

# **HILLSBORO SCHOOL DISTRICT 1J**



**2017-2018**

**Athletic/Activity Handbook**



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**HILLSBORO SCHOOL DISTRICT  
GENERAL GUIDELINES**



## **INTRODUCTION**

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

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

## **STATEMENT OF NONDISCRIMINATION**

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

## PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS AND ACTIVITIES

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

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

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

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

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Level 1 – Seventh and Eighth Grade Programs – Open to as many students as possible with the emphasis on participation. An introduction to competitive sports. These programs are being offered through the City of Hillsboro Parks and Recreation Department and various youth organizations independent of the District. Hillsboro School District does not administer youth sports programs. Concerns regarding these programs should be directed to the organization administering the program.

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

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

## **INTERSCHOLASTIC PROGRAM GOALS**

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

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

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

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

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

## **PARTICIPATION REQUIREMENTS AND EXCEPTIONS**

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

1. The participant must meet OSAA and Hillsboro School District eligibility requirements.
2. The participant must adhere to the training and citizenship rules established by the coach, athletic department, and school administration.
3. The participant must have a physical examination and provide a completed OSAA Pre-Participation examination form that meets OSAA requirements.
4. Each participant must either purchase a medical insurance plan available through the school or show evidence of private medical insurance.
5. A participant who is dropped from a squad for disciplinary reasons will not be allowed to become a member of any other program during that season.
6. A participant may not drop from one program squad and transfer to another without agreement of both coaches concerned.
7. A participant must possess a student body card with an ASB sticker.

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

The goals of academic standards for participation are:

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

## TITLE IX

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

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

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

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

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

## HAZING

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

## DISTRICT ORGANIZATIONAL RESPONSIBILITIES

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

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

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

**Executive Director of Facilities, Safety, and Operations** – Responsible to the Superintendent for maintaining fields and facilities related to District athletics and activities.

**Director of Extracurricular Programs** – Assists with the development and efficient administration of athletic, intramural, and extra-curricular programs K – 12 and in all four Hillsboro feeder areas.

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

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

## IMPORTANT NUMBERS

Ambulance/Fire/Police Emergency	911
Hillsboro Police Department	503-629-0111
Washington County Sheriff's Office	503-846-2700
Hillsboro Parks and Recreation	503-681-6120
HSD Facilities and Support Services	503-844-1320
HSD Facilities and Support Services (after hours)	503-407-2438
HSD Transportation Services	503-844-1123
HSD Transportation Services (after hours)	503-972-1313
HSD Administration Center	503-844-1500
Executive Director of Facilities, Safety and Operations	503-844-1340
Director of Extra Curricular Programs and Community Engagement	503-844-1340
OSAA	503-682-6722

### **Building Office Numbers:**

<b>Century HS:</b>	Martha Guise (Principal)	503-844-1800
	Dennis Rice (Athletic Director)	
	Brenda Barnard (Athletic Department Secretary)	
	Julie Kasper (Activities Director)	
<b>Glencoe HS:</b>	Claudia Ruf (Principal)	503-844-1900
	Matt York (Athletic Director)	
	Kory Messmer (Athletic Department Secretary)	
	Butch Self (Activities Director)	
<b>Hillsboro HS:</b>	Lou Bailey (Principal)	503-844-1980
	Steve Drake (Athletic Director)	
	Trisha Guerechit (Athletic Department Secretary)	
	Sarah Cole (Activities Director)	
<b>Liberty HS:</b>	Greg Timmons (Principal)	503-844-1250
	Alan Foster (Athletic Director)	
	Michelle Davis (Athletic Department Secretary)	
	Dom Giansante (Activities Director)	

### **Media Contact Numbers:**

<i>The Oregonian</i>	503-221-8160
<i>Hillsboro Tribune</i>	503-357-3181

## **GENERAL GUIDELINES**

### **BASIC SPORTS GUIDELINES**

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

### **GENERAL SPORTS GUIDELINES**

Athletes are expected to:

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

## **PARENT/COACH COMMUNICATION**

### **PARENT/COACH RELATIONSHIP**

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

### **COMMUNICATION COACHES EXPECT FROM ATHLETES AND PARENTS**

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

As your student becomes involved in District programs, he or she will experience some of the most rewarding moments of his or her life. It is important to understand that there may also be times when things do not go the way you and your student athlete wish. At these times, discussion with the coach is encouraged. It is the first and most integral step to understanding and resolution.

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

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

It is very difficult to accept your student athlete not playing as much as you hope. Coaches are professional. They make decisions based on what they believe to be the best for all student athletes involved. As you have seen from the preceding list, certain things can be discussed with your student's coach. Other things, such as those listed below, must be left to the discretion of the coach:

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

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

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

## **PARENT CODE OF CONDUCT**

1. Make sure your student athlete understands that, win or lose, you love him or her. *Students first – winning second.*
2. Be realistic about your student athlete's physical ability.
3. Help your student athlete set realistic goals.
4. Emphasize *improved* performance, not winning.
5. Provide a safe environment for training and competition.
6. Don't relive your own athletic past through your student athlete.
7. Control your emotions at games and events.
8. Be a "cheerleader" for your student athlete and others on the team.
9. Respect your student athlete's coaches. Communicate with them in a positive way. Encourage others to do the same.
10. Be a positive role model. Be sensible and responsible, and keep your priorities in order. There is more at stake than a win or loss record.

## **NEXT STEPS IN COMMUNICATION**

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

1. Call the coach to set up an appointment.
2. If the coach cannot be reached, call the building athletic director and a meeting will be set up for you.

**Please do not attempt to confront a coach before, during, or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature usually do not promote positive resolutions.**

## **THE NEXT STEP**

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

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

## **PERSONAL PROPERTY**

Students are discouraged from bringing expensive personal property and electronic devices like to practice and sporting events. Students choosing to bring personal property do so at their own risk of loss, damage, and/or theft. The District does not reimburse students or parents for the loss, damage, and/or theft of student personal property.

## **TRANSPORTATION**

Students are to be transported to all school-sponsored events in District-provided vehicles. In the event that parents/guardians wish for their son/daughter to have alternative transportation, Board policy and District forms must be used. All alternative driver requests must go through the athletic director or activities coordinator prior to being approved. It is the responsibility of the parent/guardian to ensure students have transportation home from practice and/or events once they are released by their coach/advisor in a timely manner. Student bus behavior guidelines are outlined in the Standards of Student Conduct.

## **LOCKER ROOM**

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

## **LETTER AWARDS**

Each high school and each individual program in the District will establish lettering policies. The coach/advisor is obligated to make all participants aware of their criteria prior to the start of the season. It is the responsibility of the parent/guardian and the student to make sure they understand the lettering policy prior to the season.



# **ELIGIBILITY AND BEHAVIOR STANDARDS**



## ACADEMIC ELIGIBILITY STANDARDS

### OSAA Academic Standards Requirements

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

1. Pass **five** subjects the previous semester, equivalent to 2.5 credits (OSAA)
2. Be enrolled and passing at least **five** subjects (2.5 credits) in the current semester (OSAA)
3. Pass all subjects or receive a 2.0 GPA the previous grading period (quarter, semester). Summer school or alternate grades will be credited when the next transcript is issued. (HSD)
4. \*Students not meeting OSAA requirements, by rule are **INELIGIBLE** for the entire semester.

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

***Satisfactory Progress Toward Graduation*** – In addition to the specific credit requirement identified in OSAA Rule 8.1.2., to be scholastically eligible, a student must **also** be making satisfactory progress towards the school's graduation requirements as determined by the local school district ***by having earned a minimum of credits, as indicated on the chart below, by the beginning of the specified year.***

Minimum Satisfactory Progress Requirements	
Credits to Graduate	24
Credits Per Year	6
(75%) - Prior to Grade 10	4.5
(85%) - Prior to Grade 11	10
(95%) - Prior to Grade 12	17

### HSD Academic Standards Requirements

Students (except incoming freshman or transfer students\*) who are District ineligible on the first practice date of the season will be placed on academic probation. Students may be allowed to practice but not compete in contests during this time. Students will be ineligible to participate in 20% of the contests in their season if they do not meet the HSD academic standard. See suspension chart below. Students will be required to do a weekly progress report for the athletic director to determine eligibility for the remainder of the season.

<b>OSAA Athletic Contest Suspension Chart</b>		
<b>Sport</b>	<b>Total # of Contests</b>	<b>20%</b>
Baseball	26	5
Basketball	24	5
Cross Country	12	2
Football	9	2
Golf	20 (9 hole rounds)	4
Soccer	14	3
Softball	26	5
Swimming	12	2
Tennis	16	3
Track	12	2
Volleyball	18	4
Wrestling	14	3

\*Incoming Freshman students or students who newly transferred into the District that are ineligible by HSD standards will be placed on academic probation immediately. This applies to the student's first season of play during the year. Students will be allowed to participate in practices and contests during their academic probation period. Students will be required to complete a weekly grade/behavior check to determine eligibility for the entire season. Students not eligible at the end of the weekly grade check can become eligible during the next weekly period if they are passing all classes or have a 2.00 GPA and are meeting behavior standards.

Students that were eligible at the beginning of the semester will have their grades checked at nine-week midterms. If they are deemed ineligible by HSD policy at this time, they will be put on the weekly check for eligibility.

- Pass/No Pass grades do not calculate in as part of a student's GPA for the purpose of this policy.
- Pass/No Pass grades do apply to the number of classes passed.
- Incompletes/standards based, or no grade available at the nine week grade check: Students may ask the teacher to provide a letter grade or a pass/no pass at this time to determine eligibility. If no grade is available, the student will be placed on academic probation and be required to complete a weekly grade check to determine eligibility. During this time, the student will be allowed to participate in practices and contests. Building principals are able to use the District hardship process for a student in these circumstances.

## Academic Eligibility Hardship Appeal Process

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

### OSAA

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

### District

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

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

## Grade Checks

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

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

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

### 2017-18 Dates:

4 ½ Week      October 6, 2017  
                    December 8, 2017  
                    March 8, 2018  
                    May 11, 2018

Quarter        November 2, 2017  
                    April 12, 2018

Semester      January 31, 2018

### The following OSAA athletics and clubs are subject to Hillsboro School District academic standards:

Baseball, Basketball, Cheerleading, Cross Country, Dance/Drill, Football, Golf, Soccer, Softball, Speech, Swimming, Tennis, Track & Field, Volleyball, Wrestling, and the following club sports; Lacrosse, Water Polo, Equestrian, Bowling.

**The following OSAA activities/clubs are subject to Hillsboro School District academic standards:** Symphonic band, jazz band, choir, solo music. (*\*Does not include marching band or color guard\**)

The school athletic director is responsible for ensuring that student athletes of OSAA athletics and activities meet the OSAA and HSD academic standards.

## **STUDENT ATTENDANCE**

Students must be present in school at least one-half of their regularly scheduled academic day of a game/event/practice in order to participate in that **game/event/practice**. ANY unexcused absences will result in the student not participating in the game/event/practice. Emergencies will be handled by the athletic director/administrator.

### **Excused Absences**

Except when exempt by Oregon law (ORS 339.030), all students between ages 6 and 18, who have not completed grade 12, are required to attend school full time on a regular basis at the designated school within the attendance area. All students five years of age who have been enrolled in public school are required to attend regularly. Criteria for excusing students for absences, upon parent / guardian request, may include:

- Student illness / injury / quarantine
- Bereavement
- Serious illness in the family
- Religious instruction
- Inclement weather
- Family emergencies
- Legal or court appointments requiring the student's attendance

The building administrator has the ultimate responsibility for deciding whether an absence is excused or unexcused, and may choose to excuse student absences for necessary family travel. Medical professionals may request that a student be granted an excused absence; however, parents / guardians are encouraged to schedule medical appointments outside the school day when possible. Students are encouraged to pre-arrange absences for reasons other than illness or family emergency

## **SUSPENSION**

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

## **ATHLETIC/ACTIVITY BEHAVIOR STANDARDS**

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

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

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

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

- Is under control at all times and exhibits poise and composure regardless of the situation.
- Is respectful to officials, fans, opponents and teammates.
- Is modest in victory and gracious in defeat.
- Does not use profanity.

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

- Works hard to promote pride with other students in his/her school and community.
- Utilizes social media for positive communication and refrains from inappropriate messaging through text or pictures.
- Displays appropriate appearance and behavior before fellow students.

**In the classroom**, the student:

- Meets the academic standards of school.
- Is respectful to teachers and fellow students.
- Maintains a good attendance record.
- Is not truant from classes or practice.

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

- Is an ambassador for his/her home, school, and community and will act accordingly.
- Dresses appropriate and in good taste.
- Refrains from misconduct while traveling to and from events. Disruptive behavior or other forms of misbehavior will not be tolerated.
- Remains with the team at all times when attending away events unless authorized by the coach.

