

Cave Creek Unified School District #93



Coaching Handbook

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Introduction

The Cave Creek Unified School District (CCUSD) Athletic Department Coaches' Handbook is designed as a guide for personnel to ensure that the athletic program functions under standards consistent with the accepted goals for interscholastic competition. Each member of the CCUSD Athletics has the professional responsibility to adhere to the policies and procedures contained herein and within governing board policy.

The school sports program should encourage participation by as many students as possible and should always be conducted with the best interests of the participants as the first consideration.

District participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, associations, or conferences, and of any new agreements with other schools for a series of games or events. **Cave Creek Unified School District Coaching Philosophy**

A coach is personnel and a representative of the Cave Creek Unified School District. This implies that teacher responsibility for supervision, preparation, and training is as essential in coaching as it is in the classroom. Coaches have a tremendous opportunity to influence student athletes. An athlete is a student first and expected to adhere to the Student Rights and Responsibility handbook and Athletic Code of Conduct. Athletics provides an opportunity outside of the academic classroom to grow and become independent, contributing, and engaged members of society. In the Cave Creek Unified School District athletic program, the health and welfare of the athlete is the most important concern.

General Coaching Guidelines

1. Coaching at one or more high/middle schools simultaneously is not allowed. Coaches are only permitted one athletic coaching stipend per sport season (Fall, Winter, Spring, no overlapping sports can be coached by one person).
2. All coaching will follow the CCUSD employee, coaching, and athletic handbooks.
3. CCUSD training, weight rooms, and athletic facilities are to be used **ONLY** by student-athletes and coaches currently in season. Proper paperwork and facility usage documentation must be filed for out-of-season student-athlete use. Non-student account and LLC usage must follow the CCUSD facility guidelines and fee structures.
4. All coaches must be properly certified through CCUSD human resources and the AIA.
5. All Athletic Director and head coach hiring recommendations must be approved by the District Athletic Director before they can be employed.

Athletic Director Accountability

The athletic director of a school shall be held ultimately responsible in all matters that concern interscholastic athletics at his/her school. The athletic director is responsible for keeping current Emergency Action Plans (EAP) for all sport facilities and all required documents for eligible athletes and certified coaches on file in the athletic director's office.

Emergency Plan

1. Each school's athletic department is responsible for having an emergency plan to ensure all athletes and staff understand what the procedures are during an emergency.
2. The school athletic director is responsible for ensuring the coaching staff and game workers are familiar with and trained to respond using the Emergency Response Plan.
3. Any suspicious activity must be reported immediately. All medical supplies must be readily available during practice and contests.
4. Each school must have an AED on-site during all athletic events.

Qualifications of Coaches

Cactus Shadows High School is a proud member of the Arizona Interscholastic Association (AIA). The AIA Constitution and Bylaws are strictly enforced. You may read the AIA Constitution and Bylaws in their entirety at aiaonline.org. Arizona Interscholastic Association (AIA) is the governing body of interscholastic activities in Arizona.

The AIA website (www.aiaonline.org), summarizes their coaching certification requirements as shown below: Per the AIA Bylaws, all head and assistant coaches, whether paid or volunteer shall complete the following NFHS online education courses at www.nfhslearn.com:

- Fundamentals of Coaching (one time)
- Concussion Course (one time)
- All head varsity coaches shall have a valid Arizona Teaching Certificate, Arizona Coaching Certificate, or have completed each of the following criteria from the National Federation of State High School Associations online at www.nfhslearn.com
- Fundamentals of Coaching
- Concussion Course
- First Aid Course/CPR
- NIL

ALL forms must be submitted before any player can be certified or any coach can work with students. No school team or individual contestant shall be eligible to represent a school in a contest unless the coach is an employee of the school district in which they coach and has been employed to coach. This requirement applies to paid or volunteer assistant coaches who serve at all times under the supervision and direction of a regularly certificated person. Volunteer coaches may serve as assistants only upon approval and authorization of human resources.

Essential Skills and Abilities

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as determined by the District.

While performing the duties of this job, the employee is required to have regular and reliable attendance, is regularly required to sit, talk and/or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools and/or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as determined by the District. The noise level in the work environment is usually moderate.

Evaluation:

At least once annually by the Athletic Director.

Code of Ethics (Policy 4-201)

In addition to governing board policy, CCUSD follows the code of ethics set forth by the National Federation of High Schools and Arizona Interscholastic Association.

Each District employee is expected to further the District's mission to educate all students and to support their learning potential. The Governing Board has created this Code of Conduct to set expectations for staff conduct.

The Board expects each employee to adhere to the standards set forth below.

While this Code of Conduct provides guidance and District requirements regarding employee conduct, it does not provide a complete listing.

Expectations

Employees shall:

1. Create and maintain appropriate relationships with students, staff, parents and community members that are founded on trust and respect.
2. Maintain appropriate professional boundaries with students at all times.

3. Act in a professional, respectful, fair and dignified manner when interacting with students, parents, co-workers, supervisors and community members.
4. Act with the goal of furthering the growth and welfare of students as the primary objective.
5. Make reasonable efforts to protect students from conditions harmful to learning, health, well-being or safety.
6. Complete job duties with integrity and responsibility.
7. Maintain all requisite certifications, endorsements and a fingerprint clearance card if required for the position.
8. Perform only District work during District working-time.
9. Comply with all requirements as a mandatory reporter and report all crimes or suspected crimes as required by law or as set forth in Policy 4-204.
10. Provide honest, accurate and timely information to supervisors and administrators.
11. Maintain confidentiality with respect to student information and as directed or required by law.
12. Avoid conflicts of interest and acceptance of gifts in violation of procurement responsibilities.
13. Honor all contractual commitments.
14. Protect and secure District property.
15. Account for all funds collected from pupils, parents, or school personnel.
16. Abide by security or administration procedures and copyright restrictions during the administration of a test or assessment.
17. Promote the proper use of all District equipment and materials, including but not limited to District technology.
18. Obtain prior written authorization from the employee's immediate supervisor prior to working any overtime, if the employee is non-exempt.
19. Follow all workplace controls to prevent workplace accident, injury and/or exposure, including following universal precautions when necessary and completing all requisite training.
20. Report to work on time and be prepared for duty.
21. Direct criticism regarding workplace concerns to the relevant District administrator.
22. Use copyrighted materials only for educational purposes and within the generally accepted uses set forth by applicable law.
23. Dress according to professionally accepted standards and as directed.
24. Comply with applicable District policies, procedures, and lawful directives.
25. Comply with applicable federal and state laws, regulations and rules.

Prohibitions

Employees shall not:

1. Discriminate against any student, school employee or visitor based upon race, national origin, religion, sex, including sexual orientation, disability, color, or age or any other protected category.
2. Engage in sexual harassment or harassment on the basis of a protected category.
3. Physically or verbally abuse any individual.
4. Make any sexual advance towards any student or minor, either verbal, written, or physical.
5. Engage in sexual activity, a romantic relationship, or dating of a student or minor.
6. Unlawfully threaten or intimidate any individual by word or conduct.
7. Use profanity or abusive language or gestures.
8. Engage in conduct for the purpose or with the intent of embarrassing or disparaging a student, parent/legal guardian or visitor.
9. Disrupt or assist with the disruption of any District activity.
10. Illegally possess, use, or be under the influence of marijuana, dangerous drugs or narcotic drugs, or other controlled substances.
11. Possess, consume, or be under the influence of alcohol on District property or at school-sponsored activities unless permitted by statute or policy.
12. Possess a weapon on District property without legal authority.
13. Use school equipment to access pornographic, obscene, or illegal materials.
14. Deliberately suppress or distort information or facts relevant to a student's academic progress.
15. Misrepresent or falsify student, classroom, school, or District-level data from the administration of a test or assessment.
16. Retaliate or take reprisal against any individual who files a report regarding gross mismanagement, significant waste of funds, abuse of authority, threats to safety, violations of policy, or regarding other matters as protected by state or federal law.
17. Use the employee's position for improper purpose, including but not limited to, personal gain through political, social, religious, economic, or other influences.
18. Falsify or misrepresent documents, records, or facts related to professional qualifications or educational history or character.
19. Assist in obtaining a professional certification or employment of a person the employee knows to be unqualified to hold a position.
20. Accept gratuities or gifts that influence judgment in the exercise of professional duties.
21. Submit fraudulent requests for reimbursement of expenses or for pay.
22. Be absent without leave or fail to follow District procedures regarding absences.
23. Engage in outside employment that interferes with the employee's assigned job duties, creates a conflict of interest, or results in the unauthorized use of any District facilities or materials.

24. Provide private services for pay or remuneration to a student or the family of a student who is currently in the employee's class or under the employee's direction or control for a District-sponsored activity, or for whom the employee provides professional services through the school. "Services" include, but are not limited to, private instruction of any type, including private tutoring, private academic, music, art, or athletic instruction, or related services as defined in the Individuals with Disabilities Education Act (IDEA).
25. Use District or school facilities for purposes not directly related to the employee's job duties, unless approved in accordance with Policy 3-202.
26. Remove District property from the District without prior authorization of the Superintendent.
27. Join or support organizations that advocate for the overthrow of the government.
28. Use school resources to influence the outcome of an election.
29. Use sectarian or denominational books, teach any sectarian doctrine, or conduct religious exercises in school.
30. Apply for a grant or other outside funding (including crowdfunding) or solicit donations without the prior authorization of the Superintendent. The Governing Board approved fundraiser list can be found in the shared drive under forms/finance.
31. Engage in unprofessional or immoral conduct or conduct unbecoming to the profession.

Use of Physical Force

An employee is permitted to use reasonable and proportionate physical force on a student only to the extent necessary to maintain order or to prevent the physical injury of the student or others. Verbal provocation is typically insufficient justification for the use of physical force.

