

GRANT UNION HIGH SCHOOL

PROSPECTORS



Athletics/Activities

COACHES & ADVISORS HANDBOOK
2026-27

GRANT UNION HIGH SCHOOL

Fall Activities Head Coaches

Football, Mitch Wilson
Volleyball, Mariah Moulton
Girls Cross Country, Sonna Smith
Boys Cross Country, Sonna Smith
Girls Soccer, Heather Bailey

Spring Activities Head Coaches

Boys Track and Field, Sonna Smith
Girls Track and Field Sonna Smith
Golf, Jason Miller
Softball, Tim Boethin
Baseball, Trey Thompson

Winter Activities Head Coaches

Girls Basketball, Jake Taylor
Boys Basketball, RC Huerta
Dance, Ashleigh Romero
Boys Wrestling, Tye Parsons
Girls Wrestling, Andy Lusco

Mission Statement

Our Prospector Promise: A place for every student to feel support, achieve success, and learn respect.

Vision Statement

A Place Where Every Prospector is **Known, Empowered, and Ready** for the World!

Foundational Values

Achieve Excellence by fostering an environment where respect for learning nurtures a community that thrives on curiosity, collaboration, and understanding.

Respect by building relationships, developing trust, and providing transparent communication.

Community by honoring traditions, strengthening partnerships, serving others, and where every student is known.

Preparation by individualized guidance to prepare each student for their unique path.

Where your future begins!

Based upon the district Mission, Vision, and Values, the athletic program at Grant School District #3 is a part of and subscribes to the general aims of the total academic program and justifies itself on its contribution to this total program.

The athletic program exists to help the student athlete. It is our belief that interscholastic athletic competition is one of the greatest motivating forces for students. The desire to excel is fundamental to human nature and finds one of its highest expressions in a wholesome, well-conceived athletic program.

Athletics must be a force for good in the school and community. It has as its greatest contribution the development of loyalty and positive spirit among the students, faculty, and community.

We must remember that we coach student-athletes, not sports or activities. The sport is the vessel for delivering our mission and mentoring young people to better outcomes.

- We seek out young people who need guidance, we don't avoid them because they are difficult or messy.
- We accept them as they are and work to help them grow into great teammates.
- We work with their families to overcome obstacles to their participation.
- We support them as total people, not just for what they can do for our teams, wins, and status. Show up for them. Demonstrate that we value them.

GOALS

The goals of our athletic program are:

- To encourage the greatest possible number of students to take part in the interscholastic sports within budget limitations.
- To provide the widest possible variety of activities within budget limitations.
- To promote the health and physical development of the participants.
- To promote good sportsmanship, healthful living, and good citizenship.
- To teach leadership, decision-making attitude in the school and participants.
- To develop the highest possible degree of individual and team skills.
- To develop a positive self-image in all participants.

COACHES – CODE OF ETHICS

- To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- To eliminate all possibilities which tend to destroy the best values of the game.
- To stress the values derived from playing the game fairly.
- To show cordial courtesy to visiting teams and officials.
- To establish a happy relationship between visitors and hosts.
- To respect the integrity and judgment of sports officials.
- To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- To encourage leadership, use of initiative, and good judgment by the players on the team.
- To recognize that the purpose of athletics is to promote the physical, mental, social, moral, and emotional well-being of the individual players.
- To remember that an athletic contest is only a game – not a matter of life or death for player, coach, school, official, fan, community, state, or nation.
- Additionally, all coaches will adhere to the Code of Ethics presented in the National Federation of High School Sports Handbook.
- To accept both victory and defeat with dignity and grace.
- To accept total responsibility for our program, our athletes, our coaches, and our outcomes.

To demonstrate the same loyalty to Grant Union High School that we expect from our athletes to our programs. To utilize the established chain of command by bringing our concerns to the people who oversee our school and programs and to respect the decisions of those people regardless of our own desires.

CHARACTERISTICS OF SUCCESSFUL COACHES/ADVISORS

Highly orderly, organized people who prefer to plan ahead and be concerned with looking ahead into the future. Tend to be outgoing and warm people who enjoy being with others.

Finely developed consciences and are very much in tune with the appropriate values in our culture.

Unusually well-equipped by personality and temperament for handling their emotions when under considerable stress.

Open, trusting people who are not excessively defensive in their relationships with others.

“Take charge” types of people who actively seek roles of leadership.