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

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

### **HSD Drug, Alcohol, and Tobacco Policy**

#### **Substance Abuse Definitions and Standards**

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

#### **Penalties**

##### **First Offense:**

The student shall be suspended from participation in **50%** of the contests for that season according to the Athletic/Activity Contest Suspension Chart. If the student completes a drug and alcohol assessment and follows through with the recommended course of treatment, the suspension will be reduced to **20%** of contests. The student shall be suspended while going through the assessment process.

- a. The athletic director or school administration will notify parents of the eligibility rules violation and consequences. Every reasonable effort will be made to contact parents prior to implementing the consequence.
- b. During the suspension period, the student shall remain a member of the team and is required to practice and attend (not participate) all contests.
- c. Suspensions will carry over from one season to the next if the terms of the suspension have not been completed. Suspensions will be carried on to the next school year if necessary.

##### **Second Offense:**

The student shall be suspended from participation for **ONE calendar year**.

The athletic director or school administration will notify parents of the eligibility rules violation and consequences. Every reasonable effort will be made to contact parents prior to implementing the consequence.

**Third Offense:**

The student will lose the privilege to compete in all Athletics and Activities outlined above for the remainder of his/her high school career.

The athletic director or school administration will notify parents of the eligibility rules violation and consequences. Every reasonable effort will be made to contact parents prior to implementing the consequence.

## Athletic/Activity Contest Suspension Chart

OSAA Athletic Contest Suspension Chart			
Sport	Total # of Contests	20%	50%
Baseball	26	5	13
Basketball	24	5	12
Cross Country	12	2	6
Football	9	2	5
Golf	20 (9 hole rounds)	4	10
Soccer	14	3	7
Softball	26	5	13
Swimming	12	2	6
Tennis	16	3	8
Track	12	2	6
Volleyball	18	4	9
Wrestling	14	3	7

# DISTRICT SPORTSMANSHIP GUIDELINES

## FUNDAMENTALS OF SPORTSMANSHIP – PARTICIPANTS

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

## PARENTS/STUDENTS/SPECTATORS

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

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

*- Knute Rockne*

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

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

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

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

*- Mark Twain*



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



## **FOURTEEN DUTIES RELATED TO NEGLIGENCE LITIGATION**

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

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

## **BASIC SPORTS GUIDELINES**

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

## **GENERAL SPORTS GUIDELINES**

Athletes are expected to:

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

## **OSAA GUIDELINES**

Coaches are expected to adhere to all OSAA guidelines and policies; including but not limited to:

- Heat Index Policy
- Sport Nutrition Guidelines
- Concussion Protocol
- Steroids and Supplements
- Infection Control

## **SUPERVISION OF ATHLETES**

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

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

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

## CONCUSSION MANAGEMENT

Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion, shall not be permitted to return to that contest, or any other athletic contest, on the same day until an athlete who has suffered a concussion is no longer experiencing post-concussive symptoms, and a medical release form signed by an appropriate healthcare professional is obtained. (OSAA 03/17) All coaches are required to take Concussion Management Training yearly per Oregon Law. The Hillsboro School District and Tuality Healthcare have established concussion management guidelines. The guidelines are listed below. Further questions should be submitted to the Athletic Director.

### Concussion Management Guidelines

**Concussion Management Team:** In order to create a wider safety net for all student athletes a multi-disciplinary team will provide multiple perspectives and draw from multiple sources of information. Effective management requires an equal partnership between the student, family, teachers, counselors, athletic department, and the medical community.

**Preseason Screening:** All athletes participating in football, soccer, basketball, wrestling, cheerleading, baseball, and softball will be scheduled to receive pre-season baseline ImPACT screening as a freshman or 1<sup>st</sup> year athlete. Baseline testing should be repeated two years after the initial evaluation to account for further development of the adolescent brain. Other sports can be prioritized within the athletic department taking into account associated concussion risk.

**Concussion Education:** OAR 581-022-0421, also known as Max's Law requires coaches take annual training in concussions. The above group of student athletes must also receive education in concussion signs and symptoms, mandatory reporting, associated risks/complications, and safe return to play. Parents, educational staff, counselors, nurses, and health aides will be directed to the education resources available. Parents of concussed athletes will also receive a packet of information including signs & symptoms, Max's Law, home care instructions including red flags to watch for, return to academics, and return to play criteria.

**Sideline Evaluation:** Any athlete suspected of having sustained a concussion will be evaluated by the Athletic Trainer (AT) as soon as possible. This may be during competition, practice, or after the first day the athlete has returned to school. Initial evaluation will include general impression, graded symptom checklist, Maddock's questions, cognitive assessment (SAC), neurologic evaluation including cranial nerve assessment, coordination, balance, strength and exertion as appropriate.

**Immediate Care:** If symptoms of a concussion are present, the athlete will be withheld from activity and closely monitored or sent for further evaluation. Serial evaluations should occur on the field or at home, until the athlete is stable (symptoms no longer increasing) or transferred to the emergency room. An athlete will be referred to the nearest hospital the same day of injury if any of the following signs, symptoms, or situations are present: “prolonged” LOC, persistent vomiting, worsening symptoms, neurological deficit on physical exam, signs of basilar skull fracture, social situation – considerations include if parent/guardian will be at home, language barriers, etc., and travel considerations – distance travelled to return “home” may be factored into a decision to send an athlete to the hospital.

**Ongoing Evaluation:** The goal is a slow steady improvement in all symptoms over time. Athletes are instructed to report to the training room on the first day they return to school after the injury. The AT will re-evaluate the athlete and initiate communication with the management team as indicated based on symptom presentations (improving, no change or worsening). The athlete will be taken through the return to play protocol by the Athletic Trainer once they are symptom free at rest and with exertion. See Return to Activity below.

**Referral to a “Concussion Specialist”:** Athletes can be referred to a physician who specializes in sports-related concussion management in the following circumstances: Post-concussion symptoms persist longer than 3 weeks, the athlete has suffered multiple past concussions, or requested by a parent/guardian.

It is important to recognize that concussion management no longer consists of “just waiting” to get better. Through education, school accommodations, activity modification, and the use of certain medications, it is possible to shorten the symptom period and return the athlete to activity.

**ImPACT Testing:** ImPACT testing should be directed by the athletic trainer and treating physician. ImPACT testing can be conducted after a suspected concussion and be no more frequent than every week. Although, early testing can exacerbate symptoms it can help also help guide recovery as individuals scoring extremely low will be more concerned with return to life vs. return to play. All concussed athletes must score within a normal range prior to resuming full contact practice.

**Physical Rest:** Athletes are withheld from physical activity until they become asymptomatic and complete a graduated return to play. Physical rest includes any sport activities such as practice and or competitions but also any physical education classes. However, physical rest alone fails to address another important component of adolescent brain function and healing. Mental exertion has also been shown to exacerbate symptoms.

**Cognitive Rest:** Cognitive rest requires the athlete to refrain from all activities that involve mental exertion. This helps to decrease the amount of stimuli the brain must process following a concussion. Initially, students are encouraged to stay home to rest and further evaluate their tolerance to mental exertion. It is especially important to avoid stimuli that increase symptoms. Intense stimuli such as loud noises and bright or flashing lights quite often worsen symptoms. Activities such as attending sporting events, dances, watching TV, playing video games, texting,

and using the computer should be evaluated or avoided to see if they exacerbate symptoms. Keep in mind concussions are individualized and what increases symptoms in one athlete may not in another.

**Return to Academics:** The Return to Academics should be coordinated between the family and school counselor. As a rule of thumb, a student may return to school when able to handle up to 30 minutes of mental exertion without worsening symptoms. Symptoms might still present but would be tolerable and improving. However, if symptoms are severe in nature it is acceptable for them to miss a day or two of school. Rarely, would an athlete need to miss more than a few days of school due to a concussion. It will be necessary for teachers to actively participate in the concussion team by monitoring the student and report any worsening symptoms.

Upon return to school, the cognitive load should be gradually increased while keeping their symptoms at a tolerable level. Should symptoms become intolerable, the athlete should reduce mental activity (lie head down on desk for 15 minutes, if that fails to reduce symptoms athlete is to go lie down in the health room, in the event the symptoms are still intolerable the health aide should call the students parents and the student should go home and rest for 24 hours. After that the student can then return to the level of activity where symptoms were tolerable. Students can start at any level, depending on symptoms. See also RETURN TO ACADEMICS

*Concussions are unlike the flu where students can complete school work at home. In this instance they must rest. Therefore, educators should try to modify learning activities vs. postpone them.*

**Temporary Accommodations:** Students having more difficulty might require temporary accommodations to assist their recovery and learning. Parents will be responsible for coordinating accommodations through the counselor. The concussion management team will continually evaluate each injured student but ultimately the responsibility lies with the parent to request accommodations for their student. These accommodations are designed to be temporary and approximately 10-20% of concussions do not resolve within three weeks time. Working with specialized practitioners these students might be considered for assessment and/or services under a 504 plan.

**Return to Activity:** The Return to Activity should be coordinated between the treating physician and the Athletic Trainer. In order to begin the athlete must be symptom free at rest and exertion, be attending school fulltime, participating in full homework activities, and off all academic accommodations. In order to return to full contact practice or game play, athlete must score within a normal range on ImPACT and be cleared by a healthcare professional. The athlete's return to physical education classes will follow the same graduated return, as determined by the athletic trainer and treating physician. See also GRADUATED SUPERVISED RETURN TO ACTIVITY.

**Physical Education:** Early in the recovery process students will not be permitted to participate in PE. During this time, educators might consider sending the student to sit in a spot where they are not as risk for being hit by other students or sporting equipment. Educators may wish to send athletes to the library/ study hall/ health room to rest during their PE class.

An athlete may begin participating in PE once symptom free at rest and exertion and cleared by

the athletic trainer, providing the student and teacher are able to modify class activities that mirror those in the Return to Activity. Athletes will be advanced through the steps in the graduated return to play by the athletic trainer. Should an athlete miss an evaluation day with the athletic trainer they must stay at the previous level. Teachers & coaches will not advance athletes through the return to play progression. See also the GRADUATED RETURN TO PHYSICAL EDUCATION NOTE.

## **INSURANCE**

Athletes must either:

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

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

## **EMERGENCY MEDICAL TREATMENT**

Emergency action plans should be completed by the athletic director and Tuality trainer, annually, for each location where HSD athletes compete.

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

1. All coaches are required to have a current first-aid card.
2. Remember, you are not a doctor and should provide only minimal first-aid.
3. When in doubt, act with caution.
4. The care of the injured student is to be foremost.
5. Seriously injured athletes should always be under observation of an adult.
6. Protocol for dealing with serious injury (such as concussions, neck, or spine):
  - a. Do not move the injured party.
  - b. Seek the services of the school trainer, EMT, or physician.
  - c. If none available, call 911.
  - d. Refer to first-aid manual.
7. If an athlete is removed from the competition/practice and taken to an emergency room, return to play will be determined by a physician.
8. Final determination for return to play will be with the team physician or player's personal physician. A consultation may be required with a specialist at the discretion of the team physician prior to being allowed to return to play. All symptoms must be resolved prior to returning to competition and a signed release must be provided by the physician. A parent/guardian is to be informed and involved throughout the entire process.
9. If necessary, a contest will be discontinued to ensure that injured athletes are properly cared for.

10. All athletes are insured and all coaches should not hesitate to call for professional help.
11. Efforts to contact the parents should occur as soon as possible.
12. First-aid kits are to be available at all game sites and for all practices. These kits shall include body fluid/spill kits.
13. All of our schools are covered by 911 service.

## **INJURY REPORTING**

The coach and school athletic director must ensure communication with the student's parents/guardian concerning injuries and record information concerning diagnosis and prognosis.

Within 24 hours following an athletic-related injury, the head coach (if trainer is present they will fill out the online form) must complete the online injury form. The completion of this online report will trigger a follow up by the school trainer with the injured athlete. The form should be filled out for significant injuries beyond minor "hurts" such as scratches, bruises, etc.

### Examples of Injuries to Report:

- Broken bone
- Severe Sprain
- Possible Concussion
- Any injury that removes athlete from competition
- Any injury that causes athlete to go seek medical attention

The Online Injury Report Form is accessed at: <https://hsd-or.accidenttracking.com>

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

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

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

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



# **PROGRAMS**



## PROGRAM PHILOSOPHY/GOALS/STANDARDS

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

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

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

Third, we believe in competitive greatness.

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

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

## UNDUE INFLUENCE – RECRUITING

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

Undue influence includes the following:

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

## FUND-RAISING

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

## ASB ACCOUNTS

Only high school groups/teams may utilize high school ASB accounts. ASB funds should always purchase items that directly benefit the students participating in the group/team. Youth programs that serve students that feed into the high school program may not use ASB accounts and should have their own outside account set up – preferably through a 501c3 organization.