The use of restraint and seclusion is addressed in Policy 5-406.

Investigation of Alleged Violations

When an employee is alleged to have violated District policy, the supervising administrator or other designee shall conduct an investigation appropriate to the situation to determine if the alleged misconduct occurred, and if so, what remedial or other action should be taken.

Discipline, suspension and dismissal of staff shall be handled in accordance with Board policy and/or state law.

Coaches Code of Ethics (NFHS)

The function of a coach is to educate students through participation in interscholastic competitions. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

1. The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

2. The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
4. The coach shall avoid the use of alcohol and tobacco products when in contact with players.
5. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
6. The coach shall master the contest rules and shall teach them to his or her team members.
7. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
8. The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
9. The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
10. 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.
11. The coach shall not exert pressure on faculty members to give students special consideration.
12. The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

AIA Code of Ethics

17.4.1 It shall be the responsibility of a coach to follow the directions provided in the following Coach's Code of Ethics. Violations of the first three items of the Code may result in a sanction to the offending school.

17.4.2 A COACH / SPONSOR SHALL:

17.4.2.1 Abide by the National Federation and AIA rules in both spirit and letter.

17.4.2.2 Ensure that the Recruitment Rule defined in Article 15, Section 12 is honored by everyone associated with their program.

17.4.2.3 Coaches and/or game management personnel will not manipulate or control the environment or game conditions to gain an advantage over an opposing team or individual. **17.4.3 A COACH /**

SPONSOR SHOULD:

17.4.3.1 Cooperate with others in the field of education.

17.4.3.2 Exemplify behavior that is a credit to the teaching profession.

17.4.3.3 Exercise patience, tolerance and diplomacy in relations with all players and co-workers, contest officials and spectators.

17.4.3.4 Adhere to high ideals of sportsmanship: quality of cooperation, courage, unselfishness and self control; desires for clean, healthful living; and respect for wise discipline and authority.

17.4.3.5 Support all reasonable moves to improve athletic conditions, to provide for adequate equipment, and to promote the welfare of an increased number of participants.

17.4.3.6 Demonstrate high ideals, good habits and desirable attitudes in professional behavior, and demand the same standards of the players.

17.4.3.7 Not make statements to or use the news media in a manner that is not consistent with the principles and objectives of the AIA, which include promoting cooperation, friendship and good sportsmanship among member schools.

Coach Conduct

Coaches are expected to follow the Code of Ethics outlined by the NFHS and AIA. Coaches are also expected to follow CCUSD governing board policies. Coaches who fail to uphold the integrity of the CCUSD athletic program and do not follow the coaches' conduct/expectations will be subject to CCUSD Human Resources investigation and disciplinary processes per Governing Board policy 4-201. The below list is not all-inclusive of behavior and actions contained in board policy but highlights sports-specific actions.

Language

1. Carefully consider the language used when speaking to or in the vicinity of any or our student, parents and members of the community.
2. No profane or derogatory language will be used towards an official or opposing team or fans.

Ejection from a Game

1. An ejected coach is required to call the AD after the contest and submit a written statement explaining their actions.
2. A follow-up discussion with the Athletic Director will follow to decide if the violations warrant Human Resource action.
3. The coach must complete the NFHS sportsmanship course before returning to coach the next game.

Student Athlete Interactions

1. You are an employee of CCUSD when under coaching contract timelines or representing the sport in a coaching capacity (including off-season camps and fundraisers). As an employee you will follow governing board policies and the coaching codes of ethics outlined above.
2. When you are with student-athletes, you are an extension of CCUSD and all school rules follow.

Misc.

1. At no time should there be alcohol provided to, or consumed by students.
2. While acting in the capacity of a district employee, at no time will there be consumption of alcohol.

Financial

1. Coaches are to follow guidelines for the receipt of cash or checks as outlined by policy. If cash is used, you will provide a receipt.
2. All funds should be secured in a locked area on campus and deposited with the bookstore on the next school day.

3. Coaches are not to be electronically transferred money to be received in their personal or business account from students or parents. Under no circumstances should a parent/guardians or family members electronically send coaches money (e.g. Venmo, Paypal, Zelle).

Hazing

As a coach, you can be held liable if your athletes are involved in “hazing.” You are responsible for the supervision of your students on school grounds and at away games. If you suspect hazing has occurred, immediately notify the school and district athletic director.

Communication with Students and Parents

All communication with student athletes will abide by Governing Board Policy 3-409 and 4-202.A. The only written form of communication with students will be through a district provided email or approved district communication app such as Remind. Coaches will not have verbal or text conversations with students or parents on cell phones. All coaches will receive approval from the athletic director for the usage of communication apps.

Parents will refrain from contacting a coach until 24 hours after a game. Meetings can be set-up with coaches upon request. Athletic concerns should follow the CCUSD *Problem Solving Guide* found in the [Student Handbook](#). Playing time is never an allowed discussion point. If there is a concern regarding a parent or guardian, contact the athletic director.

Athletics

- Step 1—Coach, if not resolved...
- Step 2—Assistant Principal (Athletics), if not resolved...
- Step 3—School Principal, if not resolved...
- Step 4—Director of Student Services, if not resolved...
- Step 5—Asst. Supt. of Human Resources, if not resolved ...
- Step 6—Superintendent

Communications will follow Governing Board Policy 3-403 and 4-202.A.

Appropriate Use of Technology

The District may provide technology devices and Internet access to District students and staff. The use of the technology shall be in support of the District's educational goals and mission. To ensure that the technology is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses its technology to follow District guidelines for appropriate use. Anyone who misuses, abuses, or chooses not to follow the technology guidelines and procedures may be denied access to the District's technology and may be subject to disciplinary and/or legal action.

District employees are prohibited from using District or personal devices to communicate with students or minors in violation of Board policies governing staff-student communications or boundaries.

Internet Safety (Child Internet Protection Act)

The District shall take measures to protect against:

1. Internet access by staff or students to visual depictions that are obscene, child pornography, or harmful to minors;
2. Risk to the safety and security of students when using District technology to access electronic mail, chat rooms and other forms of direct electronic communications;
3. Unauthorized access and other unlawful activities by students online; and
4. Unauthorized disclosure, use, and dissemination of personal information regarding students.

The District shall monitor the online activities of students and shall provide education regarding appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and regarding cyberbullying awareness and response.

Parental Notification

Parents shall be notified of the policies and procedures regarding the use of technology while at school. Parents will also be notified of their right to prohibit the student from the use of technology while at school in which covered information may be shared with an operator pursuant to law. This does not apply to technology that is used for the daily operations or administration of online instructional programs authorized by law.

Access

The District shall maintain its technology and its website so as to be accessible to persons with disabilities. The District shall take precautionary measures to safeguard the content of data and to prevent unauthorized releases and cybersecurity attacks.

Social Networking Sites and Blogs for Personal Use:

All District employees are encouraged to adhere to the Arizona State Board of Education best practices for social media and cellular telephone use between school personnel and students.

Legal Duties of a Coach

Supervision of Athletes

District personnel are expected to adequately supervise students in instructional and non instructional activities. Adequate supervision generally requires that a staff member have a line of sight to a student while at school or participating in a school activity. Exceptions to the line of sight include brief periods when a student is in a bathroom, locker room, passing between classes, sent on a campus errand, or comparable situations. This also includes fields and gyms ahead of practices and games. Additionally, no staff member is to share a room with a student on an overnight trip unless specifically authorized in writing by the Superintendent.

Early Release Days: If a coach is not able to supervise students, the students are not allowed to be on campus.

Away Games: When traveling to and from away games, it is expected that one coach must sit in the middle of the bus and one in the back of the bus. Additionally, students must be supervised at all times and may not leave campus (away games) for any reason (unless the parent has taken over supervision and has the alternative transportation form approved by the CSHS Athletic Director).

Locker Rooms: All coaches must develop a locker room supervision plan. Locker room doors must be locked (other than when students are using it). Students must be supervised at all times in the locker room(s).

Mandatory Reporting

All school employees are mandatory reporters under state law.

Child Abuse Reports

Any employee who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, sexual abuse, sexual conduct with a minor, sexual assault, molestation, sexual exploitation of a minor, incest, child prostitution or neglect that appears to have been inflicted on the minor by other than accidental means shall immediately report this information to a peace officer or the Department of Child Safety.

Employee obligations as mandatory reporters also extend to conduct between students or minors.

Pursuant to [A.R.S. § 15-514](#), District employees must also file a report with the State Board of Education when the employee reasonably suspects or receives a reasonable allegation that a certificated or uncertificated District employee has engaged in conduct involving minors that would be subject to the reporting requirements set forth above and in state law.

Reporting of Suspected Crimes or Incidents

District employees must report when the employee has been arrested for or charged with a non appealable offense as listed in [A.R.S. § 41-1758.03](#).

District employees have specific statutory obligations to report criminal activity on District property or using District equipment, including but not limited to as follows:

1. Any suspected crime against a person or property that is a serious offense as defined in [A.R.S. § 13-706](#);
2. Any conduct that involves a deadly weapon, dangerous instrument or serious physical injury, or any conduct that poses a threat of death or serious physical injury to an employee, student or other person on District property.
3. Anyone who possesses, uses or intends to sell any marijuana, peyote, or dangerous, narcotic or prescription-only drugs in a drug free school zone. A drug free zone is defined as the area within three hundred feet of a school or its accompanying grounds, any public property within one thousand feet of a school or its accompanying grounds, a school bus stop or on any school bus or bus contracted to transport pupils to any school.

Reports of suspected crimes or incidents shall be made to the local law enforcement. Employees shall inform their supervisors when a report has been made.

Mandatory Posting

Each school shall post a sign in a clearly visible location in a public area of the school that is readily accessible to students that contains all of the following:

1. In boldface type, the telephone number of the centralized intake hotline concerning suspected abuse and neglect of children.
2. Instructions to call 911 for emergencies.
3. Directions for accessing the website of the Department of Child Safety for more information on reporting child abuse, child neglect and the exploitation of children.