Prone to blame themselves and accept blame when things go wrong rather than pass the responsibility to someone else.

Unusually mature emotionally and would be described as people who would face reality in a direct manner.

THE INFLUENCE OF A COACH

The coach/advisor is in a better position to have a positive influence upon the youth of a school than many other members of the faculty. The coach has an obligation to develop a personality and character which are above reproach. Since most coaches are admired and imitated by young people, the example set by them is of extreme importance. The character-building potential of athletics is closely related to the character of the coach. This expectation follows us into our personal lives. Coaches must remember that we are under constant scrutiny in the community.

Contests furnish a setting for a demonstration of the attitudes of players, whose attitudes are a direct reflection on the coach. A great deal of self-discipline on the part of the coach is required to always let reason rather than emotions guide conduct. To build the correct pattern for your athletes, give the following points your attention. Watch your language. Obscenity and profanity have no place on the bench, in the dressing room, or in fact, in your speaking vocabulary.

You can explain defeat, but do not make excuses for it.

Do not gloat in victory: this is even more offensive than the alibi.

Do not be indecisive. Make up your mind.

Do not constantly be challenging the decisions of officials, particularly judgment decisions.

Do not lose your temper because it will affect your overall poise.

Organize your work well in advance, make a work schedule and perform it promptly and without undue commotion.

Do not try to take unfair advantage of the rules.

Allow your players plenty of opportunity for leadership training.

Building a philosophy to support your own convictions is necessary, but it must not be too different from that of the school and the educational goals of the administration. The coach's job is to develop the individual players and the team into a unit which can give a performance approaching their maximum ability as individuals and as a team. This must be done within the same meaning of the word SPORTSMANSHIP.

THE PROMISE OF THE ATHLETIC DIRECTOR

I promise to listen, but I don't promise to agree. I won't ask you to agree with me. I want you to bring me your concerns, questions, and criticism. I will listen until we are both satisfied that I understand your position and rationale. After a decision within the authority of the Athletic Director is made you are expected to carry it out without subversion or gossip. Support the total athletic program and model and inspire loyalty from the

students, coaches, and parents in your program. How we treat each other will define how others view our athletic program and school. We must present a unified front toward the community.

I will not engage in gossip with athletes, coaches, or parents about fellow coaches. I will discuss coaches and situations with our leadership team to seek advice and guidance. However, I will not do so to malign or disparage you, your program, or your athletes.

I will work hard to be frugal with your money so that we will have it for you when your athletes have a need.

I will seek and value your input as individual coaches, a council of head coaches, and as part of committees.

I will hold you accountable just as you hold your athletes accountable and my superiors will hold me accountable.

SCHOOL DISTRICT #3 ADVISOR/COACHING POSITIONS – EVALUATION PROCEDURES

Each Head Coach Will:

Meet with the Athletic Director at the beginning of the season to preview the season, establish goals, procedures, and complete paperwork.

Conduct a mid-season informal evaluation with the Athletic Director if deemed necessary by either Coach or Athletic Director.

Complete the evaluation forms of all assistants, conference with them, and return the completed forms to the Athletic Director.

The Athletic Director will be responsible for:

Completing the evaluation of Assistant Coaches.

Completing a final evaluation of the Head Coach.

Presenting the evaluations to the Building Principal.

The coach has the option of writing rebuttals to the evaluation and submitting them to the Athletic Director.

PLAN OF ACTION PROCEDURES

It shall be the goal of Grant School District #3 to work with coaches/advisors to remediate problem areas during a season. Early identification of potential problems will result in improved job performance by members of the coaching staff.

The Plan of Action shall consist of the following:

- Identification of problem areas

- Coaches response

- Corrective steps to be taken

- Timelines

- Goals to be achieved

- Remediation

The Plan of Action shall be initiated in a timely manner by the Athletic Director. Also, a member of the coaching staff may request assistance through a Plan of Action to resolve an area of concern.

Copies of the Plan of Action shall be filed with the Building Principal and the Superintendent.

COACH'S/ADVISOR'S RESPONSIBILITIES

The following are considered as an extension and/or clarification of the job description responsibilities.

Year-round responsibilities

Recognize that he/she is ultimately accountable for every aspect of his/her program and takes steps to see that it is one of quality.

Formulate objectives for the coming sports season in cooperation with the other coaches or specific sport staff.

