Challis Junior/Senior High School

Athletic

Coaches Handbook

2026-2027

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Table of Contents

Challis Junior-Senior High School Extra Curricular Activities Philosophy	2
Coaching Requirements	2-3
Coach Evaluations	3
Code of Ethics for Coaches and Participants	3
Concussion Protocol	3-6
Concussion Guidelines Form	7
Concussion Authorization to Return to Play	8
Schedules	9
Academic Eligibility	9-15
Extracurricular Activities Drug Testing Program	15-16
Bussing	16-17
Parents' Meeting	17
Parent Consent Forms and Code of Conduct	17
Attendance and Participation in After School Activities	17
Athletic Facilities use and Key Control	17
Facility usage and Requests	17
Eligibility Forms/Participation List	18
Payment for Extracurricular and Co-curricular Activities	18
Distribution/Collection of Uniforms/Equipment	18
Athletic Inquires	18
Coaching Contracts	18
Head Coach Job Description Appendix A	19-20
Assistant coach Job Description Appendix A	21-22
IHSAA Coaches Code of Ethics Appendix B	23
Coaches' Evaluation Form Appendix D	24-26

Challis 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 will abide by these philosophies.

Sportsmanship: To develop a positive attitude about competition and an understanding that everyone must deal with success and failure. The training that our students receive in these programs will help develop appropriate reactions to all types of success and failure.

Competition: To learn how to compete, learning to put forth one's best effort in preparation for competing in life's later "contests."

Cooperation: To learn how to cooperate and to put the team first, and to learn to work together toward understanding group effort to achieve productivity and success.

Participation: To learn how to participate and help each student to establish a pattern of good physical fitness habits for life.

Goal Achievement: To learn how to work toward a goal and to learn that skills can be improved by continued work. Reaching for potential is a skill in itself.

Self- Discipline: To develop self-discipline, which keeps practice consistent. Through self-discipline, each student learns control on how much they can achieve.

Commitment: To learn how to set priorities and decide how much time and effort are needed to reach that goal.

New Skills Development: To learn new skills that teach students how to experiment and to determine which skills they might be able to use later in life.

Coaching Education Requirements

1. All coaches, including volunteers, must pass a background check from Idaho State Department of Education.
2. **NFHS Fundamentals of Coaching**
   Coaches must be a certified teacher or complete **NFHS Fundamentals of Coaching** (www.idhsaa.org/coaches/education.aspx)- $35.00. This is an IHSAA requirement for Idaho coaches.
3. **NFHS Teaching & Modeling Behavior** (non-certified coaches)
4. **Safety and First Aid**
   CPR/1st Aid certification $45.00
5. **St. Luke's 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. **Pole Vault Coaches** are required to complete the **NFHS course- Coaching Pole Vault**
9. **NFHS Student Mental Health & Suicide Prevention Course**
10. **Cheer/Dance/Music/Drama Coaches** are required to complete **NFHS Understanding Copyright & Compliance**
11. Follow the job description guidelines for Head Coach/Assistant Coach as adopted by the Board of Trustees (Appendix A)

Head coaches can make recommendations for assistants and Junior-High coaches.

Coach Evaluations

Each coach will be evaluated yearly by either the Athletic Director, Assistant Athletic Director and/or Administration. Evaluations will be completed and submitted to the District Office two weeks after the last competition. Appendix D

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.

Full District Policy 3410

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 Challis 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.

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

Concussion Protocol

Many students within the Challis School District, No. 181 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 18 years of age or younger and who is a participant in any 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.
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(IHSAA), 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:

1. Appears dazed or stunned.
2. Is confused about assignment or position.
3. Forgets an instruction.
4. Is unsure of game, score, or opponent.
5. Moves clumsily.
6. Answers questions slowly.
7. Loses consciousness. *(Even briefly)*
8. Shows mood, behavior, or personality changes.
9. Cannot recall events *prior* to hit or fall.
10. Cannot 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:

1. Headache or “pressure” in head.
2. Nausea or vomiting.
3. Balance problems or dizziness.
4. Double or blurry vision.
5. Sensitivity to light.
6. Sensitivity to noise.
7. Feeling sluggish, hazy, foggy, or groggy.
8. Concentration or memory problems.
9. Confusion.
10. Does not “feel right” or is “feeling down”.

