

- Students who wish to receive credit for participation in a physical education program not under the supervision of the school must fill out an *Off-Campus Athletics* form (available in counseling center) and submit it to the Athletic Director for pre-approval.
- There must be a responsible adult who agrees in advance to monitor and record the student's attendance and participation and certify credit requirements were met.
- Upon completion of the activity the form must be submitted again to the Athletic Director for his signature.
- As with Directed Athletics, a maximum of one year physical education credit toward the two year graduation requirement may be earned. 75 hours = 1 semester credit (.5); maximum 2 semesters (1.0). Pass/Fail. Not counted in GPA. The transcript will reflect that this was an off-campus credit.

ELECTRONIC INFORMATION SYSTEM (NETWORKS) MISD Policy 2022 Procedure

These procedures are written to support the *Electronic Resources Policy 2022* of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy: successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

NETWORK

The district network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network. All use of the network must support education and research and be consistent with the mission of the district.

Acceptable network use by district students, with appropriate parental permission (*Forms 2022PF5 and 2022PF6*) and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all district policies and guidelines;
- Connection of personal laptops and other "smart" devices to the district network after checking with Site Technology Specialist to confirm that the equipment is equipped with up-to-date virus software.
- Connection of any personal electronic device is subject to all guidelines in this document. The district reserves the right to limit personal equipment on the network.

- **Education**

Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the *Incident Reporting Form* or a link to a web-based form.

- **Training**

Staff will receive annual training on the school district's policy and procedure, including staff roles and responsibilities, how to monitor common areas and the use of the district's Incident Reporting Form.

- **Prevention Strategies**

The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches.

Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation and bullying in schools.

Staff Intervention

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure.

Filing an *Incident Reporting Form*

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

Addressing Bullying – Reports

Step 1: Filing an *Incident Reporting Form*

In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

Status of Reporter

- **Anonymous**

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (Example: An unsigned Incident Reporting Form dropped on a teacher's desk led to the increased monitoring of the boys' locker room in 5th period.)

Troubleshooting

1. If there is not a purchase order number on the invoice it will be the responsibility of the person who ordered the merchandise to pay for the goods. The School District is not liable for invoices without a purchase order number.
2. Please notify the Business Office right away if there is a problem with the invoice pricing, incorrect items, etc. They will call and resolve the problem. If there is not a response to an approval request within two weeks, you will receive a second notice. This is to avoid service charges, etc.

Purchase Reimbursements

Personal reimbursements should only be used when a vendor will not accept a district purchase order. All reimbursements for personal expenses must have back-up documentation (original receipts, explanations and, or detailed itemization of merchandise) and the stamp with signature. See Valerie Perine in the ASB office to obtain the stamp.

SEXUAL HARASSMENT MISD Policy 6590 & Procedure

This district is committed to a positive and productive education and working environment free from dis-crimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.
- Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation:

Against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report **false allegations** of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation.

Informal Complaint Process:

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to and the process for filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or in-appropriate, either in writing or face-to-face; a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process:

Anyone may initiate a formal complaint of sexual harassment, even if the in-formal complaint process is being utilized. Potential complainants who wish to have the district hold their identity confidential shall be informed that the district will almost assuredly face due process requirements that will make available all of the information that the district has to the accused. The district will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in his or her possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- The compliance officer shall receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation.
- All formal complaints shall be in writing; shall be signed by the complainant; and shall set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
- The superintendent shall respond in writing to the complainant and the accused within thirty days stating:
 1. That the district does not have adequate evidence to conclude that harassment occurred:
 2. Corrective actions that the district intends to take; and/or
 3. That the investigation is incomplete to date and will be continuing.
- Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.

Appeal Procedure

Level One

If a complainant remains aggrieved as a result of the action or inaction of the superintendent in resolving a complaint, the complainant may appeal to the board of the district by filing a written notice of appeal with the secretary of the board by the 10th calendar day following:

- The date upon which the complainant received the superintendent's response, or
- The expiration of the 30-calendar day response period based on the receipt of the complaint by the school district, whichever occurs first.
- The board shall schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. The board shall render a written decision by the 10th calendar day following the termination of the hearing and shall provide a copy to the complainant.

Level Two

If a complainant remains aggrieved as a result of the decision of the board in resolving a complaint, the complainant may appeal to the superintendent of public instruction by filing a written notice of appeal with the superintendent of public instruction by the 10th calendar day following the date upon which the complainant received written notice of the board's decision.

The superintendent of public instruction shall schedule a hearing to commence by the 40th calendar day following the filing of the written notice of appeal. The notice of appeal must state the areas of disagreement and the relief requested.

Appeals to the superintendent of public instruction shall be conducted de novo and in compliance with the state Administrative Procedures Act. The complainant shall present his or her case and the school district shall defend the decision rendered by the board.

Training and Distribution of Policy Information

A fixed component of all district orientation sessions for staff, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

Whenever appropriate the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent shall prepare a report to the board including, if necessary, any recommended policy changes. The superintendent shall consider adopting changes to this procedure if recommended by the committee.

Established: 03/19/94, Last Revised: 09/22/11

Mercer Island School District
Staff/Student Boundaries
Policy 5253 and Procedures

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

The Mercer Island Board of Directors expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Further, the Mercer Island School Board expects its entire staff, its volunteers, and agency personnel who work with or in Mercer Island schools to set examples for students in terms of appropriate conduct and behavior. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and through well-established and maintained professional boundaries.

The interactions and relationships between staff members, volunteers, or agency personnel and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the district.

Staff members, volunteers, and agency personnel will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve a legitimate educational, physical, mental and/or emotional health purpose. A legitimate purpose is one that relates to the specific duties of the staff member, volunteer, or agency personnel, as assigned by the district.

Additionally, staff members, volunteers, and agency personnel are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members, volunteers, and agency personnel will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy. It is also expected that all professional school personnel will continue to meet their obligations as mandatory reporters of suspected child abuse, and report any suspected child abuse to either law enforcement or Child Protective Services in a timely manner.

The Mercer Island board of directors supports the use of technology to communicate for educational purposes. However, district employees are prohibited from inappropriate electronic socializing with students and from engaging in any conduct online or through other electronic means that violates the law, district policies or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and/or termination, consistent with the district's policies, acceptable use agreement and collective bargaining agreements, as applicable. The superintendent or designee will develop staff protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

PROCEDURE

Personal / Family Friends

Staff who have family friends or whose children have friends who attend MISD schools should comply with the following guidelines to avoid the appearances of impropriety:

- Maintain confidentiality of workplace-related information.
- When in the workplace, establish and maintain boundaries and patterns of communication consistent with that of all students.

- Inform their supervisors of such relationships so that appropriate steps can be taken, if necessary, to address any appearance of impropriety or favoritism at school.

Unacceptable Conduct

Examples of inappropriate boundary invasions by staff members include, but are not limited to, the following:

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policy on Harassment, Hazing, Intimidation of Students; (Administrative Policy 3207, Title IX of the Education Amendments of 1972 (Title IX) or misconduct under WAC 181-88-060, or any conduct between staff and students that would constitute the staff member committing a violation of RCW Chapters 9A.44 or 9A.88)
 - Showing pornography to a student;
 - Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship;
 - Socializing where students are consuming alcohol, drugs or tobacco or providing alcohol, drugs, or tobacco to students;
- Encouraging students to confide their personal or family problems and/or relationships when not initiated by the student. If a student initiates such discussions, staff members are expected to refer the student to appropriate mental health/guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
 - Sending students on personal errands unrelated to any educational purpose;
 - Banter, allusions, jokes or innuendos of a sexual nature with students;
 - Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students, or relying on students for emotional support of the staff member.

Potentially unacceptable conduct:

Examples of inappropriate boundary invasions by staff members may include but are not limited to the following conditions:

- Addressing students, or permitting students to address staff members with personalized terms of endearment, pet names, in an overly familiar manner;
- Maintaining personal contact with a student outside of school by phone, email, text message, Instant Messenger or Internet chat rooms, social networking Web sites, or letters (that do not address homework or other legitimate school business) particularly if the parent/guardian is not copied on the communication or made previously aware;
- Exchanging personal gifts, cards or letters with an individual student except with such exchange is part of the educational process (e.g., sending a note of thanks to a student who did something special; birthday cards when cards are given to all students in a class/program/activity);
- Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events, except as participants in organized community activities;
- Giving a student a ride alone in a vehicle in a non-emergency situation; and/or
- Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom)

Potential Appearances of Impropriety

The following activities may be construed as boundary invasions and can create an actual impropriety or the appearance of impropriety. Whenever possible, staff should avoid these situations. If

unavoidable these activities should be pre-approved by the appropriate administrator. If not pre-approved, the staff person must report the occurrence, to the appropriate administrator, as soon as possible.

- Being alone with an individual student out of the view of others;
- Inviting or allowing individual students to visit the staff member's home;
- Visiting a student's home; and/or
- Social networking with students for non-educational purposes.

Reporting Violations

Students and their parents/guardians are strongly encouraged to notify the building principal or the supervisor of the employee suspected of engaging in inappropriate conduct if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the building principal or the supervisor of the employee suspected of engaging in inappropriate conduct if they become aware of a situation that may constitute a violation of this policy.

