

Mackay Junior –Senior High School

Athletic

Coaches Handbook

Updated July 2025

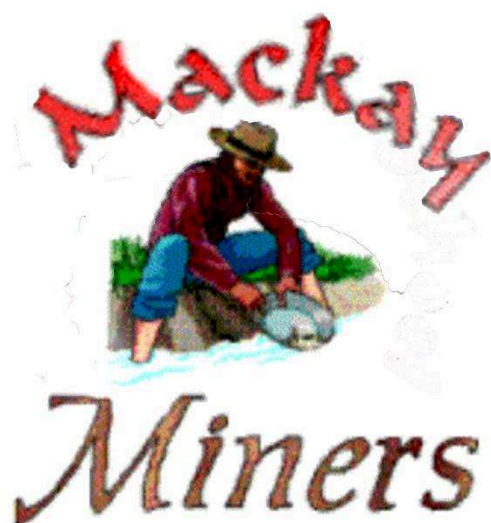


Table of Contents

Mackay Junior-Senior High School Extra Curricular Activities Philosophy.....	5
Sportsmanship.....	5
Coaching Education Requirements.....	5
Coaching Agreements and Hiring.....	6
Coaching Evaluations.....	6
Coaching Plan of Improvement.....	6
Code of Ethics for Coaches and Participants.....	6
Athletic Concerns and Inquiries.....	7
Athletic Facilities Use and Key Control.....	7
Concussion Protocol MSD Policy 3505.....	7
Concussion Guideline Form Policy 3505F1.....	8
Concussion Authorization to Return to Play or Participate in Student Sports Policy 3505F2.....	9
Drug Testing MSD Policy 3400.....	10
Drug Testing Consent Form Policy 3400F.....	15
Eligibility Forms/Participation List.....	16
Extracurricular and Co-curricular Participation Policy 3380.....	16
Facility Usage and Requests.....	22
Parent Meetings.....	22
Schedules.....	22
Volunteer Procedures.....	22
Job Descriptions.....	22
IHSAA Coaches Code of Ethics.....	30
Code of Ethics for Professional Educators.....	31
Coach Evaluation.....	37
Coach Self-Evaluation.....	39

Acknowledgment of Receipt and Review of Handbook

I acknowledge that I have received a copy of the Mackay Jr/Sr Athletic Handbook and I understand that it is my responsibility to read, understand, and comply with the policies, procedures, and guidelines contained in it.

I understand that the contents of the handbook are intended to provide a general overview and may be subject to change at any time at the discretion of Mackay HS administration.

By signing below, I confirm that:

- **I have received the handbook.**
- **I have read and understood its contents.**
- **I agree to follow the policies and procedures as outlined.**

If I have any questions or need further clarification, I understand that I should reach out to the athletic director

Employee/Recipient Name (Printed): _____

Signature: _____

Date: _____

Coach and Volunteer

Required Checklist

All must be completed before the start of the season.

- ☐ CPR/1st Aid Certification
- ☐ St. Luke's Concussion Course
- ☐ NFHS Sudden Cardiac Arrest Course
- ☐ NFHS Student Mental Health & Suicide Prevention
- ☐ NFHS Fundamentals of Coaching
- ☐ NFHS Teaching & Modeling Behavior
- ☐ NFHS Understanding Copyright & Compliance (cheer only)
- ☐ NFHS Bullying, Hazing, and Inappropriate Behaviors
- ☐ Read, understand, and agree to the national and state Coach's Code of Ethics
- ☐ Read, understand, and agree to the Mackay School District Coaches Handbook

For more information on IHSAA and NFHS coaches' education:

- ★ Idaho Coaches Education
 - www.idhsaa.org
- ★ NFHS Learning Center
 - www.nfhslearn.com
- ★ Follow Idaho Coaches on Twitter
 - @IHSAAcoach

Mackay Junior-Senior High School Extra Curricular Activities Philosophy

Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. However, participation in extracurricular and co-curricular activities is a privilege, not a right as pursuant to Idaho Code. As representatives of their school and District, coaches and students are expected to meet high standards of Behavior (MSD Policy 3380).

Extracurricular activity program in the Mackay School District shall be governed by the rules and regulations of the Idaho High School Activity Association, Mackay School District policies, and rules specific to each sport/activity.

Sportsmanship

Mackay School District adheres to the IHSAA Sportsmanship Philosophy:

The ideals of sportsmanship permeate virtually every aspect of our culture, and the ethics of fair play may be witnessed in all facets of life. However, the origins of sportsmanship have been firmly established in sports as a training ground for good citizenship and high behavioral standards. The Idaho High School Activities Association, through its member schools, defines sportsmanship as those qualities of behavior that are characterized by generosity, respect and genuine concern for others. Further, an awareness of the impact of one's influence on others' behavior is an important aspect of sportsmanship. The responsibility for developing sportsmanship rests with many different people. The basic components of sportsmanship are:

SPORTSMANSHIP RESPECT – INTEGRITY – HONESTY – TEAMWORK LEADERSHIP - PERSONAL RESPONSIBILITY

Coaching Education Requirements (These courses can be accessed through the IHSAA website under Coaches)

1. All coaches including volunteers must pass a background check from Idaho State Department of Education.
2. All coaches must complete the SafeSchools (Vector) training for the following courses:
Bullying: Recognition and Response – 52 minutes full course
Sexual Harassment: Student Issues and Responses – 34 minutes
3. **NFHS Fundamentals of Coaching**
Coaches must be a certified teacher or complete NFHS Fundamentals of Coaching (www.idhsaa.org/coaches/education.aspx)- This is an IHSAA requirement for Idaho coaches. This course will be completed prior to the first competition.
4. **Safety and First Aid**
CPR/First Aid certification

5. **St. Luke's Idaho Concussion Course** (even numbered years, unless it is the first-year coaching) free
6. **NFHS Sudden Cardiac Arrest Course** (even numbered years, unless it is the first-year coaching) free
(www.idhsaa.org/coaches/education.aspx)-for First Aide course, concussion course, and cardiac arrest courses
7. **Engaging Effectively with Parents Course** <https://idhsaa.org/coaches>
8. **Understanding Copyright and Compliance**
9. **Student Mental Health and Suicide Prevention**
10. Pole Vault Coaches are required to complete the NFHS course- Coaching Pole Vault
11. Cheer Coaches/Advisors are required to complete required NFHS Cheer Stunt training.
12. Follow the job description guidelines for Head Coach/Assistant Coach as adopted by the Board of Trustees (Appendix A)
13. A coach's primary responsibility is his/her contracted position. For example, if there is a varsity and junior high contest/practice scheduled at the same time, the varsity coach will attend the varsity event/practice and the junior high coach will attend the junior high event/practice. The coach will not cancel practice in order to attend another event/practice.

Coaching Agreements and Hiring:

Coaching agreements are for the season. All Coaches (Varsity, JV and Junior High) will be hired and approved yearly. Letters of interest for the next year need to be submitted to the AD and/or high school principal as follows: Fall and Winter Sports by March 1. Spring Sports by June 1.

Recommendations for hiring will be brought before the Board of Trustees as follows: Fall and Winter Sports –April and Spring Sports – June. Head coaches can make recommendations for assistant and Junior-High coaches and will be invited to participate in interview committees. If the head coach position is vacant, it will be filled prior to extending a coaching agreement to assistant and/or Junior-High coaches.

Coaching agreements for the upcoming year will be issued in the summer.

Coaching Evaluations

Each coach/advisor will be evaluated yearly by the Athletic Director. The principal will evaluate the Scholastics Team Advisor. This evaluation will be completed no more than 30 days after the end of each season. Cheerleading and Scholastics Team advisors will be evaluated no later than April 30 of each school year.

Coaching Plan of Improvement

Coaches may be recommended for rehired with a Plan of Improvement in place. The Plan of Improvement will be written and signed by both the Athletic Director and the Coach. The Plan will be reviewed by the Athletic Director and Coach a minimum of 3 times during the season. The plan must be satisfactorily completed by the end of the season or the Coach will not be recommended for rehire.

Code of Ethics for Coaches and Participants

Coaches and participants will conduct themselves in a sportsmanlike and respectful manner at all times toward officials, press, students, public, parents, and members of the community.

No obscene language will be used by coaches or participants.

Further, coaches will demand mutual respect and sportsmanlike behavior from student participants.

Coaches shall take pride in being good teachers, not only in their coaching assignments, but also in their teaching assignments. Good ethics call for pride in the total educational program. Since both groups contribute to the accomplishment of the goals of education, relationships between academic teachers and coaches must be based on mutual respect.