Keep abreast of new knowledge and techniques and encourage assistant coaches to do the same.
Possess a working knowledge of rules and regulations regarding his/her sport as presented in the OSAA handbook. Keep abreast of the rules and rule changes of the sport.
Be aware of and adhere to all State, District, League, and Grant School District rules, policies and procedures. If there is ANY doubt about a participant's eligibility, either scholastically or with residency, check with the Athletic Director before this student participates in a contest. Ineligible players may practice, but may not play or perform.
Maintain quality communication with booster club, parents, and community.
Maintain a current first-aid card or the equivalent in sports medicine.
Be aware of potential problems in sports litigation. Take steps to prevent situations which may result in liability to self, other staff, or the school district to include the following, but not limited to:
 Maintain accurate permanent records for documentation of injuries.
 Document all written information given to athletes and keep attendance at meetings relating to safety, rules, and policies, i.e., football viewing of safety films.
Attend coaches' meetings as called by the Athletic Director and/or Principal.
Review status of your budget.
Meet with middle school coaches to coordinate program and to review sequence of fundamentals.
Inspect all protective equipment to be issued for the coming season. After clearing it with the Athletic Director, discard equipment that is not safe or is beyond repair.

Additional seasonal responsibilities

Before the season:

Be sure each student has paid his/her fees and completed all of the necessary clearance forms prior to the first practice. No student will practice unless they are cleared. The needed forms are:

- Physical Examination
- Drug testing agreement
- Participation form
- Medical Release
- Insurance or an insurance waiver
- Agreement with student Handbook/Athletic Policies
- Hold harmless agreement

Arrange for a systematic and responsible method of issuing and fitting school equipment to students.
Arrange and prepare a first aid kit.
Review rules and rule changes with staff.
Review with staff the fitting procedures for protective equipment.
Review with staff the techniques and actions of a player that are unsafe and could cause serious injury to the player, a teammate, or opponent.
Review with staff the safety techniques and fundamentals that will be used in your sport.
Review first aid procedures and emergency plan with coaches, trainers, and managers.
Inform parents and players of the risks involved in the sport during the required early season parent meeting.
Report any unsafe conditions in the practice facility that could result in injury.
Complete and submit the Emergency Action Plan to the Athletic Director immediately after the first practice.

During the season:

Attend the rules interpretation meeting sponsored by OSAA.
Assume supervisory control over athletes and teams. The dressing rooms should be supervised any time they are being used by athletes. Any discipline will be consistent with building and district policies. (See Attached School Code of Conduct).

Explain all regulations of the Athletic Training Rules and the Complaint Procedures to student participants and parents within the first week of practice.

Clarify to athletes and their parents the criteria necessary to earn a letter award and maintain permanent records, with a copy to the Athletic Director.

Have regular communication with the Athletic Director regarding transportation, officials, practice schedules, game management, team concerns/needs, etc.

Assume responsibility for care of equipment.

Follow the proper procedure for initiating purchase orders.

Report any serious student injury immediately to parents, Principal, and Athletic Director.

All practices and games are to be supervised by a coach at all times.

Organize and schedule practice sessions.

Apply discipline in a firm and positive manner, understanding that different athletes require different motivation. Be consistent with district procedures and policies.

Emphasize safety precautions and be aware of the best training and injury care procedures. Communicate these to students and parents as appropriate.

Conduct himself/herself and his/her team in a professional and ethical manner during practice and contests.

Report a summary of all contests to the news media and provide any publicity information that would aid his/her program and the athletic department in general.

Develop within the participants ideals of sportsmanship, cooperation, and respect for discipline and authority.

Maintain good public relations with faculty/staff, parents, community, and news media. Coaches and advisors should bear in mind that their statements are published and read by people who are for and against the school's program. Consequently, these statements should be carefully weighed and considered before they are given to the news media.

Provide accurate records and keep current information needed to compile eligibility lists, grade checks, and other reports.

Should an athlete quit a sport make certain that all of his/her equipment is returned and checked in immediately and notify the Athletic Director.

Turn in the following to the Athletic Director:

- An alphabetical squad list as soon as the squad is set and correct as necessary.

- A roster, with all necessary personal data at least one week before the first contest (i.e. number, height, weight, year, position, etc).

- Make a list of transfer students so that state certification may be completed.

- A typed alphabetical list of award winners immediately following the season.

Before the first bus trip, review proper bus conduct and the schools' return policy; boys and girls are to sit separate.

Notify the Athletic Director of any suggested changes to the facilities.