All professional school personnel who have reasonable cause to believe that a student has experienced physical, emotional or sexual abuse by a staff member, volunteer, or agency personnel working in the school are required to make a report to Child Protective Services or law enforcement pursuant to Board Policy 3425, Board Procedure 3425-P, and RCW 26.44. Reporting suspected abuse to the building principal or supervisor does not relieve professional school personnel from their reporting responsibilities and timelines.

Disciplinary Action

Staff violations of this policy may result in disciplinary action up to and including dismissal. The violation will also be reported to the state Office of Professional Practices. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the board's policy on Reporting Child Abuse and Neglect.

Training

All new employees and volunteers will receive training on appropriate staff /student boundaries within three months of employment. Continuing employees will receive training every three years.

Dissemination of Policy and Reporting Protocols

This policy and procedure shall be included on the district Web site and in all employee, student and volunteer handbooks. Annually, all administrators and staff will receive copies of the district's reporting protocol.

Established 01/18/11

STUDENT CONDUCT – MISD Policy 3240 & Procedure

The board acknowledges that conduct and behavior is closely associated to learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- Conform to reasonable standards of acceptable behavior;
- Respect the rights, person and property of others;

- Preserve the degree of order necessary for a positive climate for learning; and
- Submit to the authority of staff and respond accordingly.

Respect for the Law and the Rights of Others

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and/or its subdivisions. While in the school, the student shall respect the rights of others. Students who involve themselves in criminal acts on school property, off school property at school- supervised events, or off school property - and which acts have a detrimental effect upon the maintenance and operation of the schools or the district - are subject to disciplinary action by the school and prosecution under the law.

Compliance with Rules

Students shall comply with all rules adopted by the district. Failure to do so shall be cause for corrective action. The rules shall be enforced by school officials:

- On the school grounds during and immediately before or immediately after school hours;
- On the school grounds at any other time when the school is being used by a school group(s);
- Off the school grounds at a school activity, function, or event; or
- Off the school grounds if the actions of the student materially or substantially affect the educational process.

Student Conduct Rules

Any conduct which materially and substantially interferes with the educational process is prohibited. The following list of offenses generally describes such conduct, but is not intended to be exclusive.

Conduct rules marked with an asterisk (*) are designated as exceptional misconduct and have been judged following consultation with an ad hoc citizens' committee to be (a) of such frequent occurrence, notwithstanding past attempts to control such misconduct with other forms of corrective action, or (b) so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school that

certificated administrators may impose a short-term or long-term suspension for violation of these rules even if another form of corrective action has not previously been imposed upon the student for misconduct of the same nature. Such misconduct may also result in an expulsion or an emergency expulsion subject to WAC 392-400-275 and 392-400-295. See "Exceptional Misconduct" section in Procedure 3240P for guidelines establishing maximum corrective actions for violations of these student conduct rules.

- Alteration of Records**
Falsifying, altering, or destroying a school record or any communication between home and school is prohibited.
- Arson***
Knowingly or maliciously causing a fire or explosion is prohibited.
- Assault***
The threatened or attempted use of force or violence upon the person of another is prohibited. As indicated by this definition, threats to use force or violence upon another person, whether communicated orally, in writing, or by any other means, will be treated as assaults and will not be tolerated. Depending on the circumstances, such threats may violate other rules of conduct as well. Pursuant to RCW28A.635.090, students who interfere by force or violence with school personnel or other students are subject to immediate suspension or expulsion.
- Attendance**
Absence or tardy attendance without an approved excuse is prohibited.

- Burglary***
 Breaking into any a District facility with intent to steal is prohibited.
- Campus Requirements**
 To promote a healthy educational environment and to ensure the safety of students, the district has established the following campus requirements for Mercer Island High School students: The campus is closed for 9th graders. Release of freshmen students during the school day is governed by the high school attendance procedures. Freshmen are required to take a minimum of six classes each semester. The campus is open for 10th, 11th and 12th graders. Sophomores, juniors and seniors are expected to take a minimum of five credits each semester.
- Cheating**
 Intentional deception in the preparation or completion of any school assignment, assessment, examination or project, or in the conduct of any school-related activity is prohibited. Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others.
- Dangerous Behavior***
 Engaging in behavior which a reasonable person would know creates a risk of injury to another individual is prohibited.
- Defiance***
 Students must obey the lawful instructions of school personnel, including answering questions from school personnel that are reasonably related to the safe and civil operation of school or the maintenance of a positive educational environment.
- Destruction of Property***
 Defacing, injuring or damaging school property or property belonging to a school employee, contractor or student, either with intention or as a result of gross carelessness, is prohibited. Pursuant to RCW 28A.635.060, students and their parents/guardians may be required to pay for all damages to school district property or property belonging to a school employee, contractor or student. A student's grades, diploma, or transcript may be withheld pending repayment.
- Disruptive Conduct***
 Willful conduct which creates a disturbance on school premises or interferes with the educational process is prohibited.
- Disruptive Dress and Appearance**
 Dress and appearance must not present health or safety problems, intimidate others, or cause disruption.
- Drugs, Alcohol and Mind-Altering Substances***
 Pursuant to Policy No. 3247, students shall not illegally use, possess, sell, distribute or be under the influence of drugs, alcohol, mind-altering substances, medication not prescribed by a physician and approved in writing by the parent/guardian, drug paraphernalia or any item which purports to be such. Students shall not be in possession of anabolic steroids on school premises or at school-sponsored events. Additionally, no student may give, dispense, or administer any medication or remedy to another student.
- Explosives***
 Possession or use of anything tending or serving to explode with force or violence, such as firecrackers, bullets or pipe bombs, is prohibited.
- Extortion/Blackmail/Coercion***
 Obtaining money or property by violence or threat of violence, or forcing someone to do something by force or threat of force is prohibited.
- False Accusations/Defamation**
 Students shall not make untrue charges of wrongful conduct or other defamatory statements.

- False Alarms/Fire Apparatus***
 Setting off false alarms, discharging or stealing fire extinguishers or damaging alarm systems is prohibited.
- Fighting***
 The act of quarreling involving bodily contact is prohibited.
- Forgery***
 The act of fraudulently using in writing the name of another person or falsifying times, dates, grades, addresses or other data is prohibited.
- Gambling**
 The act of risking or betting something of value on the outcome of an event, a game of chance, etc., is prohibited.
- Gang Activity***
 A student shall not knowingly engage in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes. A student shall not display, reflect, or participate in dress, apparel, activities, acts, behaviors, or manner of grooming which: (a) lead school officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang related and would disrupt or interfere with the school environment, activity or educational objectives; (b) present a physical safety hazard to self, students, staff and others; (c) create an atmosphere in which a student, staff, or other person's well-being is adversely affected by undue pressure, behavior, intimidation, overt gesture or threat of violence; or (d) imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or on one's person.
- Harassment, Malicious***
 Derogatory action or intimidation of another person in a way that places that person in reasonable fear of harm to his/her person or property; or disrupts the learning environment, is prohibited.
- Harassment, Sexual***
 Unwelcome or uninvited sexual advances, requests for sexual favors, sexual comments, cartoons, innuendoes and other verbal or physical conduct of a sexual nature are prohibited.
- Hazing***
 Students shall not participate, conspire to participate, or conspire for others to participate in harassing acts that injure, degrade or disgrace, or tend to injure, degrade or disgrace other individuals, including pranks and humiliating horseplay against others.
- Intimidation***
 Intimidation of school personnel or other students by direct threat of force or violence is prohibited.
- Leaving Campus during School Hours**
 A student shall not leave the school campus during the school day unless excused by the school office.
- Littering**
 Throwing, dropping, depositing, or discarding of litter is prohibited on public property.
- Loitering**
 A student shall be expected to leave the school campus at the official close of the school day unless permission to do otherwise has been granted.
- Misuse of District Electronic Systems***
 Students shall comply with the acceptable use guidelines of District policy/procedure when using electronic information systems such as e-mail, networks, and the Internet.

- **Need to Identify Self**
All persons must, upon request, identify themselves to school personnel.
- **Robbery***
Stealing from an individual by force or threat of force is prohibited.
- **Sexually Explicit Material***
Initiating or participating in the dissemination of inappropriate messages or images, including but not limited to transmitting, viewing, or possessing images of a sexually explicit nature on an electronic device, is prohibited.
- **Telecommunications/Electronic Devices**
The District prohibits the use of all personal electronic devices (including cell phones) during the school day, pursuant to guidelines implemented by the school administrators.
- **Theft***
The unauthorized carrying away of the personal property of another person or the property of the school district is prohibited.
- **Tobacco***
Use or possession of tobacco products by students is prohibited.
- **Trespass***
Being present in an unauthorized place or refusing to leave when ordered to do so is prohibited.
- **Verbal Abuse***
The use of disrespectful or threatening language to school personnel or other students is prohibited.
- **Vulgar or Lewd Conduct**
Any vulgar, profane, lewd, indecent, or obscene act or expression, whether spoken, in writing, or in gesture, is prohibited.
- **Weapons***
A student shall not possess or transmit any object that can reasonably be considered a firearm, air gun or a dangerous weapon. Violation of this rule shall result in a minimum one year expulsion, unless modified by the superintendent. Students over eighteen years of age and students between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices. No one under eighteen years of age may transmit such devices, nor may they be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of this rule.
- **Violation of Suspension**
During the period of any suspension from school, students shall not enter upon any real and personal property that is owned, leased, rented, or controlled by the District without the express prior approval of a building principal or designee.