The Mackay School district condemns any act by a player to deliberately injure an opponent or teammate during a game or practice. The techniques taught to the participating student by the coaching staff shall be designed to minimize the risk of injury to all participants. Unethical conduct and acts of poor sportsmanship will not be tolerated.

District Policy; 3410

Follow the IHSAA Coaches Code of Ethics and Code of Ethics for Idaho Educators (and will be reviewed with coaches by the AD and Principal prior to practice starting- signature page will be signed)

Athletic Concerns and Inquiries:

Inquiries by parents on behalf of their student athlete are welcomed and encouraged by the Athletic Department and coaching staff. Parents shall contact the coaching staff prior to bringing an issue to the Athletic Director. When the need arises to contact the AD, please identify yourself. Anonymous communications to the Athletic Director will be forwarded to the coach in question by the Athletic Director. Other anonymous communications will be directed to the superintendent and handled at his/her discretion. No formal action will be taken on any anonymous communication. At no time will school staff/coaches discuss another student athlete. Below is the chain of command concerning extracurricular activities:

1. Head Coach
2. Athletic Director
3. Principal
4. Superintendent
5. Board of Trustees

Athletic Facilities use and Key Control

Coaches will maintain strict accountability of their facility keys and **will not allow students, parents, or anyone else to use the keys assigned to them.** Any non-school days (Fridays, Saturdays, Sundays and holidays) and times when custodians are not around, please do not bar doors open this is to ensure the safety of our athletes and our buildings.

Athletic Budgets and Ordering

All gate proceeds go to the officials account. The District will supplement the officials account.

Add a concessions line item in Student Body Funds. Half of concessions will continue to go to the group working concessions. The other half will go to the concessions account to pay for food and supplies. The balance will be transferred to the athletic admin account.

Create a separate account for gate/officials.

Create a separate fundraising account/line for all sports/extra curriculars

The District will provide a budget for each sport/extracurricular.

The District will budget a set amount yearly for large item athletic expenditures and put this amount in the Athletic Admin account (currently \$5000)

Gate will be increased and the senior age raised to 60.

Sports/Extracurricular Budgets

Each team will receive a budget from the district to be used for equipment and miscellaneous expenses. Larger expenses will be paid by the District Athletic account. This budget may also be used for state tournament expenses.

High School

\$1000– Football
\$500 - Volleyball
\$500 – Girls Basketball
\$500 – Boys Basketball
\$500 – Track
\$250 – Cheer
\$150 – Scholastics Team
\$150 - Golf

Junior High School

\$500 - Football
\$250 – Volleyball
\$250 – Girls Basketball
\$250 – Boys Basketball
\$250 – Track
\$125 – Cheer

Each team will also have a separate fund raising account in an effort of transparency.

All orders must be approved by the AD and assigned a purchase order number.

Uniform rotation – Junior High sport same year as HS sports

The uniform rotation will budget for a set amount with a 5-year rotation. Additional amounts and uniform items purchased out of rotation will be paid for through fund raising and/or the sport's budget. Budgeted amounts are as follows:

2024-2025	High School FB	\$4500	Junior High Football	\$2250
2025-2026	High School VB	\$3000	Junior High Volleyball	\$1500
2026-2027	High School GBB	\$3000	Junior High GBB	\$1500
2027-2028	High School BBB	\$3000	Junior High BBB	\$1500
2028-2029	High School Track	\$2500	Junior High Track	\$1250
	High School Cheer	\$1500	Junior High Cheer	\$750

State Tournaments

This budget will be kept at the District.

The district will provide up to \$150 for rooms for each student participant based on the number of participants allowed on the roster. If cheerleaders go to state, the same applies.

Rooms for the coaches (on coaching agreement) will be paid by the district at one room per coach.

A room for the bus driver will be paid by the district.

Additional expenses will be provided through fundraising, the sport's budget, and the athletic admin account if applicable.

Athletic Admin Account

The Junior/Senior High School Athletic Admin Account will pay for large expense items, balls, equipment, miscellaneous supplies, fees, etc.

Concussion Protocol (MSD Policy 3505 3/09/2020)

Many students within Mackay School District No. 182 participate in extra-curricular activities of a nature whereby physical injury may result. Though the District takes care to ensure all extra-curricular activities are as safe as practicable, it is not possible to remove all danger from such activities, and the District

acknowledges that concussions may result. The purpose of this policy is to address situations in which student concussions have occurred or are suspected to have occurred.

This policy only applies to organized athletic league or sport in which any District student participates as an athlete or youth athlete. For the purposes of this policy, athlete or youth athlete means an individual who is eighteen (18) years of age or younger and who is a participant in any middle school, junior high school, or high school athletic league or sport. A school athletic league or sport shall not include participation in a physical education class.

Pre-Season Education

The Administration and coaches will work to ensure that athletes, youth athletes, parents, volunteers, and assistant coaches are educated about concussions. Prior to being allowed to engage or participate in any school athletic league or sport:

1. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall be provided notice of and/or copies of any concussion guidelines or information available from the State Department of Education and the Idaho High School Activities Association, and also this policy.
2. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall acknowledge that they have been provided the guidelines or information available from the State Department of Education and the Idaho High School Activities Association, as well as this policy, and have had the opportunity to review and have reviewed such information. Further, each student and the student's parents or guardians shall sign an applicable waiver for participating in such school athletic league or sport.
3. The signed waiver and acknowledgment of review of the appropriate information shall be returned to the District.
4. As part of any required pre-athletic league or sport participation medical examination or physical, the medical provider performing the examination shall check for signs of previous concussions. Such medical provider shall indicate whether signs of previous concussions are indicated, and whether the student should or should not be allowed to participate in the school athletic league or sport.

Athletes will not be allowed to participate in school athletic leagues or sports until the above requirements are met.

Protocol on Suspected Concussion

If, during any school athletic league or sport practice, game, or competition, an athlete exhibits signs or symptoms of a concussion, makes any complaint indicative of a possible concussion, or a coach, assistant coach, volunteer coach, or other school District employee has reason to believe a concussion has occurred, such student shall be removed from play or participation in the practice, game, or competition. According to the Centers for Disease Control and Prevention, and for the purposes of this policy, signs observed by coaching staff which could be indicative of a concussion include if the athlete:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (*even briefly*)
- Shows mood, behavior, or personality changes
- Can't recall events *prior* to hit or fall
- Can't recall events *after* hit or fall

According to the Centers for Disease Control and Prevention, and for the purposes of this policy, symptoms reported by the athlete which could be indicative of a concussion include:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right” or is “feeling down”

Coaches should not try to judge the severity of the injury themselves. Health care professionals have a number of methods that they can use to assess the severity of concussions. Coaches should record the following information, if possible, to help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out/knocked out) and if so, for how long
- Any memory loss immediately following the injury
- Any seizures immediately following the injury
- Number of previous concussions (if any)

Athletes may not be returned to play or participate in any student athletic league or sport (except on an administrative basis, such as team manager), until and unless the athlete has been evaluated and is authorized to return to play or participate by a qualified health care professional who is trained in the evaluation and management of concussions, including a physician or physician's assistant licensed under chapter 18, title 54, Idaho Code, an advanced practice nurse licensed under Idaho Code 54-1409, or a licensed health care professional trained in the evaluation and management of concussions who is supervised by a directing physician who is licensed under chapter 18, title 54, Idaho Code. Such authorization must be in writing and must be provided to the District prior to the student being returned to play. If the authorization is signed by a licensed health care professional trained in the evaluation and management of concussions, such authorization must also be countersigned by the directing physician.

Legal Reference: I.C. § 33-1625

Youth athletes – concussion and head injury
guidelines

Other Reference: <http://www.idhsaa.org/medicine/concussions.aspx>
<http://www.cdc.gov/headsup/index.html>
http://www.cdc.gov/headsup/basics/concussion_symptoms.html

National Federation of State High School Associations (NFHS) Suggested Guidelines for Management of Concussion in Sports. Appendix E

CONCUSSION GUIDELINES FORM

3505F1

Acknowledgement of Receipt of Concussion Guidelines

Parent's/Guardian's Signature

I, (print name) _____, acknowledge that I am the parent or guardian of the student (below); that I have received from the District information related to student athlete concussions, including information from the State Department of Education, the Idaho High School Activities Association, and have had the opportunity to review and have reviewed such information. I understand that participation in school athletics leagues or sports is dangerous, and hereby agree to waive all liability against Mackay School District, No. 182, its employees, agents, and Trustees, related to any injury or damages that student may experience or incur as a result of participation in such school athletics leagues or sports.