Make sure you have a copy of the medical release form in your first aid kit.

Explain to the athletes their responsibilities for taking care of equipment, lockers, towels, etc.

Turn in program information for the first game of the season to the Athletic Director.

Turn in program information changes in time to have them appear in the next game program.

Frequently remind athletes of eligibility and conduct requirements.

Frequently inspect protective equipment to see that it is in good repair and properly fit for use.

In case of serious injury, secure all equipment involved and retain in actual condition.

Consider video taping various practice sessions showing fundamentals taught, terminology used, etc.

Keep dated records of the following:

- Safety information or warnings discussed with or sent home to players and parents.

- Films about rules, fundamentals, safety, etc. shown to players and parents.

- Rules clinics put on by local officials' association.

Practice schedule for each day (include safety techniques emphasized in each drill).

End of season:

Arrange for the systematic and timely return of all school equipment and hold the athlete responsible for all equipment not returned. Notify the Athletic Director of any equipment not returned. The equipment will be returned and/or the athlete charged for the missing equipment within five (8) school days of the last contest, or before the athlete turns out for another sport. Head Coach is responsible for ensuring equipment is returned and inventory submitted to Athletic Director.

Arrange for issuing certificates, letters, and special awards at assemblies, sport socials, team potlucks, etc. Coordinate dates and times through the Athletic Director's office for out of school socials.

Arrange for cleaning, storage, and inventory of all equipment within two (2) weeks of the last contest. Be concerned with the care and maintenance of his/her facility by making recommendations concerning maintenance and improvements.

Turn in and discuss with the Athletic Director the proposed budget for the following year.

Submit recommendations to the Athletic Director for proposed schedule of contests.

Maintain records of team and individual accomplishments and submit with end of season's participation report to the Athletic Director.

Submit evaluations of all assistant coaches to the Athletic Director within seven (7) days after the last contest.

Submit a complete list of all the awards and letters.

Participate in any league meetings called for the selection of an All League team.

Send all damaged equipment to be repaired or request it to be discarded.

Evaluate injuries that occurred during the season to see how they relate to specific drills, techniques.

Remind staff to renew CPR, first aid, OSAA Trainings, and sports medicine cards for the coming season.

Evaluate assistant coaches with the Athletic Director.

MAIL BOXES

Mail boxes must be checked daily and kept clean and empty.

ACTIVITY LISTS: STUDENTS

It is the responsibility of an event sponsor to provide the Athletic Director's Office, or to the Administrator where appropriate, with an up-to-date list of those students who will be absent from class. Please see that all lists are in the office no later than 8:00 a.m. on the day of the event. On the page, indicate the activity, the date of the activity, excuse from class time (no earlier than 15 minutes before departure time), and departure time. The list must be in alphabetical order. Students will not be released until a list is printed.

ABSENCE FROM PRACTICE

Coaches must attend all regularly scheduled practices. If for any reason a coach must be absent, he/she MUST inform the office before noon so that other arrangements can be made to cover practice or cancel practice. This is necessary so that bus schedules may be altered or other practices moved to a more convenient time.

COMMUNICABLE DISEASE PRECAUTIONS

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a greater risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Precautions for reducing the potential for transmission of these infectious agents should include, but not be limited to the following:

Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.

Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or body fluids. Wash

hands immediately after removing gloves.

The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete may participate.

Clean all blood contaminated surfaces and equipment with a solution made from a 1-100 dilution of household bleach or other disinfectant before competition resumes.

Practice proper disposal procedures to prevent injuries caused by needles, scalpels, and other sharp instruments or devices.

Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.

Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.

Contaminated towels should be properly disposed of/disinfected.

Follow acceptable guidelines in the immediate control of bleeding and disposal of bodily fluids and contaminated items.

TRANSPORTATION REGULATIONS

The bus rules set down by the Transportation Director will be followed.

A student must ride to all contests with the team on school provided transportation unless prearranged with the Athletic Director one day in advance. Students may return from a contest with a parent after providing a note to the coach. Students may not ride home with anyone other than a parent without a request submitted by a parent to the Athletic Director or Principal one day in advance either in writing or via direct communication (physical note or email). Parents must ensure that their communication was received and approved prior to planning for students to travel home with an adult other than their parent. Exceptions will be made for emergency situations. A student may not stay overnight after a contest/game and meet the team the next day for the next contest without administrator consent.

