

**LINCOLN COUNTY SCHOOL DISTRICT  
POLICY IGD-AR:  
2015-16 ATHLETICS & ACTIVITIES**



**NEWPORT CUBS**



**TAFT TIGERS**



**TOLEDO BOOMERS**



**WALDPORT IRISH**

## **A STATEMENT OF PHILOSOPHY**

We believe activities are an integral part of the total educational program.

We believe students should be able to select the activities in which they wish to participate, free from coercion and/or intimidation from peers and adults.

We believe school sponsored activities should support and promote safe and healthy choices in all aspects of a student's life.

We believe activities should be designed and implemented primarily for the purpose of student skill development and optimal participation.

We believe the activity staff is responsible for teaching leadership skills, cooperation and sportsmanship. Further, we believe activity staff members should model mature behavior at all times.

We believe the human and fiscal resources allocated to activities must be managed responsibly.

**Policy Code: IGD - AR  
FOR THE  
ATHLETIC & ACTIVITIES PROGRAM**

**TABLE OF CONTENTS**

<b><u>GENERAL INFORMATION</u></b>	<b><u>PAGE</u></b>
Social Media Guidelines and Expectations.....	5-6
Social Media Student/Parent Initials: <b><u>Form to be signed &amp; turned in</u></b> .....	7
Co-Curricular Positions .....	9
Contests .....	10
Trips .....	10
Activity Participation .....	11
Appeal Process – Ineligibility .....	12
Coaches .....	13
Officials .....	13
 <b><u>GENERAL ATHLETIC / ACTIVITIES RULES - Index</u></b>	 14
1. Athletic Equipment .....	15
2. Athletic Awards .....	16
3. Physical Examinations .....	17
4. Medical Protocol .....	17
5. Reporting an Injury .....	17
6. Participation Following an Injury .....	17
7. Medical Release .....	17
8. Insurance .....	18
9. Athletic/Co-Curricular Program Participation .....	18
10. Attendance .....	18
11. Excuses During the School Day .....	19
12. Scheduling .....	19
13. Practices .....	19
14. Games Passes .....	20
15. Transportation .....	20
16. Meal Stops .....	20
17. Guidelines for Eating on LCSD Buses .....	20
18. Athletic Participation Fees (Fees & Refund Policy) .....	21
19. High School Dances .....	21
20. Homecoming and Senior Prom .....	22

**CODE OF ETHICS GRADES 7-12**

Index . . . . .	23
A. Introduction . . . . .	24
B. Eligibility . . . . .	24
C. Physicals . . . . .	24
D. Insurance . . . . .	24
E. Equipment Responsibility . . . . .	25
F. Attendance at School - <b><u>Initials &amp; turned in</u></b> . . . . .	25
G. Attendance at an Activity Practice - <b><u>Initials &amp; turned in</u></b> . . . . .	25
H. Ejection Fines - <b><u>Initials &amp; turned in</u></b> . . . . .	25
I. Consequences for Alcohol/Drugs and Tobacco/Nicotine . . . . .	25-31
<b><u>Initials &amp; turned in</u></b> . . . . .	25
Copy of E, F, G, H I (pg 25) to retain with document. . . . .	27
J. Understanding and Agreements. . . . .	32
<b><u>Signature Page -to be turned in</u></b> . . . . .	33

**REGULATIONS SPECIFIC TO HS PROGRAMS** . . . . . 35

**REGULATIONS SPECIFIC TO MIDDLE SCHOOL** . . . . . 36

Middle School Dances

**APPENDIX**

1. Payment of Game Officials and Supervision Personnel
2. Fee Schedule for Officials
3. Coaching Staff Recommended By Building
4. Recommended Rationale for Allocating High School Coaching Staff
5. Coach Information
6. Return to Participation (District Form PP-96)
7. General Appeal Form
8. Academic Eligibility Appeal Form
9. Release to Travel in Privately Owned Vehicle - Sample Letter
10. Coaches' In-Service Checklist

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**Lincoln County School District**  
**Social Media Guidelines and Expectations for Activities & Athletics**  
**School Year 2015-16**

Playing, competing and being involved in athletics and co-curricular activities for your school is a privilege. Students representing their high school and Lincoln County School District are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, your school and yourselves in a positive manner at all times. Sometimes this means doing things that are an inconvenience to you, but benefit the whole team.