EXCEPTIONAL MISCONDUCT

The following guidelines are in effect for students to establish maximum corrective actions which may be imposed as a consequence of exceptional misconduct. Approval by an ad hoc committee is required for exceptional misconduct offenses under WAC 392-400-245(2) and 260(2). The appeal process for short and long-term suspensions shall remain in effect for short and long-term suspensions imposed as a result of this procedure. In addition, notwithstanding the corrective actions stated below, such misconduct may also result in an expulsion or an emergency expulsion subject to WAC 392-400-275 and 392-400-295.

| <u>Exceptional Misconduct</u> | <u>Maximum Corrective Action That May Be Taken</u> |
|---|--|
| Arson; Assault; Burglary; Destruction of Property; Drugs, Alcohol and Mind-Altering Substances; Extortion/Blackmail/Coercion; Fighting; Gang Activity; Robbery; Sexually Explicit Material; Theft; Trespass; Verbal Abuse | Long-term suspension (90 days); notification to law enforcement |
| Explosives; Weapons | Long term suspension (90 days) or emergency expulsion or expulsion as required by RCW 28A.600.420; notification to law enforcement |
| Dangerous Behavior; Defiance; Disruptive Conduct; False Alarms/Fire Apparatus; Forgery; Harassment, Malicious; Harassment, Sexual; Hazing; Intimidation; Misuse of District Electronic Systems; Tobacco | Long-term suspension (90 days) |

Established: 01/05/10

Revised: 03/14/12

STUDENT RIGHTS, RESPONSIBILITIES AND LIMITATIONS

MISD Policy 3200 & Procedures

Preamble

The Mercer Island School District intends that all students, teachers, administrators, and parents have access to and understanding of the state laws and regulations governing student rights, responsibilities and due process. This policy presents these laws and regulations, along with a summation of related district policy.

Introduction

All students enjoy the rights granted by the United States and Washington State Constitutions, including the First and Fourteenth Amendments of the United States Constitution. It is the responsibility of all students enjoying the benefits of school citizenship to follow the established rules and procedures governing their school. The community is entitled to expect good citizenship from its students. It is, therefore, the district's purpose to encourage students to learn how to properly exercise their rights and to encourage students to meet their responsibilities by living up to the reasonable restrictions and appropriate standards of behavior described herein.

Student Conduct

All students who attend the schools and ride the buses of the District will comply with the district's rules and regulations and will submit to the reasonable discipline of school authorities.

Student Responsibilities

Students have the responsibility to:

- Pursue their course of studies;
- Attend school daily and be on time to all classes;
- Be aware of all school rules governing student behavior and conduct themselves accordingly;
- Express their opinions and ideas in a respectful manner, so as not to libel or slander others;

- Dress in a manner that is not disruptive to the educational process or threatening to the health and safety of themselves or others;
- Conduct themselves in a manner which will not disrupt their education or disrupt or deprive others of their education;
- Respect the rights of others and to exercise the highest degree of self-discipline in observing and adhering to established rules and regulations;
- Follow established procedures in seeking changes in those policies, rules or regulations which affect them and with which they disagree;
- Identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school-sponsored events or on school buses;
- Comply with requests of school employees in the performance of their duties.

Student Rights

Students have the right to:

- Expect the maintenance of high educational standards in a safe and sanitary building;
- A relevant education consistent with the stated district goals;
- Equal educational opportunity and freedom from discrimination in all phases of the educational process;
- See their own cumulative academic folder within a reasonable amount of time upon request during a school day;
- Expect fair and just treatment from school authorities and freedom from maltreatment and physical abuse
- Be free from unlawful interference in their pursuit of an education while under the supervision of the Mercer Island School District;
- Be secure in their persons, papers and effects against unreasonable searches and seizures;
- Expression and assembly consistent with the maintenance of an orderly and efficient educational process;
- Advise in the development of rules and regulations to which they are subject and to be instructed on rules and regulations as they relate to their rights and responsibilities;
- Use established channels to voice their opinions in the development of curriculum;
- Representation on advisory committees affecting students and student rights;
- Present petitions, complaints or grievances to school authorities and the right to prompt replies;
- Consult with teachers, counselors and administrators, and other school personnel at reasonable times;
- Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization;
- Seek and hold office in student government by free election of their peers;
- Know the requirements of each course of study and the basis on which the grade will be determined

Student Behavior

Any student who willfully performs any act that materially interferes with or is detrimental to the orderly operation of a school, a school-sponsored activity or any other aspect of the educational process shall be subject to discipline, suspension or expulsion. Procedure No. 3240P includes a list of defined acts that the District considers to be student misconduct. Such acts or attempts of such acts by a student shall constitute sufficient cause for discipline, suspension or expulsion, whether on the school grounds immediately before, during and immediately after school hours; near the school grounds immediately

before, during and immediately after school hours; at any time when a school is being used by any school group; off the school grounds at a school activity, function or event; or anywhere and anytime a student's conduct has a real and substantial relationship to the lawful maintenance and operation of the district. Procedure No. 3240P does not provide an exhaustive list of acts that will result in punishment, but provides only examples of the types of behavior that violate school district policy or state and/or federal law.

Due Process

No student shall be deprived of the right to an equal educational opportunity without due process. Essentially, due process means fair treatment. Procedure No. 3240P has been established to guarantee that punishment that denies access to educational opportunity is administered in accordance with these principles. This Procedure is designed to ensure that corrective action, if any, is taken only after a thorough examination of the facts. See Procedure No. 3241P for the written rules and procedures of the District for imposing corrective action.

Established: 01/25/73, Last Revised 03/13/12

STUDENT USE, POSSESSION, OR SALE OF ALCOHOL AND DRUGS MISD Policy 3247

Illegal drugs and alcohol, and substances purporting to be illegal drugs or alcohol, are not permitted in or on school property or at school-sponsored events. For purposes of this policy, Illegal drugs, include, but are not limited to:

- Marijuana and cannabis derived substances,
- Hallucinogens,
- Amphetamines,
- Inhalants ("huffing" substances),
- Barbiturates,
- Narcotics (opiates or synthetic narcotics),
- Cocaine,
- Illegal steroids and/or hormones,
- Legend drugs (any drug requiring a prescription) not possessed or used pursuant to a valid prescription, and any other illegal, dangerous or controlled substance under federal, state or local laws.
- The term "illegal drugs" under this policy also includes non-prescription and/or over-the-counter medications such as diet pills, caffeine pills/supplements, pain killers, cold medicines and herbal supplements, or any "look-alike" substances purported to be any of the above.

The recommended suspension actions contained in this policy may be increased in severity, up to an including emergency expulsion or expulsion actions, or reduced, based upon the specific circumstances of the violation as provided for herein.

USE

The following steps will be observed. To the extent circumstances allow, if a staff member suspects that a student is under the influence of alcohol or illegal drugs on school property or at a school-sponsored event:

ALCOHOL

1. If a student appears to be **under the influence of alcohol**, or admits to being under the influence, the staff member must immediately notify a school administrator or his/her designee.

2. The school administrator or his/her designee, or the staff member if an administrator is unavailable, should determine whether a reasonable suspicion exists that a student is under the influence of alcohol. A reasonable suspicion may be based on evidence, including, but not limited to:

- Odor of alcohol
- Slurred speech
- Unsteady gait
- Lack of coordination
- Bloodshot or glassy eyes
- Presence in the vicinity of an alcohol container
- Other such information as is reasonable to raise suspicion as to the consumption of alcohol

If reasonable suspicion exists, and test equipment is available, the school administrator or his/her designee, will ask the student to move to a less conspicuous location and require the student to take a Breathalyzer test. If the student refuses, the school administrator or designee will contact the Mercer Island Police Department or applicable local law enforcement agency. The school administrator will investigate and take appropriate disciplinary action.

3. If the student tests positive for being under the influence of alcohol, or if sufficient evidence exists to establish that the student is under the influence of alcohol, the school administrator will contact the students' parents and the Mercer Island Police Department or other applicable local law enforcement agency. The student will be suspended from school for a minimum of three (3) school days up to ten days (10) school days. If the student and parent agree to waive any appeal rights, and to participate in a school's alcohol assessment and counseling program or pay for a school district-approved alcohol assessment and counseling program, the suspension will be reduced to three (3) school days, subject to the student's successful completion of the alcohol assessment and any follow-up recommendations.
4. The suspension will not be reduced and the student will not be readmitted to school during the suspension until the counselor from the approved program provides the principal or his/her designee with a written description of the counseling program developed for the student and a written statement that the student is enrolled in the program. If the student fails to complete the recommended counseling program, the remaining days of suspension may be imposed by the District.
5. A student determined to be under the influence of alcohol in or on school grounds or at a school-sponsored event a second time during their student career in the Mercer Island School District will be suspended a minimum of eleven (11) school days up to ninety (90) school days.
6. If there is a third offense, the student may be suspended a minimum of eleven (11) school days up to ninety (90) school days with the student's successful completion of an alcohol assessment and any follow-up recommendations including but not limited to a school district-approved alcohol assessment and counseling program.