The bus driver may stop the transportation of the athletic participants to a contest when the bus conduct of the participants is a distraction or in direct violation of the district's bus regulations.

It is the coaches' responsibility to see that the participants are properly supervised.

It is the responsibility of the participants and the coach to leave the bus in a clean condition. Eating/drinking on the bus should be kept to a minimum and allowed only with the permission of the driver.

There will be only small radios with headphones on the bus.

On a co-ed trip see that the two sexes are separated and the coaches are between both groups.

The coach will discourage any excess loud noise from any rider under his/her supervision.

Travel Expense. Advance approval MUST be obtained from the administration before the District will be obligated to reimburse any staff member for any expenses. This includes mileage expenses. When possible, district vehicles will be used rather than personal cars. Use of school vehicles must be approved in advance. Itemized vouchers (with receipts) must be submitted with the purchase order for reimbursement.

GUIDELINES FOR USE OF SCHOOL DISTRICT VEHICLES DURING THE SUMMER

Groups using vehicle/buses must have a qualified driver. For Type 10 Vans with a 10-passenger capacity, the driver must have a valid first aid card plus a training session regarding operation of the van. If the District provides a driver, the group must pay the driver his/her hourly rate plus expenses.

Van(s) used by groups must involve school students and be an extension of a currently existing academic or athletic school program in the District (i.e. Science Club, FBLA, Band/Choir, Athletic Camps, etc.).

Groups using vans must be chaperoned by employees of the School District (i.e. teachers, coaches, advisors, etc.).

Groups using vans will return them in the same clean condition as when taking them. If not, a cleaning fee will

be billed to the issuing group and that group will be prohibited from any additional usage.

USE OF MINI-BUS

The driver shall:

Possess a valid Oregon Driver's License, appropriate to the vehicle being driven.

Maintain a valid first aid card.

Not operate the Mini-Bus with more passengers than the rated capacity.

Instruct passengers to use seat belts at all times the vehicle is in motion.

Not permit anyone else to operate the vehicle.

Make sure that all aisles are kept clear.

Make sure all rear doors are unlocked during operation.

Not permit signs of any kind attached to the Mini-Bus.

Secure any article in the passenger compartment likely to cause injury in the event of an accident.

Not fill the fuel tank while passengers are in the vehicle or while the motor is running.

Not leave the mini-bus with passengers aboard until the motor is shut off, and the brakes set.

Report to the proper official any deficiency or malfunction of the bus.

Not drive more than three hours continuously without taking a 15-minute break.

Drivers shall inspect the following prior to each trip or each day of a trip, unless the inspection is performed by other designated employees:

- windshield and wipers

- all outside lights

- service door, emergency door, and buzzer

- tires and wheel lug nuts

- battery, belts, oil, and coolant levels

- horn

- brakes

- steering

- exhaust system

- see that lights, windshield, and mirrors are clean

- emergency equipment

LEGAL ASPECTS

Coaches/Advisors should be aware that they are living in a time when society is "suit conscious".

Coaches/Advisors should take care that they provide adequate supervision and safe conditions for participants at all times.

SCHEDULING CONTESTS/ACTIVITIES

All activities and athletic contests are to be scheduled by the Athletic Director with input from the coach/advisor in charge of the activity. Any contests requested by the coach/advisor will be taken under advisement by the Athletic Director. The majority of the contests in which Grant Union participates are determined by OSAA Conferences in advance. Contest starting times are not changed without approval of the Athletic Director and proper notification to the press and radio station.

Discuss and obtain approval of any modifications to the regular schedule through the Athletic Director; i.e. overnight instead of coming home, changes in meal plans, etc.

FINANCES/PURCHASE ORDERS

Allocations for the various athletic/activity programs are set by the School District Budget Committee and must

be used as a basis of all purchasing by a coach/advisor.

Purchase orders are available in the office for purchasing items included in the allocation. **All purchases must be approved in advance by the Athletic Director/Administrator** and referred to the bookkeeper to determine dollars available and to assign the proper code numbers. All fundraising activities must have prior approval of the Athletic Director. The Athletic Director will consider Title IX compliance in the approval process. Once approved the item(s) may be ordered.