Reports to Arizona Department of Education

If the Superintendent reasonably suspects or receives a reasonable allegation that a certificated or uncertificated District employee has committed an immoral or unprofessional act that would constitute grounds for dismissal or criminal charges, the Superintendent is required to report that conduct to the State Board of Education. The District must make this report prior to accepting the individual's resignation.

Reports regarding Bullying, Harassment or Intimidation

District employees are responsible for reporting conduct that is considered to be bullying, harassing or intimidating. Reports shall be made in conformance with Policy 5-408.

Reports of Injury

District employees are required to immediately report any exposure, accident or injury that occurs in the course and scope of the performance of their job duties to their supervisor immediately. Failure to do so may preclude a worker's compensation claim.

Reports of Communicable Diseases

District employees are required under administrative regulation to report suspected or confirmed communicable disease contracted by a student or staff member to the local and state health authorities.

Reports to Parents

The parent or legal guardian of a student has the right be notified promptly if a District employee suspects that a criminal offense has been committed against the child by someone other than a parent, unless the incident has first been reported to law enforcement and notification of the parent would impede a law enforcement or Department of Child Safety's investigation.

Retaliation Prohibited

A District employee or public officer who has control over personnel decisions shall not take unlawful reprisal or retaliation against an employee because the employee reports, in good faith, information as required by this Policy or state law.

Immunity

A person who furnishes a report, information, or records required or authorized by law or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized by law is immune from any civil or criminal liability, unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

District employees are expected to report conduct to assist with the orderly operation of District services. This handbook is not all inclusive.

Conflict of Interest (Policy 3-100)

In connection with the District's purchase of goods, services, or construction, Board members and District employees shall annually disclose conflicts of interest as required by state and federal law.

Board members and District staff shall file the disclosure of any conflict of interest. If a Board member or District employees or their relatives have a conflict of interest in any procurement of services, equipment, or construction, the Board member or District employee shall refrain from participating in any way in the

procurement, including but not limited to making recommendations, giving advice or communicating with anyone involved in the procurement process.

Hazing (Policy 5-408)

Hazing is prohibited. Solicitation to engage in hazing is prohibited. Aiding and abetting another person who is engaged in hazing is prohibited.

A person commits hazing by:

Intentionally, knowingly, or recklessly, for the purpose of pre-initiation activities, pledging, initiating, holding office, admitting, or affiliating a student into or with an organization or for the purpose of continuing, reinstating, or enhancing a student's membership or status in an organization, causing, coercing, or forcing a student to engage in or endure any of the following:

1. Sexual humiliation or brutality, including forced nudity or an act of sexual penetration, or both;
2. Conduct or conditions, including physical or psychological tactics, that are reasonably calculated to cause severe mental distress to the student, including activities that are reasonably calculated to cause the student to harm themselves or others;
3. The consumption of any food, nonalcoholic liquid, alcoholic liquid, drug, or other substance that poses a substantial risk of death, physical injury, or emotional harm;
4. An act of restraint or confinement in a small space or significant sleep deprivation;
5. Conduct or conditions that violate a federal or state criminal law and that pose a substantial risk of death or physical injury; or
6. Physical brutality or any other conduct or conditions that pose a substantial risk of death or physical injury, including whipping, beating, paddling, branding, electric shocking, placing harmful substances on the body, excessive exercise or calisthenics, or unhealthy exposure to the elements.
 - a. With the intent to promote or aid the commission of hazing, agreeing with one or more persons that at least one of them or another person will engage in hazing and one of the parties commits an overt act in furtherance of hazing.
 - b. Intentionally or knowingly engaging in conduct that would constitute hazing if the attendant circumstances were as the person believes them to be.
 - c. Intentionally or knowingly doing anything that, under the circumstances as the person believes them to be, is any step in a course of conduct planned to culminate in committing hazing.
 - d. Intentionally or knowingly engaging in conduct that is intended to aid another to commit hazing, although the hazing is not committed or attempted by the other person.

This Policy shall not be construed to apply to customary athletic events, contests, or competitions that are sponsored by the school or to any activity or conduct that furthers the goals of a legitimate educational curriculum, legitimate extracurricular program, or legitimate military training program.

Victim consent to or acquiescence in hazing is not a defense to a violation of this Policy.

All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this Policy.

Complaints of hazing and violations of this Policy should be reported to the principal or assistant principal of the school that sponsors the organization or where any student allegedly involved is enrolled. The principal, assistant principal, or designee shall promptly investigate all complaints of hazing and violations of this Policy. Violations of this Policy shall be reported to the appropriate law enforcement agency whenever a crime is reasonably suspected to have occurred.

Students who violate this Policy are subject to disciplinary action, including suspension and expulsion. Any teacher or staff who knowingly allows, authorizes, or condones a violation of this Policy is subject to disciplinary action, including suspension without pay and termination of employment. Any organization that knowingly allows, authorizes, or condones a violation of this Policy may have its permission to conduct operations at the school suspended or revoked. All persons and organizations alleged to have violated this Policy are entitled to appropriate due process, including the right to appeal the discipline or sanction to the next administrative level.

This Policy shall be posted in each school building and printed in every student handbook for distribution to parents/guardians and students.

Prohibition on Harassment, Intimidation, and Bullying (Policy 5-409)

Harassment, intimidation, and bullying are prohibited on school grounds and property, on school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology and electronic communication on school computers, networks, forums, and mailing lists.

Harassment means any unwelcome conduct by one student toward another student on the basis of race, color, national origin, religion, sex (including sexual orientation and gender identity), or disability and that is sufficiently severe, pervasive, and objectively offensive so as to effectively deny a person equal access to the District's education program or activity.

Intimidation means any behavior by one student toward another student intended to induce fear of physical or emotional harm.

Bullying means any aggressive behavior by one student toward another student that involves an observed or perceived power imbalance and is repeated multiple times. Bullying may inflict physical, psychological, social, or educational harm or distress on a targeted student. It is not bullying when:

- Students of similar age, strength, and size quarrel or fight with each other.
- A student provokes another into a verbal or physical confrontation.
- A student acts aggressively toward another student in the absence of an imbalance of power.

At the beginning of each school year, school officials are to provide all students with a written copy of the rights, protections, and support services available to victims of harassment, intimidation, or bullying.

All schools shall make a written form available for the reporting of incidents of harassment, intimidation, or bullying. Students and parents/legal guardians may make a confidential report to the appropriate school official. District employees are to report suspected incidents of harassment, intimidation, or bullying to the appropriate school official in writing. District employees who fail to do so are subject to disciplinary action, including suspension without pay and termination of employment.

All reported incidents of harassment, intimidation, or bullying are to be documented and the documentation maintained for at least six years. The documentation shall not be used to impose disciplinary action unless an appropriate school official determines that the alleged harassment, intimidation, or bullying occurred. The documentation shall be maintained confidential to the extent possible, and if provided to persons other than school officials or law enforcement, all individually identifiable information shall be redacted.

If an incident of harassment, intimidation, or bullying is reported, school officials will provide an alleged victim with a written copy of the rights, protections, and support services available.

An appropriate school official shall investigate reported and suspected incidents of harassment, intimidation, or bullying and shall notify the alleged victim and alleged victim's parents/guardians of the investigation.

Students who have admitted to or been found to have engaged in harassment, intimidation, or bullying are subject to disciplinary action, including suspension and expulsion. Any student determined to have submitted a false report of harassment, intimidation, or bullying is also subject to disciplinary action, including suspension and expulsion.

Any student physically harmed as the result of harassment, intimidation, or bullying may be referred for emergency medical services, if appropriate. Violations of this Policy shall be reported to the appropriate law enforcement agency whenever a crime is reasonably suspected to have occurred.

Head Coaching Duties and Responsibilities

This list is not all-inclusive. Coaches will perform other duties as assigned by the administration as needed to ensure student, staff, and stakeholder safety and program viability.

General Responsibilities:

Supports District schools and principals in their effort to foster an optimal educational environment for students. To instruct student athletes in fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. Students shall also receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

1. The success of athletic programs has a strong influence on the community's image of the entire system. Public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health.
2. In cases not specifically covered, it shall be assumed that a coach shall exercise good judgment following district, NFHS, and AIA policy.
3. Head coaches are responsible for all coaches and levels within your sport, as well as the duties listed above. Delegation of responsibility to your assistants is encouraged, however, you are still responsible for the activities, staff, and student-athletes in the sports program. Be certain that all responsibilities/duties are carried out following school and district processes and policies as defined in the CCUSD Coaching Handbook, Students Rights & Responsibilities Handbook, Athletic Handbook, and Governing Board Policies.
4. A coach who fails to adhere to the guidelines outlined in this handbook is subject to disciplinary action, up to and including termination of the coaching appointment in accordance with district Human Resources policy.

5. Make certain that the athletes in your program are supervised at all times. This includes but not limited to locker room supervision before and after practice/games. Also the supervision of bus/vans on away trips is your responsibility. After away games make sure you are supervising your athletes until they have all been picked up. Assign assistants as needed.

Professional Expertise

1. Instructs athletes in fundamental skills, training, and strategies necessary to achieve success.
2. Has knowledge of game rules and A.I.A./conference regulations and implements these rules on a consistent basis.
3. Follows the CCUSD Coaching Handbook, Student Handbook, Athletic Handbook, and Governing Board Policies. Instructs staff and athletes in accordance with these policies.
4. Any questions regarding district policy will be brought to the school Athletic Director for clarification before action is taken.
5. Promotes professional growth by encouraging staff attendance at clinics and conferences. All clinics and conferences attended, representing the school or district, will receive prior approval by the Athletic Director. All district processes for travel will be followed.
6. Receive athletic director permission to represent the school outside of AIA sanctioned activities.
7. Understands the proper administrative line of command and refers all requests or concerns through proper channels.
8. Is aware of all public/staff/departmental meetings that require attendance.
9. Assists athletes in their college or advanced educational selection.
10. Trains and informs staff, encourages professional growth. All clinics and conferences attended, representing the school or district, will receive prior approval by the athletic director.