Signature

Date

Student's Signature

I, (print name) _____, acknowledge that I am a student of Mackay School District, No. 182, or otherwise am allowed to participate in school athletics leagues or sports; that I have received from the District information related to student athlete concussions, including information from the State Department of Education, the Idaho High School Activities Association; and have had the opportunity to review and have reviewed such information. I understand that participation in school athletics leagues or sports is dangerous and accept the risk of the potential consequences of such dangers.

Signature

Date

NOTE: Both signature lines must be filled in and this form must be provided to the District prior to the student athlete participating in any school athletic leagues or sports.

CONCUSSION AUTHORIZATION TO RETURN TO PLAY OR PARTICIPATE IN STUDENT SPORTS FORM **3505F2**

Authorization to Return to Play or Participate in Student Sports

I hereby state that I am a:

- ____ Physician licensed pursuant to chapter 18, title 54, Idaho Code.
____ Physician's assistant licensed pursuant to chapter 18, title 54, Idaho Code.
____ Advanced practice nurse licensed under section 54-1409, Idaho Code.
____ A licensed health care professional trained in the evaluation and management of concussions who is supervised by a directing physician licensed under chapter 18, title 54, Idaho Code. My directing physician is _____, his or her license number is _____, and address is: _____

I further state that I have met with _____ (hereinafter referred to as "student athlete") to evaluate student athlete for a concussion. I have discussed with student athlete the potential ramifications of continuing to play sports after having received a concussion or exhibiting concussion like symptoms. I am satisfied that student athlete can return to play and/or participate in school athletic leagues or sports without significant likelihood of danger or injury, and I therefore authorize student athlete to return to play and/or participation in school athletic leagues or sports.

Signature

Date

License No.

Address

Signature of Directing Physician
(if signed by a Licensed Health Care Professional)

Date

DRUG TESTING (MSD Policy 3400)

Extracurricular Activities Drug-Testing Program

The District has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Our commitment to maintaining the extracurricular activities in the District as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

Purpose

The drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while they have drug residues in their bodies, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free participation. No student shall be expelled or suspended from school as a result of any verified positive test conducted by his/her school under this program, other than as stated herein.

Scope

Participation in extracurricular activities is a privilege. This policy applies to all District students in grades 9-12 who wish to participate in extracurricular activities that are school-sponsored extracurricular activities.

Consent Form

It is MANDATORY that each student who participates in extracurricular activities sign and return the Consent Form prior to participation in any extracurricular activity. Failure to comply will result in non-participation.

Each extracurricular participant shall be provided with the Consent Form (3400F), which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug-testing program at Mackay High School.

Testing Procedures

1. The selection of participants to be tested will be done randomly by the principal/administrative designee, and selections will be made from time to time throughout the school year. Names will be drawn from one (1) large pool of those agreeing to be tested.

Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing.

2. If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a follow-up test, a student will be required to provide a sample of fresh urine, according to the quality control standards and policy of the laboratory conducting the urinalysis.
5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to twenty-four (24) ounces of fluid. If still unable to produce a specimen within two (2) hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/ she may be tested at a later date to be reinstated for eligibility.
6. There is a head strip on each of the specimen bottles, indicating the validity of the urine specimen by temperature. All specimens registering below 90.5 degrees Fahrenheit will be invalid. If this occurs, another specimen must be given by the student.
7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extracurricular activities for the remainder of the school year. This will be reported to the parent/guardian.
8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.

9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and street drugs (which may include all drugs listed as controlled substances under the laws of the State of Idaho). Also, performance enhancing drugs such as steroids may be tested.
10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

Chain of Custody

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four (4) or five (5) students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.)
3. Before the student's urine is tested by the laboratory, students will agree to fill out, sign, and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
5. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.
6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait

outside the restroom. The student will have two (2) minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.

7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results to the principal/administrative designee.
8. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed to the principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheet.

Test Results

1. This program seeks to provide needed help for students who have a verified positive test. The students' health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.
2. The principal/administrative designee will be notified of a student testing positive (that is, if the test shows that drug residues are in the student's system after using at least two (2) different types of analyses). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information that will be considered in determining whether a positive test has been satisfactorily explained.
3. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.
4. If the test is verified positive, the principal/administrative designee will meet with the student and his/her parent/guardian at the school. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extracurricular activities until after a follow-up test is requested by the principal/administrative designee and the results are reported.
5. A follow-up test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this follow-up test is negative, the student will be allowed to resume extracurricular activities. If a second positive result is obtained from the follow-up test or

any later test of that participant, the same previous procedure shall be followed. In addition, the District reserves the right to continue testing, at any time during the remaining school year, any participating student who tested positive and did not make satisfactory explanation.

6. Information on a verified positive test result will be shared on a need-to-know basis with the student's coach or sponsor. The results of negative tests will be kept confidential to protect the identity of all students being tested.
7. Drug testing result sheets will be returned to the principal/administrative designee, identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal/administrative designee has access.

Financial Responsibility

1. Under this policy, the District will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial follow-up drug tests. (Once a student has a verified positive test result and has subsequently tested negative from a follow-up test, any future follow-up drug test that must be conducted will be paid for by the student or his/her parent/guardian.)
2. A request on appeal for another test of a positive urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies are the financial responsibility of the student or his/her parent/guardian.

Confidentiality

Under this drug-testing program, any staff, coach, or sponsor of the District who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the District's commitment to confidentiality with regard to the program.

Other Rules

Apart from this drug-testing program, the Idaho High School Activities Association (IHSA) and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/ sponsors have the necessary authority to enforce those rules. Any

student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

Legal Reference: Vernonia School District 47J v. Acton, 515 U.S. 646 (1995)
Todd v. Rush County, 139 F.3d 571 (7th Cir.), cert. Denied, 119 S.Ct. 68
(1998)

Policy History:

Adopted on: April 10, 2012

Revised on:

DRUG TESTING MACKAY SCHOOL DISTRICT EXTRACURRICULAR CONSENT FORM (Policy 3400F)

I have received and have read and understand a copy of the Mackay School District's "Extracurricular Activities Drug-Testing Program". I desire that _____ participate in this program and in the extracurricular program(s) of the Mackay School District and hereby voluntarily agree to be subject to its terms for the entire high school career (grades 9-12). I accept the method of obtaining urine specimens, testing, and analyses of such specimens and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Statutes and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

Date: _____, 20__

Student Signature

Parent/Guardian Signature

I, _____, have decided not to participate in any extracurricular activities sponsored by the Mackay School District for the remainder of this school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to urinalysis.

Student Signature

Date

Parent/Guardian Signature

Date

Form History:

Adopted on: April 10, 2012

Eligibility Forms/Participation List

Coaches are required to collect required from students and to provide current rosters to the AD and High School Secretary.

The required paperwork must be turned in to the Athletic Director or designee prior to the first practice:

- Health Examination and Consent Form
- Interim Physical Form
- Concussion Form

- Acceptance of Activity Code of Conduct
- Extracurricular Activity Drug Test Consent Form

PARTICIPATION (MSD Policy 3380 – 8/11/25)

1. Students must pass all classes from the previous semester. Example: you must pass all classes first semester in order to play winter sports: Basketball, Cheerleading, Wrestling, Track, etc., You must pass all classes second semester in order to play Football, Volleyball, Cheerleading, etc., for the following fall season. Students may use passing summer school course grades to replace failing grades from the second semester, this will allow for fall participation. Students taking off-campus or release time must pass 6 out of 6 classes.
2. Students must have earned a 2.0 GPA and passed all of their classes.

Current Semester

1. Student must be enrolled full-time and passing all classes.
2. Students must maintain a 2.0 GPA.

The Athletic Director will check eligibility weekly.

If, at the time of a scheduled check, a student is found to be below a 2.0 GPA or has one (1) “F”, he/she will be placed on probation for the next two weeks. During this two-week probation period, the student will be able to participate. It is during this time the student and parents need to meet with the teacher and discuss how to best improve the academic status of the student.

Within two (2) days of the eligibility check, the principal and/or extra-curricular or co-curricular activity supervisor will notify the student and parents in writing and by phone concerning the probationary status.

If at the end of the 2-week probation period the student remains ineligible, he/she will not be allowed to participate until grades are checked the following grade check and a passing grade and a 2.0 GPA are in place. The student will be required to attend all practices but will not suit down for home games and will not attend away games. Teachers will notify admin when a passing grade is received. Once a passing grade and a 2.0 GPA are received the student will be eligible to participate.