Coaches should not try to judge the severity of the injury themselves. Health care professionals have several 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:

1. Cause of the injury and force of the hit or blow to the head or body.
2. Any loss of consciousness (passed out/knocked out) and if so, for how long.
3. Any memory loss immediately following the injury.
4. Any seizures immediately following the injury.
5. 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 Title 54, Chapter 18 Idaho Code
Other Reference:
http://www.idhsaa.org/medicine/concussion.aspx
http://www.cdc.gov/headsup/index.html
http://www.cdc.gov/headsup/basics/concussion_symptoms.html

Reference District Policy 3505

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 Challis School District, No. 181, 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 Challis School District, No. 181, 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 Date
(If signed by a Licensed Health Care Professional)

Schedules

Coaches will be informed of the Fall no contact dates once determined. Parent meetings can take place during these dates. Organized practices, conditioning, team building, and camps cannot take place during these dates.

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.

Fall start dates during summer vacation will be considered mandatory practices.

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.

Rescheduling a cancelled event must be done Monday through Thursday with at least a week's notice unless the event is arranged within the school week with transportation and essential personnel. This will ensure that transportation can be arranged, and parents are properly notified.

ACADEMIC ELIGIBILITY

Requirements for Extracurricular and Co-curricular Activities

Extracurricular and 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 representatives of their school and district, students participating in such activities are expected to meet high standards of behavior.

The purpose of having academic eligibility requirements is to help outline the expectations for participating students. Students are expected to make continual progress toward graduation and receive the best available education. Participants in activities are expected to consistently maintain high academic standing as an example to other students and the community. They must also learn to maintain high quality in all areas of their lives, to learn responsibility and feel pride in their opportunity to represent their school and community.

A student participating in activities must meet the following eligibility requirements:

1. Be eligible under IHSAA guidelines.
2. Receive no F term grades the previous quarter.
3. Receive no F term grades the previous semester.
4. Have at least a 2.0 GPA for the previous quarter.
5. Have at least a 2.0 GPA for the previous semester.
    a. Semester grades are only considered in conjunction with 2nd & 4th quarter grades. Eligibility after the 1st and 3rd quarter only look at quarter grades.

* Incompletes will be treated as F's until they are made up. Exceptions are IDLA courses or dual credit classes that do not have a finalized grade due to the term ending on a different date than the schools.
Home schooled students must meet eligibility requirements as outlined by the IHSAA.

Consequences for students not eligible due to previous term:
The following consequences last until a grade check at the end of three weeks during the following quarter. The student must show no F grades and have an average GPA of 2.0 or higher. The student's eligibility will be again evaluated on the above criteria.

1. Cannot participate in any games or events.
2. Cannot travel with the team.
3. Cannot miss any class time for team function.
4. Cannot wear the team uniform.
5. Cannot sit on the bench/sidelines with team at games or events.
6. Not to be announced or honored at events.
7. Not to be included on the team roster/program.
8. Participation in practice is at the coach's discretion.

In order to stress the importance of high academic performance, and to assist students in monitoring their own progress toward that goal, eligibility will also be monitored and enforced during each grading period of the activity through regular grade checks.

A student participating in activities must also maintain the following eligibility requirements throughout each grading period in order to be eligible to participate:

Maintain a quarter GPA of 2.0 and be receiving no F's for all grade checks.

Grade Checks:
Grade checks will be done by the Principal or AD Tuesday morning of each week of the quarter. If a student is failing a class or does not have a current quarter GPA of 2.0, the student will be on probation for the rest of the quarter.

1. If on probation, the student has one week without consequences to bring grades up to passing and GPA requirements.
2. If by the second week on probation the standards are not met, then the student will be ineligible to participate in games or travel that week.
    a. Participation in practice is determined by the coach.
3. If a student on probation falls below standards again in the quarter, the student will immediately be on step two of this list.

*All eligibility and probation are reset at the end of each quarter.
**Remember, quarter and semester grades determine eligibility for the following quarter, so no matter where a student was on the grade check situation, if the quarter/semester was failing or below a 2.0 they will be ineligible to participate as outlined under "consequences for students not eligible due to previous term". Students enrolled in IDLA or dual credit courses who do not meet academic requirements once their grade is posted will start their probation once the grade is finalized, which may not be consistent with the date of school quarter/semester grades.