ILLEGAL DRUGS

1. To the extent circumstance allow, if a student appears to be **under the influence of illegal drugs**, or admits to being under the influence, the staff member must immediately notify a school administrator or his/her designee.
2. The school administrator or his/her designee, or the staff member if an administrator is unavailable, should determine whether a reasonable suspicion exists that a student is under the influence of illegal drugs. A reasonable suspicion may be based on evidence, including, but not limited to:

- Drug odor
- Slurred speech
- Unsteady gait
- Lack of coordination
- Bloodshot or glassy eyes
- Presence in the vicinity of an illegal drug or drug paraphernalia
- Other such information as is reasonable to raise suspicion as to the use of an illegal drug

The school administrator or his/her designee will ask the student to move to a less conspicuous location, contact the Mercer Island Police Department or other local law enforcement agency if the substance involved is believed to be illegal under criminal laws, , and contact the student's parents to notify them of the concern. The parents shall also be notified that they may, at their own expense, take the student for a urine analysis drug test through one of the school district-approved drug testing labs. The District may consider the results of the drug test in any student discipline appeal or other school proceedings related to the incident.

3. If sufficient evidence exists to establish that the student is under the influence of illegal drugs, the student will be suspended from school a minimum of three (3) school days up to ten days (10) school days. If the student and parent agree to waive any appeal rights, and to participate in a school's drug assessment and counseling program or pay for a school district-approved drug and counseling program, the suspension will be reduced to three (3) school days, subject to the student's successful completion of the drug assessment and any follow-up recommendations.
4. The suspension will not be reduced and the student will not be readmitted to school during the suspension until the counselor from the approved program provides the principal or his/her designee with a written description of the counseling program developed for the student and a written statement that the student is enrolled in the program. If the student fails to complete the recommended counseling program, the remaining days of suspension may be imposed by the District.
5. A student determined to be under the influence of drugs in or on school grounds or at a school-sponsored event a second time during their student career in the Mercer Island School District will be suspended a minimum of eleven (11) school days up to ninety (90) school days.
6. If there is a third offense, the student may be suspended a minimum of eleven (11) school days up to ninety (90) school days with the student's successful completion of a drug assessment and any follow-up recommendations including but not limited to a school district-approved drug assessment and counseling program.

POSSESSION

The following steps will be observed if a staff member suspects that a student is **in possession of alcohol or illegal drugs** (including substances that purport to be alcohol or illegal drugs) on school property or at a school-sponsored event:

ILLEGAL DRUGS AND ALCOHOL

1. The staff member shall immediately notify a school administrator or his/her designee.
2. If the school administrator or his/her designee has a reasonable suspicion that the student is in possession of alcohol, illegal drugs, or drug paraphernalia, the school administrator may search the student's backpack, pockets, purse, car (if on school premises), school locker, or other personal effects on school grounds.

3. If alcohol, illegal drugs, or drug paraphernalia are found in the possession of the student, the school administrator will contact the student's parents and the Mercer Island Police Department or applicable local law enforcement agency. The student will be suspended a minimum of three (3) school days up to ten (10) school days, subject to the reduction of the suspension to three (3) school days upon proof of the student's enrollment, at the parent or student's expense, in a school district approved assessment and counseling program for alcohol or drug use as provided for in this policy for students who are under the influence of alcohol or illegal drugs at school or school events and successful completion of such program.
4. A student determined to be in possession of alcohol or drugs in or on school grounds or at a school-sponsored event a second time during their student career in the Mercer Island School District will be suspended a minimum of eleven (11) school days up to ninety (90) school days.
5. If there is a third offense, the student may be suspended a minimum of eleven (11) school days up to ninety (90) school days with the student's successful completion of an alcohol assessment and any follow-up recommendations including but not limited to a school district-approved alcohol assessment and counseling program.

SALE OR DISTRIBUTION

The following steps will be taken if a staff member suspects that a student is **selling or distributing alcohol or illegal drugs** (including substances that purport to be alcohol or illegal drugs) on school property or at a school-sponsored event:

1. The staff member shall immediately notify a building administrator or his/her designee.
2. The school administrator will meet with the student, interview other students as necessary, and make a determination as to whether the student may be selling or distributing illegal drugs or alcohol.
3. If the school administrator or his/her designee has cause to believe that the student may be selling or distributing alcohol or illegal drugs, the school administrator/designee shall immediately notify the Mercer Island Police Department, or other applicable law enforcement agency if the substance is illegal under criminal laws, and the Mercer Island School District Superintendent.
4. The school administrator or his/her designee shall immediately contact the student's parents.
5. The superintendent will ordinarily emergency expel the student if it is determined that the student has sold or distributed alcohol or illegal drugs on school grounds or at school events.

SANCTIONS

- All disciplinary sanctions in this Policy, such as suspensions from school, listed herein are minimum actions. The actual sanction shall be determined after a review of all the circumstances and may exceed the minimum action if circumstances warrant.
- A failure to submit to an alcohol test, if reasonable suspicion exists to believe the student has used illegal alcohol, may also result in disciplinary action for failure to comply with directives from school officials.
- There may also be additional disciplinary consequences for participation in athletics, eligibility for participation in Washington Interscholastic Activities Association [WIAA] activities, or other extra-curricular activities separate from the sanctions described in this Policy.
- If a student volunteers information to the school principal or a school staff member, prior to a violation of this policy, that he/she has been involved with using drugs or alcohol, and requests

help, the matter will be considered a guidance issue rather than a disciplinary matter. Confidentiality to the extent required by law will be maintained and appropriate steps will be taken.

Established 03/22/79, Last Revised 03/15/12

DISCIPLINARY ACTION FOR THE POSSESSION, USE AND/OR SALE OF ALCOHOL, TOBACCO AND/OR ILLEGAL DRUGS

Sanctions

All disciplinary sanctions in this Policy, such as suspensions from school, listed herein are minimum actions. The actual sanction shall be determined after a review of all the circumstances and may exceed the minimum action if circumstances warrant. A failure to submit to an alcohol test, if reasonable suspicion exists to believe the student has used illegal alcohol, may also result in disciplinary action for failure to comply with directives from school officials. There may also be additional disciplinary consequences for participation in athletics, eligibility for participation in Washington Interscholastic Activities Association [WIAA] activities, or other extra-curricular activities separate from the sanctions described in this Policy.

If a student volunteers information to the school principal or a school staff member, prior to a violation of this policy, that he/she has been involved with using drugs or alcohol, and requests help, the matter will be considered a guidance issue rather than a disciplinary matter. Confidentiality to the extent required by law will be maintained and appropriate steps will be taken

DISCIPLINARY ACTION FOR THE POSSESSION, USE AND/OR SALE OF LEGEND DRUGS INCLUDING ANABOLIC STEROIDS

Any possession, sale, and/or use of legend drugs (RCW 69.41.010 identified substances) including anabolic steroids are considered a violation of this code and students will be subject to the student to the following disciplinary action:

First Violation

The student participant will be immediately ineligible for interscholastic competition in the current interscholastic sport program for the remainder of the season. Ineligibility will continue until the next sports season in which the student participant wishes to turn out. In order to be eligible to participate in the next interscholastic sports season, the student participant will meet with the Athletic Director to request approval to participate.

Second Violation

A student who violates for a second time will be ineligible and prohibited from participating in the activity for a period of one calendar year from the date of the second violation.

Third Violation

A student participant who violates for a third time is prohibited from any future involvement in student activities for the remainder of their high school career.

REINSTATEMENT PROCESS

Students will be permitted to return to their activities following a suspension after a reinstatement meeting with the Athletic Director. If the code violation was related to drug, alcohol or tobacco use there must be confirmation from the MIHS Drug and Alcohol Counselor or other qualified individual acceptable to the school that the student has met with them and that any recommendations from counselor have been followed through on.

APPEAL PROCESS

Informal Conference

Any student participant, parent or guardian who is aggrieved by any suspension or expulsion under this code has the right to an informal conference with the Athletic Director (athletics) or Associate Principal (activities). Any request for an informal conference will be made within five school days of receipt of the written notice of the disciplinary action.

Formal Conference

Any student participant, parent/guardian who may be aggrieved following the informal conference may appeal to the Principal for a formal conference.

- The Principal will notify the student participant and the student participant's parent/guardian in writing of their decision within five school days following the meeting.
- The discipline, probation, suspension or expulsion will continue notwithstanding the implementation of the appeal process.

Policy 2151- Established: 09/01/96, Last Revised: 08/23/11

Policy 2151P – Established: 08/26/10

TRAVEL REIMBURSEMENTS MISD Policy 6213 and Procedures

The Board of Directors recognizes that expenses incurred by employees in the performance of their official duties are proper and legal expenditures according to state law. Reimbursement of travel expenses borne by employees pursuant to authorized travel in the conduct of official school district business is hereby authorized, subject to the regulations and guidelines stated in this policy, and in

accordance with state laws and regulations. Reimbursement for travel expenses shall be made pursuant to the federal internal revenue code and internal revenue service regulations.