Attendance

1. Students involved in extracurricular activities are required to attend all class periods on the day of the contest, performance, or activity. If a student misses more than 60 minutes of the school day, he/she cannot attend practice. (Policy 3050)
2. The Athletic Director or the Principal may make exceptions for medical appointments, family emergencies, or other special circumstances. A student suspended from school,

regardless of in-school or out of school suspension, may not attend practice or participate in a contest, performance, or activity on the day he/she is suspended.

Extracurricular or Co-Curricular Activity Suspension

The Board believes that the safety and welfare of other students may be adversely affected when students who are involved in extracurricular or co-curricular activities commit major infractions or repeated minor infractions at school or during school activities, and/or are involved in criminal conduct or drug use in any location.

I. Activity Suspension as a Result of a School Suspension

A student will be immediately suspended from all extracurricular and co-curricular activities when he/she receives an in-school or out-of-school suspension (not including an in-school detention) from school for any violation of school and district disciplinary guidelines.

Consequences:

- A. The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension.
- B. This type of activity suspension cannot be appealed.

II. Activity Suspension for Criminal Conduct or Drug Use in Any Location During the Scholastic Year

A student may be suspended from extracurricular and co-curricular activities when he/she has been arrested or it reasonably appears to the District that he/she has violated criminal law, other than infractions or minor traffic violations; or has been involved with drug paraphernalia, controlled substances, or drugs, including alcohol or tobacco, **in any location, either on or off campus**, during the scholastic year, in any of the following ways: attempting to secure or purchase; using or having reasonable suspicion of having used; possession; intending or attempting to sell or distribute; selling or giving away; or being knowingly present when any of the above are used, possessed, or consumed.

Upon the first violation, the student will be suspended from competition for the number of contests equal to 20% of the total number of competitions for the entire season in that sport. In the event this results in a fraction of a contest, (e.g. 4.5 contest) the suspension shall be served for the same fraction of the last contest (e.g. Basketball 4 Games 2 Quarters). A second violation will result in the student being suspended from competition for the number of contests equal to 50% of the total number of competitions for the entire season in that sport.

A third violation will result in being suspended from participation in all extracurricular activities for one (1) calendar year.

For first and second violations, the suspended student will be required to attend all practices and home games but will not be allowed to suit down for games/contests.

If the student notifies school personnel (self-reports) concerning his/her criminal conduct or drug use prior to the personnel's knowledge of the incident(s), the principal or extra-curricular supervisor may reduce the length of the activity suspension. In no instance, will the suspension be less than one competition for the first offense and two competitions for the second offense. This does not apply to the third offense.

No suspensions will be carried over from junior high to high school. This policy shall be continuous throughout high school eligibility and violations are accumulative throughout high school.

Consequences:

Infractions Which Occur in Out-of-School Trips

During an out-of-school trip, if the authorized person in charge of the activity determines that a student should be sent home early because of criminal conduct, drug use, or a major infraction, the authorized person will notify the parent/guardian, and ask him/her to take charge of the return of the student. The parent/guardian will assume any expenses incurred for the return of the student.

Informal Hearing Process

Prior to giving an activity suspension to a student, the principal or extra-curricular or co-curricular activity supervisor shall grant the student an informal hearing on the reasons for the activity suspension and the opportunity to challenge those reasons unless an emergency activity suspension is necessary. If an emergency activity suspension is necessary, an informal hearing will be held as soon as possible after the emergency ceases to exist.

Student travel to or from an extracurricular or co-curricular activity

Unless other travel arrangements are authorized, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus. Buses will drop off students at one location south of town if returning from the South and one location north of town if returning from the North. The South stop will be at the Leslie Gravel Pit, and the North stop will be at the Fish Hatchery Road historical sign.

The only variation allowed in this regulation is the release of students to parents in a face-to-face situation at the close of the activity before buses begin the return trip. Such release will require a signed, dated note from the parent. Parents may complete a Parental Consent to Private Transportation of Student Waiver and Release of Liability to allow their student to ride from an event with another adult. No student may be released to ride home with another student or with anyone under the age of 21.

The activity must provide at least one instructor\coach or adult advisor for each bus on a special trip. The head coach or appointed representative must ride the bus to and from the event. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Coaches/Adults need to situate themselves throughout the bus to ensure proper supervision. Any adult designated by the principal as the school representative will have such authority.

Students must follow all school bus rules with these exceptions: Food and drink will be allowed with permission of the principal. No glass or aerosol containers are allowed on the bus, and drinks must have secure screw tops. However, any debris must be cleaned up at the end of the trip and before students leave the bus. Boys and girls will not sit in the same seat together.

If a student causes a disruption or hazard on the bus, a hearing will be held with the principal, driver, instructor/coach/or adult sponsor, parent/guardian and student. The driver, instructor/coach/or adult sponsor, parent/guardian and the student will have the opportunity to share with the principal their perceptions of the problem. If the principal finds that there has been an infraction of bus rules, he or she will take the following action:

1. On the first infraction, the student will be warned that following any further infraction he/she will be declared ineligible for transportation to the extracurricular or co-curricular activities for one event.
2. On the second infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activity for two events.
3. On the third infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activities for the remainder of the semester or trimester.

Based on the severity of the problem as it relates to respect and safety for others, the principal may bypass step #1 and/or step #2 above and immediately declare the student ineligible for transportation for two weeks or for the remainder of the semester or trimester.

Appeal Process

1. This appeal process may be used by students and their parent/guardian only for first and second violations of activity suspension for criminal conduct or drug use in any location during the scholastic year.
2. The parent/guardian must request an appeal in writing within two (2) school days from the notification of the activity suspension decision.
3. The Superintendent will appoint a three-member panel composed of certificated staff members who have not been involved in the disciplinary action in question. The hearing panel will notify the student and the parent/guardian of the date, location, and time of the hearing; the student will have an opportunity to present additional evidence regarding the circumstances of the suspension or reasons to reduce the length thereof. The appeal must be scheduled within five (5) school days of the request.

4. If the panel determines that the evidence reviewed at the appeal supports the suspension, the suspension of the student from extracurricular and/or co-curricular activities shall be continued.
5. The student and the parent/guardian will be notified in writing of the panel's findings and determination with respect to the student suspension from extracurricular and/or co-curricular activities within two (2) school days of the panel's decision.
6. The panel's determination is final, and is not appealable to the Superintendent or Board of Trustees.

Elementary Students

Students in kindergarten through sixth (K-6) grade who are in violation of this policy may have the length of the activity suspension reduced by the principal or other authorized administrator.

General Definitions for Extracurricular and Co-Curricular Participation

Unless the context otherwise requires, in this policy:

“Extracurricular Activities” means a district and/or school authorized activities which take place outside of the regular school day and do not involve class credit, including, but not limited to athletics, student groups or organizations, and community activities for which high school letters are awarded.

“Co-Curricular Activities” are district and/or school authorized activities held in conjunction with a accredited class, but taking place outside of the regular school day including, but not limited to, debate, drama, drill team, band, or choir.

“Activity Suspension or Suspension from Extracurricular or Co-Curricular Activities” means that suspended students shall not travel, dress in uniform, associate, or participate with the team or group at its scheduled event(s). Suspended students may be allowed to participate in practices/meetings; however, the principal or designee may deem it necessary for students to be withheld from practices/meetings for the duration of the suspension.

“Controlled Substances” include, but are not limited to opiates, opium derivatives, hallucinogenic substances, including cocaine, and cannabis and synthetic equivalents or the substances contained in the plant, any material, compound mixture or preparation with substances having a depressant effect on the central nervous system, and stimulants.

“Drugs” include any alcohol or malt beverage, any inhalant, any tobacco product, any controlled substances, any illegal substance, any abused substance, any look-alike or counterfeit drug, any medication not approved and registered by the school authorities and/or any substance which is

tended to alter mood, and/or any substance which is misrepresented and sold or distributed as a restricted or illegal drug.

“Drug Paraphernalia” is defined as any or all equipment, products and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivation, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance as defined in this policy.

“Emergency Activity Suspension” is defined as imposition of an activity suspension by a principal or his designee prior to an informal hearing when it is necessary to protect the health and safety of the individual(s) involved and immediate action is appropriate.

“Event” is defined as a match, game, meet, or other competitive event, including regional and/or state tournaments, or competitions. “Event” is also defined as any performance(s).