Facebook, Twitter and other social media sites have increased in popularity globally and are used by a majority of students here in the Lincoln County School District in one form or another.

Students should be aware that third parties – including media, faculty and future employers – could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posts. Inappropriate material found by third parties affects the perception of the student, your coach/advisor, your school and the District. This can also be detrimental to a student's future employment options, whether in professional or other industries.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentation of the following:

- Photos, videos, comments or posts showing the personal use of alcohol, drugs and/or tobacco. For example: holding keg cups, beer cans, shot glasses, cigarettes....*Don't do it!*
- Photos, videos and comments of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posts that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (Examples: derogatory comments regarding another institution, taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender.) No posts should depict or encourage unacceptable, violent or illegal activities such as hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking and illegal drug use.

**The following guidelines outline the expectation of every student in regards to social media:**

- ✓ Understand and follow the rules of each particular social media site.
- ✓ Do not post information, photos or other representations of sexual content or harassing language. For example hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking and illegal drug use.
- ✓ The social media policy set by Lincoln County School District works in conjunction with the policies described in the Student Handbook and Lincoln County School District Policy.

**In an effort to guide social media practices, LCSD suggests the following:**

- Understand that freedom of speech is not unlimited. Social media websites are not a place where you can say and do whatever you want without repercussions.
- Think twice before posting. If you would not want your parents, grandparents, family, coaches or boss to see your post – then DO NOT post it!
- Remember the internet is permanent. Even if you delete something on the internet, it still exists out there somewhere.
- Remember many different audiences will see your posts, including fans, alumni, children, other student athletes/participants, parents, staff, faculty, etc.
- Be honest, respectful and positive.
- Be professional and polite.
- Be accurate. If you make a mistake, own up to it and correct it quickly.
- Avoid topics that may be considered objectionable or inflammatory.
- Do not post anything you would not speak about openly in a work place or public, such as comments on drug use, sexual humor, and skin color or ethnic slurs.
- Be in a proper state of mind when you make a post. Do not post when your judgment is impaired in any way.
- Remember coaches/advisors and administrators monitor social media websites.
- Remember potential employers use social media websites to screen candidates. Your career path can be directly impacted by your actions on social media websites.
- Protect yourself by maintaining a self-image that you can be proud of years from now.
- Use the privacy/security settings made available on social media sites.

**For your own safety, please keep the following recommendations in mind as you participate in social media websites:**

- Set your security settings so that only your friends can view your profile.
- You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site. Many people are looking to take advantage of students and student-athletes or to seek connection with them.
- Consider how the above behaviors can be reflected to all media applications.

If you are ever in doubt about the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics, as well as those of your high school. Remember, always present a positive image and don't do anything to embarrass yourself, your team, your family or your school.

**Keep this document as a reference and reminder. The signature page you received with this document will be retained on file at your school.**

**Lincoln County School District**  
**Social Media Guidelines & Expectations for Activities & Athletics**  
**School Year 2015-16**

Violation of the social media policy may result in disciplinary action as described in Lincoln County School District Policies JFC/JFC-AR (Student Code of Conduct) and JFCEB/JFCEB-AR (Personal Electronic Devices and Social Media).



**By signing below** you affirm that you understand the LCSD Social Media Guidelines and Expectations for Students involved in activities and athletics, and the requirements that you must adhere to as a LCSD Student.