Personal Behavior

1. Students will receive instruction and guidance that will lead to positive values, acceptable behavior, and self-discipline following the CCUSD Coaching Handbook, Student Handbook, Athletic Handbook, and Governing Board Policies.
2. Coach will exhibit conduct expected by district employees and outlined in the Coaching Handbook and Governing Board Policy in and out of the competitive area.
3. The coach will immediately report any violation of conduct to the district athletic director.

School Relationships

1. Works with the athletic director and athletic assistant to ensure all records for sport such as physicals, insurance forms, and parent consent forms, and eligibility requirements are filed and met for student participation.
2. Works with the athletic director, athletic assistant, administration and school staff to promote athletic and academic growth.
2. Promotes professional growth of staff through coaching and encouraging the expansion of professional knowledge, providing resources when necessary.

3. If an assistant coach fails to meet job requirements, the program coach will report the deficiency to the athletic director.
4. Ensure all coaches complete assigned staff evaluations at the end of the season.
5. Ensure all coaches complete all staff specific duties and supervising assignments as provided by the program head coach or athletic director.
6. Positive support and promote all school programs.

Community/Parent Relationships

1. Is responsible for good public relations with media, booster clubs, parents and officials.
2. Consistently releases positive information to the media on a regular basis using district approved communication.
3. Promotes *"Pursuing Victory with Honor"* among parents, players and fans at all times.
4. Ensures all booster fundraising activities are approved by the athletic director.
5. Ensures all purchases by booster clubs with school logos are approved by the athletic director.
6. Conduct a parent/guardian meeting after rosters are determined with the school athletic director.
7. Establish vehicles for coach and parent communication following the Student Handbook *CCUSD Problem Solving Guide*.

Fiscal Responsibilities

1. Responsible for submission of yearly budget to athletic director.
2. The coach will attend an annual meeting to understand the school budget, funds, and spending/purchasing requirements as outlined in district policy.
3. The coach will direct any budget or funds usage questions to the athletic director before making any purchases.
4. Responsible for all equipment collection and the cost of any misplaced equipment.
5. Ensure that any uniform, gear, or equipment purchases that student-athletes will use when representing the school, is approved by the athletic director before purchase. This includes purchases by the booster clubs.
6. Ensure booster clubs representing your program are aware and follow the booster club guidelines before organizing any booster activities.
7. Ensures all booster fundraising activities are approved by the Athletic Director per the Booster Club Guidelines. Joint fundraisers will require Section B of the Fundraising Authorization & Approval Form and Fundraising Deposit Form to be completed.
8. Ensures all purchases by booster clubs with school logos and sports equipment is approved by the Athletic Director per the Booster Club Guidelines.
9. A coach can not be a signor or on a booster club account.
10. If an outside contractor is hired, with or without cost, the procurement of the contractor must follow district processes. Anyone non-district person interacting with student-athletes, in a capacity greater than a parent or guardian, must follow volunteer approval processes. Any interaction with the media will not require volunteer approval, but will require the coach to supervise.
11. Coaches are required to make all purchases on behalf of the District.

12. Individuals must not make any purchases and will not be reimbursed. Purchase requests must follow district processes and the requirements in the Coaching Handbook. Any purchases involving equipment for student safety must be approved by the athletic director.

Other Responsibilities

1. Monitors and supervises athletic locker rooms before and after practice and games.
2. Ensures all athletes are picked up by a parent or guardian or self-transported off of district grounds before leaving. No student will be left unsupervised.
2. Secures all doors, windows, and gates before leaving the facility.
3. Ensures all staff and athletes show proper care and respect for school property.
4. As outlined by the statistical data recorded in MaxPreps.com, coaches are to record and maintain statistical data, throughout the entire season, for each participant in their program.
5. Will complete all other duties as assigned by the school or district athletic director to comply with school or district policies.
6. Assistant coaches or volunteer coaches must be hired following the district Human Resources processes and policies. If an outside contractor is hired, with or without cost, the procurement of the contractor must follow district processes. Anyone non-district person interacting with student-athletes, in a capacity greater than a parent or guardian, must follow volunteer approval processes. Any interaction with the media will not require volunteer approval but will require the coach to supervise.

Coaching School Attendance/Athletic Participation Eligibility

On school days, if a coach uses general leave for illness, he or she will not be eligible to coach a practice or game. If general leave is requested and approved by administration for other reasons (i.e. funeral, doctor's appointment, court), the coach may coach a practice or game.

Before the season starts you must:

1. Schedule pre-season meeting with AD.
2. Attend annual coaches meetings for updates including policies, processes and finance.
3. Attend mandatory AIA pre-season head Coaches meeting.
4. Ensure coaching certification requirements are up to date.
5. Communicate with the athletic director and athletic assistant to ensure all athletes are properly registered and medically cleared to begin practice. No equipment should be issued before an athlete is cleared through the school's athletic office. An accurate list of all participants must be on file in the athletic office at all times. Rosters must be updated daily if changes occur.
6. Check your practice area and equipment to be certain it is ready for use.
7. Assist in arranging for the systematic issuance and tracking of equipment.
8. Discuss the Athletic Handbook with your athletes and your assistants. Ensure they are aware of the contents along with any rules or policies, which pertain to your sport. If you have any special rules of your team, be sure that the athletic director is aware of them before distribution and has a written copy on file.

9. Meet with your staff to standardize techniques, drills, system of play, etc., to ensure consistent teaching within your sport.
10. Organizes parents, coaches, players and guests for pre-season meetings.
11. Submit a copy of your schedule with bus times listed following district processes. Bus times should maximize time in the academic classroom.
12. Complete all required transportation/field trip packets in the district required timeline.
13. Assists the High School Athletic Director in scheduling, providing transportation and requirements for tournament and special sport events.

During the season, you must:

1. Make certain that the athletes in your program are supervised at all times. This includes but not limited to locker room supervision before and after practice/games. Also the supervision of bus/vans on away trips is your responsibility. After away games make sure you are supervising your athletes until they have all been picked up. Assign assistants as needed.
2. By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
3. Permit athletes to be in authorized areas at the appropriate times.
4. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
5. Examines locker rooms before and after practices and games. Checks on general cleanliness of the facility.
6. An accurate list of all participants must be on file in the athletic office at all times. Rosters must be updated daily if changes occur.
7. If an athlete drops from your roster, make certain that the equipment is collected and the name is removed from the list.
8. Schedule and organize daily practices. Gym space and fields are assigned by sport. If practice facilities must change during the season or during off-season training notify the Athletic Director and Athletic Assistant immediately for scheduling.
9. Provides training rules and any other unique regulations of the sport to each athlete who is considered as a participant.
10. Follow district and AIA weather restrictions. Follow district safety requirements and processes.
11. Follow district and AIA concussion and head trauma policies. If an athlete is injured, seek the immediate help of the school trainer or follow emergency medical processes.
12. Follow all injury return requirements from the school athletic trainer.
13. File the required accident reports after injury. This report should be turned into the AD/athletic trainer within 24 hours of the accident unless contest is on a weekend, then accident reports must be turned in on Monday.
14. Attend all meetings as requested.
15. Ensure that the coaching staff and team is to represent the school. Athletes must follow the Student Rights & Responsibility Handbook dress code.

16. The coach must follow discipline assigned by the school administration. Discipline impacting participation is outlined in the Student Rights & Responsibilities Handbook and Athletic Code of Conduct.
17. Maintains discipline, adjusts concerns and works to increase morale and cooperation.
18. Ensure all academic eligibility requirements are followed. Academic eligibility requirements are found in the Athletic Code of Conduct. A weekly academic eligibility report will be provided by the Athletic Director's office.
19. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible.
20. Promotes the sport within the school by recruiting athletes that are not participating in sports.
21. Promotes sports outside the school through social media, little league programs or in any other publicity vehicle as approved.
22. Ensures quality, effectiveness and validity of any oral or written release to local media.
23. Assist in the care and security of your equipment, practice area, and locker room. Lock all doors to locker rooms and equipment areas during practice and after practice. Make sure you lock gates to the school if you are the last one to leave.
24. Presents information to news media concerning schedules, tournaments and results.
25. Schedule a time to meet with parents/guardians to discuss athletic handbooks making sure they are aware of the contents along with any rules or policies, which pertain to your sport no later than 3 weeks into a season.
26. Follow game reporting requirements.
27. Keep accurate team and individual records.
28. Travel lists must be emailed to the Front Office/Athletic Assistant 24 hours prior to an away game. Please list all athletes' names and release time from class.
29. Athletes are to travel to all athletic events in school transportation, athletes who show up to athletic events on their own cannot participate in that event without proper approval from the administration.
30. Athletes may be allowed to go home after athletic events with their parents/guardians providing they have completed travel release form and a signature from parent/guardian on coaches' sign out form.
31. Overnight stay for all athletic events requires school board approval two months prior to the event. Head coaches must let the athletic director know in advance to be placed on the board agenda for approval/disapproval. Remember that all financial responsibilities pertaining to overnight travel must be paid for by the particular program requesting overnight stay.
32. CCUSD does not provide money for meals for athletic travel.
33. Follow transportation guidelines for the use of vehicles.
34. Make sure you have classroom coverage or substitute teacher for away games. Absence notice must be complete for all athletic contests and travel.