“Knowingly Present” shall mean that a student attended a gathering of two (2) or more individuals at which one or more of the attendees (other than the student at issue) were using or are in possession of drug paraphernalia, controlled substances, drugs, pornography, or alcohol or tobacco and the student knew or reasonably should have known that such use or possession was occurring illegally.

“On any school premises or at any school sponsored activity, regardless of location” includes, but not be limited to buildings, facilities, and grounds on the school campus, school buses, school parking areas; and the location of any school sponsored activity. “On any school premises or at any school sponsored activity, regardless of location” also includes instances in which the conduct occurs off the school premises but impacts a school related activity.

“Scholastic Year” is defined as the period of time beginning with the first day of the fall extracurricular and co-curricular activities season and ending with the last day of school.

“School Days” include only those days when school is in session.

Policy History:

Adopted on: April 10, 2012

Revised on: November 9, 2020

Revised on June 20, 2022

Revised on August 12, 2024

Revised on August 11, 2025

Facility Usage and Requests

A facility use form must be filled out and submitted to the building principal one week prior to an event taking place. The form will then be signed by the principal, maintenance supervisor, and superintendent to ensure there are no conflicts. This process must take place for all events where a Mackay School District facility will be used for anything other than a game, scrimmage, or practice. Coaches are always responsible for ensuring that the facility being used is left the way it was found.

Parents' Meeting

Prior to the beginning of the season coaches will hold a parents' meeting. Coach's expectations of student athletes in their program will be discussed with the parents or guardians.

Schedules

There will be no mandatory activities or practices on Sundays.

There will be no scheduled mandatory activities or practices on holidays or during summer vacations. If a game falls during a school break, mandatory participation cannot be required.

Open gym is defined as non-mandatory, unstructured, opportunity to utilize school facilities.

A tentative practice schedule should be made out for the entire season before practice begins. Coaches that need to share the gym need to get together to develop a schedule. If a before school practice is scheduled, then the Maintenance Supervisor and the Building Principal need to be notified prior to practice taking place.

Volunteer Procedures

Volunteers for extra-curricular activities and programs must complete the required paperwork through the Mackay School District Office according to Policies: 4600, 4600P, 4600F1, and 4600F2.

JOB DESCRIPTIONS

TITLE: HEAD COACH

Job Summary:

To motivate and develop each athlete's skills, attitudes, and habits that will guide them toward success, personal growth, and good character. To provide examples of fair play, team building, and respect. Provide leadership and motivation to excel.

Person(s) To Whom Responsible:

Head Coach is directly responsible to the Building Principal and Athletic Director.

Qualifications:

1. Idaho Teaching Certification, American Sport Education Program Certification, or National Federation of Interscholastic Coaches Association Certification
2. Certification in first aid and CPR

3. Demonstrated knowledge of [the sport], sports training, conditioning, injury prevention, kinesiology, management, and the rules of the Idaho High School Activities Association Handbook
 4. Ability to foster and sustain students' interest in the activity and promote skill development
 5. Possess good organizational skills
 6. Strong interpersonal and communication skills, and ability to work well with students, parents, and colleagues
 7. Maintain confidentiality of staff and students
- Duties and Responsibilities: Working with**

Working With Student Athletes

1. Attend all tryouts, practice meetings, and Assemblies, and supervise students during related field trips and other out of school functions
2. Organize practice schedules and game rosters
3. Assign positions to players, and develop strategies and styles of play
4. Attend out-of-school meetings, supervise fundraisers, and help students prepare for competitions
5. Coach individual participants of varying abilities in the skills necessary for achievement in [the sport]
6. Track student performance throughout the season and develop stat sheets on players
7. Arrange with the athletics director for any necessary transportation, scheduling, hiring of officials, or other arrangements for competitions related to the sport
8. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities and ensure that safety equipment is used correctly
9. Comply with federal and state law, administrative rules, and Board policy pertaining to medical procedures and student athletes, including the district's concussion policy
10. Ensure that students are eligible to participate, and that they have had any necessary physical examinations
11. Actively promote the athletic program, seek student participation, and select team members
12. Model positive behavior, maintain a supportive environment, and remain professional, even when tension is high
13. Maintain high standards of conduct for student athletes, including respect and fair play
14. Abide by the rules of the Idaho High School Activities Association Handbook

Other

1. Prepare the team's budget, order necessary supplies and equipment, and maintain appropriate records related to activity expenses and revenues
2. Follow district policy in the collection, depositing of funds, payment of bills and financial reporting in accordance with federal and state law, administrative rules, and Board policy
3. Work with other coaches, parents, referees, media, and operators of non-district facilities used for practice or competition as appropriate
4. Work closely with the athletics and activities director in scheduling interscholastic contests
5. Act as a liaison with the cheerleading program, drill team program, and the other coaches
6. Assist the athletics director, when requested to do so, in maintaining necessary attendance forms, insurance records, physical check-up forms, accident reporting, and all other required paperwork
7. Train and assign duties to team managers, assistant coaches and direct event volunteers, if applicable, including assistant coach's evaluations

8. Evaluate the program annually and make recommendations for improvements as necessary
9. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications
10. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
11. Seek assistance should emergencies arise
12. Represent the school district in a positive manner
13. Know and follow school district policy and chain of command
14. Perform other duties as assigned Length of Season:

Approximate Number of Athletes: _____

Number of Assistant Coaches: _____

Number of Games: _____

Frequency of Practice: _____

Other Tournaments, Camps, Practices, Meets, Pre-Season Practice, etc.:

EVALUATION

Performance of this position will be evaluated no later than 30 days after the conclusion of the season by the athletic director in conformance with district policy and IDAPA 08.02.02.120.

TERMS OF EMPLOYMENT

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:

I.C. § 33-512 Governance of Schools

I.C. § 33-513 Professional Personnel

I.C. § 33-515 Issuance of Renewable Contracts

I.C.

§ 33-1210 Information on Past Job Performance

IDAPA 08.02.02.022 Endorsements A-D

IDAPA 08.02.02.023 Endorsements E-L

IDAPA 08.02.02.0234 Endorsements M-Z

IDAPA 08.02.02.120 Local District Evaluation Policy—Teacher and Pupil Personnel

Certificate Holders

TITLE: ASSISTANT COACH**Job Summary:**

To motivate and develop in each participant skills, attitudes, and habits that will guide them toward success, personal growth, and good character. To provide examples of fair play, team building, and respect. Provide leadership and motivation to excel.

Person(s) To Whom Responsible:

Assistant Coach is directly responsible to the Head Coach.

Qualifications:

1. Idaho Teaching Certification, or American Sport Education Program Certification, or National Federation of Interscholastic Coaches Association Certification
2. Certification in first aid and CPR
3. Demonstrated knowledge of [the sport], sports training, conditioning, injury prevention, kinesiology, management, and the rules of the Idaho High School Activities Association Handbook
- 4 Ability to foster and sustain students' interest in the sport and promote skill development
- 5 .Possess good organizational skills
6. Strong interpersonal and communication skills, and the ability to work well with students, parents, and colleagues
7. Maintain confidentiality of staff and students Duties and Responsibilities:

Working with Student Athletes:

1. Supervise assigned teams and players, overseeing an assigned area of focus
2. Attend all tryouts, practice meetings, and in-school events, and help supervise students during related field trips and other out-of-school functions
3. Help organize practice schedules and game rosters
4. Assist the Head Coach in assigning positions to players, and develop strategies and styles of play
5. Have parent meeting before season begins to review expectations and rules
6. Coach, manage, and maintain all aspects of the corresponding JV team as assigned by the head coach
7. Attend out-of-school meetings, supervise fundraisers, and help students prepare for competitions
8. Coach individual participants of varying abilities in the skills necessary for achievement in the sport involved
9. Help track student performance throughout the season and develop stat sheets on players
10. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities
11. Ensure that safety equipment is used correctly
12. Comply with federal and state law, administrative rules, and Board policy pertaining to medical procedures and student athletes, including the district's concussion policy
13. Help ensure that students are eligible to participate, and that they have had any necessary physical examinations
14. Actively promote the athletic program, seek student participation, and select team members
15. Model positive behavior and maintain a supportive environment and remain professional, even when tension is high
16. Maintain high standards of conduct for student athletes, including respect and fair play

17. Assist the Head Coach in upholding the rules of the Idaho High School Activities Association Handbook

Other:

1. Work with other coaches, parents, referees, and operators of non-district facilities used for practice or competition as directed by the head coach
2. Assist the head coach, when requested to do so, in maintaining necessary attendance forms, insurance records, physical check-up forms, accident reporting, and all other required paperwork
3. Be prepared to take over full coaching duties in the event the head coach is absent or becomes ill
4. Assist in evaluating the program annually and making recommendations for improvements as necessary
5. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications
6. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

Length of Season:

Approximate Number of Athletes: _____

Number of Assistant Coaches: _____

Number of Games: _____

Frequency of Practice:

Other Tournaments, Camps, Practices, Meets, Pre-Season Practice, etc.:

EVALUATION

Performance of this position will be evaluated no later than 30 days after the conclusion of the season by the head coach and/or the Athletic director in conformance with district policy and IDAPA 08.02.02.120.