You also understand that failure to adhere to this policy and guidelines may result in consequences that include suspension from your athletic team or activity, and possible additional penalties.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTE:**  
**Signed form must be turned in with Registration or Athletic clearance paperwork.**  
**Retain the Social Media Guidelines and Expectations for your reference.**



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## CO-CURRICULAR POSITIONS

1. Activities Coordinator
2. Head Coach
3. Assistant Coach
4. Head M.S. Coach
5. Assistant M.S. Coach
6. Intramural Coordinator
7. Rally Advisor
8. Music Instructor
9. Swing Choir Festival Coordinator
10. Drama Instructor
11. Forensics Instructor

## CONTEST

- A: The arrangement of all meets, contests, or tournaments is the responsibility of the principal or designee.
- B: The principal or a designee shall be responsible for the conduct of all students from the school during any festival, meet, contest, or tournament.

## TRIPS

- A: The school administrator is responsible for all acts of the participating team(s) or school group(s) while on trips.
- B:
1. An employee of the Lincoln County School District shall accompany all individuals, teams, or school groups participating in an approved activity.
  2. The employee accompanying the individual, team, or school activity group to a festival, meet, contest, or tournament will exercise the utmost care in the supervision of said individual, team, or school group.
  3. The employee and school bus driver will work together to assure appropriate student conduct while on the bus.
- C:
1. A student shall ride to and from the contest in transportation arranged for and approved by the school. Permission to leave the traveling party will be granted when the parent or guardian personally contacts the school office or the coach with a specific written request to have the student ride with another adult over the age of 21. Notification is to be approved by a building administrator prior to the departure for the activity.  
  
An Activity Transportation Release Form (PP-08) will be completed by parent/guardian prior to the departure for the activity if the student is being released to someone other than parent/guardian. Coach or designee will release student directly to the identified person authorized to pick up the student.
  2. The coach may release the student to his/her custodial parent/guardian who has the appropriate identification and is present at the time of release. The parent should sign an acknowledgement of the release.
  3. Any deviation of "1", or "2" above must be approved by the Student Services Administrator or designee.

## ACTIVITY PARTICIPATION

A: A student who is eligible to participate in co-curricular activities is one who:

1. Meets the minimum standard for academic eligibility as set by the OSAA and meets all requirements of their attending school. Please see individual school requirements posted on each school's website and contact the school's athletic department with any questions.

(or)

2. Is home schooled and is in compliance with all laws and rules governing home schooling and meets all district and association eligibility requirements other than district or association class attendance requirements. Any transfer from private or public school to home school that takes place during the school year will make the student ineligible unless there is a move of the parents. The home school student shall notify the local education service district (ESD) within ten days of withdrawal from the public school and prior to the first day of the school year (i.e. OSAA Ruling: A growing number of students at the 12<sup>th</sup> grade level who do not need a full schedule to graduate and are simply jumping into home school thinking they can continue with their eligibility - they cannot make that change in schools during the school year.)

(or)

3. Is enrolled full-time (equivalent of 12 quarter-credits) in an Expanded Options Program and passing all classes. The Athletic Director will review special circumstances on an individual basis.
4. End of year semester grades from an incoming freshman's 8<sup>th</sup> grade year determines 9<sup>th</sup> grade fall eligibility.

B: Any LCSD student who is deemed ineligible to participate in athletics, withdraws from school, and enrolls as a homeschool student, will remain ineligible for the remainder of that academic year. Homeschool student eligibility is outlined in section A-2 above.

C: All student participants, including middle school and high school students, are governed by academic requirements and the Code of Ethics, and a current student signed copy of the Code of Ethics is to be on file.

D: If a student is ineligible, he/she may practice with the team, but may not participate in contests, dress down, or travel with the team to contests if such travel requires the student to miss any school time.

### APPEAL PROCESS for Ineligibility

- A: The purpose of the appeal process is to create continuity in dealing with activities within Lincoln County School District.
- B: The appeal process for activity eligibility is open to students and parents who are not satisfied with a decision made at the building level.
- C: Appeal Procedures
- a. School Principals shall provide the appropriate appeal form to any concerned party. (See appendix for sample form.)
  - b. An appeal form is to be completed in writing.
  - c. Appeals to the consequences listed in this Code (IGD-AR) will be filed with the building principal of the offending student's school. Students and representatives of students will be awarded the right to participate at all levels of the appeal process.