At the conclusion of the season:

1. Supervision and the collection of equipment and tracking of equipment is the Head Coach's responsibility. If an athlete quits your team during the season, be sure to collect his/her uniform and equipment immediately, and communicate with the AD. In delinquent cases, in which students have

failed to return issued gear/equipment, please notify the Athletic Assistant, then email the athlete's parents/guardians (through district email), with list of missing gear/equipment and cost. If there is no response the Athletic office will mail a letter home.

2. Check major equipment and facilities. Share with the Athletic Director any recommendations for repairs and improvements.
3. Responsible for cleanliness and maintenance of specific sport equipment. Properly marks and identifies all equipment before storing.
4. Notify the Athletic Office of the time and date for the program awards recognition assembly/banquet. Submit a list of any award winners to the AD for preparation at least one week before the awards recognition assembly.
5. Schedule end-of-year evaluation with the AD. Bring completed evaluations of assistant coaches to this meeting.
6. Maintains good public relations with news media, booster club, parents, officials, volunteers and fans.
7. Advises the Athletic Director and recommends policy, method or procedural change.
8. Participates in the budget process with the district Athletic Director. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within their team budget appropriations.
9. Scheduling is completed by the AIA every two years. Prior to the two year cycle coaches may make recommendations about teams they would like to face, the AIA will take this into consideration. Once the AIA has set the schedule teams are obligated to compete against assigned opponents. Changing the date or time of the event is permissible; however it must be approved by the Athletic Director at both schools.

Off-Season Activities and Conditioning

1. "Off-season" or "Out-of-Season" is defined as that time before or after a particular sport is scheduled for AIA practice and competition during the school year. The AIA has determined that coaches are permitted to coach year round (except for football in pads). Teams that are "in season" will have priority.
2. Any event in which money is collected or involves athletes not from CSHS, then coaches will have to follow the fee schedule and provide their own insurance per rental guidelines. Coaches wishing to conduct activities independent of the District must adhere to all facility use regulations as any other private user, including, but not limited to, proof of liability insurance, scheduling, supervision, fees, etc.
3. Coaches directing a program in an independent, private capacity may not use school funds to support their summer activities. In addition, any funds collected through the private program are to be kept separate from any school funds and cannot be accounted for through the District.
4. Coaches are permitted to have team camps as long as they follow proper AIA bylaws. If a student is charged for a camp and the camp is on school property, there will be fees associated with facilities use and the student activity account will be used for the collection of funds. If a team camp is run off site, coaches are to complete a field trip packet. All travel expenses and sign up fees must be paid by the team. Follow proper purchase order protocols if necessary. Immediately notify administration if any issues arise at these camps.

5. A coach may organize and supervise a year-round conditioning program to include weight training, running, running and exercising, and skill building. Such a program does not count toward the practice requirement for in-season sports.
6. Open gyms: coaches or school personnel may conduct an open athletic program in the off-season if the program is advertised and open to all members of the student body, and no specific coaching of drills occurs. If the out-of-season coaching is free for CSHS student (Open field or Open gym) and only CSHS students are attending; coaches will not be charged for the event. Such activities do not count toward the practice requirement for in-season sports.
7. In-season sports have first priority for facility usage, including locker rooms.
8. Athletes that were cut from the in-season sport may immediately turn out for off-season conditioning.

Summer Activities

1. The District may choose to sponsor, promote, and direct activities during the summer.
2. Coaches wishing to conduct summer activities independent of the District must adhere to all facility use regulations as any other private user, including, but not limited to, proof of liability insurance, scheduling, supervision, fees, etc.
3. Coaches directing a program in an independent, private capacity may not use school funds to support their summer activities. In addition, any funds collected through the private program are to be kept separate from any school funds and cannot be accounted for through the District.
4. Coaches may not require students to participate in any summer activity as a condition for participation during the sport season. Furthermore, coaches shall make every effort to inform students of available sports camps and activities available during the summer, including private activities and district-sponsored activities.

Athletic Transportation Requests

1. Transportation request form must be completed.
2. Submit form to the Transportation assistant in the Athletic Office.
3. All trips requiring field trip approval must be turned in 2 months prior to the trip.

Bus Transportation

1. Certified personnel must accompany student-athletes on the approved transportation vehicle.
2. Coaches are responsible for the conduct of all squad members authorized to make a team trip.
3. The head coach is responsible for making certain that at least one coach rides the bus with the team to the contest and back to the school except when an adult substitute (approved by the principal) has been arranged.

Use of Cars and Vans

1. Keys, fuel cards and paperwork will be given to the driver by the Transportation assistant.
2. Certified personnel must accompany student-athletes on the approved transportation vehicle.
3. Vehicles **MUST** be fueled before being returned to the school.
4. Receipts **MUST** be turned in with fuel cards. If you do not receive a receipt at the pump, you **MUST** go inside and obtain one. If a fuel card does not work at the pump, see the cashier.

5. ALL passengers MUST USE SEATBELTS. Drivers MUST ensure all passengers are wearing seat belts. Failure of a passenger to wear a seatbelt will result in that passenger NOT being transported. Failure of a Driver to ensure seatbelts are being worn may result in loss of vehicle privileges and/or disciplinary action being taken.
6. When returning a vehicle, the vehicle must be parked INSIDE the transportation barn.
7. Cleaning of vehicles: It is the responsibility of the Driver to have all trash, clothing, personal belongings, etc., removed from the vehicle upon return. Failure to do this can result in the club or team being denied future use of vehicles.
8. Vehicles will be inspected, no later than the following work day, to ensure they are fueled and cleaned.
9. Immediately report damage or repairs needed. Write any information, regarding damage or the need of repairs, on the paperwork given out at the time of use.
10. Follow the district process of reporting an accident. After reporting, call the school Athletic Director for further instruction.

Assistant Coaches and Volunteers

Assistant coaches share responsibility with the Head Coach. Duties may be delegated by the Head Coach. Further delegation requires the approval of the Head Coach to ensure transparency of duties. All duties assigned are expected to be completed following the district processes and policies. Concerns or complaints should be discussed privately with the head coach first. If there is no resolution then take the concern to the athletic director. Concerns or complaints about the program or coach should not be discussed with parents or the community. An assistant or volunteer coach acts as a representative of the school and must follow the CCUSD Coaching Handbook, Athletic Handbook, and Governing Board Policies. A coach who fails to adhere to the guidelines outlined in this handbook is subject to disciplinary action, up to and including termination of the coaching appointment in accordance with district Human Resources policy.

Assistant coaches are to be cleared by our Human Resources department before they can be in contact with students. Assistant coaches are under the direct supervision of the varsity coach and are expected to take the varsity coaches lead. Assistant coaches are to follow the same staff code of ethics and staff conduct as the varsity coach. Assistant coaches are also required to provide the same levels of student supervision as the varsity coach. An assistant or volunteer coach acts as a representative of the school and must follow the CCUSD Coaching Handbook, Athletic Handbook, and Governing Board Policies. The Assistant coach will be formally evaluated by the varsity head coach; the varsity head coach will share the evaluation with the athletic director.

Student Athletes

Tryout Policy/Philosophy

The high school athletic department is sensitive to the needs of the athletes during the tryout period. It is the school's desire to see that as many student athletes as possible are involved in the program during the athletic season. Unfortunately, due to facility space, time constraints, equipment issues, A.I.A. traveling restrictions,

and additional factors, limitations are placed on sizes of teams for each individual sport. The athletic department recognizes these concerns and is striving to maximize the options available for student athletes in the athletic arena as participants or supporters of the program.

Tryout Policy Procedures

1. Choosing the members of the various athletic teams is the responsibility of the head coach.
2. Before tryouts begin, coaches will provide team information to all candidates and parents of the team in a pre-season communication. Such information shall include:
 - a. Length of tryout period – a minimum of 2 days.
 - b. Objectives and criteria used to select the member of the team.
 - c. Number of team members that will be selected and criteria involved in selection – positions needed, etc.
 - d. Distribution of practice and competition schedule.
 - e. Clear notification that tryouts are based on the performance during the selection period. Tryouts are not based on summer participation or coaching camps the athletes participated in previous to selections.
 - f. Athletes who can not make tryouts due the another school athletic team season commitment will be provided a minimum of a 2 day tryout after their previous sports season's final competition is completed.
 - g. The coach will explain the commitment and expectations necessary to join the team.
 - h. Lower level coaches will follow the criteria for selection that have been established for the particular sport. Head coaches will be involved in lower level selections to aid the lower level coaches.
3. The Head Coach will develop a quantifiable tryout rubric and maintain tryout records. The Head Coach will provide a copy to the school Athletic Director.

Cut Policy

1. If you do cut a player, be sure to document using the developed rubric turned into the Athletic Director.
2. If a player is cut during the season for disciplinary reasons, the coach will notify the Athletic Director. The coach and Athletic Director will follow the due process as outlined in the Athletic Code of Conduct Handbook.

Athlete School Attendance/Athletic Participation Eligibility

Athlete attendance must follow the guidelines in the Athletic Code of Conduct.

In order to be academically eligible, a student-athlete must maintain a minimum grade point average (GPA) of 2.0 (C average) with no F's. Seniors must be enrolled in a minimum of four credit earning courses, and all other students must be enrolled in five credit earning courses. Students and parents may access grades on-line to ensure student-athletes are maintaining eligibility and adequate progress toward graduation.

Grade checks will be performed at each 2 week interval by the Athletic Department. Students who are failing one or more classes (cumulative), or have below a 2.0 GPA at each 2 week grade period, will be INELIGIBLE to participate in athletics or extracurricular activities. Subsequent 2 week grade checks will be done until their GPA is above 2.0 and there are no failing grades. The student will then be reinstated to the sport or activity. Failing grades include those which are earned as a result of excessive tardiness or absences. Students who receive an "I" or "W/F" may remain ineligible for the remainder of a semester.