TERMS OF EMPLOYMENT

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:

I.C. § 33-512 Governance of Schools

I.C. § 33-513 Professional Personnel

I.C. § 33-515 Issuance of Renewable Contracts

I.C. § 33-1210 Information on Past Job Performance

IDAPA 08.02.02.022 Endorsements A-D

IDAPA08.02.02.023 Endorsements E-L

IDAPA 08.02.02.0234 Endorsements M-Z

IDAPA 08.02.02.120 Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

Cheerleading Advisor

QUALIFICATIONS

1. High school diploma
2. Certification in first aid and CPR
3. Demonstrated knowledge of cheerleading, sports training, conditioning, injury prevention, kinesiology, management, and the rules of the Idaho High School Activities Association Handbook
4. Related experience as determined by the Board
5. Technical knowledge of stunts and spotting
6. Ability to foster and sustain students' interest in cheerleading and promote skill development
7. Possess good organizational skills
8. Strong interpersonal and communication skills, and ability to work harmoniously with students, parents, and colleagues
9. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

Building Principal and Athletics and Activities Director

JOB SUMMARY

Motivate and develop each participant's skills, attitudes, and habits that will guide them toward success, personal growth, and good character. Provide examples of fair play, team building, and respect. Provide leadership and motivation to excel.

MAJOR DUTIES AND RESPONSIBILITIES

Working with Student Athletes

1. Attend all tryouts, practice meetings, home games, away games with Challis and Butte, districts, state and supervise students during related field trips and other out-of-school functions
2. Organize practice schedules and event rosters
3. Assign positions to participants, and develop routines for performances
4. Attend out-of-school meetings, supervise fundraisers, and help students prepare for competitions
5. Coach individual participants of varying abilities in the skills necessary for achievement in cheerleading

6. Arrange with the athletics and activities director for any necessary transportation or scheduling of competition officials related to activities
7. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities and that safety equipment is used correctly
8. Comply federal and state law, administrative rules, and Board policy pertaining to medical procedures and student athletes, including the district's concussion policy
9. Ensure that students are eligible to participate, and that they have had any necessary physical examinations
10. Actively promote the cheerleading program, seek student participation, and select team members
11. Model positive behavior, maintain a supportive environment, and remain professional, even when tension is high
12. Maintain high standards of conduct for participants, including respect and fair play
13. Abide by the rules of the Idaho High School Activities Association Handbook

Other

1. Act as a liaison between the cheerleading program, drill team program, and the coaches
2. Assist the Athletics and Activities Director, when requested to do so, in maintaining necessary attendance forms, insurance records, physical check-up forms, accident reporting, and all other required paperwork
3. Evaluate the cheerleading program annually and make recommendations for improvements as necessary
4. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications
5. Seek assistance should emergencies arise
6. Represent the school district in a positive manner
7. Know and follow school district policy and chain of command
8. Perform other duties as assigned

Performance of this position will be evaluated no later than 30 days after the conclusion of the season by the building principal and/or the athletics and activities director in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

IHSAA

Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. Interscholastic programs should be designed to promote citizenship and enhance the academic mission of the school.

The Coach Will:

1. Be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
1. Uphold the honor and dignity of the profession.
2. The coach shall strive to set an example of the highest ethical and moral conduct. The coach/school will honor contracts regardless of possible inconvenience or financial loss.
3. Master the contest rules and shall teach them to his or her team. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
4. Demonstrate respect and support for officials. The coach shall not indulge in conduct, which would incite players or spectators against the officials. The coach will not make statements concerning officials' decisions after a game.
5. Work with school faculty to promote overall educational growth of the student. The coach shall not exert pressure on faculty members to give student-athletes special consideration.
6. Honor the commitment to student-based programs that supplement the educational growth of each student-athlete.
7. Be professional in association with other coaches. The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
8. Exert his or her influence to enhance sportsmanship of all extracurricular activities.
9. Cooperate with different media sources in an appropriate manner that promotes all aspects of the sport, school and community. Public criticism of officials, opponents or players is unethical.
10. Uphold all policies and procedures of the school, district, IHSAA and the National Federation.

CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS

IDAHO DEPARTMENT OF EDUCATION
P. O. BOX 83720
BOISE, ID 83720-0027

TABLE OF CONTENTS

Foreword
Preamble
Aspirations and Commitments
Definitions
Principle I
Principle II
Principle III
Principle IV
Principle V
Principle VI
Principle VII
Principle VIII
Principle IX
Principle X
Idaho Code 33-1208 Related Statutes
Idaho Code 33-1209 Related Statutes
NASDTEC Clearinghouse

This has been published in conformance to Idaho Code, Section 73-114, which states that “unless otherwise defined for purposes of a specific statute, words used...in the masculine gender, include the feminine and neuter.”

FOREWORD

Idaho is blessed with great educators who really want to help our children be successful and this responsibility requires high ethical standards and a code of ethics - ethical standards - that our teachers and administrators must abide by on a daily basis. Those standards can be found in this booklet, the Code of Ethics for Idaho Professional Educators. Please take the time to read it, reflect on it, and continuously reinforce the values expressed in its pages.

The Code of Ethics for Idaho Professional Educators is designed to remind everyone that educators serve the schools and the community, by providing opportunity to all students, regardless of their socio-economic status. Our work must emphasize accountability results, high expectation, and achievement for all.

Education has the power to be “the great equalizer.” It can only be so if the practitioners of education maintain professional conduct while recognizing his or her actions will be viewed by the community, other professionals, and students. To that end, we are pleased to provide you with this Code of Ethics. This booklet is another resource for you as you continue raising student achievement for all school children.

Sincerely,
Sherri Ybarra
Superintendent of Public Instruction

PREAMBLE

Believing in the worth and dignity of each human being, the professional educator recognizes the supreme importance of pursuing truth, striving toward excellence, nurturing democratic citizenship and safeguarding the freedom to learn and to teach while guaranteeing equal educational opportunity for all. The professional educator accepts the responsibility to practice the profession according to the highest ethical principles.

The Code of Ethics for Idaho Professional Educators symbolizes the commitment of all Idaho educators and provides principles by which to judge conduct.

ASPIRATIONS AND COMMITMENTS

The professional educator aspires to stimulate the spirit of inquiry in students and to provide opportunities in the school setting that will help them acquire viable knowledge, skills, and understanding that will meet their needs now and in the future.

The professional educator provides an environment that is safe to the cognitive, physical and psychological well-being of students and provides opportunities for each student to move toward the realization of his goals and potential as an effective citizen.

The professional educator, recognizing that students need role models, will act, speak and teach in such a manner as to exemplify nondiscriminatory behavior and encourage respect for other cultures and beliefs.

The professional educator is committed to the public good and will help preserve and promote the principles of democracy. He will provide input to the local school board to assist in the board's mission of developing and implementing sound educational policy, while promoting a climate in which the exercise of professional judgment is encouraged.

The professional educator believes the quality of services rendered by the education profession directly influences the nation and its citizens. He strives, therefore, to establish and maintain the highest set of professional principles of behavior, to improve educational practice, and to achieve conditions that attract highly qualified persons to the profession.

The professional educator regards the employment agreement as a pledge to be executed in a manner consistent with the highest ideals of professional service. He believes that sound professional personal relationships with colleagues, governing boards, and community members are built upon integrity, dignity, and mutual respect. The professional educator encourages the practice of the profession only by qualified persons.

DEFINITIONS FOR USE WITH THE CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS

Administrative Complaint. A document issued by the State Department of Education outlining the specific, purported violations of Section 33-1208, Idaho Code, or the Code of Ethics for Idaho Professional Educators.

Allegation. A purported violation of the Code of Ethics for Idaho Professional Educators or Idaho Code.