The appeal process order is as follows:

1. Building Principal.\*  
(\*Appeals for chemical health violations will bypass the building level and referred directly to the Student Services Administrator.)
  2. Student Services Administrator.
- d. The Student Services Administrator will reply in writing to the complainant and Building Administrator within five calendar days once the Student Services Administrator has made a decision.
  - e. If the complainant is not satisfied with the Student Services Administrator decision, he/she has five calendar days from notification of the decision to submit a written appeal to the Superintendent/Designee.
  - f. All decisions of the Student Services Administrator may be appealed to the Superintendent/Designee. The Superintendent/Designee will review the written record. A separate appeal hearing will not be scheduled. Decision of the Superintendent/Designee shall be final.

## COACHES

1. Coaches shall be approved by the school principal for each season. They must possess the personal and professional characteristics necessary to assure high standards of leadership and instruction. When regularly certificated teachers are not available, qualified community members may only be employed to coach by following the established Lincoln County School District employment procedures prior to supervising students. Volunteer coaches may be approved by the school principal to assist the coach after completion of the established procedures for volunteering.
2. The building administrator who contracts coaches from other schools will be responsible for budgeting needed substitutes.
3. Coaches for athletic and non-athletic activities (coordinator) must be approved per LCSD policy GCK/GDK-AR and assigned by the Principal on a seasonal basis.
4. **All coaches, including volunteer coaches, must be ASEP or NFHS certified and possess a current First Aid Card prior to beginning of coaching duties.** All coaches must also meet OSAA coaching requirements.
5. If the team coach has additional team rules other than those listed in this administrative rule, the rules shall be printed, approved by the athletic director, building principal, and the Student Services Administrator prior to the beginning of the season.

## OFFICIALS

1. A school shall use only persons registered and certified by the appropriate state organization (OSAA) for purpose of officiating interscholastic contests at all levels.
2. A school official shall be responsible before, during, and after a contest or meet for the proper conduct of its coaches, athletes, students, and other spectators.

## **GENERAL SCHOOL ACTIVITY RULES**

1. Athletic Equipment
2. Athletic Awards
3. Physical Examination
4. Medical Protocol
5. Reporting an Injury
6. Participation Following an Injury
7. Medical Release
8. Insurance
9. Athletic/Extra Curricular Participation
10. Attendance
11. Excused During the School Day
12. Scheduling
13. Practices
14. Game Passes
15. Transportation
16. Meal Stops
17. Guidelines for Eating on LCSD Buses
18. Athletic Participation Fees  
Fees & Refund Policy
19. High School Dances
20. Homecoming and Senior Prom

## 1-ATHLETIC EQUIPMENT

Athletic equipment will not be issued or loaned unless approved by the building administrator. Under no circumstances should school uniforms or equipment be used by outside teams (e.g. AAU).

Students will not be issued any equipment until all permission and physical forms are completed and on file with the Activities Coordinator.

Equipment will be provided to both boys' and girls' programs on an equal basis.

Equipment will be furnished by the schools, with the following exceptions:

<u>Football</u> -	Participants will furnish shoes and personal items.
<u>Cross Country</u> -	Participants will furnish shoes and personal items.
<u>Swimming</u> -	Participants will furnish suits and personal items.
<u>Basketball</u> -	Participants will furnish shoes and personal items.
<u>Wrestling</u> -	Participants will furnish shoes and personal items.
<u>Baseball</u> -	Participants will furnish shoes, hats, gloves and personal items. Catcher's glove and equipment will be furnished by the school.
<u>Track</u> -	Participants will furnish shoes and personal items.
<u>Golf</u> -	Participants will furnish clubs, shoes, and practice balls. Green fees for matches will be paid from athletic funds.
<u>Volleyball</u> -	Participants will furnish shoes and personal items.
<u>Dance Team/ Rally</u> - level.	Participants will furnish shoes and personal items. Responsibility for the purchase of apparel for the cheerleaders will be determined at the building level.
<u>Softball</u> -	Participants will furnish shoes, hats and personal items. Catcher's glove and equipment will be furnished by the school.
<u>Tennis</u> -	Participants will furnish racket, shoes and personal items.
<u>Soccer</u> -	Participants will provide shoes and personal items.
<u>District Supplied Equipment</u> -	All equipment will meet the rules and regulations as stated in the OSAA Game Rule Book



## **2-ATHLETIC / ACADEMIC AWARDS**

Participants who qualify will be awarded the school letter for a first award in each sport. Letters are to be no larger than 8", recommended 6". Subsequent awards are to be certificates in lieu of a letter.