Travel Authorization

- International travel must be approved by the Board of Directors in advance of such travel.
- In-state and out-of-state travel authorization is delegated by the Board of Directors to the Superintendent or designee within budgetary limitations. A Travel Request Form must be completed and submitted to the Business Office **at least 10 days prior to travel**.
- Requests for travel to Canada will be treated as in-state travel.

Reimbursement

All reasonable, necessary and substantiated expenses of an employee approved to travel by the board and superintendent or designee shall be reimbursable in accordance with district-adopted guidelines. The Superintendent shall prescribe such regulations as are necessary for the efficient expenditures of travel funds in the best interest of Mercer Island School District.

PROCEDURES

Reimbursement of travel expenses borne by employees pursuant to authorized travel in the conduct of official school district business or in approved attendance at conferences shall be accomplished in accordance with the following procedures:

Authorization

- A Travel Request form must be submitted before traveling on District business whenever expenses are to be charged to the District, either directly or through reimbursement. A *Travel Request Form* must be submitted to the Business Office at **least 10 calendar days** prior to travel.
- All Travel Requests must be approved by the administrator(s) responsible for the travel budget(s) to be charged. In addition, Travel Requests for anyone other than the Board, the Superintendent and the Executive Directors must be approved by the employee's supervisor. For Board travel, the Superintendent is responsible for budget authorization. Administrators and supervisors that approve Travel Requests are responsible to ensure that prudent judgment is exercised in the purpose for and arrangement of out-of-district travel.
- A Travel Request form is not required if the only expense to be reimbursed is mileage for use of a personal vehicle. In such instances, a *Mileage Report*, with supervisor and budget authority approval, must be submitted at least once each quarter.

Reimbursement

To claim reimbursements, a *Travel Expense Claim Form* must be submitted within ten (10) days following completion of travel or no later than once each quarter. A separate *Travel Expense Claim Form* shall be submitted for each approved *Travel Request Form*.

Reimbursable Expenses:

- **Airline, Train, Bus Fare:** Travel at tourist coach rate is required. Employees are encouraged to coordinate their travel plans through the Business Office where a district credit card will be used. Tickets may also be charged to an employee's credit card; however, they will not be reimbursed until travel is completed. Employees are expected to utilize the most economical travel plan that adequately accommodates the goal.

- **Lodging:** Actual reasonable expense per day will be paid. Itemized receipts are required. Lodging will be reimbursed for District personnel only. If traveling with a spouse, the single room rate must be provided.
- **Meals:** Employees must be in travel status no less than 3 hours to qualify for any meal per diem. To qualify for the breakfast allowance, travel must commence prior to 7:00 AM; and travel must be completed after 6:00 PM to qualify for the dinner allowance. Reimbursement for meal expenses is not to be authorized when an employee does not incur expenses because they are furnished, either by the host facility or as a part of the registration fee. Receipts are not required for meal per diem. The District has established per meal entitlements based upon the guidelines provided by the US General Services Administration and the Washington State Office of Financial Management. The per diem rates include tax and tip as follows: Breakfast \$10, Lunch \$14, Dinner \$25, Total \$49 per day. If you choose to be reimbursed for actual costs, you must provide itemized receipts for all meals. The total daily reimbursement must not exceed that allowed by the US General Services Administration (www.gsa.gov).
- **Registration:** Reimbursement for actual expenses is allowed. Original receipts are required.
- **Taxi or Shuttle to or from Airport:** Reimbursement for actual reasonable expenses is allowed. Receipts should be obtained when possible.
- **Parking:** Reimbursement for actual reasonable expenses is allowed. Receipts should be obtained when possible.
- **Ferry or Toll:** Reimbursement for actual reasonable expenses is allowed. Original receipts are required.
- **Personal Vehicle Mileage:** Reimbursement is limited to current IRS regulations. Daily commute transportation expenses between an employee's official residence and official place of work is a personal obligation of the traveler and is not reimbursable by the District. All other miles driven on official district business are reimbursable by the District. Working during hours or days that the employee is not normally scheduled to work does not entitle the employee to reimbursement for transportation mileage expenses incurred between their official residence and their official place of work.
- **Telephone Calls:** Business related telephone calls are a reimbursable expense and may be included with the lodging expense. One personal call to home per day of a reasonable length will also be reimbursable while on travel status.
- **Internet Access:** Business related internet access for your place of lodging is a reimbursable expense and may be included with the lodging expense.
- **Gratuities:** Tipping and gratuities are reimbursable provided such expenses do not exceed 15% of the cost of a meal, fare or services. Receipts should be obtained when possible.

ASB Related Travel (Advisors/Chaperones and Coaches)

When advisors, chaperones, or coaches are attending an ASB related conference or event with students, their registration fees and hotel costs may be paid on the same material requisition/purchase order with the students.

- Non-overnight trips. The district will not reimburse for meals for non-overnight trips. Mileage is reimbursable on a Travel Request form.

- Overnight trips. Advisors, chaperones, and coaches do not need a travel request form if their only expense is being paid on the same material requisition/purchase order with the students. If an advisor, chaperone, or coach will be reimbursed personally for travel expenses, then he or she will need to complete a travel request form for items not paid directly by the district.

Reimbursement for meals with meetings

Employees must document the request and approval in advance for expenditures for meals with meetings. Employees may use a requisition or a formally written district memorandum for this purpose. One-time approvals for recurring meetings can be made at the time of the initial request.

The documentation should provide support for the authorization, including:

- The names of the organization or persons attending the meeting (includes conferences, formal training sessions, business meetings), and
- The purpose or accomplishments of the meeting.
- Original itemized receipts are required within 10 days of the actual meal in order to be processed for reimbursement.

An employee not in travel status may still have meals reimbursed when:

- The purpose of the meeting is to conduct official district business or to provide training to district employees; **and**
- The meals are an integral part of the business meeting or training session, **and**
- The meeting or training session takes place away from the employee's regular workplace; **and**
- The employee's supervisor approves payment for the meals in advance of the meeting.

Non-Reimbursable Expenses:

Alcohol and tobacco products

Personal telephone calls (except as noted above) and postage

Mileage to and from home

Mileage for school levy promotions and other non-official school functions

Entertainment

Travel Advances

A written request for a travel advance must be submitted to the District Business Office. Travel advances are paid in the form of a check payable to the staff member.

A statement of expense must be submitted to the District Business Office within ten days following completion of travel. If the actual expenses are less than the travel advance, the staff members shall reimburse the District for the difference.

The Advance Travel Revolving Fund should not be used for payment of airline tickets, pre-registration fees or for reimbursements to staff or officers for travel expenses already incurred.

CODE OF ETHICS

It is the duty of all concerned with MERCER ISLAND HIGH SCHOOL ATHLETICS:

- 1 To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- 2 To eliminate all possibilities which tend to destroy the best values of the game.
- 3 To stress the values derived from playing the game fairly.
- 4 To show cordial courtesy to visiting teams and officials.
- 5 To establish a good relationship between visitors and hosts.
- 6 To respect the integrity and judgment of sports officials.
- 7 To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- 8 To encourage leadership, use of initiative, and good judgment by the players on the team.
- 9 To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.
- 10 To remember that an athletic contest is only a game - not a matter of life or death for player, coach, school, official, fan, community, state, or nation.

General Responsibilities of the HEAD COACH

1. Has full responsibility and leadership for overall supervision of his/her program at ALL levels.
2. Conduct himself or herself in a professional manner which does not bring embarrassment and/or disgrace to the Mercer Island School District.
3. Is responsible to see that all students participating in the sport have received clearance.
4. Is in charge of assignments and duties of the assistant coaches (volunteer or contracted) working in his/her sport as well as keeping all records for the sport.
5. Organize his/her program so that it is consistent with the high school's philosophy, goals, and objectives.
6. Will submit an annual evaluation at the end of the season of his/her program and make recommendations for improvement.
7. Has the main responsibility for striving to build good sportsmanship and developing good public relations within the school and community.
8. Is responsible for practice sessions for his/her sport within the confines of the time (s) agreed upon by the head coach, facility coordinator, and athletic director.
9. Is responsible for assuring that all assistants (contracted or volunteer), as well as self, know the rules of the Washington Interscholastic Athletic Association, KingCo Conference, and the Mercer Island School District policies; and at all times abides by them.
10. Informs the public (i.e. media) regarding his/her particular sport.
11. Continues to gain new knowledge, ideas, and techniques relating to his or her sport through new information and classes as well as keeping current on clock hours.
12. Is aware of all safety procedures necessary for their specific sport and has relayed this information to the athletes.
13. Holds a current first aid and CPR card and is responsible for the welfare of all athletes.
14. Communicates a clear process for the selection of team members to the athletes.
15. Must report any illegal activities or wrong doings in which the coach either knows about or has suspicion to the athletic director.
16. Assumes other responsibilities as may be assigned.
17. **SPORTSMANSHIP EXPECTATIONS:** Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior; instruct participants in proper sportsmanship responsibilities and demand they make sportsmanship a high priority; respect judgment of contest officials, abide by rules of the event and display no behavior that could incite fans; treat opposing coaches, participants, fans and media members with respect; develop and enforce penalties for participants who do not abide by sportsmanship standards; and develop a method to publicly recognize good sportsmanship.

"One man practicing good sportsmanship is far better than fifty preaching it."