ATHLETIC AWARD PROGRAMS/BANQUETS

Athletic award programs are to be scheduled in advance through the Athletic Director. If special arrangements are needed, provide the information to the Athletic Director so that it may be considered. All programs are to be advertised on the radio, etc. to ensure that parents are aware of the event. There shall be no more than one awards program per sport area (i.e. football, volleyball, boy's basketball, girl's basketball, wrestling, track, baseball, and dance team). The cheerleaders are to be included in the appropriate banquets. Athletic awards need to take place within a two-week time period of the season ending unless an extension is approved by the Athletic Director.

COACH/ADVISOR STANDARDS – DRESS LANGUAGE

Coaches/Advisors are considered as an example to the students when in a supervisory position. Coaches must refrain from language (swearing) that is inappropriate; any use of a tobacco product within the vision of a student or participant; and visible possession of tobacco product in pocket.

Coaches/Advisors representing Grant School District No. 3 are to dress appropriately when involved with the students in a supervisory capacity. This includes both home and away contests.

SUNDAY/HOLIDAY PRACTICES

Practices may not be held on any Sunday or school holiday, without approval of the Athletic Director.. Practices will not be held on Friday mornings unless approved by the Athletic Director. Likewise, all practices held during a vacation period must have prior approval of the Administration. Typically, practices will only be allowed during the custodian's workday when they are on duty.

OPEN GYM POLICY

All open gyms must be scheduled with the Athletic Director.

Open gym will be permitted during the 4 weeks prior to the start of the next season for Winter and Spring Sports. Open gym during Spring Season will be allowed the final 3 weeks prior to the end of the Association Year.

For 2025/2026 School Year:

Fall Open Gyms start October 20 (first practice of winter November 17)

Winter Open Gym start February 2 (first practice of spring March 2)**

Spring Open Gym start May 4 (End of Association Year May 25)

**Feb 16 rule of 8 for baseball/softball pitchers/catchers only for "conditioning of arms."

Open gyms will not occur during regular season practice times or other times prohibited by the handbook (Holidays and Sundays).

Open gyms must follow the regulations set by the OSAA (rule of 2) and be a recreational activity with zero coaching occurring.

Coaches must discuss their plans for open gyms with the Athletic Director and have a plan for logistics such as supervision, participants, and use of the facilities.

Open gyms include any facility owned or controlled by the school district.

Open gyms include any coach on staff for Grant Union Athletic, whether utilizing a district facility or not. The weight room may be opened at any point in the year by coaches for the purpose of strength and agility training. Participation is optional and coaching may not occur (beyond safe technique for lifting). Open weight room times must be openly advertised throughout the school and all students invited to participate. Open weight room times may occur during any time outside of regular season practice time. If they occur during regular season practice times, they may only overlap practice time by one hour or less at the end of practice and must extend after practice time for an equal length of time to provide opportunity for in-season athletes to participate. Example: If regular season practice time ends at 6:30, then open gym may go from 5:30-7:30 (the total time frame split evenly over the end of practice time).

EJECTION POLICY

It is the responsibility of the individuals to cover the cost of fines that are a result of a player/coach ejection or rule violation. Fines for ejections or violation of rules will not come out of the athletic budget. If the fine is a result of a rule violation, the fee will be paid by the group or individual responsible for the violation.

FUNDRAISING POLICY

At Grant Union Jr/Sr High School it is understood that fundraising for athletic groups is done so with the intent of improving programs and to benefit student-athletes. A Fundraising Report Packet must be completed, submitted, and approved prior to all fundraisers.

Recognized Purposes for Fundraising:

Support activities of school organizations that benefit the student body.

Provide supplemental funds that help defray the costs of optional activities that support school programs.

Provide supplemental supplies or equipment that enhance the programs and/or facilities.

Consideration for Approval of Fundraising Activities:

Fundraiser does not detract from or conflict with the greater fundraising efforts of the school.

Fundraiser promotes a team of the school community.

Fundraiser provides student-athletes with a positive philanthropic experience.

The project cannot be covered through the school's annual operational budget.

Fundraisers are benefit programs and not individual students.

Clear purpose for use of funds is defined in fundraising activity.

Fundraising Guidelines:

Fundraising efforts will be limited to \$8,000 (per High School program) and \$3,000 (per Middle School program) total funds raised for an academic year and. This is to include:

- Funds raised from running concessions

- Funds received as part of sponsorship

- Funds received as part of donations

If fundraising efforts exceed the designated amount the additional funds raised will be transferred to the Athletic Special Projects account to be managed in a way that benefits all programs.

All funds will be processed through the Grant Union Jr/Sr High School Student Body accounts.