### **High School Varsity Awards**

Varsity squad participants, who do not meet letter qualifications, will be awarded appropriate certificates for their participation. A student may receive items of recognition other than customary awards when these are of symbolic nature without resale value such as school's athletic letter, medals, ribbons, certificates, plaques, trophies and other emblems (See OSAA Regulations Rule 8-4-1).

### **Sub-Varsity Awards**

The members of the "Sub-Varsity" teams, who are recommended for honors, will be presented with suitable certificates. This may include athletes who participate as members of a JV, JV2, or a freshman team.

## **3-PHYSICAL EXAMINATIONS**

Students must have a physical examination performed by a physician, licensed by the Oregon State Board of Medical Examiners, or a nurse practitioner, licensed by the Oregon State Board of Nursing, prior to practice and competition in athletics. A completed physical form provided by LCSD shall be signed by a physician or nurse practitioner before the student can participate in practices or contests.

The physical, required in grades 7, 9, and 11 will be valid for no more than two (2) years from the anniversary date of the physical when the activity is in progress, the physical will remain valid until the end of the season. (See appendix for sample forms.)

In addition, physical examinations shall be given:

1. When a student is new to the school district and has not had the required Oregon Medical examination or its equivalent.
2. When the student has undergone major surgery in the intervening period between scheduled examinations.

Annual physical examinations are required in the following situations as specified by the physician:

1. When the student has been given a diagnosis of a significant disease process or illness.
2. When the student has an ongoing significant disease process or chronic illness.

Significant disease processes or illnesses include, but are not limited to:

1. Epilepsy
2. Asthma
3. Diabetes
4. Chronic heart disease, including heart murmur.
5. Severe allergy

#### **4-MEDICAL PROTOCOL**

Medical protocol pertaining to contests at the seventh grade level and above are not required, however, it is highly recommended that person(s) responsible for basic first aid have the following information in the first aid kit:

1. The location of the nearest available telephone.
2. The location of the nearest medical facility.
3. Pertinent emergency telephone numbers.
4. The location of medical records of the participants. The coach shall be made aware of pertinent medical emergencies that might arise concerning individual athletes. It is strongly recommended that this information be in the coaches' possession at each practice and contest.
5. Provision for notification of the parent or guardian of an injured student.

#### **5-REPORTING AN INJURY**

1. Injuries requiring medical attention must be reported to the principal's office within 24 hours or by 10:00 a.m. on Monday if the injury occurs on Friday.
2. Activity staff shall read the School Insurance Plan.
3. The District and/or schools are not responsible for injuries and expenses that result from participation in supervised activities.

#### **6-PARTICIPATION FOLLOWING AN INJURY**

When a student's participation in a practice or contest is interrupted due to an apparent injury, the coach in charge will examine the student to determine the extent of the injury and whether or not further participation will be injurious to his/her health. If the coach is unable to make a decision, the student shall not be allowed further participation until examined and released by a licensed physician.

When an athlete is removed from a practice or contest because of an injury or receives medical attention for an injury, the coach must file an accident report by the next school day.

#### **7-MEDICAL RELEASE**

When a participant is referred to a medical doctor (licensed physician) for an injury that requires medical attention, the participant will not be allowed to participate in that sport or any other sport until a written release is submitted to the school activities coordinator from the medical doctor (licensed physician). (See form PP-96)

## 8-INSURANCE

A student who participates in athletics must be covered by two kinds of insurance policies that must be signed off once each season:

1. Catastrophic insurance,
2. School athletic insurance plan or family insurance plan.

The school insurance plan or the catastrophic insurance is available for purchase at the local school office.