Certificate. A document issued by the Department of Education under the authority of the State Board of Education allowing a person to serve in any elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse or school librarian (Section 33-1201, Idaho Code).

Certificate Denial. The refusal of the state to grant a certificate for an initial or reinstatement application.

Certificate Suspension. A time-certain invalidation of any Idaho certificate as determined by a stipulated agreement or a due process hearing panel as set forth in Section 33-1209, Idaho Code.

Complaint. A signed document defining the allegation that states the specific ground or grounds for revocation, suspension, denial, place reasonable conditions on a certificate or issuance of a letter of reprimand (Section 33-1209(1), Idaho Code). The State Department of Education may initiate a complaint.

Conditional Certificate. Allows an educator to retain licensure under certain stated Certificate conditions as determined by the Professional Standards Commission (Section 33-1209(10), Idaho Code).

Contract. Any signed agreement between the school district and a certificated educator pursuant to Section 33-513(1), Idaho Code.

Conviction. Refers to all instances regarding a finding of guilt by a judge or jury; a plea of guilt by Nolo Contendere or Alford plea; or all proceedings in which a sentence has been suspended, deferred or withheld.

Educator. A person who holds or applies for an Idaho Certificate (Section 33-1001(16) and Section 33-1201, Idaho Code).

Education Official. An individual identified by local school board policy, including, but not limited to, a superintendent, principal, assistant principal, or school resource officer (SRO).

Executive Committee. A decision-making body comprised of members of the Professional Standards Commission, including the chair and/or vice-chair of the Commission. A prime duty of the Committee is to review purported violations of the Code of Ethics for Idaho Professional

Educators to determine probable cause and direction for possible action to be taken against a Certificate holder.

Hearing. A formal review proceeding that ensures the respondent due process. The request for a hearing is initiated by the respondent and is conducted by a panel of peers.

Hearing Panel. A minimum of three (3) educators appointed by the chair of the Professional Standards Commission and charged with the responsibility to make a final determination regarding the charges specifically defined in the Administrative Complaint.

Investigation. The process of gathering factual information concerning a valid, written complaint in preparation for review by the Professional Standards Commission Executive Committee or following review by the Executive Committee at the request of the deputy attorney general assigned to the Department of Education.

Minor. Any individual who is under eighteen (18) years of age.

Not-Sufficient Grounds. A determination by the Executive Committee that there is not-sufficient evidence to take action against an educator's certificate.

Principles. Guiding behaviors that reflect what is expected of professional educators in the state of Idaho while performing duties as educators in both the private and public sectors.

Reprimand. A written letter admonishing the Certificate holder for his conduct. The reprimand cautions that further unethical conduct may lead to consideration of a more severe action against the holder's Certificate.

Respondent. The legal term for the professional educator who is under investigation for a purported violation of the Code of Ethics for Idaho Professional Educators.

Revocation. The invalidation of any Certificate held by the educator.

Stipulated Agreement. A written agreement between the respondent and the Professional Standards Commission to resolve matters arising from an allegation of unethical conduct following a complaint or an investigation. The stipulated agreement is binding to both parties and is enforceable under its own terms, or by subsequent action by the Professional Standards Commission.

Student. Any individual enrolled in any Idaho public or private school from preschool through grade 12.

Sufficient Grounds. A determination by the Executive Committee that sufficient evidence exists to issue an Administrative Complaint.

PRINCIPLES I - X

Principle I - Professional Conduct. A professional educator abides by all federal, state, and local education laws and statutes. Unethical conduct shall include the conviction of any felony or misdemeanor offense set forth in Section 33-1208, Idaho Code.

Principle II - Educator/Student Relationship. A professional educator maintains a professional relationship with all students, both inside and outside the physical and virtual classroom.

Unethical conduct includes, but is not limited to:

- a. Committing any act of child abuse, including physical or emotional abuse;
- b. Committing any act of cruelty to children or any act of child endangerment;
- c. Committing or soliciting any sexual act from any minor or any student regardless of age;
- d. Committing any act of harassment as defined by district policy;
- e. Soliciting, encouraging, or consummating a romantic or inappropriate relationship (whether written, verbal, virtual, or physical) with a student, regardless of age;
- f. Using inappropriate language including, but not limited to, swearing and improper sexual comments (e.g., sexual innuendoes or sexual idiomatic phrases);
- g. Taking or possessing inappropriate images (digital, photographic, or video) of students;
- h. Inappropriate contact with any minor or any student regardless of age using electronic media;
- i. Furnishing alcohol or illegal or unauthorized drugs to any student or allowing or encouraging a student to consume alcohol or unauthorized drugs except in a medical emergency;
- j. Conduct that is detrimental to the health or welfare of students; and
- k. Deliberately falsifying information presented to students.

Principle III - Alcohol and Drugs Use or Possession. A professional educator refrains from the abuse of alcohol or drugs during the course of professional practice. Unethical conduct includes, but is not limited to:

- a. Being on school premises or at any school-sponsored activity, home or away, involving students while possessing, using, or consuming illegal or unauthorized drugs;
- b. Being on school premises or at any school-sponsored activity, home or away, involving students while possessing, using, or consuming alcohol;
- c. Inappropriate or illegal use of prescription medications on school premises or at any school-sponsored events, home or away;
- d. Inappropriate or illegal use of drugs or alcohol that impairs the individual's ability to function; and
- e. Possession of an illegal drug as defined in Chapter 27, Idaho Code, Uniform Controlled Substances.

Principle IV - Professional Integrity. A professional educator exemplifies honesty and integrity in the course of professional practice. Unethical conduct includes, but is not limited to:

- a. Fraudulently altering or preparing materials for licensure or employment;

- b. Falsifying or deliberately misrepresenting professional qualifications, degrees, academic awards, and related employment history when applying for employment or licensure;
- c. Failure to notify the state at the time of application for licensure of past revocations or suspensions of a certificate or license from another state;
- d. Failure to notify the state at the time of application for licensure of past criminal convictions of any crime violating the statutes or rules governing teacher certification;
- e. Falsifying, deliberately misrepresenting, or deliberately omitting information regarding the evaluation of students or personnel, including improper administration of any standardized tests (changing test answers; copying or teaching identified test items; unauthorized reading of the test to students, etc.);
- f. Falsifying, deliberately misrepresenting, or deliberately omitting reasons for absences or leaves;
- g. Falsifying, deliberately misrepresenting, or deliberately omitting information submitted in the course of an official inquiry or investigation;
- h. Falsifying, deliberately misrepresenting, or deliberately omitting material information on an official evaluation of colleagues; and
- i. Failure to notify the state of any criminal conviction of a crime violating the statutes and/or rules governing teacher certification.

Principle V - Funds and Property. A professional educator entrusted with public funds and property honors that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes, but is not limited to:

- a. Misuse, or unauthorized use, of public or school-related funds or property;
- b. Failure to account for school funds collected from students, parents, or patrons;
- c. Submission of fraudulent requests for reimbursement of expenses or for pay;
- d. Co-mingling of public or school-related funds in personal bank account(s);
- e. Use of school property for private financial gain;
- f. Use of school computers to deliberately view or print pornography; and,
- g. Deliberate use of poor budgeting or accounting practices.

Principle VI - Compensation. A professional educator maintains integrity with students, colleagues, parents, patrons, or business personnel when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes, but is not limited to:

- a. Unauthorized solicitation of students or parents of students to purchase equipment, supplies, or services from the educator who will directly benefit;
- b. Acceptance of gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
- c. Tutoring students assigned to the educator for remuneration unless approved by the local board of education; and,
- d. Soliciting, accepting, or receiving a financial benefit greater than fifty dollars (\$50) as defined in Section 181359(b), Idaho Code.

Principle VII - Confidentiality. A professional educator complies with state and federal laws and local school board policies relating to the confidentiality of student and employee records, unless disclosure is required or permitted by law. Unethical conduct includes, but is not limited to:

- a. Sharing of confidential information concerning student academic and disciplinary records, personal confidences, health and medical information, family status or income, and assessment or testing results with inappropriate individuals or entities; and
- b. Sharing of confidential information about colleagues obtained through employment practices with inappropriate individuals or entities.

Principle VIII - Breach of Contract or Abandonment of Employment. A professional educator fulfills all terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes, but is not limited to:

- a. Abandoning any contract for professional services without the prior written release from the contract by the employing school district or agency;
- b. Willfully refusing to perform the services required by a contract; and,
- c. Abandonment of classroom or failure to provide appropriate supervision of students at school or school sponsored activities to ensure the safety and well-being of students.