# INCLEMENT WEATHER POLICY FOR ATHLETICS AND ACTIVITIES

## Scheduled School Days

If the District is closed due to inclement weather, all school-sponsored athletic and activity competitions will be canceled. If deemed safe by the superintendent's designee with input from building athletic directors, varsity athletic and activity programs only will be allowed to resume *voluntary* practices. Athletic directors will be notified by 10:00 a.m. if practices may proceed, and all practices must be completed by 4:30 p.m.

## Holiday Breaks/Weekends

If inclement weather exists during non-school days, the Superintendent's designee will work with the building athletic director to determine any cancellations of practices and games. Safety will be the sole determining factor in allowing any games and/or voluntary practices to take place on these days.

## ATHLETIC AND ACTIVITY PROGRAM LEVELS (TIERS)

All school athletics and activities will be assigned to one of three levels as shown below.

### Tier I

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

- Band/Stage Band
- Baseball
- Basketball
- Cheerleading
- Choir
- Cross-Country
- Dance Team
- Drama
- Football
- Soccer
- Softball
- Speech
- Swimming
- Track
- Volleyball
- Wrestling

## Tier II

Endorsed by the District. All competitive clubs and/or club sports not in Tier I. Charged a fee for participation and receive no District funding:

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

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*\***Not** OSAA sanctioned.*

## Tier III

Current non-competitive clubs and activities, which may be charged a fee for participation and receive no District funding.

## ATHLETIC PROGRAM DESIGN

The Hillsboro School District athletic program design reflects the philosophy presented in the District Athletic/Activity Handbook. It is also in accordance with OSAA regulations, current league standards, and Hillsboro School District Board regulations. The goal of each program is to field three teams. Practice may start the first day allowed by the OSAA. The season will consist of a maximum number of contests allowed by the OSAA. Practice limitation models will follow OSAA guidelines.

## DUAL PARTICIPATION

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

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

## **PRACTICE LIMITATION POLICY**

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

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

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

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

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

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

## **ORGANIZED SUMMER ACTIVITIES**

The summer is a very busy time for our students and families. It is also a time in which programs often have organized team workouts and activities. Coaches are reminded that such activities prior to the official OSAA start date are voluntary. All students should have an equal opportunity to try out to make teams regardless of their involvement in summer activities or programs. Summer activities are not funded by Hillsboro School District, will follow OSAA practice limitation model, and provides opportunity to improve fundamental skill sets.

## **PARTICIPATION FEES**

Students who participate in the interscholastic athletic and activity programs shall pay a participation fee to partially defray expenses of these programs. This fee does not influence the manner in which coaches/advisors select participants for events. The following rules and procedures will apply. Students must have fees paid or made arrangement for payment in full prior to participating in another activity. A valid ASB sticker is required for participation in athletics and activities. Fees are outlined in each school's Parent/Student Handbook.

### **Tier I HSD Athletics – Baseball, Basketball, Cross-Country, Football, Soccer, Softball, Swimming, Track, Volleyball, Wrestling**

#### Cost:

Students in Grades 9-12 involved in OSAA-sponsored athletics will be assessed a \$200 participation fee per sport/activity.

1. No student will be assessed more than a total of \$400 in any one school year (only applies to Tier I HSD athletics and activities).
2. No family will be expected to pay more than \$800 in any one school year (only applies to Tier I HSD athletics and activities).
3. Students and parents shall have the responsibility of notifying the school that the maximums described in items 1 and 2 have been reached for Tier I HSD athletics and activities.
4. Waivers or deferred payments are available to any student who applies and qualifies for free or reduced-price lunch.

### **Tier I OSAA Activities – Band, Cheerleading, Dance Team, Music, Speech**

#### Cost:

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

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

### Cost:

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

### Method of Payment:

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

### Waivers:

Waivers do not apply to Tier II athletics and activities.

### Refunds:

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

## TRANSPORTATION

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

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

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

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

These are expectations for District athletes on bus trips:

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

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

**Please refer to the Transportation Release Forms under District Forms at the end of the handbook.**

All transportation requests are to be processed through the athletic directors' offices.

## **ATHLETIC SUMMER CAMP OVERVIEW**

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

Except as authorized in accordance with Policy KGC: Community Use of District Facilities—Private Gain and Policy KGF/EDC: Authorized Use of District-Owned Equipment, employee and public use of equipment shall not be used for private financial gain. An equipment use form must be submitted and approved. Any damage to equipment is the responsibility of borrower. Transportation of borrowed equipment will be the user's responsibility.

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

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

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

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

## **Rules and Procedures**

1. All camp sponsors must complete an application form providing camp information and insurance verification.
2. If assessed a fee for building use, payment must be made to the District's Business Office within 10 days after the completion of camp.
3. Coaches must clearly communicate that they will not be influenced by the participation or non-participation of athletes in summer camps when making team selections at the beginning of the season. All students should have an equal opportunity to try out to make teams regardless of their involvement in summer camps or programs.
4. An Out-of-State/Overnight Trip Request form must be approved by the Director of Extracurricular Programs at least two weeks prior to the event taking place.

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

Out-of-State/Overnight Trip Request forms must be completed by coaches/advisors **six weeks prior to the event taking place**. Approval is required by the Director of Extracurricular Programs for all out-of-state/overnight trip requests.

For stays overnight in using non-hotel accommodations, fill out Lodging Request form.

**\*\*OSAA scheduled playoff events/tournaments do not require the Out-of-State/Overnight Trip Request form, but the following information must be submitted:**

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

**This information MUST be turned in to the school athletic director and district athletic director prior to the trip.**

## TRY OUTS AND CUTTING A PLAYER

In certain sports/clubs, it is sometimes necessary to limit the number of participants on a team/club. Coaches and advisors are asked to carefully consider the procedures they plan to follow when making these decisions. **These procedures should be approved by the building Athletic Director/Administrator and communicated to participants and parents before tryouts.** Any participant not being placed on a team/club should be given the courtesy of a communication with the coach and/or advisor prior to a team list being posted.

### Try-outs:

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

### Cuts:

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

## LETTER AWARDS

Each high school and each individual program in the District will establish lettering policies. **The coach/advisor is obligated to make all participants aware of the criteria prior to the start of the season.** It is the responsibility of the parent/guardian and the student to make sure they understand the lettering policy prior to the season. Students' participation or non-participation in summer activities may not be used in the lettering criteria. The awarding of athletic letters shall be limited to student/athletes earning these awards in athletic programs.

Participants who qualify for a letter award shall receive a letter the first time only. Subsequent awards are to be certificates, emblems, or balls in lieu of a letter. Varsity squad participants who do not meet award qualifications will be presented with appropriate certificates for their participation. The members of the junior varsity and ninth grade teams who are recommended for honors will be presented with suitable certificates.



## **COACHES**



## COACHING PHILOSOPHY

It is very important that coaches have a philosophy, or core set of beliefs, that guides their decisions and actions. A philosophy includes beliefs about good sportsmanship, teamwork, positive role modeling, ethics, discipline, playing time, last minute plays, preparation, attitude, bus conduct, parental contact, etc.

Your core set of beliefs will guide your way of thinking and acting, and assist you in helping student athletes develop skills and achieve the most worthwhile educational objectives. Coaches have all struggled with issues and situations that come up each season, but those who seek to follow their beliefs tend to be viewed as fair and just. If you don't have a set of beliefs and, even more importantly, if you don't adhere to them, you could find yourself getting into confrontations with players, parents, or other coaches. The tenets of your philosophy should be those you feel strongly about.

Many times we have heard veteran coaches say, "You are never too old to learn a new trick or two." This is very true in coaching. Coaches are always looking for new and better ways to teach skills, increase the knowledge of the game, and gain advantage over opponents. But the key is fitting new methodologies into the total educational program. It does no good to incorporate a new skill or spend time working on a part of the game that doesn't fit your overall philosophy. Take in all the new points, skills, and plays, then use what you can and discard the rest.

Head coaches are responsible for their program. If the head coach is not comfortable with the actions of an assistant coach, for example, it is up to him/her to resolve the issue. If there are problems with some student athletes not representing the team or school in a positive manner, the head coach should work to solve them.

Coaches are in a position of great influence, and should seek to help students develop good sportsmanship, strong work ethic, and leadership skills, in addition to athletic abilities. All coaches will be tested from time to time. The test will come from players, parents, coaches, or administrators. The core set of beliefs you have will see you through these challenges. Do what you believe in your heart is right, and follow through with what you say you will do. Be consistent, fair, and equitable. Your philosophy should be the rule, not the exception, in guiding your program.

## **REPRESENTATION**

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

### **COACHES' CODE OF CONDUCT**

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

## **DEALING WITH CHALLENGING PERSONALITIES**

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

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

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

## **PARENT/COACH COMMUNICATION**

### **PARENT/COACH RELATIONSHIP**

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

### **COMMUNICATION COACHES EXPECT FROM ATHLETES AND PARENTS**

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

As your student becomes involved in District programs, he or she will experience some of the most rewarding moments of his or her life. It is important to understand that there may also be times when things do not go the way you and your student athlete wish. At these times, discussion with the coach is encouraged. It is the first and most integral step to understanding and resolution.

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

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

It is very difficult to accept your student athlete not playing as much as you hope. Coaches are professional. They make decisions based on what they believe to be the best for all student athletes involved. As you have seen from the preceding list, certain things can be discussed with your student's coach. Other things, such as those listed below, must be left to the discretion of the coach:

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

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

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

## **NEXT STEPS IN COMMUNICATION**

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

1. Call the coach to set up an appointment.
2. If the coach cannot be reached, call the building athletic director and a meeting will be set up for you.

## **COMMUNICATION WITH STUDENTS**

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

## **MEDIA**

The Hillsboro School District expects head coaches to communicate information to the local media outlets. The media provides a chance for District programs and athletes to gain recognition. Please use the media to get information out about your program. Camps, fundraisers, and summer schedules all will be information necessary to promote your program.

It is important to be aware that what we say may be quoted in the local newspaper. In communicating with the representatives of the media, please remain positive and say only things that show respect for other coaches, players, and schools, as well as our own athletes and teams. With any relationship there must be trust between two parties. Please make sure that leading questions are not addressed if you don't feel comfortable with them. You are the "voice" of the program, so remember that what you say isn't easily taken back if it appears in print. Be careful of what you say and how you say it.

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

## **PRE-SEASON MEETING EXPECTATIONS**

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

### **OSAA and District Eligibility Requirements**

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

### **Rules and Guidelines**

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

### **Safety and Risk Management**

1. Sport-Specific Risks (read policy)
2. Trainer
3. Transportation
4. Locker Room Safety

### **Communication**

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

## **JOB DESCRIPTIONS**

### **HILLSBORO SCHOOL DISTRICT 1 J JOB DESCRIPTION Head Coach**

**IMMEDIATE SUPERVISOR**      Athletic Director/Principal

#### **GENERAL DUTIES**

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

#### **ESSENTIAL REQUIREMENTS**

- A. Experience in and/or knowledge of the sport, coaching techniques, and student supervision. Coaching experience preferred. NFHS coach certification required according to OSAA rules
- B. Ability to perform coaching responsibilities in accordance with school and district procedures and policies
- C. Current first aid/CPR card – must have
- D. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- E. Maintain integrity of confidential information relating to students, staff, or district patrons
- F. Ability to work harmoniously with others.