Junior High Academic Standards for Extra-curricular and Co-curricular Activity Eligibility
Junior High/6th grade students who participate in extra-curricular and co-curricular activities are subject to weekly grade checks (Tuesday morning at 11 am). Any student who is earning an F or whose grades do not total a 2.0 G.P.A. for that week will not be eligible for that week's competition(s).
If the student is able to bring the failing grade up to passing and meet the minimum 2.0 G.P.A. requirement by the following week's grade check, they will be eligible for competition again. However, participants that do not meet the minimum requirements will be ineligible for another week of competition.

Extreme Circumstance:
Although very rare, an extreme circumstance may arise that would legitimately cause a student to be unable to meet eligibility requirements. If such an instance were to arise the case can be brought before the Challis High School Leadership Committee for consideration for an exception. This would be extremely rare.

Summer Course Work or Classes outside of CHS:
Summer credit recovery courses will be used to determine eligibility in the fall.

Activity Suspension
1. Extracurricular or Co-Curricular Activity Suspension
    A. The Board believes that the safety and welfare of other students may be adversely affected when students who are involved in extracurricular 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.
    B. At the beginning of each semester, teachers or coaches of co-curricular courses will identify for students how participation in the co-curricular activity impacts their course grade. Co-curricular students who are suspended as a result of this policy will have their co-curricular course grade affected only if the reason for the suspension was related to course work or course expectations. Students who miss a co-curricular activity because of a suspension may ask to do, or be required to do, alternative assignments or special projects to make up for the missed activity.

2. Activity Suspension as a Result of a School Suspension

A. A student will be immediately suspended from all extracurricular or co-curricular activities when they receive a suspension (either in-school or out-of-school) for any reason.
B. Consequences: The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension.
C. This type of activity suspension cannot be appealed.

3. Activity Suspension for Repeated Minor Infractions or a Major Infraction During an Activity
   A. A student may be suspended from an extracurricular or co-curricular activity when they commit a third minor infraction, or a major infraction, while engaged in an extracurricular or co-curricular activity on any school premises or at any school-sponsored activity, regardless of location. The coach or advisor will recommend suspension to the principal.

      Consequences
      A. The incident will be reviewed pursuant to the Informal Hearing Process at Section 5 of this policy.
      B. If the evidence supports the recommendation, the student may be given an activity suspension for a period of time up to and including the remainder of the season or duration of the activity in that scholastic year for that activity only.
      C. If the activity suspension exceeds nine school days, the parent/guardian may request an appeal as outlined in the Appeal Process of this policy.

4. Activity Suspension for Criminal Conduct or Drug Use in Any Location During the Scholastic Year
      A. A student may be suspended from extracurricular and co-curricular activities when they have been arrested or it reasonably appears to the District that they have 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.

Consequences
1. Knowingly Present
   A. First Violation: When a student violates the “knowingly present” prohibition of this policy for the first time during a scholastic year, the principal:
      a. Will hold a conference with the student.
      b. Will notify the student’s parent/guardian and the student of the violation.

c. May arrange a conference with the parent/guardian and the student.
d. Will inform the student and parent/guardian of consequences for future violations of the policy.

2. Second Violation: When a student violates this "knowingly present" prohibition of this policy for the second time during a scholastic year, they are subject to the consequences outlined below in part 3 "Other Violations" of the policy.

Other Violations

1. The incident will be reviewed pursuant to the Informal Hearing Process in this policy. If the evidence supports the accusation, the student may be suspended from all extracurricular and co-curricular events for a period of 21 calendar days.
2. The suspension will be reduced to a 14-calendar day period if:
    a. In the case of criminal conduct, the student receives counseling which has been approved by a school counselor; or
3. If no event is scheduled during the period of the suspension, the student will be withheld from the next scheduled event.
4. If the student notifies school personnel (self-reports) concerning their criminal conduct or drug use prior to the personnel's knowledge of the incident(s), the principal may reduce the length of the activity suspension.
5. On the occasion of a subsequent infraction during a scholastic year, and if the evidence supports the accusation, the principal will bar the student from any form of extracurricular or co-curricular activity for the balance of the scholastic year.
6. All students who receive an activity suspension for criminal conduct or drug use shall be reported to the Superintendent or designee and, if applicable, to the appropriate law enforcement agency.
7. The parent/guardian may request an appeal as outlined in the Appeal Process of this policy, with either a first or second offense.

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 student should be sent home early because of criminal conduct, drug use or other major infraction, the authorized person will notify the parent/guardian, and ask them 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 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.

The only variation allowed in this regulation is the release of students to parents by coach or advisor 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 or signature with provided sign out sheet from the coach. Any exceptions must be approved by the principal or designee. Students will not be released to another student or person 18 and under even with parent pre-approval.