Principle IX - Duty to Report. A professional educator reports breaches of the Code of Ethics for Idaho Professional Educators and submits reports as required by Idaho Code. Unethical conduct includes, but is not limited to:

- a. Failure to comply with Section 33-1208A, Idaho Code, (reporting requirements and immunity);
- b. Failure to comply with Section 16-1605, Idaho Code, (reporting of child abuse, abandonment or neglect);
- c. Failure to comply with Section 33-512B, Idaho Code, (suicidal tendencies and duty to warn); and
- d. Having knowledge of a violation of the Code of Ethics for Idaho Professional Educators and failing to report the violation to an appropriate education official.

Principle X - Professionalism. A professional educator ensures just and equitable treatment for all members of the profession in the exercise of academic freedom, professional rights and responsibilities while following generally recognized professional principles. Unethical conduct includes, but is not limited to:

- a. Any conduct that seriously impairs the Certificate holder's ability to teach or perform his professional duties;
- b. Committing any act of harassment toward a colleague;
- c. Failure to cooperate with the Professional Standards Commission in inquiries, investigations, or hearings;
- d. Using institutional privileges for the promotion of political candidates or for political activities, except for local, state or national education association elections;
- e. Willfully interfering with the free participation of colleagues in professional associations; and
- f. Taking or possessing inappropriate images (digital, photographic or video) of colleagues.

RELATED STATUTES

For information concerning statutes pertinent to allegations of violations of state statute and/or the Code of Ethics for Idaho Professional Educators, please visit the Certification/Professional Standards website below:

www.sde.idaho.gov/site/teacher_certification/code_ethics.htm

Idaho Code 33-1208. Revocation, suspension, denial, or place reasonable conditions on certificate - Grounds.

- (1) “The state board of education may deny, revoke, suspend, or place reasonable conditions on any certificate issued or authorized under the provisions of section 33-1201, Idaho Code, upon any of the following grounds: ...” (Refer to web site)
- (2) “The state board of education shall permanently revoke any certificate issued or authorized under the provisions of section 33-1201, Idaho Code, and shall deny the application for issuance of a certificate of a person who pleads guilty to or is found guilty of, notwithstanding the form of the judgment or withheld judgment, any of the following felony offenses against a child ...” (Refer to web site)

Idaho Code 33-1209. Proceedings to revoke, suspend, deny or place reasonable conditions on a certificate—Letters of Reprimand—Complaint—Subpoena Power—Hearing.

This statute addresses who may and how a complaint must be filed; who has the authority to investigate; and how a due process hearing will be conducted.

Who may file a complaint?

- An individual with a substantial interest in the matter;
- A board of trustees; or,
- The Idaho Chief Certification Officer.

NOTE: A student in an Idaho public school **may not** file.

A complaint must be written and signed by the complainant stating the specific grounds for the allegation.

Upon receiving the written complaint, the Chief Certification Officer and Deputy Attorney General will review the complaint to determine if an investigation will be conducted.

The Executive Committee of the PSC will review the evidence of a completed investigation to determine if action is to be considered against an educator’s certificate/license.

Subsequent to a recommendation from the Executive Committee, an Administrative Complaint is filed by Idaho’s Chief Certification Officer. The educator may request a due process hearing.

NASDTEC CLEARINGHOUSE

The National Association of State Directors of Teacher Education and Certification (NASDTEC) Clearinghouse is a searchable database of the 50 state jurisdictions. This database contains information regarding professional educators where action was taken against their certificates/licenses. Action includes suspension, denial or revocation.

The state of Idaho notifies the NASDTEC Clearinghouse when it has adjudicated a case with a certificate revocation, denial, or suspension.

PROFESSIONAL STANDARDS COMMISSION
P.O. BOX 83720
BOISE, IDAHO 83720-0027
PHONE (208) 332-6884 FAX (208) 334-2228
www.sde.idaho.gov/site/teacher_certification/

IDAHO DEPARTMENT OF EDUCATION
SHERRI YBARRA
STATE SUPERINTENDENT OF INSTRUCTION

DIVISION OF TEACHER CERTIFICATION
LISA COLÓN - DIRECTOR, OFFICE OF CERTIFICATION
AND PROFESSIONAL STANDARDS

COACH EVALUATION

SCHOOL YEAR: _____

Name: _____ Sport: _____

Directions: Using the rating scale, evaluate job performance in each task area by marking the appropriate letter as indicated in the rating scale below:

Rating Scale:

S = Satisfactory: Meets expected levels of performance.

N – Needs Improvement: Performance is below that expected by the Mackay School Board and deficiencies must be eliminated. Written documentation is required.

U – Unsatisfactory: Is of such serious nature as to terminate employment if substantial improvement is not shown. Written documentation is required.

PROFESSIONAL DUTIES AND RESPONSIBILITIES

Manages all matters relating to the organization and administration of the team under his/her direction

Enforces all rules of the IHSAA related to his/her sport

Attends meetings of the IHSAA

Assigns duties to equipment managers and assistant coaches and evaluates their performance

Plans all practice sessions with specific training objectives

Prepares public information releases regarding his/her sport

Assist in planning special events such as assemblies, parents' night, homecoming, banquets, and the like

Maintains a complete, accurate, squad roster and submits copies to the Athletic Director when and as requested

Cooperates with the Athletic Director in the setting up physical examination schedules and verifies that no student is issued equipment or allowed to practice until his/her physical has been completed and his/her insurance coverage is in effect

Assigns at least one coach to be with the team at all times, including locker room supervision until all participants have left the building.

Arranges for or conducts spot checks to confirm that all windows, doors, and gates are locked in any area that has been used

Prepares a detailed equipment and supply request and submits it to the Athletic Director in sufficient time to obtain the material when needed

Arranges for the presentation of team awards through the Athletic Director

Assists the Athletic Director in scheduling by recommending teams to be played and officials to be employed

Demonstrates care of school facilities and equipment

Enforces rules and regulations concerning conditioning of players, their health and safety, and conduct pursuant to the Conduct Code

Reports injuries promptly and exercises great care in dealing with all injuries, particularly those that are of a serious nature. In all cases, the coach confirms that the injured athlete is receiving competent medical care

Following injuries of a serious or prolonged nature, the coach secures the signed approval of the doctor and parent before the athlete is allowed to participate again in athletic activities

COACHING PERFORMANCE

Develops respect by example in appearance, manners, behavior, language, and conduct

Maintains suitable guidelines control at games and tournaments

Provides proper supervision in all situations

Maintains effective individual and team discipline and control.

Develops a well-organized practice schedule which utilizes his/her staff and team to athletes

Established the fundamental philosophy, skills, and knowledge to be taught to the athletes

Is fair, understanding, tolerant, empathetic, and patient with the team member

Is innovative in trying and assessing new coaching techniques and idea
Promotes an interest in athlete's academic achievements and on-season/off-season activities
Provides leadership and demonstrates attitudes that produce positive efforts by participants
Delegates' authority with responsibility while remaining accountable for such delegations
Models behaviors which reflect the values of good sportsmanship, fair competition, and ethical behavior
Provides opportunities for all members of the team to participate, consistent with their ability and persistence of effort

PROFESSIONAL AND PERSONAL RELATIONSHIPS

Develops rapport with the athletic coaching staff, others teachers, and administrators
Conducts and/or participates in necessary in-service meetings and coaches' clinics to improve coaching performance and attends meetings necessary to the welfare of the athletic department
Develops sound public relations by cooperating with the newspaper, radio, television, Booster Club, and interested spectators
Works with lower-age group and Junior High coaches to develop and maintain a coordinated program.
Promotes all sports in the athletic program
Communicates with and cooperates with parents

REMARKS:

Recommendations:

Recommend for continued assignment.

Recommended for reassignment provided an understanding can be reached in areas where improvement is suggested.

Not recommended for continued assignment.

Athletic Director Name and Signature: _____ Date: _____

Coach Name and Signature: _____ Date: _____

The signature indicates that he/she has seen and been provided with a copy of the evaluation. The coach has twenty days to respond to any portion of this evaluation wot which he/she does not agree.

COACH SELF-EVALUATION FORM

Coach: _____ **Sport:** _____ **Date:** _____

Assess the team's performance this season.

Assess your performance as a head coach this season.

What are your goals for the team next season?

What are your personal goals as a head coach next season?

What suggestions or recommendations do you have for the Activities Department that could help you achieve your team and personal goals?

Coach's Signature

Date

I have read the Coaching Handbook and understand and agree to its contents.

Name of Coach

Date