Individual programs may include higher standards of academic accountability and coaches may select to check grades more frequently in order to promote academic eligibility. Students that are suspended from school, may not attend practice or games.

Student Code of Conduct

All athletes, spiritline, theater, band and team managers must follow the Code of Conduct that has been adopted by the Cave Creek Unified School District. Our entire Athletic Department is committed to enforcing the Code of Conduct. Playing for the Falcons is a privilege, not a right. Our program has but one rule: "Don't do ANYTHING that is detrimental to yourself or the program." In accordance with the Code of Conduct, no member of the Cactus Shadows athletic team, spiritline, theater, band or team manager will:

Substance Abuse: Knowingly use, attempt to use, possess, sell, distribute, or assist any other student in use of the following:

- A. Tobacco/nicotine products;
- B. Alcoholic beverages- including transporting alcohol in a car or consumption of alcohol;
- C. Any form of controlled substance/drugs. Look-alike drugs/drug paraphernalia, other than those prescribed by a physician for that student;
- D. Performance enhancement drugs or performance enhancement drug paraphernalia.

Behavior: Exhibit any behavior that the Athletic Department or District Administration considers detrimental to the athlete's team or school. Some examples of inappropriate behavior include, but are not limited to: illegal acts, insubordination, unsportsmanlike conduct, inappropriate use of social media, theft, fighting, vandalism, plagiarism, intentionally lying to school officials, falsifying information/signatures on permission or eligibility forms, hazing, bullying or intimidating acts.

*Upon any school disciplinary action, or law related offense, a student will be automatically suspended according to the appropriate offense number and category.

Suspension: The student is not allowed to participate in practices if enrolled in FALCON PRIDE (in-school suspension) or suspended off campus. Students are not allowed to dress out for games/competitions or attend while serving suspension. Students are not allowed to travel with the team to away games/competitions in district or chartered vehicles while serving suspension.

Offenses: Students who violate the Code of Conduct will be declared ineligible and suspended from participation as follows:

A. First Offense

1. **Substance Abuse** Tobacco/nicotine products, alcoholic beverages, or any form of a controlled substance (drugs, look-alike drugs, drug paraphernalia) other than those prescribed by a physician for that student. The student will be suspended for 90 days in his/her current sport season/activity or the first scheduled sport in which the student participates. The student may enroll in a Substance Abuse Program approved by a school counselor. Documentation of enrollment in an approved program must be given to the Dean of Discipline and the Athletic Director within 5 days after notification of the offense, which will result in a 30 day suspension. Failure to enroll in an approved substance abuse program will result in the student's suspension for the entire 90 days. The suspension may be added to the next sport season for non-completion of the approved Substance Abuse Program.

2. **Behavior** The student will be suspended for 14 days in his/her current season or the first scheduled sport/activity in which the student participates.

B. Second Offense

(TWO VIOLATIONS) of the code of conduct (SUBSTANCE ABUSE and/or BEHAVIOR) will result in immediate removal from the current sport/activity and total exclusion from interscholastic athletics/activities at Cactus Shadows High School for the remainder of the academic year, August through July.

C. Appeal Process

A student who feels that his/her due process rights (not given the ability to share their side) have been violated, may appeal; the suspension to the administrative review board (Athletic Director's Office) comprised of a building level administrator, coach/sponsor, and other school personnel appointed by the Principal). The appeal must be made within five (5) school days of the notification of suspension. The appeal must be in writing and must state the reasons why the student feels that his/her due process rights were violated. If the administration Review Board determines that the student was not followed in all substantive respects, the Administration Review Board may modify the discipline. The Administrative Review Board will review the appeal within five (5) school days of receiving the appeal, and the results of the appeal conference will be communicated to parents/guardian. The decision of the Administrative Review Board is Final.

Alleged Infraction: If there is an unconfirmed violation(s) of the Code of Conduct, the student's privilege of participation may be immediately withdrawn and a meeting will be held to discuss the alleged infraction(s). The parent/guardian shall be notified and advised of the date and time of this meeting in a timely manner. The meeting may include (the student, parents/guardians, Athletic Director/Administrator, and coach/advisor/sponsor) will meet to determine if there has been a violations(s) of the Code of Conduct. If the student fails to attend the meeting, the meeting will be held in the student absence, and any sanction or suspension will be served during the student's subsequent season. Multiple violations may be discussed during one meeting and may lead to multiple consequences.

Dates of Sanction (suspension): Violations of the Code of Conduct are cumulative, beginning when the student and parents sign the Code of Conduct and continuing through one academic year (August through July). These policies are in effect on or off campus, throughout the entire academic year, including weekends and school sponsored summer teams/activities, and do not supersede Cave Creek Unified School District disciplinary policies. Suspension for violations will start from the point of confirmation of the infraction and contact with parent/guardian and athlete. If a student participates in a sport or activity after a violation of the Code of Conduct, he/she must complete the season in good standing and may not earn an award in the sport or activity during which the suspension is being administered. Students who are unable to complete a suspension during the course of the season or activity, shall complete the suspension during the next season.

Transfer Students

It is the responsibility of the athletic department and coaches to ensure that all transfer athletes have been identified and that they are receiving appropriate eligibility based on AIA bylaws. See AIA bylaw 15.10 for specific transfer student eligibility.

Athletic Registration

All athletes who would like to participate in athletics at Cactus Shadows are required to complete online registration through Register My Athlete (this includes tryouts). Athletes are required to provide the following information to Register My Athlete such as Insurance Information, Doctor Information, Emergency Contact Information, AIA Physical and Evaluation form, and Brainbook/Opioid Certificate of Completion. Coaches are required to have an account with Register My Athlete to monitor their team and ensure that all athletes have been cleared by the athletic department. Athletes who are not cleared through Register My Athlete are not able to participate (this includes tryouts or conditioning). It is the coaches responsibility to ensure that all athletes participating for their sport have Register My Athlete clearance.

Injury, Health, And Safety

Injuries must be reported to the athletic trainer.

Medical Emergency - When an obvious injury of a serious nature arises the following procedures shall be adhered to in providing medical attention:

1. If the injury is serious, yet **NOT** life-threatening (and the trainer is not available):
 - a. Call 911
 - b. Give first aid
 - c. Contact parent(s)/guardian(s)
2. If the injury **IS** serious and/or life-endangering:
 - a. Call 911
 - b. Give emergency first aid
 - c. Call parent(s)/guardian(s) and have them meet with the doctor at the hospital
3. If number 1 or 2 should occur, or the athlete sees a doctor for any other type of injury the coach shall:
 - a. Report the injury on an Accident Report Form
 - b. Instructions from the doctor must be obtained and carried out before permitting the student to return to active participation.

If a student sees an outside medical practitioner, the student cannot return to play until that outside medical practitioner clears the student for participation.

Health and Safety of Participants

The health and safety of participants in interscholastic athletic activities must receive careful consideration.

The Board may develop, in response to relevant athletic association directives and medical advisories, appropriate guidelines, information and forms to inform and educate coaches, pupils and parents of Heat Acclimatization and Exertional Heat Illness and the risks of continued participation in athletic activity after a related episode. District and school health and safety management plans may include Heat Acclimatization Protocol, Hydration Strategies, Return to Play standards, and follow-up/clearance requirements released by the Arizona Interscholastic Association (AIA) as Bylaw 14.17.

Before a student participates in an athletic activity, the student, the student's parents, and the coaches shall participate in a District program to educate program participants of the danger of concussions, head injuries,

and the risk of continued participation in athletic activity after a concussion. Students and parents shall sign the AIA form at least once each school year stating awareness of the nature and risk of concussion.

A student who is suspected of sustaining a concussion in a practice session, a game, or other interscholastic athletic activity shall be immediately removed from the athletic event. A coach from the student's team or an official or licensed health care provider may remove a student from play. A team parent may also remove his or her own child from play. A student may return to play on the same day if a health care provider rules out a suspected concussion at the time the student is removed from play. On a subsequent day, the student may return to play if the student has been evaluated by and receives written clearance to resume participation in athletic activity from a health care provider who has been trained in the evaluation and management of concussions and head injuries as prescribed by A.R.S. [15-341](#).

A group or organization that uses property or facilities owned or operated by the District for athletic activities shall comply with the policies of the Board related to concussions and head injury. This requirement does not apply to teams based in another state participating in athletic events in Arizona.

A District employee, team coach, official, team volunteer or a parent or guardian of a team member is not subject to civil liability for any act, omission or policy undertaken in good faith to comply with the requirements of this policy or for decisions made or actions taken by a health care provider. Further, the District and its employees and volunteers are not subject to civil liability for any other person's or organization's failure or alleged failure to comply with the requirements of this policy.

Participants must be provided access to water at all times during practice sessions, games, or other interscholastic athletic activities.

The Superintendent shall require that regulations for health and safety of participants in interscholastic athletics be developed, implemented, and enforced. Such regulations may, at the discretion of the Superintendent, be incorporated into this policy as an administrative regulation.

Heat Acclimation (AIA bylaw 14.17.1)

It is the position of the Arizona Interscholastic Association (AIA) that prevention is the best way to avoid exertional heat stroke. Prevention includes educating athletes and coaches about:

1. Recognition and management of exertional heat illnesses;
2. The risks associated with exercising in hot, humid environmental conditions;
3. The need for gradual acclimatization over a fourteen (14) day period;
4. Guidelines for proper hydration;
5. Implementing practice/competition modifications according to local temperature and relative humidity readings.