The activity must provide at least one instructor\coach\ or adult sponsor for each bus on a special trip. 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. Any adult designated by the principal as a sponsor will have such authority.

Bus Rules

Students must follow all school bus rules with this exception: Food and drink not in glass containers will be allowed on the bus with permission of the coach/advisor and bus driver. However, any debris must be cleaned up at the end of the trip and before students leave the bus.

If a student causes a disruption or hazard on the bus, a hearing will be held with the principal, driver, instructor, coach, adult sponsor, parent/guardian, and student. The driver, instructor/coach/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, they will take the following action:

1. On the first infraction, the student will be warned that following any further infraction they 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.

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.

Appeal Process:

1. This appeal process may be used by students and their parent/guardian only in those instances where an activity suspension or transportation to extracurricular or co-curricular activities exceeds nine school days.
2. The parent/guardian must request an appeal in writing within two 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 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 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 designee.

Reference District Policy 3380

The following rules exist to further these goals:

1. Students must purchase an ASB card to participate in extracurricular activities and pay all applicable participation fees **BEFORE** the beginning of the first competition.
2. Athletes are governed by the regulations of the Idaho High School's Activity Association as well as Challis Jr/Sr High Athletic Code and are required to have on file an up-to-date physical examination and interim questionnaire.
3. Coaches and advisors may implement reasonable rules for their activities in addition to those listed here as long as they do not conflict with district policy. These rules will be in writing, approved, and on file in the principal's office before the activity begins. Students and parents must sign the team rules by the end of their first week of participation in the activity.

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 6-12 who wish to participate in extracurricular activities that are listed in the current student handbook and any other school-sponsored extracurricular activities not listed.

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 Challis High School.

Reference District Policy 3400

Bussing

Coaches supervising athletic bus rides are responsible for the behavior of the athletes while on the bus. At no time should there ever be a male and female athlete/trainer/statistician sitting together on the bus.

Coaches will provide a manifest to the bus driver with a list of everyone riding the bus.

Coaches need to remain at the school when returning from a trip until all students are picked up.

When a teacher, coach or other certificated staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in their charge.
The bus driver shall have final authority and responsibility for the bus. The Superintendent shall establish written procedures for bus drivers.
Before a bus route is run, it will be the responsibility of each bus driver to judge the road conditions of his bus route to determine if it is safe enough for travel. If the weather is such that they question what the roads will be like they should call the sheriff and ask for conditions and recommendations.

When the driver feels that the road is not safe for bus travel, he should contact the Transportation Director or the Superintendent of Schools to arrange for cancellation of the bus route for that day.
At all times during the route the bus driver shall have the responsibility for determining safe travel of his bus and safety of the students.

Reference District Policy 8180

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.

Parent Consent Forms and Code of Conduct

Prior to the start of practices athletes must have:

1. A physical if required.
2. Parents and athletes must sign the Activity Code of Conduct.
3. Parents and athletes must sign the extracurricular activity drug test consent form.
4. Health Examination and Consent Form.
5. The Interim Questionnaire.
6. The Heads-Up Concussion Fact Sheet form.

Attendance and Participation in After School Activities

Any student participating in an activity shall be expected to attend and participate in all classes on the day of the scheduled activity or practice. Absences in any class period throughout the day, including advisory, will result in the student being declared ineligible to participate in that day's athletic activities, including practices, in case of an emergency, (accident, family death, documented Dr. appointments, etc.), parents may contact the building athletic director/principal/superintendent.

Student Handbook

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 lock the doors once your athletes are present for practice, this is to ensure the safety of our athletes and our buildings.

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 CJSHS 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.

Eligibility Forms/Participation List

Coaches will turn into the office all the required paperwork to the high school secretary.

- Health Examination and Consent Form
- Concussion Form
- Acceptance of Activity Code of Conduct
- Extracurricular Activity Drug Test Consent Form
- Interim Questionnaire.

The coaches will receive a copy of these documents and must have this paperwork at practices, games and when traveling.
Coaches will get a team roster to the AD and the High School Secretary.