--Knut Rockne

Handling Your Assistant Coaches

The key to good relationships with your assistant coaches--and to motivating them--is contained in a single word: professionalism. If you are professional in your dealings with your assistants, you will be able to keep many of them, thereby building stability on your staff. Nation-wide, high schools and middle schools are losing coaches, specifically assistant coaches. Is there anything we can do?

Craig Beverlin at Kamiakin High School has formulated a plan that has worked for him and his staff. This plan is not all inclusive but it will give you some insight in which you may apply to any sport or organization. The issue he addressed was what drove coaches out of the sport. The seven items identified were then addressed by Coach Beverlin.

1. Lack of ownership. The first thing a head coach must eliminate is the use of I, me, and my and replace them with us, our and we. Our football program has been 77-33-1 in 12 years. We believe in athletics. All of us are proud to be coaches.

Secondly, the ownership must be real. In twenty years as a head coach, I've never told an assistant who to start. True ownership cannot occur without direct input that is relevant and useful.

Third, we want all coaches to share in the victory. In the Tri-Cities we have heavy media attention of our high school sports. We do everything we can to get assistant coaches on TV and radio interviews.

Lastly, our coaching staff makes an effort to include all coaches input as valuable. This is done with respectful listening.

2. Dealing with parents. Our rule is very simple. I, the head coach, will deal with every parent problem. It does not matter if it is freshmen, sophomore, JV or Varsity, I will handle it. I want our coaches coaching, not looking over their shoulder. Position coaches are never involved in a parent meeting unless they ask.

3. Handling of equipment. As a head coach in charge of more equipment (football) than all of the boys and girls sports combined, I do not want any of our coaches responsible for gear. I want them to coach and feel valued. If a head coach is organized, equipment should be handled without an assistant worrying about it. Assistant coaches should be focused on this/her teaching skills for their sport.

4. Buses, trips, etc. Again, depending on your school policy, we want coaches traveling the most convenient transportation they desire. It is optional to ride the bus or drive your car as long as there is one adult on the team bus. Our coaches need to worry about one thing--their position. Gatorade, tape, water, shoes, food, etc., are not their problem or responsibility.

5. Loyalty. You can write pages on loyalty within the coaching world. However, we feel that the most important issue in loyalty for assistant coaches is their "vertical integrity." Vertical integrity simply means this: if I am loyal to the program, will I be considered for a higher level when it is available? An assistant coach must get the opportunity to become the head coach.

6. Ill-Planned meeting. We are all leading busy lives. Meetings must be well-thought out and if possible, an outline of the meeting should be sent prior. Additionally, meetings should be planned with this central idea always--are we working smarter? Good meetings should reflect ownership and good listening skills. Furthermore, analysis of meeting notes should bear as little redundancy as possible. If your organization is truly reflecting ownership for all, your meetings should reflect productivity and enthusiasm.

7. Inconsistent discipline. As a head coach, there are many methods to keep your organization on the same page: E-mail, newsletter, phone calls, letters, etc. Communication is vital and important to all who believe in the program. The lack of discipline or inconsistent discipline, however, breaks down all communication.

Discipline is not about a million rules. Discipline is about respect! If you talk, I listen and vice versa. If an athlete does something wrong, we confront, not enable. A freshman third-string tackle, or freshman position coach is every bit as important as the head coach or starting QB. It is impossible to spell out every expectation and consequence. However, it is not impossible to be respectful. Every athlete and coach is responsible for our team. Respect in the locker room or on the playing field is our discipline plan. Discipline only becomes inconsistent when we ignore respect or enable situations that demand confronting. If the star QB is late for the team bus, he must be confronted.

Teaching and coaching are lessons that will always revolve around confronting. To be well-liked is not the issue; helping young people grow with integrity and adult-like skills is the challenge. Consistent discipline is the backbone to meeting that challenge and keeping assistant coaches in your program.

Nine Guidelines for Motivating Your Assistant Coaches (from *Coaching & Motivation*)

1. Permit them to contribute in meaningful ways. Give them definite responsibilities, not busy work or menial tasks that you wouldn't do yourself. Outline those responsibilities thoroughly.
2. Set a good example for them. Work harder than your assistants. The reasons should be obvious.
3. Set high expectations for them. For example, you have every right to expect and require that they be on time, properly dressed and fully prepared for practices, games, team and coaches' meetings, etc. Expect them to shoulder their share of the load without complaint or excuse. If they're serious about coaching, they won't mind hard work or long hours.
4. Communicate with them. Ask their advice; listen; and evaluate. You don't have to follow your assistants' suggestions in every case, but you should be willing to listen and evaluate--and to use their advice if it is sound, or explain to them how or why their advice is unsound.
5. Include your assistants in your strategy sessions and the decision-making process, whether as contributors or as learners. In his strategy sessions, the late President John F. Kennedy used to seek out the views of each of his advisors, listen carefully and patiently as they expressed their opinions, ask them questions to clarify any misunderstandings, and then make his decisions based on his own viewpoint as well as his advisors' ability to defend their particular views. You may or may not want to go this far in soliciting your assistants' advice concerning strategy or tactics; depending upon their knowledge of the sport and the amount of faith you have in their judgment. If you decide not to use a particular piece of advice or strategy suggested by an assistant coach, you should take time after the game to explain why the advice was not used. Otherwise, the coach is likely to decide that his/her advice is not needed.
6. Don't blame your assistant coaches for defeats. Whenever Bear Bryant assessed blame for poor Crimson Tide performances, he always said that "we" did a poor job of getting the players ready. He never singled out individual players or coaches (except himself) for public criticism.
7. Share the credit for victories. If one were to believe Coach Bryant, he was just a plain ol' country boy who, after 40 years in the coaching business, was still so ignorant that his smart assistant coaches had to do all his thinking for him. No one believed that, of course--but that's one of many reasons why Bryant's assistant coaches always were so fiercely loyal to him. One of the qualities that helped Coach

Bryant to reach the pinnacles of success in the coaching ranks was that coaching was never an ego trip for him. For Coach Bryant, the limelight and publicity that many coaches crave were helpful only in terms of getting boys from places as far away as Pennsylvania and Hawaii to play football at Alabama. Other than that, one suspects that Coach Bryant could have done very nicely without all the hoopla and fanfare surrounding his victories!

8. Avoid criticizing your assistant coaches in public, or correcting them in front of the players. Sometimes it may have to be done, as in dealing with an immature person who persists in juvenile behavior that unbecoming to, or undesirable for, a coach. Still, it's better to take the person aside and talk to him in private about the problem than to air your complaints in public. And never let players criticize an assistant coach.

9. Back up decisions made by your assistant coaches. Don't take the player's side in confrontations. Hopefully, of course, it won't come to that sort of impasse. If you ever have to make such a choice, though, professionalism dictates that you side with your assistant coach, regardless if he is right or not. You can always point out his error to him later, when the two of you are alone and away from the player(s) involved.

Don't allow your players to play you against your assistant coaches. To do their jobs effectively and to the ultimate benefit of your program, let them see, hear, and know of your overwhelming support of them.

General Responsibilities for the ASSISTANT COACH

The assistant coach must recognize his/her responsibility for conducting his/he team activities within the policies and regulations established by the WIAA, KingCo, and the Mercer Island School District.

1. Support the high school in all of its programs and strengthen relations with the educational system as well as the coaching profession.
2. Conduct himself or herself in a professional manner which does not bring embarrassment and/or disgrace to the Mercer Island School District.
3. Be loyal to and support the head coach in conducting the athletic program of that particular sport.
4. Be knowledgeable and aware of rules and regulations concerning their sport.
5. Assume any duties assigned to him/her by the head coach pertaining to the overall athletic program of that particular sport and the responsibilities of the head coach in the absence of the head coach if so designated.
6. Be accountable to the head coach, athletic director, and principal.
7. Accompany and direct the assigned team to/at all games and practices.
8. Hold a current first aid and CPR card.
9. Must report any illegal activities or wrong doings in which the coach either knows about or has suspicion.
10. Keep current on all clock hours depending on coaching level.
11. Be held to the same sportsmanship expectations as the head coach.

General Responsibilities for the VOLUNTEER COACH

Volunteer coaches are subject to all regulations and procedures established. A volunteer is defined as a person from the community who contributes his/her services on a regular basis without receiving any monetary compensation.

1. All volunteer coaches shall be under the direct supervision of the head coach who shall be responsible for their directions and be accountable to the athletic director and principal.
2. Written assignments shall be established for all volunteer coaches defining their function and responsibilities which will be jointly established by the head coach with a copy going to the athletic director prior to the start of the first day of practice.
3. Support the high school in all of its programs and strive to improve his/her professional relations with the educational system as well as the coaching profession.
4. Conduct himself or herself in a professional manner which does not bring embarrassment and/or disgrace to the Mercer Island School District.
5. All volunteers must fill out the appropriate forms with the athletic director prior to the start of the first day of practice.
6. A volunteer is liable for his/her actions as any citizen in conjunction with injuries, transportation, etc., of athletes and must report any illegal activities or wrong doings in which the coach either knows about or has suspicion.
7. Hold a current first aid and CPR card.