#### **ESSENTIAL RESPONSIBILITIES**

- A. The Head Coach is expected to exhibit exceptional integrity and character at all times while employed by the Hillsboro School District
- B. Be a positive role model in the school and community
- C. Establish relationships/connections to kids
- D. Actively recruit students within the school to participate in the program
- E. Communicate with, seek advice, and follow direction of the Athletic Director
- F. Organize the specific athletic program so that is consistent with the District and Oregon School Activities Association goals and objectives for student-athletes
- G. Emphasize the importance of academic achievement of student-athletes
- H. Direct a successful Grade 9-12 athletic program and oversee programs (youth and middle school) below the high school level
- I. Organize, schedule and conduct practice sessions designed to develop the program in a quality fashion as well as to provide for the welfare of the athletes
- J. Demonstrate proper active supervision during all scheduled activities of student-athletes including, but not limited to, games, practice, locker room, and transportation

- K. Meet with the players and parents prior to or at the beginning of the season. The coaches will explain the program, the risks involved in participating in the sport, the expectations of the student-athletes, and what the parents and athletes can expect from the athletic program. A two-way communication of needs with coaches and parents/students is to be emphasized. Proper player, coach, parent, and fan sportsmanship is to be emphasized
- L. Maintain a thorough knowledge of skill development, training techniques, fundamentals, game strategy, and the rules of the sport
- M. Work in cooperation with the Athletic Director to arrange for transportation and finances for contests/games. The Head Coach will develop an appropriate itinerary for contests/games
- N. Be accountable for expenditures and fundraising in accordance with established school district procedures and written approval of the Athletic Director and/or Principal
- O. Prepare, justify, and submit proposed budgetary requirements for the assigned sport to the building Athletic Director. Operate within the current fiscal budget allowances for the sport
- P. Be responsible for the care, distribution, and collection of District equipment and supplies. Insure that lost equipment is paid for by the player to who it was issued at a cost equal to the replacement value
- Q. Communicate both verbally and in writing (as appropriate to the situation) and cooperate productively with all the sports public including, but not limited to, student-athletes, parents, administrators, and the press. Keep the team informed of practice schedules and team obligations
- R. Develop and maintain a positive rapport with students, athletes, parents, and assistant coaches throughout the program
- S. Submit the following the high school Principal and Athletic Director
  - a. The system that will be used to determine the team members
  - b. A team roster as soon as the team is determined and revised as necessary throughout the season. The roster should include the following items, where necessary; name, number, height, weight, position, grade, etc.
  - c. A season summary report within 30-days following the completion of a season that includes, but is not limited to the following:
    - i. Last current team-roster along with a list of students who tried out in the program, if applicable
    - ii. Season record identified by contest date and opponent
    - iii. Overall league finish
    - iv. Award winners (all-state, all-league, team MVP, etc.)
    - v. Student-athletes earning varsity letters
    - vi. List of program inventory items (gear, supplies, uniforms, etc.) and location
    - vii. Names of coaches and volunteers working with the program
- T. Cooperate with other school-sponsored sports by encouraging athletes to play more than one sport
- U. Recruit and take part in the hiring process for assistant coaches in their respective program and assist in the evaluation of assistant coaches
- V. Practice professional conduct during events and practices. Exemplify high standards of personal conduct and habits
- W. Cultivate and model a respectful working and learning environment

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

## **PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 4-hour workday, this job requires:

R – Rarely (Less than .25 hr per day)

F – Frequently (1.25 – 2.75 hrs per day)

NA – Not Applicable

O – Occasionally (.25 – 1.25 hrs per day)

C – Continually (2.25 – 4.0 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting			X		
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)				X	
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation	X				
Using foot control	X				
*Pushing/Pulling Maximum weight: <b>40 lbs.</b>			X		
*Lifting/Carrying Maximum weight: <b>40 lbs.</b>			X		

\*Identify items typically moved:

## **WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

## **EMPLOYEE STATEMENT**

"I have reviewed the above position description and understand its contents"

"I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents"

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)"

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Pay Grade:** Extra Duty  
**Last Revised:** September 2013

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
**Assistant Coach**

**IMMEDIATE SUPERVISOR**            Athletic Director/Head Coach

**GENERAL DUTIES**

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

**ESSENTIAL REQUIREMENTS**

- A. Experience in and/or knowledge of the sport, coaching techniques, and student supervision. Coaching experience preferred. NFHS coach certification required according to OSAA rules
- B. Ability to perform coaching responsibilities in accordance with school and district procedures and policies
- C. Prefer current first aid card
- D. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- E. Maintain integrity of confidential information relating to students, staff, or district patrons
- F. Ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Perform delegated duties assigned by the head coach
- B. Be knowledgeable of and implement the planned system and style of play as established by the head coach
- C. Enforce all athletic regulations and take initiative in making proposals for improvement in the program through the head coach to the Athletic Director and Principal
- D. Attend meetings and clinics organized and conducted by the high school head coach, Athletic Director, or Principal
- E. Demonstrate proper active supervision during all scheduled activities or student-athletes including, but not limited to, game, practice, locker room, and transportation
- F. Maintain a thorough knowledge of skill development, training techniques, fundamentals, game strategy, and the rules of the sport
- G. Be responsible for the care, distribution, and collection of District equipment and supplies
- H. Communicate both verbally and in writing (as appropriate to the situation) and cooperate productively with all the sports public including, but not limited to, student-athletes, parents, administrators, and the press. Keep the team informed of practice schedules and team obligations

- I. Develop and maintain a positive rapport with students, athletes, parents, and assistant coaches throughout the program
- J. Cooperate with other school-sponsored sports by encouraging athletes to play more than one sport
- K. Practice professional conduct during events and practices. Exemplify high standards of personal conduct and habits
- L. Cultivate and model a respectful working and learning environment

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

## **PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 4-hour workday, this job requires:

R – Rarely (Less than .25 hr per day)

F – Frequently (1.25 – 2.75 hrs per day)

NA – Not Applicable

O – Occasionally (.25 – 1.25 hrs per day)

C – Continually (2.25 – 4 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting			X		
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)				X	
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation	X				
Using foot control	X				
*Pushing/Pulling Maximum weight: <b>40 lbs.</b>			X		
*Lifting/Carrying Maximum weight: <b>40 lbs.</b>			X		

\*Identify items typically moved:

## **WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

## **EMPLOYEE STATEMENT**

"I have reviewed the above position description and understand its contents"

"I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents"

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)"

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Pay Grade:** Extra Duty  
**Last Revised:** September 2013

## COACHING REQUIREMENTS

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

1. All coaches and assistants must be approved by the district office for employment.
2. Must have a valid first-aid/CPR card on file (copy of) for each coach on staff.
3. Must complete the required safety trainings (concussion management, heat acclimatization and illness, steroid prevention, etc.) as outlined by OSAA rules.
4. Review the athletic code with their entire team and warn players and parents of potential risks inherent in your sport.
5. Notify the Director of Extracurricular Programs in writing of any unsafe playing conditions in your area.
6. All incidents must be reported online within 24 hours.
7. Establish emergency procedures, know what medical staff or trainers will be available, and have a cell phone or communication device accessible.
8. Review with your team updated lettering criteria and make sure a copy is in the athletic office. Also make sure the athletes and parents understand the team rules prior to the season.
9. Send rosters and any updates throughout the season to the athletic office. Current rosters are important, as well as, an accurate listing of seasonal sport participants.
10. Review the coaching handbook and make sure that all coaches on staff are familiar with the requirements.
11. Make certain that all athletes in your sport are cleared by the athletic office prior to their first practice. Any athlete who has not been cleared is not to practice or participate in any contest until doing so. A clearance form is to be presented to the coach by each athlete. Without this clearance form, do not let the athlete participate!
12. Please discuss and review the hazing/harassment policy with your team.
13. Hold a pre-season parent meeting to discuss expectations and policies.
14. At the conclusion of a season, an inventory sheet will be completed and returned to the athletic office.
15. A coach must have the medical release forms on file in the medical kit or in a folder when your team travels.
16. Head coach is responsible for making and keeping practice plans. These should be posted during practice and a copy kept in your file.
17. The head coach will set up a post-season awards ceremony for his/her players.
18. Certificates, letters, and awards will be presented at that time.
19. Head coaches must discuss any staff changes with the athletic director.

## **FIRST-AID TRAINING**

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

## **CONCUSSION MANAGEMENT TRAINING**

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

## **STEROID PREVENTION TRAINING**

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

## **HEAT ACCLIMATIZATION AND HEAT ILLNESS TRAINING**

All coaches are required to complete the NFHS Guide to Heat Acclimatization and Heat Illness Prevention course every other year.

## **ATHLETIC EJECTION GUIDELINES**

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

Pre-season communication regarding OSAA Ejection Policy:

- A. Athletic Director reviews OSAA Ejection Policy with coaches.
- B. Coaches review policy with athletes and parents.
- C. Head coaches inform parents in writing explaining the ejection policy.

## **Ejection of Athlete**

### ***Same Athlete (also applies to same athlete, different program)***

#### First Offense:

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

#### Second Offense:

1. Coach addresses entire team immediately after contest in which ejection occurred.
2. Athlete suspended for at least the next two games and faces possible suspension for the remainder of the season.
3. Parents and athlete meet with varsity head coach, athletic director, and principal.
4. Athletic director writes a letter to parents explaining that, if athlete receives another ejection, he/she will be suspended for the remainder of the season.

#### Third Offense:

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

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

#### First Offense:

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

Second Offense:

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

Third Offense:

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

## **Coach Ejection**

***Same Coach (also applies to same coach, different program)***

First Offense:

1. Meet with athletic director and principal.
2. Suspended for at least one game.
3. Take the on-line NFHS Sportsmanship Course.
4. Suspension will be reflected in season evaluation of coach.

Second Offense:

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

Third Offense:

1. Meet with the Director of Extracurricular Programs, athletic director, and principal.
2. Third suspension of coach is for the remainder of that sport season, and the extra duty contract will be prorated accordingly. In addition, the coach may be removed from all other current coaching assignments in the District.
3. Will be addressed as part of coach's evaluation and varsity head coach's evaluation.

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

#### **First Offense:**

1. Meet with athletic director and principal.
2. Suspended for at least one game.
3. Suspension will be reflected in season evaluation of coach.

#### **Subsequent Offenses:**

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

#### **Note:**

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

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

### **Ejection Policies – Fines**

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

It is possible an ejection could be appealed.

## **Appeal Process**

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

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

## COACHING ALLOCATIONS AND EXPECTATIONS

### District Coaching Allocation – Per High School

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

- 
- \* An additional coach will be appointed if the total participant numbers exceed 50 for wrestling.
  - \*\* An additional coach will be appointed if the total participant numbers exceed 35 for swimming.
  - \*\*\* An additional coach will be appointed if the total participant numbers exceed 115 for football.
  - \*\*\*\* An additional coach will be appointed if the total participant numbers exceed 125 for track.
  - \*\*\*\*\* An additional coach will be appointed if the total participant numbers exceed 50 for Cross Country.

## COACHES' STATE TOURNAMENT RELEASE

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

### STATE TOURNAMENT RELEASE

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

## **EXTENDED CONTRACT FOR OSAA PLAYOFFS**

OSAA Athletics – Starting with the second round of playoffs, varsity coaches shall receive 2 percent of their extra-duty contract per day, not to exceed 10 percent in a seven-day week.

OSAA Activities – Starting with the week prior to the championship event, activity advisors shall receive 2 percent of their extra-duty contract per day, not to exceed 10 percent in a seven-day week.

Starting with the second round of playoffs, advisors performing at an OSAA athletic contest affected by the extended athletic playoff (marching band, dance, flag, and cheer) shall receive 1 percent of their extra-duty contract per day, not to exceed 5 percent in a seven-day week.

## **ATHLETIC COACHES' CLINIC ATTENDANCE GUIDELINES**

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

## **SCHEDULING**

Scheduling of games and contests, including those that are to be made-up, will be accomplished by the school athletic director. The school athletic director will consult the coach during the scheduling process. No scheduling will be done except in this manner.

## **STATE PLAY-OFF POLICY**

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

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

Proposed plans for coaches and athletes involved in the state championships shall be generated by the athletic directors and referred to the principal for approval. These plans shall include:

1. Coaches to be released. The number of coaches attending must be approved by the Director of Extracurricular Programs prior to the state tournament.
2. Athletes to be released in time to properly prepare for competition. Every effort will be made to minimize missed school while still providing for time to properly prepare for competition.
3. The release of students as spectators shall be limited to scheduled student release for sessions involving our schools or upon parent request for individual students to be released for sessions not involving our schools.
4. School transportation shall be used whenever practical.

### **Transportation – State Playoffs**

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

## ASB ACCOUNTS

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

### **Expenditures:**

**Expenditure must be an allowable expense that is directly linked to the students of the ASB. District related expenditures should not be paid using ASB Funds (e.g. scouting trips for potential athletes).**

1. Have a hard copy of each invoice being paid. Print the check number and date of payment on the invoice.
2. Have an officer or faculty advisor sign off on each invoice for payment.
3. Have a separate officer sign the check. (This will ensure that at least two individuals have approved each invoice for payment.)
4. If you are paying multiple invoices with one check, attach a list showing the total of all invoices.
5. The bookkeeper will maintain an accounting of all checks, in numerical order, including the check number, vendor name, date the check was written, and the date the check cleared the bank.
6. At the end of each month, the bookkeeper will send a copy of the bank statement and monthly bank reconciliation to the business manager. These will then be given to the auditors during the annual District financial audit.
7. When paying reimbursement for travel made on behalf of the organization, 1) make sure you have original itemized receipts for all claimed expenses that indicate who purchases were for; 2) make sure that you have some back-up for miles claimed (a MapQuest map works well); and 3) see steps 2, 3, and 4 above.

### **Revenues:**

1. Record all monies received on numbered receipts.
2. Maintain a report or spreadsheet showing all receipts, in numerical order, including the receipt number, party giving the funds, and date of receipt.
3. Include name of the party giving the funds, the name of the person receiving the money, and the date the funds were received on each receipt.
4. Make sure that a different person prepares the deposit (not the same person who received the money) and verify that the deposit total matches the receipts.

## PURCHASING

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

## **VOLUNTEER COACHES/ADVISORS**

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

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



**WHAT TO DO?**  
**COMMON NEEDS**



## USE OF FACILITIES

**\*\*Please note – For in-season regular practice and games, a facilities use form is not required. For any additional events, regardless of location (parent meetings, camps, clinics, etc.), a facilities use form must be submitted.\*\***

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

To receive an application for facility use or to get more information, call the Facilities Department at 503-844-1340. Completed applications for use of any school or facility for other than regular school classes should be sent to Sharon McCarty at Facilities, or Casey Waletich, Executive Director of Facilities, Safety, and Operations, 4901 SE Witch Hazel Road, Hillsboro, OR 97123.