Funds received from fundraising efforts need to be deposited in a timely manner through the Grant Union Main Office.

Athletics and Activities Rules and Policies (Student Handbook)

ADDITIONAL RULES: Supervisors of co-curricular activities have the right to make rules peculiar to their activity. Such rules must be submitted to the Athletic Director and the Principal before they are given to the students. This must be done at the beginning of the activity.

ATHLETIC YEAR: Any students participating in athletic/activity programs at GU will do so on a voluntary basis and must comply with the standards of conduct as listed below during the school year, which starts with OSAA Association Year and ends on the last school day.

ATTENDANCE REQUIREMENTS FOR ATHLETES: Any school-sponsored activity, including field trips and job shadows, will not be counted as absences for participating students. Students must attend the equivalent of one full day of school immediately prior to participating in extra-curricular activities (Students must attend the 8 periods immediately prior to an event release or departure. In example: this could include 4 periods Monday afternoon and 4 periods Tuesday morning to be released for a Tuesday activity.). Exceptions may be made by the Athletic Director for students who have legitimate medical or family emergencies. Students will be allowed to compete on non-school days regardless of attendance level or absences.

CITIZENSHIP ELIGIBILITY: Discipline issues may prohibit a student from traveling or representing the school in any school activity. Students who have not made arrangements for the completion of detentions or other disciplinary consequences with the Administration are subject to ineligibility for both practices and events/contests. A suspension from school (either out of school, OSS or in school, ISS) means no activity practice or participation in any contest during the period of suspension. An arrest/conviction or being charged with a serious crime may result in a suspension from activities.

CONFLICTS OF ACTIVITIES: If a student has a conflict of activities or practice for an activity (scheduled at the same time), the following steps are to be taken:

Step 1. The two advisors try to resolve the conflict by a schedule change.

Step 2. If a schedule change is not possible, the advisors shall try to reach a mutual agreement that will most benefit the student.

Step 3. If the two advisors cannot reach a mutual agreement, the student and parents will make the decision.

****When a conflict between a family activity and school activity arises and the student has submitted a written request from a parent two weeks in advance, then that student will be excused from the activity without consequence. Parents and participants in activities recognize that there are possible negative effects from being absent from activities.**

DROPPING AN ACTIVITY: Participants quitting/dropping an activity must have an interview with the Athletic Director before that student may begin another activity. Any student dropping an activity will not be considered for a letter.

DRUGS/ALCOHOL: It is the responsibility of the athlete/participant to report any citation/conviction of a violation of the alcohol/drug sections to administration within three school days. The policy is in effect during the Athletic Year.

No student may attend or remain at parties or other functions where alcohol or drugs are being consumed or used contrary to the provisions of Oregon law. Once a student discovers that the illegal use of alcohol or drugs is occurring, the student must promptly leave the premises. If the student remains or attends functions where

drugs or alcohol are consumed or used illegally, then the student shall be suspended from extra-curricular activities as provided in the section of this handbook pertaining to alcohol, tobacco, and illegal drugs. The observation of a coach, a teacher, an administrator, report of any law enforcement officer or admission of a violation by the participant will be sufficient evidence to suspend a participant. The length of the suspension for a violation of the training rules will be made without consideration of season length or number of contests during the duration of the suspension. The suspension must be completed the following school year if it is not completed during the school year the suspension started in.

Participants shall be excluded from traveling with teams to away contests while on suspension due to academic or disciplinary reasons. However, they should be with the team during home contests dressed in clothing designated by the coach but not a team uniform if they are in attendance at school.

Process:

Notify student and parent(s);

Meeting scheduled by the principal, with the parent(s) and student;

Consequences of each infraction are listed below:

First Offense: A. Voluntary participation and successful completion of a drug/alcohol assistance program that has been approved by the district. Suspension will be reduced to 4 ½ weeks OR B. Suspension from participation in contest/competition for a 9-week period.

Second Offense: A. Voluntary participation and successful completion of a drug/alcohol assistance program that has been approved by the district. Suspension will be reduced to 9 weeks. OR B. Suspension from participation in contest/competition for an 18-week period.

Third Offense: The student will be suspended from participating in athletics and co-curricular/extracurricular activities for a 27-week period. To be eligible for further participation the student will need to complete a district approved drug/alcohol treatment program.

Fourth Offense: The Student will be suspended from participating in athletics and co-curricular/extracurricular activities for the remainder of the student's high school career.