## 9-ATHLETIC/CO-CURRICULAR PROGRAM PARTICIPATION

Participation in athletics and extra-curricular activities is regulated as follows:

1. There shall be no school sponsored athletic program for students in grades 1 through grade 6.
2. Students in grades 7 through 12 may participate in co-curricular athletics, if offered by their school.
3. All prospective participants are required to complete an annual code of ethics form prior to practice and/or competition. (See appendix for sample forms)
4. All prospective participants must have a parent, guardian, or other adult advocate participate in the adult component of the Chemical Health Program and acknowledge, understand, and agree to the student code of ethics.
4. All participants must have a valid physical examination form on file with the activities coordinator prior to engaging in practice sessions or competition.
5. Athletes must meet OSAA, academic, policy, and school eligibility requirements.
6. All athletes must meet financial obligations prior to participation.
7. Transfers from one sport to another shall involve the student who shall provide a written request for the transfer with parent or guardian signature, the approval of both head coaches involved, the Athletic Director and the Principal.

## 10-ATTENDANCE

Student-Athletes and Activities participants are expected to regularly attend class.

**Game Days:** Student-Athletes and Activities participants are expected to be in attendance for all scheduled classes on the day of a competition or event. An absence may be excused if prearranged for reasons deemed sufficient by an administrator. If the student-athlete fails to attend all classes on the day of a competition or event they shall be ineligible for that day's activity.

**Non Game Days:** Students-Athletes and Activities participants are expected to be in attendance for all scheduled classes on non-activity school days unless excused by a parent or guardian. If a student-athlete has an unexcused absence on a non-activity school day they will be ineligible to participate in that day's practice.

### **11-EXCUSES DURING THE SCHOOL DAY**

The excusing of athletes for participation during the school day should be discouraged. However, when such an absence from class is necessary, affected teachers and the attendance clerk will be notified by the start of school on the day preceding the anticipated absence. This roster is to be prepared by the coach involved.

Athletes who are to be excused from classes for participation in a contest are to be fully informed by their coach of their obligations to be prepared for full participation in class work on the day of return to class.

### **12-SCHEDULING**

Scheduling of games and contests will be accomplished by the building Athletic Director and approved by the building principal.

Every effort will be made to schedule no more than two (2) games or competitions in any school week. Exceptions may be necessary. (See Section V) (See Appendix - Code: IGDJA - Wednesday Night Activities)

When student interest is strong, an athletic program may be offered in grades 7 through grade 12, provided that it is within the established district program and guidelines, approved by the Student Services Administrator, and the Superintendent. Factors to consider are student interest and level of competency, availability of facilities, equipment, personnel, travel distances and availability of competition. (See appendix for guidelines.)

### **13-PRACTICES**

Practice sessions should be held in an area appropriate to the activity. The time of day and the length of the practice should be set in advance. Awareness of mental and physical stress of the participants should be used to establish the length and the practice.

Regular practice sessions of a prescribed length, beginning and ending times, are to be the rule. Coaches will hand out the practice schedule for the entire season to all participants on the first day of practice.

In general, practice sessions are not held on Sunday.

Deviations from the regular practice schedule, including during times of holidays, non-school days and breaks, for an activity must be made known to the Activities Coordinator, a building administrator, and athletes a reasonable amount of time prior to the change. Participants have the responsibility to notify their parents/guardians.

### **14-GAME PASSES**

The only passes accepted countywide at activities and athletic contests are:

Superintendent/Administrator Passes	Appropriate League Passes
OSAA Gold Passes	Senior Activity Passes (LCSD Policy DFEA)

Only the resident high school administrator may issue high school home game passes which are restricted to resident school home games.

A respective high school's student body card allows students enrolled to attend a home game for a discounted admittance fee of \$1.00 (or may be adjusted to align with league fees). Students who do not have a student body card in their possession must pay full student price. Student Body cards are only recognized at the resident school's home games. Students traveling to away contests will pay full student price.

### **15-TRANSPORTATION**

If District Transportation is used, the arrangements for transportation of athletic teams will be made upon request by the building activities coordinator as approved by the Principal.