## CAMP BROCHURE/FLYER REVIEW PROCESS

For high school athletic and activity programs only, submit camp brochures and flyers with the attached building use application to Facilities. After Facilities has received the entire packet of information, it will be forwarded to the Communications Department for final approval. Notification of approval/disapproval will be emailed to the school's athletic department. ***Please note that incomplete packets will not be approved and will be returned to the sender.***

## SIGN AND BANNER REQUIREMENTS

- Signs and banners **MUST** follow the standard flyer review process.
- Once a sign or banner has been approved, the following guidelines apply:
  - Signs or banners advertising sign-up, recruitment, or advertising for an event must be no larger than 2 feet x 3 feet and attached to a stake for ground display.
  - Signs or banners **may be** mounted on fence lines or buildings.
  - Signs or banners **may only** be displayed in designated areas, campus entry areas, or areas otherwise designated by the school principal.
  - Signs or banners **must be** professionally produced.
  - Signs or banners **must be** removed immediately after the advertised event has occurred.
  - All signs or banners **must receive** approval by the school principal or designee before the sign may be displayed on school property.
  - All signs or banners are **subject to removal** at the discretion of the school principal, designee, and/or the Hillsboro School District.
  - The HSD reserves the right to place banners or signage at any district facility.

## Questions

If you have questions regarding the flyer approval process, please email or call Marleen Zytniowski in Communications at [zytniowm@hsd.k12.or.us](mailto:zytniowm@hsd.k12.or.us), 503-844-1500 ext. 2771.

If you have questions regarding the Building Use Application Form process, please email or call Sharon McCarty in Facilities at [mccartys@hsd.k12.or.us](mailto:mccartys@hsd.k12.or.us), 503-844-1340.

## HIRING COACHES/ADVISORS/SPECIALISTS (including volunteers)

### *Coaches, Advisors, and Contractors\* Hiring Process*

#### **Post:**

- Send *Requisition for Classified Employee* to District Athletic Office
  - If not posting, have candidate apply to ***Supplemental Services Application*** through ***Recruit and Hire***.

#### **Interview Process for Posted Positions:**

- The *Application Screening Rubric* should be used to find qualified applicants from pool
- 3 interviewers--At least one must be an administrator or athletic director

#### **Reference Checks:**

- Complete **3 Reference Checks** for all new hires using ***Recruit and Hire*** (All ADs and Athletic Secretaries have access)
  - 1 from most current supervisor
  - Reference checks completed by Athletic Director
  - For current HSD Employee, call current administrator for reference-Only 1 Needed
  - Student Teachers would be treated as “New Hire”
  - If Coach/Advisor has been paid by HSD within the last year and is coaching in the same school, no reference check is required
  - Complete hiring packet given to administrator to sign off

**Pay:** Based on experience. Longevity within the District will be for duties in the same or similar coaching position and paid referencing the Extra-Duty Point Schedule. Head varsity coaches may be granted up to ten (10) years of longevity for head coaching outside of the District, per the Licensed Contract.

**Hire:**

*New or not coached in more than one year*

- Print *Hiring Packet Checklist & Cover Sheet* for instructions on processing hiring documents
- Send *Recommend for Employment* to District Athletic Office
- Background Check Completed - CRIS every two years for Classified & Licensed; Student teachers, etc. would be treated as New Hire
- Intake meeting at the applications office
  - Badge
  - Payroll paperwork
  - Fingerprinting
  - Sign HSD Coaching Agreement *Coaches/Advisors Contract Agreement*
    - Athletic Directors will also have coaches sign this agreement during the seasonal meetings and send them to Christy Woodard.
  - Given Staff/Student Boundary Flyer
  - Internet Agreement
  - Email to Athletic Director letting them know intake is complete
  - AD meets with each new hire to review job description *Head Coach Job Description & Assistant Coach Job Description* and coaching agreement *Coaches/Advisors Contract Agreement*

\*If the contractor has the potential to be alone with students, they must go through this process.

## A Guide for Applying to HSD

***\*All external applicants must apply through TalentEd, Recruit and Hire\****

***\*\*Please follow all Steps\*\****

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

**Step 1-** Go to <https://www.hsd.k12.or.us/>

**Step 2-** Click on “STAFF/JOBS” then click on “Job Listings”. You will now be directed to the initial registration page.

**Step 3-**Apply

1. If the specific job you are applying for is listed, click on “apply” and then click on “apply for this position.” This will direct you to create a new account or log on to an existing account. Follow the steps outlined to apply for the position. At the bottom of each page, click on save and continue until complete. When complete you will be given a confirmation of completion for the application submittal.
2. If the specific job you are applying for is **NOT** listed i.e. volunteer or other, please select “TEST-do not apply” **Only select this if you have been directed to do so.** This will direct you to create a new account or log on to an existing account. Follow the steps outlined to apply for the position. At the bottom of each page, click on save and continue until complete. When complete you will be given a confirmation of completion for the application submittal.



# **ADDITIONAL ACTIVITIES AND CLUB SPORTS GUIDELINES**

**(CHEER AND DANCE)**



# **CHEERLEADING**

## **DISTRICT CHEERLEADING PHILOSOPHY**

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

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

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

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

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

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

## **SAFETY**

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

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

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

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

## **RESPONSIBILITIES**

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

1. Cheerleaders should be present at all games to which they are assigned, and initiate positive crowd involvement.
2. Cheerleaders should be in their assigned places throughout the contest.
3. As representatives of the school, proper and positive behavior should be required at all times.
4. Cheerleaders should be required to arrive a sufficient amount of time before games begin. Their duties should include meeting and greeting the visiting teams and making them feel welcome; assisting visiting teams with questions such as where they are to be located during the contest, where they can change, etc.; and allowing adequate time for their warm-up period.
5. Prior to the start of a game, a plan between the home and visiting cheerleaders, pep bands and other spirit groups should be devised whereby all groups have the opportunity to cheer/perform during no injury time outs and intermissions. This will help eliminate confusion and prevent delays in the game while the officials wait for the spirit teams to get off the field or floor.
6. At games away from home, cheerleaders should arrive as a group and meet the host teams.

7. Participants should know the game rules and officials' signals to the extent of understanding when and what types of cheers are appropriate. Cheerleaders should always pay attention to the game or contest.
8. When the official signals for the game, cheerleaders shall stay clear of the playing area prior to and during the contest so as not to interfere with the players or officials or increase the possibility of injury.
9. Cheerleaders should accept the decisions of officials and discourage disagreement of fans by initiating positive chants or cheers.
10. Cheerleaders should realize the importance of actively influencing the positive conduct of the spectators.
11. Cheerleaders should adapt their routines to the environmental conditions and playing surfaces for which stunts, pyramids, and routines are used. (Mounts, pyramids, or gymnastics shall not be permitted during rain, strong wind, or extreme cold on slippery or uneven surfaces or where there is not enough space. Hot and humid weather also may present problems.)
12. After performing or cheering, cheerleaders should clear the playing area of any materials that could hinder play (e.g., pom fragments, signs, hair bows, apparel, or props).
13. Cheerleaders should use appropriate and positive language throughout all practices, games, performances, and competitions.

## **SPORTSMANSHIP**

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

Good sportsmanship is conduct that imposes a type of self-control involving honest rivalry, courteous relations, and graceful acceptance of results. School spirit is a reflection of these attitudes and behavior. If a school is to succeed in one of its prime functions, that of developing good citizenship, it is necessary that student groups demonstrate proper sportsmanlike conduct. Sportsmanship is good citizenship in action. The promotion of sportsmanship is a primary responsibility of the cheerleading athlete.

1. Cheerleaders always should cheer in a positive manner. It is inappropriate to cheer against the other team or to cheer in response to an opposing player's mistake. Initiating response cheers between home and opposing spirit teams or fans is strongly discouraged.
2. Cheers and chants with suggestive words and/or motions (e.g., pointing at opposing teams or fans) shall not be used because in many situations they bring about an inappropriate response.
3. Cheerleaders should call attention to the importance of sportsmanship at all pep rallies. When permitted, placing sportsmanship posters promoting good sportsmanship on the

wall of the gym or throughout the school is helpful.

4. Cheerleaders should discourage their followers from yelling or cheering while an opponent is shooting free throws. Intimidation of opponents has no place in high school athletics.
5. Cheerleaders are in a position to preview spirit signs that will be posted for their school's contests (when permitted). Prohibiting inappropriate signs from ever being posted can greatly assist the administration and helps students or school personnel understand the importance for positive signage, which is to create and maintain a positive crowd atmosphere.
6. Obnoxious behavior should not be encouraged nor permitted under the guise of school spirit. Opposing players, officials, and fans should be treated with respect and dignity. If inappropriate crowd behavior exists, assistance should be obtained from a school administrator or game management.

## **FINANCIAL EXPECTATIONS**

High school cheerleading receives its funding through fund-raising and donations. All cheerleaders are required to purchase their own uniforms and supplemental equipment. A detailed list will be provided at the parent/cheerleader informational meeting prior to try-outs. Every effort is made to keep costs down. All fees must be paid by the third Monday in August prior to the start of the school year in order to participate. All uniforms are custom made; therefore, once production has begun, they cannot be returned. As an attempt to keep fees as low as possible, schools have the option to use the same uniform for consecutive years, or provide a uniform from their uniform bank. Any unpaid balance will remain on the student's account, and the student will not be allowed to participate in the next season's sport or activity until arrangements are made for payment. Please contact the athletic director if certain financial hardships apply.

## **ATHLETIC RECOGNITION**

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

## **COACHES' EDUCATION**

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

## **ADDITIONAL REQUIRED FORMS**

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

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

# **DANCE**

## **DANCE AUDITION GUIDELINES**

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

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

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

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

## **DANCE EQUIPMENT**

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

Equipment not supplied by the District or through fund-raising efforts includes shoes and personal items.

Equipment purchased by the District or with fund-raised monies only will be used by the District dance team program unless District approved. Equipment purchased by non-school programs may be used by District programs only after the Board of Directors has officially approved such items as donations to the District.

## **DANCE COACHES' CLINIC ATTENDANCE GUIDELINES**

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

## **COACHES' EDUCATION**

Dance and drill coaches are required to attend the annual spirit safety rules clinic with OSAA.

## **CLUBS AND EMERGING SPORTS**

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

The following conditions apply to Club Sports:

1. The program shall be under the control of the principal and the Executive Director of Facilities, Safety, and Operations.
2. The financing of Club Sports shall be as follows:
  - Fund-raising shall not be a responsibility of the school.
  - Budget preparation shall be a shared function between the school and the club.
  - Club funds shall be deposited in the student body account in the club's name prior to the cut-off date established.
3. The identification of the coach and his/her evaluation shall be a function of the principal.
4. Eligibility standards shall be the same as for other school-sponsored sports.

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



**OSAA**



## OSAA START DATES 2017 – 2018 SCHOOL YEAR

FALL            August 14, 2017  
WINTER       November 13, 2017  
SPRING        February 26, 2018

Association year ends            May 30, 2018  
2017 Moratorium Week        July 23 – July 29, 2017

### **Contact information:**

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

## INDIVIDUAL ELIGIBILITY – RULE 8

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

### 8.1 Academic Eligibility

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

### 8.2 Duration of Eligibility/Graduation

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

### 8.3 Age

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

### 8.5 School Representation

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

### 8.6 Transfer

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

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

*\* For the 2017-18 year the OSAA is piloting a different off-season policy at 6A level.\**

*For more details visit the [www.osaa.org](http://www.osaa.org)*

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

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

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

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

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

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

# **DISTRICT FORMS**

*All forms available in the Athletic Office or with the Office Manager*



### **Application and Permit for Use of School Buildings and Facilities (FAC005)**

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

### **Athletic/Activity Programs Participant Information (AA006)**

High School athletics will use Family ID to register students for participation in athletics. Activities may continue to use the above referenced *Athletic/Activity Programs Participant Information* form. Participant information is to be completed by prospective student athletes and their parents before participation. They provide the school with eligibility information, emergency information, proof of insurance, physical statement, and parent permission. This registration provides information to parents about eligibility, training rules, participation standards, and possible risks involved.

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

### **Coaching Evaluation (AA005)**

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

### **Fund-Raising Activity Request (AA007)**

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

### **Out-of-State/Overnight Trip Request (AA008)**

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

### **Activity/Trip Lodging Request (AA008a)**

If an activity involves an overnight stay in an environment other than a hotel/dormitory (school gym, house, church, etc.), the *Activity/Trip Lodging Request* form must be submitted with the *Out-of-State/Overnight Trip Request*.