*A student may appeal these decisions to the Multi-Disciplinary Team for review, should any extenuating circumstances exist.

FORMS FOR PARTICIPATION: The following forms must be signed and on file in the athletic director's office before a student may practice or participate (utilizing Finalforms):

Grant Union Participation form, which gives Parent Permission for School Trips, Authorization and Consent for Treatment of Minors and Verification of Insurance Coverage (Mandatory Student Health Insurance)

Physical Form indicating that the student athlete is cleared for athletic participation.

Signed Student Handbook/Athletic Handbook (Office)

GRADES FOR ELIGIBILITY: Students must maintain eligibility according to OSAA rules and regulations. This eligibility begins at the start of the second semester of their freshman year and runs through their senior year. This policy requires students to earn a minimum of 2.5 credits per semester in order to compete in the following semester. Further, students must earn 4.5 credits by the end of their Freshman year, 10 credits by the end of their sophomore year, and 17 credits by the end of their Junior year. Students who do not meet these requirements will be ineligible to compete in athletics. No OSAA appeals will be submitted until a student has made up enough failed credits to become eligible.

Junior High students must pass 6 classes per Quarter to maintain Athletic Eligibility. If a JH Student does not pass 6 classes, they will be placed on Academic Probation for the next Quarter. Grades will be checked weekly (Monday at Noon by the AD). If a student on Academic Probation is failing more than 1 class, they will be

ineligible for 1 week (Tuesday through Monday). JH eligibility restarts each fall (does not carry over).

LATE TURN OUT POLICY: Late turn outs will be allowed up to a three-week period starting with the OSAA official starting date, unless individual approval is made by the Athletic Director in agreement with the head coach. If the late turn out is the result of a valid medical excuse or a transfer case, then the three-week period can be waived.

LETTERING: Students will be given the requirements for lettering in an activity when they turn out for that activity.

MAKEUP/HOMEWORK FOR ATHLETIC/ACTIVITY ABSENCE: It is the student's responsibility to contact their teachers or utilize class resources prior to departure to ensure they know what will be missed when they are gone and what is due upon return. Students will be required to turn in any work that was due on the date of an absence upon the date of return at the start of class (unless prior arrangements for additional time are made with the teacher). Any assignment/s given on the day of absence due to an activity will be due on the *day of return* to school (unless prior arrangements for additional time are made with the teacher).

OPEN PRACTICE POLICY: Grant Union generally has an open practice policy allowing parents to attend and watch practices. If there are not bleachers or stands to sit in, The Coach will designate the appropriate place for parents to watch practice. Parents are asked not to interrupt practice by communicating with coaches or participants. Disruption of practice could lead to exclusion from practice facilities. Coaches may request permission from the Athletic Director to close practice for a duration of time related to specific circumstances that may warrant closing practice.

PHYSICAL EXAMINATIONS: District #3 requires physical exams for all athletes, cheerleaders, and dance team members. These must be on file before a student may practice or participate in any activity. New physical forms must be submitted before the first season of competition. Physicals are required every two years. New students must submit a physical from previous school or a new physical according to the policy.

TOBACCO: Any possession of any tobacco or nicotine products will result in a suspension as follows: 1 football game, 1 Soccer game, 2 volleyball matches, 1 cross country meet, 2 basketball games, 1 wrestling match, 1 competitive dance team performance, 1 track meet, 2 baseball games, 2 softball games, golf two 9-hole matches or one 18-hole match, cheerleading is the same as the sport season they represent. Fall cheerleading would be a 1 game suspension and winter cheerleading would be a 2 game suspension. For other activities, the suspension will be from the next activity. For a second violation, the suspension will be for a period of 18 weeks. This includes students who are 18 years of age. NOTE: In addition, any possession of a tobacco product violation is automatically referred to the Grant County Juvenile Department.

TRANSPORTATION: A student must ride **to** all contests with the team on school provided transportation unless prearranged with the Athletic Director one day in advance. Students may return from a contest with a parent after the parent signs out with the coach. Students may not ride home with anyone other than a parent without a request submitted by a parent to the Athletic Director or Principal one day in advance either in writing or via direct communication (physical note or email). Parents must ensure that their communication was received and approved prior to planning for students to travel home with an adult other than their parent. Exceptions will be made for emergency situations approved by Administration. A student may not stay overnight after a contest/game and meet the team the next day for the next contest without administrator consent.