School vehicles must be used on trips whenever practical. Commercial transportation will be utilized for long trips only when approved by the Student Services Administrator.

### **16-MEAL STOP GUIDELINES**

Following are the guidelines and expectations that have been established regarding this issue:

1. If there is to be a meal stop, the meal stop will be pre-arranged with a time limit of 30 minutes.

### **17-GUIDELINES GOVERNING EATING ON LCSD BUSES**

There are three problems associated with eating on a school bus. The first is a very real possibility of choking or other incidents while eating. The second problem is the possibility of injury from broken glass if glass containers for drinks are used. The other involves the mess left on the bus. Common sense, good judgment, communication, and good planning should prevent any problems from occurring.

The person in charge of the group taking the trip will discuss the planned itinerary with the driver before departure. At that time, the need for meal stops should be determined. If stops are not possible, provisions can be made for planned, organized, non-messy sack lunches, with non-breakable drink containers.

Responsibility for distribution of the lunches and collection of the trash falls upon the person responsible for the group. If the bus is not left clean after the trip, a clean-up fee will be charged.

If rest stops are made at fast food or convenience markets, purchases should be consumed there. If that is not possible, the above requirements apply to the food purchased there.

## **18-ATHLETIC PARTICIPATION FEES**

Every approved activity, regardless of sponsorship (i.e. district, booster club or individual) must collect appropriate participation fees per participant as stated below.

### **Fee Assessment:**

A **\$125.00** fee will be assessed for each student for each sport season in which a high school student participates. A "sport" is any activity, including Rally, which has established eligibility criteria. The entire participation fee will be assessed to students who "turn out" after the start of the "season" for participation in any portion of the season. **Fees must be received before students are eligible for practice and/or participation in inter-school competition.**

### **Participation Fee Refunds:**

A student may receive a refund if:

1. The student is "cut" from a squad by a coach at any time during the season because of skill level and/or a need to reduce the size of the squad. The student will **receive a full refund.**
2. The student leaves the squad for any valid reason as determined by the principal. The student will be refunded a portion of the fee based on the number of days of participation as compared to the number of days in the season.

A student will not receive a refund if:

1. The student quits participating in the activity.
2. The student is removed from the sport because of ineligibility caused by failure to maintain appropriate grades, violation of training or school rules, or Code of Ethics violations.

## **19-HIGH SCHOOL DANCES**

High School (9 – 12) dances are open to LCSD high school students and their approved guests who are in high school or equivalent and can validate that they are in good standing on the date of the dance:

- current with all fees and charges
- on regular attendance (not suspended or expelled)
- in attendance (per policy) during the regular school day the day the dance is held
- guest must be initially cleared by the host school building principal one week prior to the dance date and provide proof of good standing the night of the dance.

High School dances will be held either one-half hour after a High School event or starting at 8:00 p.m. and over at 11:00 p.m.

## 20-HOMECOMING AND THE SENIOR PROM

Homecoming and the Senior Prom allow for resident high school students in good standing to attend and seek administrator approval for high school students or equivalent in good standing or an escort who is not in high school who is twenty years of age or younger:

- if guest is a high school student he/she must be in good standing and providing proof of same the night of the dance
- not having been suspended or expelled from high school
- in regular attendance at their respective high school or equivalent
- if not in high school, must show acceptable proof (photo ID) verifying age is 20 years or younger and beyond middle school attendance prior to guest pass being approved
- all guests passes are approved or denied by the respective building administrator at his/her discretion
- Principal's initial ruling must be made one week prior to the dance.

**The building principal has authority to deny any student or guest access to a school dance or campus.**

People attending a school function or on school grounds at any time are to leave campus when told to do so or suffer the consequences associated with arrest and no trespass.

All chaperones must comply with criteria in LCSD Volunteer Code: IICC. Paperwork must be accepted by Department of Human Resources a week prior to the activity/dance.