Payment for Extracurricular or Co-curricular Activities

Coaches are required to collect fees from each participant and have it turned into Challis Jr. Sr. High School office by the end of the first week of practice. At the end of the week if fees are not paid the student will not be allowed to participate in that activity/sport.
If participants need to set up a payment plan these arrangements need to be made between the coach, Jr. Sr. High School secretary, athletic director, participant, and parents/guardians. If the payment plan is not fulfilled by the end of the activity/sport, the student will not be allowed to participate in any other activities/sports until this is paid in full. **Any deficiency will be taken out of the respective sport/activity fund.**

Distribution and Collection of Uniforms/Equipment

The head coach is responsible for the distribution and collection of school-issued uniforms/equipment. All items need to be collected and returned within a week of the sports completion. If items are not returned or are damaged a replacement fee will be applied to the student's account.

Athletic Inquires

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 will be forwarded to the coach in question by the AD, with no further action to be taken. 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

Coaches Contracts

Coaching contracts are for the season. Coaches will be evaluated and approved yearly.

Appendix A
Head Coach

Qualifications:

1. Idaho Teaching Certification, American Sport Education Program Certification, or National Federation of Interscholastic Coaches Association Certification, or qualifications approved by the Board of Trustees.
2. Certification in first aid and CPR.
3. Demonstrated knowledge of the sport they are coaching 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. Possesses 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.

Job Summary

To motivate and develop each athletes' 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.

Primary Responsibility To

Athletic Director

Duties and Responsibilities:

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 they are coaching.
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 assigned.

<u>Evaluation</u>

Performance of this position will be evaluated periodically by the athletic director in conformance with district policy and IDAPA 08.02.02.120.

<u>Terms of Employment</u>

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.*

Assistant Coach

Qualifications:

1. Idaho Teaching Certification, or American Sport Education Program Certification, or National Federation of Interscholastic Coaches Association Certification, or qualifications approved by the Board of Trustees.
2. Certification in first aid and CPR.
3. Demonstrated knowledge of the sport they are coaching 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. Possesses 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.

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.

Primary Responsibility To

Head Coach

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.

<u>Evaluation</u>

Performance of this position will be evaluated periodically by the head coach and/or the athletic director in conformance with district policy and IDAPA 08.02.02.120.

<u>Terms of Employment</u>

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.*

Appendix B

IHSAA

Coaches Code of Ethics

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

The Coach Will:

1. Be aware that they have 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.
2. Uphold the honor and dignity of the profession. 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 their 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 their 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.

Appendix C

CHALLIS JUNIOR SENIOR HIGH SCHOOL COACH EVALUATION FORM

Coach: _____
Sport: _____
Date: _____

1 – Good 2 – Needs Improvement 3 – Unsatisfactory 4 – Not observed

ADMINISTRATIVE RESPONSIBILITIES:
_____ Turns in all relevant paperwork prior to students participating in practice.
_____ Communicates with assistant coaches regarding roles, duties, and expectations.
_____ Cooperates with requests for information from the office on time.
_____ Abides by all relevant Board of Education policies, administrative, & IDHSAA, guidelines.
_____ Attends rules clinics and all conference and state meetings that are offered.
_____ Follows proper budget and purchase order procedures.
_____ Maintains and updates team and individual records when appropriate.
_____ Supervises practice area and locker room when athletes are present, until all athletes are gone.
_____ Demonstrates care of school facilities and equipment.
_____ Prepares a detailed inventory of team equipment and updates it after each season.

RELATIONSHIPS:
_____ Demonstrates enthusiasm for working with high school athletes.
_____ Communicates effectively with athletes and parents.
_____ Establishes and maintains good rapport with faculty, administration, and coaching staff.
_____ Promotes all school activities and encourages students to participate in a variety of activities.
_____ Keeps commitments and is punctual.
_____ Shows an interest in the athletes' academic experiences.
_____ Supports team as well as individual accomplishments.
_____ Attends to athletes' physical and mental well-being.
_____ Works with coaches at levels below high school to develop athletes.

COACHING PERFORMANCE:
_____ Conducts self in a professional and sportsmanlike manner at all times.

_____ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
_____ Develops a well-organized practice schedule with specific objectives for each practice.
_____ Uses personnel and strategies effectively in games.
_____ Praises athletes for positive performances.
_____ Offers constructive criticism for poor performances.
_____ Maintains effective individual and team discipline at practice and in games.
_____ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
_____ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
_____ Learns new strategies and trends in the sport by attending appropriate clinics.

ATHLETIC DIRECTOR'S COMMENTS:

HEAD COACH'S COMMENTS:

_____ _____
Head Coach's Signature Date

_____ _____
Evaluator's Signature Date

The coach's signature indicates they have read this evaluation.

HEAD 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