Miscellaneous Athletic Department Information

ATHLETIC TRAINER

1. The athletic trainer is contracted for approx. 5 hours per day for 180 days per year. The trainer may divide these hours up to work more hours on "heavy" days and less/no hours on other days. Coaches cannot dictate when the trainer will work. The trainer's hours must be approved by the Athletic Director.
2. The athletic trainer will be in attendance at most home athletic events, unless other arrangements have been made with the coach and athletic director.
3. Coaches must work with the head trainer in the coordination of practices, athletic injuries, and/or any special training room needs for practice or contests.
4. The athletic trainer is usually available after school, beginning at 3 PM. This is subject to change depending on competitions scheduled for any particular day.
5. Athletes are seen on a first come-first serve basis. Any training room equipment needed during the school day must be taken care of the night before and/or approved by the head trainer.
6. The athletic trainer is not assigned to any particular coach or program.

BUDGETS

All athletic funding and budgetary allocations come under the jurisdiction of the school ASB and the activities coordinator. Coaches are to stay within their budgetary allotments. If added money is needed, the coach must submit a request to the athletic director. Failure to abide by this procedure prevents serious implications. **STAFF WHO OBLIGATE THE DISTRICT WITHOUT PROPER AUTHORIZATION (PURCHASE ORDERS) MAY BE HELD PERSONALLY RESPONSIBLE FOR PAYMENT OF SUCH OBLIGATION.**

1. The requesting coach must submit an estimated budget for equipment needed for the following year to the athletic director, who will then determine next year's budget.
2. All orders will be placed through the ASB office only with prior approval of the athletic director and activities coordinator.
3. Persons who purchase equipment or supplies without a purchase order, approved prior to ordering, may be held responsible to personally pay for the order.
4. The athletic director may authorize expenditures exceeding a sports budget in unusual circumstances.

Coaches are responsible for drafting and submitting a budget for his/her sport and may use the following to help determine their budgets:

1. Present inventory of uniforms and equipment
2. Condition and age of existing equipment.
3. Uniform rotation plan in force
4. Number of teams and athletes in program
5. Equipment rule change
6. Project long-range needs of the program
7. Projected assistance from booster club
8. Amount of awards and repairs
9. All officials, game administration, transportation, and tournament expenses will be built into the budget by the athletic director.

CARE & PREVENTION of INJURIES

The following information is to serve as a practical guide for coaches when confronted with athletic injuries as well as those necessary provisions to lessen the chance of injury. Above all, coaches need to remember that they are not charged with the task of "treatment" but rather that of basic first aid care and proper referral.

Safety and Liability Guidelines

1. Coaches will use all safety precautions available to protect the athlete from injuries.
2. Coaches should have an appropriate conditioning program and must provide an adequate warm-up and cool-down period.
3. Athletes should consistently check on proper wearing of uniforms and equipment.
4. Athletes should advise the coach of any prolonged illness or injury. Coaches will refer all injured athletes to the trainer.
5. Be alert for any physical hazards in and around the facility which they are using.
6. Familiarize yourself with the surroundings and grounds.
7. Follow instructions regarding communication between teammates.
8. Follow coaches guidelines on proper nutrition during the season which includes limiting fats and sugars.
9. Coaches should make sure that all equipment is being used properly.

Student-Athlete Accidents

1. In the event of an injury during practice, or in a game, an accident report must be completed and brought to the Athletic Director or Athletic Trainer within one school day of the accident.
2. The coach who is present at the accident is responsible for filing the report.
3. For any injury serious enough that medical attention is needed, a coach should accompany the | injured athlete to the hospital. The coach should also make proper arrangements for the athlete to receive treatment and make contact with the parent or guardian. Remember to take medical release form to the hospital.
 1. Coaches should have access to the athlete's medical release forms and a first aid kit, at games and practices, if there is no trainer present.

COACHES' CHECKLIST

Please carefully review the coaches' checklist for both pre and post season requirements. This document can be found in the appendix.

DISPLAY CASE GUIDELINES

1. Keys for each display case may be checked out from the Main Office.
2. This is a very good place to display important information on a daily, weekly, or seasonal basis.
3. Another use would be to show pictures and other newsworthy accomplishments to the school. Please see the handout in the appendix that provides additional details.

EARLY DISMISSALS

Students who must leave class early to attend an athletic contest must complete a WHAMMO form and submit it to the Attendance office prior to their departure. Alex Schwenke will notify Barb Hallgren, the Attendance Secretary, about the time students are allowed to leave class. Students who leave too early will receive an unexcused absence. **ONLY 10 minutes before Bus Departure**

EQUIPMENT

Coaches are responsible for the general upkeep, protection, distribution, and collection and inventory of all equipment.

- All school equipment must be purchased through the ASB and have the approval of the Athletic Director.
- Inventory should be taken at the beginning and end of each season. The care and use of ASB equipment is the sole responsibility of the head coach.
- No equipment is to be assigned to any athlete until the athlete has been cleared to participate and has no outstanding fines from a previous sport.
- All equipment is to be kept in safe condition with proper maintenance.
- Follow specific care and storage policies for each type of equipment.
- Equipment must be properly boxed and stored in the appropriate assigned place at the end of each season. These storage areas should be orderly at all times.
- At the end of the season, check with the Athletic Director as to what should be done with equipment which is outdated or unusable. All unusable equipment is to be properly laundered before storage.
- ASB equipment is not to be sold or donated to any person or organization with permission from the Administration.
- School uniforms or equipment will not be worn or used as personal items.
- Safeguard all equipment and provide for proper storage and cleaning
- Refrain from using any equipment which may be damaged and not working properly
- Coordinate receiving of equipment and uniforms with ASB secretary so that bills may be paid properly and on time
- Maintain current inventory and student issue/return records
- Number all equipment and uniforms/warm-ups which may be given out to athletes
- Start with the year, hyphenated by the number (e.g., 10-1)
- Report all outstanding fines to ASB secretary for collection no later than one week after the last athletic contest
- All uniform/warm-up orders paid for by ASB monies will be of school colors--Maroon & White. All other colored uniforms/warm-ups will be returned to vendor (if possible) or sold.

EQUIPMENT FINES

1. This note is intended to inform a student that he/she has equipment and/or uniforms outstanding and, if they do not clear this account, they will be unable to participate in any further interscholastic activities at Mercer Island. Should this student be a senior, this debt will be recorded with other outstanding fines that need clearance before graduation.
2. Obtain outstanding athletic equipment notices from the athletic secretary (Becky LeMaster).
3. It is the coach's responsibility to fill these forms out immediately following their season, if any part of a uniform is missing or not in usable condition.

EVALUATIONS

All parents and players will receive electronic surveys at the conclusion of each season. Coaches are encouraged to seek informal feedback as well. Please remember that we are all here as a service to the athletes and the information we collect from them will be used to help shape the future of our athletic offerings.

6. Define playing time philosophy, especially for Frosh, Soph, & JV teams.
7. How best to get in touch with you.
8. Describe what roles should parents and/or members of the community have in supporting high school athletics.

Coaches should make sure that this information is also reiterated to the parents. By using a parent night, the coaches can speak directly to the parents and have an optional scrimmage or other equally fun event.

PARTICIPATION FEES

- To be eligible to participate in any sport you must have paid your annual ASB EDUG
- You also must pay a sport fee for each sport you play.
- If for any reason an athlete is not able to pay one or both of these fees have them go directly to the Athletic Director for accommodation

2. All students must have their ASB and athletic fees paid before the first competition to be eligible to compete.

5. Guidelines for Reimbursement of Participation fee

Condition

1. Quits prior to first contest
2. Is cut from the squad by the coach

Refund

- 100%
- 100%

PASSENGER CONDUCT ON SCHOOL BUSES

Travel Rules for Athletes and Coaches

The following rules will be enforced whenever a team travels to another school for an athletic contest:

1. Normally all athletes will travel to and from athletic contests in transportation provided by the school district. However, an athlete may return with his/her own parent(s) if the parent meets the coach in person and signs a travel release form.
 Note: The coach is to keep all parent requests on file and turn them in to the athletic director at the end of the season.
2. Athletes will remain with their team and under the supervision of their coach when attending any contests. Athletes will refrain from any arguments and or jeering while at another game site. Should disagreements develop, athletes are expected to seek out their coach who will attempt to resolve the problem.
3. Misconduct of any sort while traveling to and from contests will be dealt with.
4. Students will not be allowed to eat or drink on the bus. The bus should be as clean when they leave as when they began.

Mercer Island High School athletes are direct representatives of the school, community and home, and should conduct themselves in a manner that is above reproach at all times.

PASSES**Scouting Pass:**

1. We receive from the KingCo Conference a limited amount of scouting passes.
2. These passes are good for coaches who need to scout other KingCo opponents.
3. They will allow a coach free admission to ALL KingCo contests.
4. They must be returned at the end of the season.

Faculty Pass:

1. All coaches are invited to receive a Mercer Island Faculty Pass.
2. This pass will allow your spouse free admission as well.
3. This pass will allow free admission to all Mercer Island home games.

Post Season Passes:

1. If you need a pass for a post season event, please contact the Athletic Coordinator. The other passes will not be accepted.

PICTURES

Each team will have a picture day scheduled through the athletic secretary, head coach and/or the yearbook staff set within the first three weeks of the season.