## **OSAA Scheduled Overnight Trip Request**

**\*\*OSAA scheduled playoff events/tournaments do not require the District form. The requirements include:**

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

This information **MUST** be turned in to the school athletic director prior to the trip.

## **Transportation Release Form—Alternative Adult Driver (AA009)**

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

## **Transportation Release Form—Student Driver (AA010)**

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



# Hillsboro School District Form

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

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

### Permit and Conditions of Use

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

Dear Patron:

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

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

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

### REGULATIONS FOR USE OF FACILITIES

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

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

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



# Hillsboro School District Form

## Athletic/Activity Programs Participant Information

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

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

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

### PHYSICAL EXAMINATION

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

### INSURANCE

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

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

PARENT SIGNATURE _____	DATE _____
PARTICIPANT SIGNATURE _____	DATE _____

PARTICIPATION FEE PAID: Yes <input type="checkbox"/> No <input type="checkbox"/>	OSAA Athletics \$200 per sport OSAA Activities \$150 per activity	Received \$ _____	Date _____
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MY CHILD IS APPROVED FOR FREE LUNCH: Yes ☐ (Verification Required)

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

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

### **Athletic/Activity Behavioral Standards**

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

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

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

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

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

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

#### **PENALTIES**

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

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

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

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

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

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

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

#### **OSAA ACADEMIC STANDARDS**

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

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

#### **ATHLETIC EQUIPMENT**

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

#### **HAZARDOUS TECHNIQUES**

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

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

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



# Formulario del Distrito Escolar de Hillsboro

Información de participantes en  
programas de atletismo y actividades deportivas

Deporte/actividad _____	Nombre del padre de familia _____
Nombre del participante _____	Teléfono particular del padre de familia _____
Número de ID _____	Teléfono diurno del padre de familia _____
Año de graduación _____	Correo electrónico _____
Fecha de nacimiento _____ M <input type="checkbox"/> F <input type="checkbox"/>	Domicilio particular _____
Año en la escuela 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>	Contacto en caso de emergencia, que no sean los padres (nombre y tel.) _____
Escuela a la que asistió el año pasado _____	
Médico de la familia: (nombre y tel.) _____	

Su hijo(a) ha expresado su deseo de participar en un programa de atletismo y actividades deportivas del Distrito Escolar 1J de Hillsboro. El personal de atletismo y actividades deportivas y la administración del Distrito consideran que a usted le será de utilidad conocer cierta información con respecto a dicha participación. **Por favor lea y firme este formulario de información y devuélvalo a la escuela correspondiente.**

1. Cada participante **debe comprar una calcomanía de ASB** para su credencial de estudiante.
2. Los atletas estudiantes (no los participantes en actividades) que ingresen al noveno grado, los nuevos estudiantes y los estudiantes que ingresen al undécimo grado deben tener comprobante de examen físico antes de participar en un programa deportivo.
3. Todos los participantes deberán comprar un plan de seguro médico disponible a través de la escuela o mostrar evidencia de que tienen seguro médico privado.
4. El Distrito Escolar 1J de Hillsboro no se responsabiliza de ningún gasto médico, dental o de hospital derivado de lesiones que pudiese sufrir un estudiante durante su participación en una actividad supervisada. Dichos gastos serán la responsabilidad de los padres o tutores del estudiante.
5. Cada alumno será responsable financieramente del equipamiento escolar que reciba como participante.
6. Los participantes en atletismo y actividades deportivas podrán ser fotografiados y su nombre podrá ser incluido en las publicaciones del Distrito, incluso en el sitio web del Distrito.
7. **Los honorarios máximos por la participación en la OSAA serán de \$400 por estudiante o de \$800 por familia para el año escolar en curso por atletismo y actividades deportivas. Todos los honorarios se deberán pagar en su totalidad a más tardar el último día de la temporada. No se permitirá que un estudiante que tenga un saldo pendiente participe en ninguna actividad atlética o deportiva. Si a usted no le fuera posible cubrir el pago a la fecha de su vencimiento, debe llamar a la escuela para negociar un arreglo con respecto al pago.**
8. Se espera que todos los participantes cumplan las normas de derecho de participación académica, así como las normas de conducta establecidas por la Asociación de Actividades Escolares de Oregón, el Distrito Escolar 1J de Hillsboro y por el personal de atletismo y actividades deportivas. **VEA LAS NORMAS DE CONDUCTA AL REVERSO.**

## EXAMEN FÍSICO

Son obligatorios los exámenes físicos para todos los estudiantes que participen por primera vez, así como para los estudiantes que ingresen al noveno grado y los que ingresen al undécimo grado. Todos los exámenes físicos deben ser registrados en el formulario estatal conforme al Estatuto Revisado de Oregón (ORS) 336.479. Los exámenes físicos deberán obtener resultados satisfactorios como requisito para la participación. Estos exámenes físicos son la responsabilidad de la familia y el médico de familia. En los años en que no se necesiten los exámenes físicos, un atleta podrá continuar participando mediante la firma de uno de sus padres. Un estudiante a quien se le diagnostique una enfermedad importante o que sea sometido a una cirugía mayor debe hacerse un examen físico antes de seguir participando en deportes extraescolares.

## SEGURO

Nombre de la compañía de seguro contra accidentes: _____	Número de la póliza de seguro: _____
--	--------------------------------------

La firma del padre de familia a continuación confirma que esta póliza se mantendrá vigente durante el plazo de participación del estudiante.  
*Es la responsabilidad del padre de familia notificar a la escuela de cualquier cambio en la compañía de seguros o el número de la póliza.*

Doy mi permiso para que mi hijo(a) participe en el programa de atletismo y actividades deportivas del Distrito Escolar 1J de Hillsboro, en el entendido de que dicha actividad implica la posibilidad de lesiones, lo cual es inherente a todas las actividades deportivas. Reconozco que, aún con el mejor entrenamiento, el uso de los equipos de protección más avanzados y la estricta observancia de las normas, las lesiones siguen siendo una posibilidad. En raras ocasiones estas lesiones pueden llegar a ser tan graves como para provocar incapacidad total, parálisis o incluso la muerte. Asimismo, reconozco que en casos de urgencia se puede necesitar tratamiento médico en un momento en que yo no esté disponible para dar mi autorización por anticipado a dicha atención de urgencia, por lo que a través de la presente doy mi permiso para que el Distrito Escolar 1J de Hillsboro autorice dicha atención cuando lo considere necesario según las circunstancias que se pudieren presentar. **Reconozco que he leído y entiendo esta advertencia, así como el resto de la información en este formulario y las Normas académicas para los participantes en atletismo y actividades deportivas, según se indican en las Normas de conducta estudiantil del Distrito Escolar 1J de Hillsboro.**

FIRMA DEL PADRE DE FAMILIA _____	FECHA _____
FIRMA DEL PARTICIPANTE _____	FECHA _____

PAGÓ CUOTA DE PARTICIPACIÓN: Sí <input type="checkbox"/> No <input type="checkbox"/>	Atletismo de la OSAA \$200 por cada deporte	Se recibieron \$ _____	Fecha _____
	Actividades de la OSAA \$150 por actividad		

MI HIJO(A) HA RECIBIDO APROBACIÓN PARA RECIBIR ALMUERZO GRATIS: Sí ☐ (Verificación obligatoria)

Estoy solicitando una exención de pago de la cuota de participación y autorizo a la escuela para verificar el derecho de mi hijo de recibir almuerzo gratis.

FECHA \_\_\_\_\_ FIRMA DEL PADRE DE FAMILIA SOLICITANDO EXENCION \_\_\_\_\_

Blanca: Departamento de Atletismo Amarilla: Entrenador/asesor Rosada: Padre/estudiante

## **Normas de conducta en atletismo y actividades deportivas**

En todo momento durante el año **calendario** los participantes en los programas de atletismo y actividades deportivas deberán apegarse a todas las normas de conducta, en lo que se incluye el uso de medios sociales en cualquier momento. Representar a una escuela como parte de un programa de actividades deportivas es un privilegio, pero ello conlleva también ciertas responsabilidades. El objetivo de las normas de comportamiento y de conducta tiene dos vertientes:

1. Los participantes en programas de atletismo y actividades deportivas deberán presentarse y conducirse (incluyendo los medios sociales) de manera que acrediten una buena imagen de sí mismos, del grupo de alumnos o el equipo al que representan y de su escuela.
2. Todos los participantes en atletismo y actividades deportivas deberán esforzarse continuamente en mejorarse mediante la consecución de estándares más altos que los que se espera de los estudiantes en general.

\*Todas las normas de conducta se enumeran en el Código de conducta estudiantil.

De manera paralela a estas expectativas de conducta, las normas siguientes tendrán vigencia para todos los estudiantes que representen a su escuela como participantes en atletismo y actividades deportivas.

### **DEFINICIONES Y NORMAS CON RESPECTO A LA TOXICOMANÍA Y DROGADICCIÓN**

1. Un atleta se define como un estudiante que es miembro de un equipo patrocinado por la OSAA, del noveno al duodécimo grado. Las normas de capacitación en atletismo exigen que los atletas se comprometan a no poseer, usar, vender o proporcionar alcohol, tabaco o drogas ilegales o no autorizadas, o parafernalia relacionada, en todo momento del año **calendario**. Los atletas se comprometen a no estar presentes en lugares donde se pudiere hacer uso ilegal de alcohol o drogas en cualquier momento del año **calendario**.
2. Los participantes en actividades deportivas se definen como participantes en grupos de la OSAA patrocinados por la escuela que representan a la escuela públicamente o en competencias con otras escuelas. Los participantes en actividades deportivas se comprometen a no poseer, usar, vender o proporcionar alcohol, tabaco o drogas ilegales o no autorizadas, o parafernalia relacionada, en todo momento del año **calendario**. Los participantes en actividades deportivas se comprometen a no estar presentes en lugares donde se pudiere hacer uso ilegal de alcohol o drogas en cualquier momento del año **calendario**.

### **SANCIONES**

**PRIMERA OFENSA:** Los participantes en los programas de atletismo y actividades deportivas que infrinjan las normas con respecto a drogas, alcohol o tabaco serán suspendidos de la participación y perderán el derecho a representar a la escuela durante noventa (90) días naturales.

Los participantes en los programas de atletismo y actividades deportivas pierden el derecho a representar a la escuela en competencias, pero podrán continuar entrenando con el equipo.

Como condición para la restitución y antes de representar a la escuela en cualquier actividad a partir de entonces, los estudiantes que violen las normas con respecto a drogas, alcohol o tabaco deberán:

- presentar verificación y resumen de la realización de una evaluación y tratamiento por abuso de sustancias químicas o de un programa para dejar de fumar a la administración, al director de atletismo o al director de actividades, y
- reunirse con los padres o tutores, el entrenador, el asesor y el administrador (o su designado) antes de la reincorporación.

Una vez finalizado el procedimiento anterior, el estudiante podrá solicitar al director o a la persona designada la reincorporación después de no menos de veinte (20) días de clases.

**SEGUNDA OFENSA:** Los participantes en programas de atletismo y actividades deportivas que cometan una segunda ofensa perderán los privilegios de participación por un (1) año calendario.

En caso de presuntas infracciones, se deberá extender a los estudiantes involucrados el derecho a seguir un proceso formal mediante una notificación de la supuesta infracción y el derecho a una audiencia. La implementación de esta política corresponde a la administración del plantel y al director de atletismo y actividades deportivas de la secundaria. Las consecuencias empiezan a surgir una vez que se toma una decisión al nivel del plantel. Las solicitudes de apelación de esta política deberán dirigirse al director del plantel. *\*\*Hay que señalar que cualquier evidencia que se presente al distrito o a la escuela de supuestas infracciones (fotos, facebook, etc.) deberá poder ser verificada y comprobada por la administración del plantel a fin de aplicar cualquier sanción a un estudiante.*

### **NORMAS ACADÉMICAS DE LA OSAA**

A fin de apegarse a las normas académicas, el estudiante debe cumplir los requisitos de participación de la OSAA y el Distrito Escolar de Hillsboro según se indican a continuación para participar en los programas de la OSAA:

1. Cumplir los requisitos de la OSAA de (1) haber aprobado cinco asignaturas (2.5 créditos) el semestre anterior o cuatro asignaturas (2.0 créditos) el trimestre anterior; (2) estar inscrito y tener calificación aprobatoria en no menos de cinco asignaturas del semestre actual o por lo menos cuatro asignaturas del trimestre actual; (3) también deberá estar realizando un avance **adecuado y satisfactorio** hacia la obtención de su certificado según se indica en la regla 8.1.1 de la OSAA. **Los estudiantes que no cumplan los requisitos de la OSAA, de manera reglamentaria NO TENDRÁN DERECHO A PARTICIPAR durante todo el semestre o trimestre.**
2. Haber aprobado todas las asignaturas o haber recibido un promedio de calificaciones de 2.0 en el periodo anterior (semestre o trimestre). Las calificaciones de la escuela de verano se pueden añadir al semestre o trimestre anterior.