14.17.2 - Definitions

Exertional heat illness includes the following conditions, ordered from the least to the most dangerous:

1. Exercise associated muscle cramps: an acute, painful, involuntary muscle contraction usually occurring during or after intense exercise, often in the heat, lasting approximately one to three (1-3) minutes.
2. Heat syncope: also known as orthostatic dizziness, it refers to a fainting episode that can occur in high environmental temperatures, usually during the initial days of heat exposure.
3. Exercise (heat) exhaustion: the inability to continue exercise due to cardiovascular insufficiency and energy depletion that may or may not be associated with physical collapse.
4. Exertional heat stroke: a severe condition characterized by core body temperature greater than forty degrees Celsius ($> 40^{\circ}\text{C}$); one hundred four degrees Fahrenheit (104°F), central nervous system (CNS) dysfunction, and multiple organ system failure induced by strenuous exercise, often occurring in the hot environments.

Heat Acclimatization Protocol

Days One through Five:

- Days one through five (1-5) of the heat-acclimatization period consist of the first five (5) days of formal practice. During this time, athletes may not participate in more than one (1) practice per day.
- If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe. Total practice time should not exceed three (3) hours in any one (1) day. In addition to practice, a one (1)-hour maximum walk-through is permitted during days one through five (1-5) of the heat-acclimatization period. However, a three (3)-hour recovery period should be inserted between the practice and walk-through (or vice versa). (Note: A walk-through is defined as no contact with other individuals, dummies, sleds or shields).
- During days one through three (1-3) of the heat-acclimatization period, in sports requiring helmets or shoulder pads, a helmet is the only protective equipment permitted. The use of shields and dummies during this time is permissible as a non-contact teaching tool.
- During days four through six (4-6), only helmets and shoulder pads may be worn.
- *Football only:* On days four through six (4-6), contact with blocking sleds and tackling dummies may be initiated.

Days Six through Fourteen:

- Beginning no earlier than day six (6) and continuing through day fourteen (14), double-practice days must be followed by a single-practice day.
- On single-practice days, one (1) walk-through is permitted, separated from the practice by at least three (3) hours of continuous rest. When a double-practice day is followed by a rest day, another double-practice day is permitted after the rest day.

- On a double-practice day, neither practice should exceed three (3) hours in duration, nor should student-athletes participate in more than five (5) total hours of practice. Warm-up, stretching, cool-down, walk-through, conditioning, and weightroom activities are included as part of the practice time. The two (2) practices should be separated by at least three (3) continuous hours in a cool environment.
- Beginning on day seven (7), all protective equipment may be worn and full contact may begin.
- Full-contact sports may begin one hundred percent (100%) live contact drills no earlier than day seven (7).
- Because the risk of exertional heat illnesses during the preseason heat-acclimatization period is high, we strongly recommend that an athletic trainer be on site before, during, and after all practices.

14.17.3 - Hydration Strategies:

- Sufficient, sanitary, and appropriate fluid should be readily accessible and consumed at regular intervals before, during, and after all sports participation and other physical activities to offset sweat loss and maintain adequate hydration while avoiding overdrinking.
- Generally, one hundred to two hundred fifty milliliters (100 to 250 ml; approximately three [3] to eight [8] oz.) every twenty (20) minutes for nine to twelve (9-12) year olds and up to one to one and one-half liters (1.0 to 1.5 L; approximately thirty-four to fifty ounces [34 -50] oz.) per hour for adolescent boys and girls is enough to sufficiently minimize sweating-induced body-water deficits during exercise and other physical activity as long as their pre-activity hydration status is good.
- Pre-activity to post-activity body-weight changes can provide more specific insight to a person's hydration status and rehydration needs. Athletes should be well-hydrated before commencing all activities (see guideline box format).
- The following guidelines are suggested:

Condition	% Body Weight Change
Well hydrated	+1 to -1
Minimal dehydration	- 1 to - 3
Significant dehydration	- 3 to - 5
Serious dehydration	> - 5
$\% \text{ Body weight change} = [(\text{pre-exercise body weight} - \text{post exercise body weight}) / \text{pre-exercise body weight}] \times 100$	

14.17.3 - Return to Play Following Exertional Heat Stroke

The following is the protocol for return to play following heat stroke:

1. Refrain from exercise for at least seven (7) days following the acute event.

2. Follow up in about one (1) week for a physical exam by a licensed physician (MD, DO).
3. When cleared for activity by a licensed physician, begin exercise in a cool environment and gradually increase the duration, intensity, and heat exposure for two (2) weeks to acclimatize and demonstrate heat tolerance under the direction of a licensed healthcare professional.
4. If returning to activity is difficult, consider a laboratory exercise-heat tolerance test about one (1) month post-incident.
5. Athlete may be cleared for full competition if heat tolerance exists after two to four (2-4) weeks of training.

The AIA also recommends that any athlete suspected of having suffered exertional heat exhaustion be referred to a licensed physician for follow-up medical examination and clearance.

14.17 will be effective July 1, 2012 for 2012-2013. This proposed bylaw had input from the AIA Football Sports Advisory Committee via participation in the May 22, 2012 AIA Executive Board meeting and the May 24, 2012 AIA SMAC meeting. 14.17 will carry possible violations as they relate to football but will be recommendations, at this point, related to all other sports as reflected in each sport specific bylaw.

Questions regarding this bylaw can be directed to the AIA office via the athletic administrator and/or site administrator.

Policies and Procedures Agreement

I have read the information enclosed and agree to comply with the policies and procedures outlined in this Cave Creek Unified School District Coaches Handbook.

Club/Sport Name: _____

Coach Signature: _____ Date: _____

Athletic Director Signature: _____ Date: _____

Cactus Shadows High School Booster Club Fundraising and Event Approval System

This system establishes a clear process for the approval, communication, and coordination of all booster club fundraisers and events. It ensures transparency, accountability, and alignment between booster parents, coaching staff, and school administration. It is designed to ensure all fundraising activities support the student and comply with school district policies.

Submission and Initial Review (Booster Parents → Coach)

- All fundraising ideas must originate with or be submitted to the team's coach using the CCUSD district fundraising form.
- Booster parents may propose fundraiser ideas, but no plans, promotions, or collections may begin without coach review.
- The coach will evaluate each proposal to ensure it aligns with team needs/goals, season schedules, and school policies. Additionally, the coach will review logistic feasibility and any potential conflicts.

Coach Review and Submission (Coach → Athletic Director)

- After reviewing the fundraiser idea, the coach will submit the proposal to the school's Athletic Secretary. The Athletic Secretary will:
 - Give to AD
- The school AD will evaluate the proposal where each submission must include the following criteria for approval:
 - Purpose of the fundraiser (e.g., uniforms, travel, equipment) and compliance with all school district and state financial policies.
 - Proposed dates and duration- sufficient planning time allotted for the school, team, and community connection.
 - Responsible booster contact person(s)
 - Estimated financial goal and cost breakdown. The financial plan must be clear.
 - Outline of event logistics and safety considerations along with avoidance with other school-wide or athletic department activities.

Athletic Director Review and Approval

- The Athletic Director will hold a weekly review meeting to consider all fundraiser requests from coaches. (Please consider this when making a request. Timelines need to be well-planned).
- Fundraisers will be approved, denied, or returned for revisions during these meetings.

- Upon approval, the Athletic Director will issue written confirmation (digital or physical) to the coach and the booster club president.
- No fundraising activities may begin without written approval from the AD.

Event Planning and Communication Timeline

- All events must be planned far enough in advance to:
 - Allow internal preparation by the school, coach, and booster team.
 - Provide sufficient time for promotional efforts and community communication.
- As a standard guideline:
 - Small-scale events (e.g., bake sales, spirit nights): minimum 3 weeks' notice.
 - Large-scale events (e.g., tournaments, banquets, community drives): minimum 6–8 weeks' notice.

Communication and Coordination

- Once approved, the booster club must coordinate with:
 - The coach for team logistics and participation
 - The school's communications office or AD for public announcements, flyers, or social media posts
- All promotional materials must include school branding guidelines and be reviewed by the AD if required.

Booster Club Communication Chain

The Booster Club exists to support the student-athletes, coaches, and athletic program through volunteerism, fundraising, event support, and positive promotion of the team.

To ensure efficient communication and alignment with team goals, all Booster Club communication and requests must follow the communication chain below:

Booster Parent/Volunteer → Coach → Athletics Office (if needed) → Coach → Booster Club Representatives

Appropriate Booster Club Communication

Booster Club members should communicate with the coach regarding matters such as:

- Fundraising activities
- Team meals and banquets
- Volunteer opportunities
- Team travel support
- Spirit wear and promotional items
- Senior recognition events
- Team-building activities
- Program needs and equipment requests
- Other activities that support the team and athletic program

Inappropriate Booster Club Communication

Booster Club meetings, communications, and activities shall not be used to discuss or advocate for matters related to the competitive aspects of the sport, including but not limited to:

- Playing time
- Team selection
- Starting positions
- Strategy or game decisions
- Injury status of student-athletes
- Individual athlete performance
- Coaching decisions
- Disciplinary actions involving student-athletes

These matters fall under the authority of the coaching staff and school administration and are not within the scope of Booster Club responsibilities.

By maintaining this communication structure, Booster Clubs can effectively support coaches and student-athletes while ensuring that athletic and competitive decisions remain the responsibility of the coaching staff.

Appendix



Cave Creek Unified School District

Open Gym/Facility Approval Form

**All information must be submitted to Site Administration 14 days prior to the open gym/facility.*

**No funds are collected from students or parents for participation.*

**All camp participants must be CCUSD students.*

**This form does not apply to activities where a fee is charged.*

Section A.

Name of Club/Sport: _____ Date of Request: _____

School: _____ Sponsor/Coach: _____

Phone #: _____ Location of Open Gym/Facility: _____

Grade Levels attending the camp: _____

Dates and Times of Open Gym/Facility

(If multiple facilities are being used e.g. weight room and gym, fill out separate forms for each area)

PURPOSE OF OPEN GYM/FACILITY:

Section B.

Names of coaches working the camp:

**All coaches must be a CCUSD employee to receive compensation. Volunteer coaches must follow district volunteer coaching processes.*

Section C.

