Report Forms.

PRACTICE SCHEDULES

Athletic practice parameters are determined by the District in accordance with the rules and regulations of the OSAA. All athletic programs will begin practice on the first day allowed by OSAA rules. Practices will be carefully planned in the best interests of the

health and welfare of all participants. Weekday practices will continue through the entire season.

The District determines the length of practices. Middle school practices will not exceed 2 hours daily. High school practices will not exceed 3 hours daily excluding dressing and showering. Any exceptions must be cleared with the principal.

Practices on Sundays and holidays will be permitted only with approval of the principal or Athletic Director.

PRAYER

Coaches will not use their positions to promote their religious beliefs. Coaches will not lead athletes in prayer.

PURCHASING EQUIPMENT AND SUPPLIES

Athletic department regulation requires that all merchandise be purchased by the use of a District purchase order.

All requests for athletic purchases must be made to the supervisor of secondary athletics' office. Requests for purchases may be initiated by completing and submitting to the Athletic Director a District requisition form. The requisition must be as accurate and detailed as possible to insure the correct purchase. All forms must have the principal or designee's signature of approval.

A duplicate of all purchase orders is kept in the building athletic office to serve as a basis for record of merchandise delivered, returned, shortages and credits.

Purchasing athletic equipment without a purchase order is not considered a financial responsibility of the District or high school and becomes the responsibility of the purchaser.

RECERTIFICATION/RECONDITIONING OF FOOTBALL HELMETS AND SHOULDER PADS

Every football helmet and shoulder pad in the athletic inventory will be inspected by at least one reconditioning company representative each year. Helmets and shoulder pads that are identified will be sent to a reconditioning company for service and recertification. All helmets are recertified every two- (2) years.

Any helmet or shoulder pad that does not meet the recertification standard will not be stored at the schools. Defective helmets and shoulder pads will be surplused to the District warehouse and brought to the attention of the supervisor of secondary athletics.

SCHEDULES

Approval of schedules for all secondary athletic contests is the responsibility of the supervisor of secondary athletics. Schedules are developed through cooperation with the building athletic director and head coach.

Coaches will keep the building athletic director informed of any schedule change, which is initiated by personnel from other schools.

SPECTATOR CONDUCT

Students and adults that attend athletic activities sponsored by the Hermiston School District will act in an appropriate manner that encourages good sportsmanship. Spectators that display behavior that detracts from the positive aspects of the event will be counseled by the supervisor provided by the Hermiston School District. If the negative behavior continues, they will be requested to leave. (See Extra-Curricular Code of Conduct and Participation Standards, page B-9 and B-11.

STUDENT ATHLETIC MANAGERS

The head coach will appoint student athletic managers and assistant managers. Managers perform duties as assigned by the head coach.

TEAM SIZE

The District philosophy is maximum participation for all students. The following minimum guidelines of team size must be followed:

HIGH SCHOOL

Football-maximum
Volleyball-average 13 per team
Boys/Girls Cross Country-maximum
Soccer-15 per team

Boys/Girls Basketball-average 12 per team
Wrestling-maximum
Swimming-24 per team

HIGH SCHOOL (continued)

Boys/Girls Track-maximum
Baseball-average 15 per team
Softball-average 15 per team
Boys/Girls Golf-16 total
Boys/Girls Tennis 16 per team

MIDDLE SCHOOL

Football-maximum
Volleyball-average 13 per team
Boys/Girls Cross Country-maximum

Boys/Girls Basketball-average 12 per
Wrestling-maximum

MIDDLE SCHOOL

Boys/Girls Track-maximum

TRAINERS

Athletic Trainers are trained as sports medicine practitioners. The athletic trainer's responsibilities include the prevention, recognition, evaluation, management, treatment and reconditioning of athletic injuries. Duties include accurate record keeping and the counseling of injured athletes.

The trainer, coach and athlete will work to provide the best possible care for the student athlete. If a parent/guardian or physician state that an athlete is unable to practice or compete, the coaching staff will honor that restriction.

State law prohibits school personnel, including trainers from administering any internal medicine.

USE OF SECONDARY ATHLETIC FACILITIES

Scheduling athletic facilities is a responsibility of the principal and supervisor of secondary athletics. The use of school district facilities for any activity not part of the instructional day or the Hermiston School District Secondary Athletic Program, requires the completion of a use agreement. The District Superintendent or Business Manager will determine final assignment of fees.

VAN CERTIFICATION

The use of school district vans for athletic trips is sometimes necessary. Type 10 vehicles require all drivers to have a current first aid card and be Type 10 certified. The total number of passengers, including the driver, is limited by the state to eight.

VOLUNTEERS

Persons not under a current contract with School District 8R must complete a Volunteer form and return it to the school's office. These forms are forwarded to the central office for school board approval.

Under no circumstance shall any person be directly involved in athletic programs without a current Volunteer form on file. It is necessary that a new application be completed at the school each year. Finger printing and criminal background checks are required every three years.