### **EQUIPAMIENTO DEPORTIVO**

En general, todos los artículos deportivos para competencia son proporcionados por el Distrito Escolar 1J de Hillsboro, con excepción de artículos personales y zapatos. El entrenador entregará todos estos suministros. Ningún artículo deportivo deberá ser utilizado fuera del plantel escolar a menos que sea de manera oficial en una competencia o un entrenamiento. No se deberán utilizar los uniformes de competencia o calentamiento para entrenar. Tampoco se podrán utilizar los uniformes de atletismo para las clases de educación física. Si un jugador pierde artículos deportivos, deberá pagarlos al valor de sustitución de los mismos.

### **TÉCNICAS PELIGROSAS**

Se pide a los entrenadores que tengan la precaución de no utilizar técnicas que pudieren ser peligrosas para la salud y seguridad de los miembros del escuadrón. Por consiguiente, los entrenadores no podrán:

- aconsejar a los jugadores que adelgacen mediante dietas relámpago o técnicas de desintoxicación rápida, experimentar con el uso de vitaminas, esteroides o ningún otro complemento alimenticio o medicamento que pueda provocar cambios en el peso corporal o el crecimiento. Las decisiones con respecto a adelgazar son responsabilidad del participante, sus padres o tutores y el médico de la familia.

Blanca: Departamento de Atletismo    Amarilla: Entrenador/asesor    Rosada: Padre/estudiante

Información de participantes en programas de atletismo y actividades deportivas    Rev. 5/20/11 Lado 2/Pág. 2 de 2



# Hillsboro School District Form

## Coaching Evaluation

Name:

Coaching Assignment:

School Year:

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

<b>V. Theory and Techniques of Coaching</b>	
<input type="checkbox"/> Exemplary <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	<b>A. Coaching Methods</b> <ul style="list-style-type: none"> <li>Applies knowledge of the skills, techniques and rules of the sport.</li> <li>Assists athletes in reaching their fullest potential.</li> <li>Demonstrates the ability to analyze and correct errors.</li> <li>Demonstrates the ability to teach fundamentals.</li> <li>Develops good team spirit and morale.</li> <li>Develops self-confidence and determination in athletes.</li> <li>Employs sound methods to teach skills and techniques.</li> <li>Maintains discipline in a firm and friendly manner.</li> <li>Provides an environment that makes participation enjoyable for the athletes.</li> </ul>
<input type="checkbox"/> Exemplary <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	<b>B. Strategy</b> <ul style="list-style-type: none"> <li>Demonstrates the ability to evaluate the performance of athletes/teams.</li> <li>Is knowledgeable of a variety of tactics and strategies.</li> <li>Selects appropriate strategies and tactics.</li> </ul>
<input type="checkbox"/> Exemplary <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	<b>C. Rules and Regulations</b> <ul style="list-style-type: none"> <li>Abides by the rules and regulations of the sport and appropriate governing bodies.</li> <li>Complies with the academic and athletic policies of the District.</li> <li>Demonstrates a knowledge of the rules and officiating techniques of the sport.</li> <li>Enforces team rules in an equitable and consistent manner.</li> </ul>
<b>Comments:</b>   	
<b>VI. Personnel Management</b>	
<input type="checkbox"/> Exemplary <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	<b>A. Player/Coach Relationships</b> <ul style="list-style-type: none"> <li>Demonstrates the ability to communicate effectively with all athletes.</li> <li>Develops and maintains a positive attitude among athletes.</li> <li>Is able to motivate athletes.</li> <li>Is concerned about the academic achievement of athletes.</li> <li>Respects the rights and individual differences of athletes.</li> <li>Shows concern for the welfare of athletes.</li> </ul>
<b>Comments:</b>   	
<input type="checkbox"/> Exemplary <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	<b>B. Management of Assistant Coaches</b> <ul style="list-style-type: none"> <li>Communicates expectations to all assistant coaches.</li> <li>Provides clear evaluations of assistant coaches' performances.</li> <li>Monitors behavior of assistant coaches in practices and in games.</li> </ul>
<b>Comments:</b>   	

**VII. Overall Evaluation**

**Comments:**

**VIII. Recommended Professional Growth Activities**

**Comments:**

In Acknowledgment of Receipt

Coach's Signature:

Date:

Principal's Signature:

Athletic Director's Signature:

☐ Human Resources

☐ Coach

☐ Principal



# Hillsboro School District

## Fund-Raising Activity Request – Secondary

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

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

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

_____	_____
Date of Application	School / Location
_____	_____
Name of Organization / Club / Team	Name of Advisor / Coach / Responsible Staff
_____	_____
Name of Treasurer (if applicable)	Number of Students (if applicable)
_____	_____
Beginning Date of Fund-Raiser / Activity	Ending Date of Fund-Raiser / Activity
_____	_____
Amount of Funds Projected to be Raised	*Estimated Cost(s) Required to Carry out Fund-Raiser / Activity

1. Describe fund-raiser / activity, what the funds will be used for, the source and list of items to be sold (if applicable):  
\_\_\_\_\_
2. \* Describe expenses required to carry out the fund-raiser: \_\_\_\_\_
3. \* Staff release time (out of class / duties) needed (if applicable): \_\_\_\_\_
4. How will fund-raiser / activity be supervised? \_\_\_\_\_
5. How do you intend to describe / advertise this fund-raiser / activity in any school communiqués, including on the website? \_\_\_\_\_

_____	_____	_____
Activities Director	(Signature denotes approval)	Date
_____	_____	_____
Advisor / Staff	(Signature denotes approval)	Date
_____	_____	_____
Administrator	(Signature denotes approval)	Date

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

**OFFICE USE ONLY**

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



# Hillsboro School District Form

## Out-of-State/Overnight Trip Request

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

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

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

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

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

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

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

### ATTACH THE FOLLOWING ITEMS:

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

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

### SCHOOL ADMINISTRATOR:

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

### SUPERINTENDENT'S DESIGNEE:

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

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

☐ District Administrator

☐ Risk Management

☐ School



# Hillsboro School District Form

## Activity/Trip Lodging Request

HSD School \_\_\_\_\_ Request Date \_\_\_\_\_  
Activity/Event Name \_\_\_\_\_ Activity/Event Date \_\_\_\_\_  
Lodging Location \_\_\_\_\_ Lodging Phone \_\_\_\_\_  
Lodging Address \_\_\_\_\_  
Date & Time of Arrival \_\_\_\_\_ Date & Time of Departure \_\_\_\_\_

### Requesting Group

Group Name \_\_\_\_\_  
Responsible Staff Member \_\_\_\_\_ Emergency Phone \_\_\_\_\_

### Hosting School

Responsible Staff Member \_\_\_\_\_ Emergency Phone \_\_\_\_\_

The above activity involves lodging at a school site. An HSD staff member must be present at all times, including overnight. All requests must be received by the Executive Director of Facilities, Safety, and Operations a **minimum of 30 days** prior to the event, for approval. HSD student groups must include the Out-of-State/Overnight Trip Request form as well as this Activity/Trip Lodging Plan.

### ☐ HSD STUDENT GROUP LODGING OVERNIGHT AT A NON-HSD SCHOOL (GYMNASIUM, ETC.)

#### ATTACH THE FOLLOWING ITEMS:

- ☐ DETAILED CHAPERONE PLAN ADDRESSING SLEEPING AND BATHROOM ARRANGEMENTS INCLUDING SEPARATION BY GENDER AND SPECIAL ACCOMMODATIONS
- ☐ PROVIDE DETAILED HOST SCHOOL RULES, INCLUDING AUTHORIZED AREAS AND EMERGENCY PROCEDURES
- ☐ SECURITY PLAN FOR MONITORING THE GROUP OVERNIGHT, INCLUDING THE NAME AND EMERGENCY CELL PHONE NUMBER OF THE HSD STAFF MEMBER STAYING OVERNIGHT.
- ☐ CERTIFICATES OF INSURANCE FROM HOST SCHOOL

### ☐ NON-HSD STUDENT GROUP LODGING OVERNIGHT AT AN HSD SCHOOL (GYMNASIUM, ETC.)

#### GROUPS USING HSD FACILITIES WILL BE REQUIRED TO COVER THE FOLLOWING COSTS:

- CUSTODIAL FEES - **\$45.00 PER HOUR** (4-HOUR MINIMUM FOR EACH NIGHT)
- SECURITY (CASCADE SECURITY WILL BE CONTRACTED) **\$65.00 PER HOUR** (10:00 P.M. – 6:00 A.M.)

#### ATTACH THE FOLLOWING ITEMS:

- ☐ COPY OF FACILITY USE APPROVAL
- ☐ DETAILED CHAPERONE PLAN ADDRESSING SLEEPING AND BATHROOM ARRANGEMENTS INCLUDING SEPARATION BY GENDER AND SPECIAL ACCOMMODATIONS
- ☐ PROVIDE DETAILED SCHOOL RULES, INCLUDING AUTHORIZED AREAS, CONDUCT EXPECTATIONS, AND EMERGENCY PROCEDURES
- ☐ SECURITY PLAN FOR MONITORING THE GROUP OVERNIGHT, INCLUDING THE NAME AND EMERGENCY CELL PHONE NUMBER OF THE HSD STAFF MEMBER STAYING OVERNIGHT
- ☐ CERTIFICATES OF INSURANCE FROM VISITING SCHOOL(S)

#### REQUESTING GROUP ACCEPTANCE OF ABOVE GUIDELINES AND APPLICABLE FEES:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
PRINTED NAME \_\_\_\_\_ TITLE \_\_\_\_\_

HSD PRINCIPAL APPROVES BELOW AND SENDS COMPLETED FORM TO THE SAFETY OFFICE FOR APPROVAL.

ALL REQUIRED DOCUMENTS MUST BE INCLUDED BEFORE FINAL APPROVAL OF LODGING.

#### HSD SCHOOL ADMINISTRATOR:

Facility Use Approved ☐ Approve ☐ Deny ☐ Date \_\_\_\_\_ Signature \_\_\_\_\_

#### HSD EXECUTIVE DIRECTOR OF FACILITIES, SAFETY, AND OPERATIONS:

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

☐ District Administrator

☐ Risk Management

☐ School



# Hillsboro School District Form

## Transportation Release Form

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

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

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

Address \_\_\_\_\_

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

Parent Contact Numbers:

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

Name of Alternate Adult Driver and Contact Numbers: \_\_\_\_\_

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

Name of Alternate Adult Driver and Contact Numbers: \_\_\_\_\_

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

Name of Alternate Adult Driver and Contact Numbers: \_\_\_\_\_

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

Name of Alternate Adult Driver and Contact Numbers: \_\_\_\_\_

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

*Check the section  
which applies.*

#### **SPORTS:**

☐

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

#### **ACTIVITIES:**

☐

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

**Yes, I give my permission.**

***Parent or Guardian Initials***

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

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

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

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

☐ School

☐ Parent/Guardian



# Hillsboro School District Form

## Transportation Release Form

### School-Sponsored Activity (Student Driver)

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

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

Address \_\_\_\_\_

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

Parent Contact Numbers:

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

*Check the section  
which applies.*

#### **SPORTS:**

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

#### **ACTIVITIES:**

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

**Yes, I give my permission.**

***Parent or Guardian Initials***

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

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

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

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

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

☐ School

☐ Parent/Guardian

# DISTRICT POLICIES

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

- Policy GBC: Staff Ethics
- Policy GBHB: Personal Relationships with Students
- Policy GBI: Gifts and Solicitations
- Policy GBNA: Hazing / Harassment / Intimidation / Bullying / Menacing / Cyberbullying – Staff
- Policy IGDF: Student Fund-Raising Activities
- Policy IICA: Field Trips and Special Events
- Policy JBA/GBN: Sexual Harassment
- Policy JFCF: Hazing / Harassment / Intimidation / Menacing / Bullying / Cyberbullying / Teen Dating Violence / Domestic Violence – Student
- Policy JFCG/JFCH/JFCI: Use of Tobacco Products, Alcohol, Drugs, or Inhalant Delivery Systems
- Policy KG: Community Use of District Facilities
- Policy KGF/EDC: Authorized Use of District-Owned Equipment
- Policy KH: Public Gifts to the District



# Hillsboro School District 1J

Code: GBC  
Adopted: 07/96  
Revised: 12/16

## Staff Ethics

### I. Conflict of Interest

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

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

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

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

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

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

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

In the *conflict of interest* context:

"Member of household" means any person who resides with the employee.

"Relative" means: the spouse<sup>1</sup>, parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits<sup>2</sup> to the employee, or who receives any benefit from the employee's public employment.

## **II. Gifts**

District employees must comply with the following rules involving gifts:

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

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

<sup>2</sup>Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

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

“Gift” means something of economic value given to an employee without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

“Relative” *in the gift context* means: the spouse<sup>3</sup>, parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits<sup>4</sup> to the employee, or who receives any benefit from the employee’s public employment.