All OPEN GYM/FACILITIES must have the approval of the school administrator. Facilities are not to be used without administrator approval. No fees are to be charged for participation. Only CCUSD students can participate.

Club Advisor/Coach: _____ Date: _____

Authorization (School Administration Use Only)

☐

Approved

☐

Not Approved

School Principal/Administrator Signature: _____ Date: _____

Is an FMX request completed? _____ Yes _____ No



Cave Creek Unified School District Camp Approval Form

**All information must be submitted to Site Administration 14 days prior to the camp.
*If funds are collected outside of a school account, DO NOT USE THIS FORM. Please follow the process of a
Class II, III, or IV facility user.
*All camp participants must be CCUSD students.
This form does not apply to open gyms/fields where a fee is not charged.

Section A.

Name of Club/Sport: _____ Date of Request: _____

School: _____ Sponsor/Coach: _____

Phone #: _____ Location of Camp: _____

Dates of Camp: _____ Time of Camp: _____

Grade Levels attending the camp: _____ Cost per student: _____

If times vary by date, please list specific dates and times below:

PURPOSE OF CAMP:

Section B.

Names of coaches working the camp:

**All coaches must be a CCUSD employee to receive compensation. Volunteer coaches must follow district volunteer coaching processes.*

Section C.

All camps must have the approval of the school administrator. Facilities are not to be used without administrator approval, an approved Camp Form, Open Gym/Facilities Form, or Class II, III, or IV agreement.

*All funds must follow school accounting processes and fees must be deposited in the school student organization account.
If a violation of financial process is found, the coach can be subject to disciplinary processes.*

Club Advisor/Coach: _____ Date: _____

Authorization (School Administration Use Only)

☐

Approved

☐

Not Approved

School Principal/Administrator Signature: _____ Date: _____

Is an FMX request completed? _____ Yes _____ No



Cave Creek Unified School District
Fundraising Authorization and Approval Form

**Copies of this form – with any contracts, written agreements, and club meeting minutes attached – should be filed with the School Administrator and the Organization.*

**All information must be submitted to Site Administration 14 days prior to the fundraiser.*

Section A.

Name of Club/Organization: _____

School: _____ Contact Person: _____

Phone #: _____ Position in Organization: _____

Date of Request: _____ Organization's Meeting Date (of approval): _____

LOCATION OF FUNDRAISER (specific room, address, etc.): _____

START DATE: _____ END DATE: _____

PURPOSE OF FUNDRAISER:

FUNDRAISER METHOD & DESCRIPTION (what will be sold, how will it be sold, at what function will it be sold)

Section B.

If the fundraiser is jointly sponsored between an approved parent organization and student club/sport, describe who will perform the various fundraising responsibilities and how money will be allocated between the parent organization and club/sport (must equal 100%):

_____ % to the parent organization _____ % to the student club

(At high schools, jointly raised funds that are deposited solely to the parent group must be recorded so that the student clubs share of the proceeds are benefitting them directly.)

Section C.

All fundraisers must have the approval of the school administrator. Cave Creek Unified School District District activities that are done for the purpose of fundraising must be initiated, sponsored, and recorded by one of the following groups. Fundraisers that are co-sponsored must be initialed by both groups. Initial to the left all that are appropriate:

_____ **A. CCUSD Authorized Student Club/Sport/Teacher** *(Advisor's AND Club Officer's initials required).*

**We acknowledge that student clubs/sports that sponsor a fundraiser must always deposit funds and record expenditures in the CCUSD student account and follow the CCUSD Student Activity Organization Policy and Procedure Manual.*

_____ **B. CCUSD Recognized Parent Organization** *(Officer's initials required).*

**We acknowledge that parent organizations that sponsor a fundraiser must record receipts and expenditures in the parent organization's checking account. (Joint fundraisers must have the appropriate initials in A and B. Funds should be deposited into the parent organization's checking account and the student activity account per the allocation described above.)*

Section D.

All Contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fundraiser, and have been reviewed with the school Principal.

Club Advisor/Coach/Teacher/Parent Org. Officer: _____

Date: _____

Authorization

☐

Approved

☐

Not Approved

School Principal/Administrator Signature: _____

Date: _____



Cave Creek Unified School District
Banner/Advertisement Approval Form

**All information must be submitted to Site Administration 30 days prior to the display of the advertisement.
*Banner/Advertisement proof must be attached
*All banners/advertisements must have the approval of the superintendent or superintendent designee.
All Banners/Advertisements must follow Governing Board Policy 3-201 and Regulation 3-201.B.

Section A.

Name of Club/Organization: _____ Date of Request: _____
School: _____ Contact Person: _____
Phone #: _____ Position in Organization: _____
LOCATION OF Banner/Advertisement (specific room, address, etc.): _____

Section B.

If the banner/advertisement is sponsored by an approved parent organization representing a school activity/athletic department, shown during a school event, or shown on district property, how will the money be allocated between the parent organization and athletic department/school auxiliary account:

_____% to the Parent Organization/Student Organization ____% Athletic Dept. /School
Amount Charged for Banner/Advertisement: _____

Section C.

The parent organization is responsible for creating and physically acquiring the banner/advertisement that is generated from a parent organization. All banners/advertisements must have the approval of the superintendent or superintendent designee.

Club Advisor/Coach/Teacher/Parent Org. Officer: _____
Date: _____

Authorization

☐

Approved

☐

Not Approved

Superintendent or Superintendent Designee Signature: _____

Date: _____

No Banner/Advertisement will be displayed before being authorized by the Superintendent or Superintendent Designee. If a banner is displayed before authorization it will be removed from school property.

CAVE CREEK UNIFIED SCHOOL DISTRICT #93 PROCUREMENT PROCEDURES

PURCHASING MEMORANDUM OF UNDERSTANDING

IF YOU HAVE QUESTIONS OR NEED ASSISTANCE,

PLEASE CONTACT FINANCE AT 480-575-2025

PURCHASE REQUIREMENTS

NEVER ORDER, PURCHASE, OR RECEIVE ANY MATERIALS, SERVICES OR EQUIPMENT WITHOUT A VALID CURRENT FISCAL YEAR PURCHASE ORDER

IT IS A VIOLATION of State of Arizona procurement law, A.R.S. §15-271, to purchase anything without a valid purchase order.

EMPLOYEES WILL NOT BE REIMBURSED for any unauthorized expenditure REGARDLESS OF THE CIRCUMSTANCE. DO NOT ORDER OR RECEIVE ANY ITEMS OR SERVICES UNTIL YOU HAVE A COPY OF AN APPROVED PURCHASE ORDER FROM YOUR SITE ADMINISTRATIVE ASSISTANT.

HOW DO I GET A PURCHASE ORDER?

1. Read and sign this form, returning the signed form to the District Office with your Contract and/or Work Agreement.
2. Accounts Payable will enter your name into our Accounting system as an eligible requestor.
3. Complete a Purchase Order Requisition (your school/department administrator can provide a form). This applies to any materials you wish to preview, as well as materials available for sale at conferences or workshops and all fundraisers.
4. Give your requisition request to your site administrative assistant for approval, who will process and submit it to the District Office.
5. The request will be reviewed by the site Principal or Director.
6. The District Office Purchasing Department will review the requisition and issue a Purchase Order (PO).
7. ****ALLOW 2 WEEKS FOR PURCHASE ORDERS TO BE PROCESSED.**
8. ALL PO'S EXPIRE BY JUNE 30. ALL MATERIALS MUST BE IN OUR POSSESSION AND ALL SERVICES MUST HAVE BEEN PERFORMED BEFORE JUNE 30.

HOW DOES A VENDOR RECEIVE PAYMENT?

1. Submit the vendor's invoice with the PO # written on it to the Accounts Payable department, once you've signed the invoice indicating its "OK to Pay."
 - All invoices for materials received should be submitted to Accounts Payable within 5 DAYS of receipt.
 - Additionally, turn in any packing slips, cash register tapes, etc., along with a copy of the PO, with your signature stating the items have been received or services have been performed.
2. AN INVOICE MUST BE RECEIVED before a check will be issued. WE DO NOT PAY FROM PO'S.
3. Please allow a minimum of 1-2 weeks for a check to be processed once the invoice is received.
4. ALL ITEMS RECEIVED AND/OR SERVICES PERFORMED MUST BE COMPLETED BY JUNE 30TH.
 - Items received/services performed AFTER JUNE 30TH CAN NOT BE PAID BY THE DISTRICT (A.R.S. §15-101).

I HAVE READ, UNDERSTAND, AND WILL FOLLOW THE PROCUREMENT PROCEDURES OF THE DISTRICT. I understand that the signed form will be kept on file at the District Office.

I UNDERSTAND I WILL HAVE TO PAY FOR ANYTHING PURCHASED, PRIOR TO AN APPROVED PURCHASE ORDER, FROM MY OWN PERSONAL FUNDS.

SIGNATURE _____

DATE _____

PRINTED NAME _____

SCHOOL/DEPT _____

RETURN TO: CAVE CREEK DISTRICT OFFICE ATTN: FINANCE DEPARTMENT
USFR Accounting Procedures/Expenditures/Policies #6 & 7; A.R.S. § 15-321(G);

HAZING

(File with the Superintendent, the administrator's supervisor, or a professional staff member)
Additional pages may be attached if more space is needed.

Please print:

Name _____ Date _____

Address _____

Telephone _____ During the hours of _____

Another phone where you can be reached _____

E-mail address _____

Report/Complaint:

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, and the background to the incident. Be sure to note relevant dates, times, and places.

[illegible]

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name	Telephone Number
------	------------------

Address _____

The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify that this information is correct to the best of my knowledge.

Student

Date

Administrator or professional staff member
receiving initial complaint

Date initial complaint
received

The investigating administrator shall give one (1) copy to the complainant and retain one (1) copy for the file.