POST SEASON REPORTS

Each coach is responsible for filling out the post season report at the end of the season. These reports will include records, awards, places and other accomplishments. The form will be emailed to each coach prior to the end of the season by the athletic secretary.

PRACTICE REGULATIONS

1. The coach of a school team (contracted or volunteer) may conduct practice only during the preset sport season. Sundays may not count toward meeting the minimum practice requirements. NO Sunday practices without school board approval. Practices on game days do not count toward completing the minimum amount of practices needed to compete for that game. Two practices in one day counts as only one day of practice.
2. A practice is defined as any attempt by the coach of a school team to teach any phase of a game or activity to their squad or have their squad engage in drills under the supervision of that coach, or from directions provided by that coach.
3. The only exception would be a year-round conditioning program to include weight training.

17.24.9 **OPEN GYM** - Schools may conduct open athletic facilities (gym, pools, field, track) in the off-season if the following conditions are met:

- A. The program is part of the school district organized recreational or activity program.
- B. Activities are open and advertised to all members of the student body.
- C. Students have a choice of activities.
- D. No coaching or drilling of the athletes attending occurs.
- E. Supervision can be by any individual approved by the school district.

17.25.0 **SUMMER ACTIVITIES**- Summer is defined as the first day following the WIAA spring tournaments until July 31.

17.25.1 Use of school equipment is contingent upon local school district written policy.

17.25.2 Posting information about summer athletic participation opportunities is permitted during the WIAA defined school year.

17.25.3 Coaches may conduct activities during the summer on their own, as individuals, or with the approval of their school district.

17.25.4 A school athlete's participation in a commercial summer camp, school sponsored summer camp, summer clinic or other similar program in any sport shall not begin until the conclusion of the final WIAA State Tournament of the school year.

17.25.5 Participants in a school sponsored fall sport cannot attend any summer camps or summer clinics in that sport three (3) weeks prior to the first day of turnouts for each sport.

DURING THE SCHOOL YEAR COACHES MAY

1. Conduct practices and contests ONLY during the specific WIAA sport season.
2. Conduct practice on Saturdays during the specific sport season.
3. Have one meeting with his/her squad prior to the opening day of practice to issue equipment and explain insurance, physical exams, season plans, training regulations, etc.
4. Organize and supervise a year-round conditioning program which may include weight training, running and exercising, providing it is open to all students and does not include instruction in specific sport skills.
5. Work with his/her athletes following completion of the final WIAA spring sport state tournament in any sport up to three weeks prior to the first day of fall sports turnouts and up to the start of fall sports turnouts for winter and spring sports.

OUT-OF-SEASON COACHES CANNOT

1. DIRECT, COACH or SPONSOR practice or contests in the sport they coach to any of their squad members or future (grades 7-12) squad members until after the final WIAA spring sports state tournament.
2. COACH or TEACH any phase of a game or activity to any squad or part of a squad or potential squad members (grade 7-12) in the sport they coach until after the final WIAA spring sport state tournament.
3. Have any squad, or part of a squad or potential squad members (grade 7-12) ENGAGE IN DRILLS, under supervision of a coach in the sport they coach until after the final WIAA spring sport state tournament.
4. Provide DIRECTION or INSTRUCTION to an individual to conduct any of the above in the sport they coach until after the final WIAA spring sport state tournament.

PUBLICITY OF ATHLETIC TEAMS

Publicity of the sports season takes many different avenues and directions an encompasses many different areas. The head coach and athletic director will jointly work together in the following areas:

- season schedules
- daily bulletin-should be filled out by the coach
- school public address system- if absolutely necessary
- signs/posters-cheerleaders can help
- newspapers (school, MI Reporter)
- school annual staff
- photo packets

Coaches are encouraged to put photos of their teams and individuals as well as special information in the photo display cabinets furnished in the front hall.

It is hoped that by encompassing all of these listed above Mercer Island athletes and coaches will receive the proper recognition so richly deserved.

PURCHASE ORDER PROCEDURES

All purchases must be made with an ASB purchase order and should run through your ASB account. Please see the detailed section for purchasing – and ask questions before you order!

SCHEDULING DISTRICT VANS

The Associated Student Body of Mercer Island High School has purchased four passenger vans for the purpose of transporting students, advisors and coaches participating in ASB sponsored activities. The following guidelines are written to cover the scheduling and use of these vans.

Requests: Requests for use of the van are to be made in writing via email to Becky LeMaster in the Athletics Office. (becky.lemaster@mercerislandschools.org)

Any team or group wishing to use the ASB vans must have the head coach (or adviser) sign off on the Van Use Agreement Form prior to reserving the vans. This form is available on the “Coaches Resources” page on the MIHS Athletics website.

All of the below criteria will be considered when approving or denying a request in case of a date conflict (not in priority order):

- Date request is submitted, number of people going, and distance to be traveled
- Suitability of district transportation
- Availability of other forms of transportation
- Frequency of requests and use by a particular group

Final determination of use of van to be made by the Athletic Director.

Charges: ASB Clubs and athletics will not have any charges. All others--\$.80 per mile.

****NOTE: Any costs involved with cleanup or repair of inside of vehicle will be charged directly to the club/athletic team!

Emergency Repair/Accident Procedures: In case of mechanical failure contact Patrick Rock, Transportation Manager, before any repairs are undertaken.

Phone number: 236-3337 (during District working hours)

An "emergency kit" is available in the glove box of the van. Please refer to this for correct procedures in case of accident.

Other Considerations: Any damages (dents, flat tires, etc.) or malfunctions of van should be reported to the Athletic Director immediately upon check in. There is no smoking, cleats on feet, eating or drinking on the van. On extended trips where the need for additional fuel purchase is anticipated please contact the Athletic Director.

SCHEDULING EVENTS

Coaches must assist the Athletic Director and Athletics Coordinator for scheduling events for the sport, and keeping them updated as to any changes:

1. All varsity league contests are scheduled by the KingCo Athletic Directors.
2. Non-Conference contests will be scheduled by the athletic coordinator with assistance from the athletics director and the head coach.
3. All changes to "set" schedules will be done through the athletic department.
4. ALL CHANGES MADE BY THE COACH MUST BE REPORTED TO THE ATHLETIC DIRECTOR. All changes by the Athletic Director/Athletic Coordinator will be reported to the coach who is directly involved.

SCHEDULING TRANSPORTATION

1. When non-school bus means of travel are desired, proper district "travel forms" must be completed/signed by parents and on file with the Athletic Director prior to leaving.
2. Submit to the Athletic Director a special request for team participation and schedule approval when traveling outside of King County. This request will then be summarized and forwarded to the school board for "final approval." This needs to be completed well in advance of the start of the season. This will be submitted using the Field Trip forms/process.
3. No students other than those connected with the team are to travel on the bus unless prior permission is given by the Athletic Director.
4. The school will provide the vehicles for transportation, but each coach is responsible for having transportation scheduled through the Athletic Office. This may include all bus, van, or car trips to all AWAY games and contests.
5. At least one coach must be present on the bus during any bus trip, no exceptions.
6. Any student who rides on the bus to an event must ride the bus on the return. The only exception would be a pre-approved agreement with the Athletic Director, or the student's own parent's visually asking to take their child home and submitting a request for student-athlete release to the coach.
7. At no time may students transport other student-athletes to/from sanctioned school athletic contests.

SECURITY

- To help discourage vandalism, increase security, eliminate liability and negligence, we are asking that everyone adhere to the below guidelines:
- No student should be allowed in a teaching area unless properly supervised by a teacher/coach. (Special caution needs to be shown in the gymnastics room, weight room, training room, gym, etc.)
- When leaving an area, it is important to lock the door. In addition, make certain to turn off the lights when leaving for the day.
- Whenever you are the last person out of the gym, such as after school, evenings weekends or vacations, you must clear the gym complex of all people, lock all inside doors and turn off all lights. Upon leaving, simply walk the outside of the gym complex "pulling" each door to makes sure the facility is secure. If using the facility on a weekend without custodians present, please follow the correct procedures for setting the alarm.
- Make sure to sign-in/sign-out when using the gym/weight room/gymnastics room/locker rooms/etc.
- Keep storage and custodial closets closed/locked at all times.
- Clean the area of potentially dangerous items (volleyball standards, chairs, brooms, etc.)
- Pick up towels in locker room- student help/responsibility.

TIME CARD ARE NOT REQUIRED FOR COACHES, UNLESS YOU ARE A CLASSIFIED EMPLOYEE

- Each classified coach has been assigned a number of hours for their job.
- The total number of hours will be stated on your supplemental contract.
- Each classified coach is responsible to make sure they do not exceed these hours.
- Each classified coach must fill out the timecard and return it to the Main Office at least one day prior to the cut-off date.
- Cut off dates are listed on the back of the timecards.
- Coaches will receive three - four equal installments of their salary. This is helpful for consistent paychecks.
- The hours on the time card must be filled in by day.
- You may not submit time cards for more hours than your contract is allocated for.

TIME SHEETS ARE NOT REQUIRED FOR COACHES, UNLESS YOU ARE A CLASSIFIED EMPLOYEE WITH THE SCHOOL DISTRICT

**COACHES HANDBOOK
CERTIFICATE**



Please print this final page for one clock hour for
COACHES HANDBOOK 2020-21.

Print Name/Signature

Date

AD Signature