"Member of the household" means any person who resides with the employee.

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

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

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

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

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

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

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

“Fair market value” is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell, and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count

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<sup>3</sup>The term spouse includes domestic partner.

<sup>4</sup>Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

toward the fair market value of the gift if the employee does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

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

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

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

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

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

### **Entertainment**

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

1. The entertainment is incidental to the main purpose of another event (e.g. a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (e.g. a golf tournament at a conference); or

2. The employee is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when an employee appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment, who requests the presence of the employee at a special occasion associated with the entertainment.

Examples of an appearance by an employee at an entertainment event for a ceremonial purpose include: throwing the first pitch at a baseball game, appearing in a parade, and ribbon cutting for an opening ceremony.

## Exceptions

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

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

- (2) The purpose of this exception is to allow employees to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.
4. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the employee is representing the District.  
  
“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome, and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal.
5. Food or beverage consumed by an employee acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(i).
6. Waiver or discount of registration expenses or materials provided to an employee at a continuing education event that the employee may attend to satisfy a professional licensing requirement.
7. A gift received by the employee as part of the usual or customary practice of the employee’s private business, employment, or position as a volunteer that bears no relationship to the employee’s District employment.
8. Reasonable expenses paid to an employee for accompanying students on an educational trip.

## **Honoraria**

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

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

## **END OF POLICY**

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

ORS 244.010 to-244.400  
ORS 332.016  
ORS 659A.309

OAR 199-005-0001 to-199-020-0020  
OAR 584-020-0040

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

## Personal Relationships with Students

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

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

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

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

END OF POLICY

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### Legal Reference(s):

ORS 332.107

# Hillsboro School District 1J

Code: GBI  
Adopted: 07/96  
Revised: 11/08

## Gifts and Solicitations

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

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

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

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

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

END OF POLICY

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### Legal Reference(s):

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

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

# Hillsboro School District 1J

Code: GBNA  
Adopted: 09/08  
Revised: 12/14

## Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying – Staff

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

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

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

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

END OF POLICY

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### Legal Reference(s):

[ORS 163.190](#)  
[ORS 163.197\(2\)](#)  
[ORS 166.065](#)  
[ORS 166.155 - 166.165](#)  
[ORS 332.072](#)  
[ORS 332.107](#)  
[ORS 659A.030](#)

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

# Hillsboro School District 1J

Code: IGDF  
Adopted: 07/96  
Revised: 02/09

## Student Fund-Raising Activities

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

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

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

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

END OF POLICY

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### Legal Reference(s):

[ORS 339.880](#)

[OAR 137-025-0020 to -0530](#)

[OAR 581-022-1660\(2\)](#)

## Field Trips and Special Events\*\*

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

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

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

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

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

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

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

END OF POLICY

**Legal Reference(s):**

[ORS 332](#).107

[ORS 336](#).183

[ORS 339](#).155

[OAR 581-022](#)-1020

## **Sexual Harassment**

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

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

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

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

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the building principal, compliance officer, or Superintendent / designee, who has overall responsibility for all investigations. A student may also report concerns to a teacher, counselor, or school nurse, who will promptly notify the appropriate District official. In the event the person responsible for the investigation is the subject of the complaint, the assistant superintendent of Human Resources shall receive the report. If the assistant superintendent of Human Resources is the subject of the complaint, the complaint shall be referred to the assistant superintendent of the Office for School Performance. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

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

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

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

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

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

END OF POLICY

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**Legal Reference(s):**

ORS 243.706  
ORS 342.700

ORS 342.704  
ORS 342.708  
ORS 342.850  
ORS 342.865  
ORS 659.850  
ORS 659A.006  
ORS 659A.029  
ORS 659A.030  
OAR 581-021-0038  
OAR 584-020-0040  
OAR 584-020-0041

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

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

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

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

# Hillsboro School District 1J

Code: JFCF  
Adopted: 10/12  
Revised: 06/16

## **Hazing / Harassment / Intimidation / Menacing / Bullying / Cyberbullying / Teen Dating Violence / Domestic Violence – Student\*\***

The Board, in its commitment to providing a positive and productive learning environment, will consult with parents/guardians, employees, volunteers, students, administrators, and community representatives in developing this policy in compliance with applicable Oregon Revised Statutes. Hazing, harassment, intimidation, menacing, bullying, and cyberbullying by students, staff, and third parties toward students are strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense, and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The District may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to District property, or the use of threats, intimidation, harassment, or coercion. Students may also be referred to law enforcement officials.

The building principal/supervisor and the Superintendent / designee are responsible for ensuring that this policy is implemented.

### **Definitions**

“District” includes District facilities, District premises, and nondistrict property if the student is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events where students are under the control of the District.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at interdistrict and intradistrict athletic competitions or other school events.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or

grade-level attainment (e.g., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student); that requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; or the assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance that takes place on or immediately adjacent to District grounds, at any District-sponsored activity, on District-provided transportation, or at any official District bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological well-being of the student and may be based on, but not limited to, the protected class of the person.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation<sup>1</sup>, national origin, marital status, familial status, source of income, or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Domestic violence” means abuse as defined by Oregon Revised Statute (ORS) 107.705 between family and household members, as those terms are described in ORS 107.705.

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<sup>1</sup>“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual’s sex at birth.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate, or bully. Refer to District policy JFCEB and JFCEB-AR: Personal Electronic Devices and Social Media – Students for District requirements regarding the use of personal electronic devices.

“Retaliation” means hazing, harassment, intimidation, menacing, bullying, cyberbullying, or teen dating violence toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, menacing, bullying, cyberbullying, teen dating violence, or retaliation.

“Menacing” includes, but is not limited to, any act intended to place a District employee, student, or third party in fear of imminent serious physical injury.

## **Reporting**

The building principal/supervisor will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation, menacing, bullying, or cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the building principal/supervisor who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on District property, at a District-sponsored activity, or in a District vehicle or vehicle used for transporting students to a District activity shall immediately report the incident to the building principal/supervisor. Failure of an employee to report an act of hazing, harassment, intimidation, menacing, bullying, or cyberbullying to the building principal/supervisor may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated, menaced, bullied, cyberbullied, or been a victim of teen dating violence in violation of this policy is encouraged to immediately report his/her concerns to the building principal/supervisor who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the building principal/supervisor who has overall responsibility for all investigations.

This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate District official.

Complaints against the principal/supervisor shall be filed with the Superintendent / designee. Complaints against the Superintendent shall be filed with the Board Chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the Superintendent or designee review the actions taken in the initial investigation, in accordance with administrative regulations.

The District shall incorporate into existing training programs for students, information related to the prevention of, and the appropriate response to, acts of hazing, harassment, intimidation, menacing, bullying, and cyberbullying.

The District shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in Grades 7 through 12.

The District shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of hazing, harassment, intimidation, menacing, bullying, cyberbullying, teen dating violence, and domestic violence.

The Superintendent / designee shall be responsible for ensuring annual notice of this policy is provided in a student and / or employee handbook, school and District's website, and school and District offices, and the development of administrative regulations, including reporting and investigative procedures. Complaint procedures, as established by the District, shall be followed.

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by the ODE.

END OF POLICY

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**Legal Reference(s):**

[ORS 163.190](#)

[ORS 166.065](#)

[ORS 166.155 to-166.165](#)

[ORS 174.100\(6\)](#)

[ORS 332.072](#)

[ORS 332.107](#)

[ORS 339.240](#)

[ORS 339.250](#)

[ORS 339.254](#)

[ORS 339.351 to-339.366](#)

[OAR 581-021-0045](#)

[OAR 581-021-0046](#)

[OAR 581-021-0055](#)

[OAR 581-022-1140](#)

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

# Hillsboro School District 1J

Code: JFCG/JFCH/JFCI

Adopted: 07/96

Revised: 10/15

## **Use of Tobacco Products, Alcohol, Drugs, or Inhalant Delivery Systems\*\***

Student possession, use, distribution, or sale of tobacco products or inhalant delivery systems, alcohol, or unlawful drugs, including drug paraphernalia or any substance purported to be an unlawful drug, on or near any District property or grounds, including parking lots, or while participating in District-sponsored activities, is prohibited and will result in disciplinary action. If possession, use, distribution, or sale occurred near District grounds, disciplinary action may include removal from any or all extracurricular activities, and/or denial or forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). If possession, use, distribution, or sale occurred on District grounds, at school-sponsored activities or otherwise while the student was under the jurisdiction of the school, students will be subject to discipline up to and including expulsion. Denial and/or removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges may also be imposed. A student may be referred to law enforcement officials. Parents will be notified of all violations involving their student and subsequent action taken by the school.

The student may also be subject to further requirements before re-admission, which may include drug/alcohol rehabilitation and/or family counseling services. A referral to community resources and/or cessation programs designed to help the student overcome tobacco product, inhalant delivery system, alcohol or unlawful drug use may also be made. The cost of such programs is the individual responsibility of the parent and the private health care system.

Clothing, bags, hats, and other personal items used to display, promote, or advertise tobacco products, inhalant delivery systems, alcohol, or unlawful drugs are prohibited on all District grounds, including parking lots, at school-sponsored activities and in District vehicles.

An unlawful drug is any drug as defined by the Controlled Substance Act, including, but not limited to, marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). As used in this policy, unlawful drug also means possession, use, sale, or supply of prescription and nonprescription drugs in violation of Board policy and any accompanying administrative regulations.

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of District property is a Class A felony as provided by ORS 475.904.

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted/electronic cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless dip, chew, or snuff in any form.

Any person under age 18 possessing a tobacco or inhalant delivery system product is in violation of state law and is subject to a court-imposed fine.

Any person who distributes, sells, or allows to be sold tobacco products or any substance sold for the purpose of being smoked, vaporized, or aerosolized, in any form, or a tobacco-burning or inhalant delivery system device, to a person under 18 years of is in violation of state law and is subject to a court-imposed fine.

Penalties for student possession, use, or sale of tobacco, alcohol, and other controlled substances are contained in the *Standards of Student Conduct* handbook.

Parents must attend any conference scheduled to consider the student's re-admission after suspension or expulsion due to a violation of this policy.

END OF POLICY

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**Legal Reference(s):**

ORS 153.018  
ORS 161.605  
ORS 161.625  
ORS 163.575  
ORS 167.400  
ORS 332.107  
ORS 336.067  
ORS 336.222  
ORS 336.227

ORS 339.240  
ORS 339.250  
ORS 339.883  
ORS 431.840  
ORS 431.845  
ORS 433.835 - 433.990  
ORS Chapter 475  
OAR 581-021-0050 to -0075  
OAR 581-021-0110

OAR 581-022-0413  
OAR 581-053-0230(9)(s)  
OAR 581-053-0330(1)(m)-(o)  
OAR 581-053-0430(12)-(14)  
OAR 581-053-0531(11)-(13)  
OAR 581-053-0630  
OAR 584-020-0040

Controlled Substances Act, 21 U.S.C. § 812; Schedules of Controlled Substances, 21 C.F.R. §§ 1308.11 - 1308.15 (2006).  
Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2006).  
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2006).

# Hillsboro School District 1J

Code: KG  
Adopted: 08/98  
Revised: 10/15

## Community Use of District Facilities

Use of the school buildings and facilities in the District shall be in conformity with state statutes. Other than the restrictions imposed by law, school buildings and facilities shall be available for community use in accordance with the adopted policies of the Board. Unauthorized use of District property and facilities, including overnight stays, is prohibited.

School buildings shall be available without charge to school sponsored groups and activities. School buildings may be available without charge to nonprofit groups when they are providing services to community youth provided there is no additional expense for heating, utilities, supervision, or custodial services to the District.

All other groups may be required to pay reasonable expenses for the use of facilities according to a schedule developed by the Superintendent or the Superintendent's designee.

A fee schedule will be submitted to the Board for approval. Cafeterias and auditoriums will have separate fee schedules. Cafeteria/kitchen use will be approved through nutrition services in addition to the normal approval process.

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

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

Approval for use of a building or facility does not constitute approval or endorsement by the District of the organization or group. The District is not responsible for words spoken or actions taken by organizations, groups, or individuals during their use of the buildings or facilities.

END OF POLICY

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### Legal Reference(s):

ORS 330.430  
ORS 332.107  
ORS 332.172

# Hillsboro School District 1J

Code: KGF/EDC  
Adopted: 07/96  
Revised: 01/08

## Authorized Use of District-Owned Equipment \*

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

END OF POLICY

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### Legal Reference(s):

ORS Chapter 244  
ORS 332.107

OAR 584-020-0040

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

# Hillsboro School District 1J

Code: KH  
Adopted: 07/96  
Revised: 01/08

## Public Gifts to the District

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

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

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

END OF POLICY

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### Legal Reference(s):

ORS 294.326  
ORS 332.075

ORS 332.107  
ORS 332.385

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