# **LINCOLN COUNTY SCHOOL DISTRICT**

CODE OF CONDUCT – Policy: IGD-AR

## **CODE OF ETHICS FOR STUDENT ACTIVITIES**

### **GRADES 7-12**

- A. Introduction
- B. Eligibility
- C. Physicals
- D. Insurance
- E. Equipment Responsibility
- F. Attendance at School
- G. Attendance at an Activity Practice
- H. Ejection Fines
- I. Consequences for Alcohol/Drugs and Tobacco
- J. Understanding and Agreements



**CODE OF ETHICS FOR STUDENTS PARTICIPATING IN SCHOOL ACTIVITIES**  
**GRADES 7-12**

**A. INTRODUCTION**

I understand that it is a privilege to participate in co-curricular activities during my attendance at a Lincoln County School District middle school or high school. I agree to obey the following regulations set up by the Oregon School Activities Association and LCSD policy. I understand that I am responsible for following the Code of Ethics for Students Participating in School Activities at all times, and am subject to the penalties outlined in the Code of Ethics, whether or not I am currently participating in activities or athletics. This includes off-season and all vacation times.

**B. ELIGIBILITY**

Students must meet the minimum standard for academic eligibility as set by the OSAA and meet all requirements of their attending school. Please see individual school requirements posted on each school's website and contact the school's athletic department with any questions.

If the team coach has additional team rules, the rules shall be printed, approved by the athletic director, building principal, and the Student Services Administrator or designee prior to the start of the season, and then signed off by the participant prior to the student practicing or competing.

If the building principal believes an ineligible student is demonstrating diligence and effort in their classes he/she may request the Student Services Administrator or designee to waive their eligibility requirements.

None of the eligibility requirements supersede any reference or requirements for eligibility spelled out in a student's Individual Education Plan.

**C. PHYSICALS**

I understand that students must have a physical examination performed by a physician, licensed by the Oregon State Board of Medical Examiners, or a nurse practitioner, licensed by the Oregon State Board of Nursing, prior to practice and competition in athletics. A completed physical form provided by LCSD shall be signed by a physician or nurse practitioner before the student can participate in practices or contests.

**D. INSURANCE**

I understand that students who participate in activities must be covered by two kinds of insurance policies prior to practice and competition:

1. Catastrophic Insurance.
2. School athletic insurance plan or by a family's personal insurance plan. The district and/or school are not responsible for injuries and expenses, which result from participation. If the family plan insurance lapses during participation in an activity, it is the parent/guardian responsibility to acquire other insurance.

**E. EQUIPMENT RESPONSIBILITY**

I understand that I will be personally responsible for all school activity equipment issued to the student and the equipment will be returned in good condition and on time. I will be expected to pay replacement costs for any equipment lost or damaged by me. I will not be allowed to participate in any further activities until all equipment from the preceding activity has been returned.

**F. ATTENDANCE AT SCHOOL**

I understand that I will attend all scheduled classes on the day of a competition or event. I understand that an absence may be excused only if prearranged for reasons deemed sufficient by an administrator. If I fail to attend all classes on the day of a competition or event I will be ineligible for that day's activity.

I understand that I am expected to be in attendance for all scheduled classes on non-activity (non-game days) unless my absence is excused by a parent or guardian. I understand that if I am not in attendance for all classes I will be ineligible to participate in that day's practice.

⇒ Student-Athlete Initial \_\_\_\_\_ Parent Initial \_\_\_\_\_ Date \_\_\_\_\_ ←

**G. ATTENDANCE AT AN ACTIVITY PRACTICE**

I am required to attend all mandatory practice sessions. If I am ill or unable to attend, I must notify the activity advisor prior to the activity practice session. If I miss a practice/rehearsal and it is unexcused I may be unable to participate in the next scheduled activity. Two unexcused absences may lead to the removal from the activity.

**H. EJECTION FINES**

I understand ejection fines are the responsibility of the individual ejected, not the school. Ejection fines for coaches will be paid by the coach before he/she coaches in his/her next contest. Ejection fines incurred by student athletes will be paid by the student athletes before they participate in their next contest.

⇒ Student-Athlete Initial \_\_\_\_\_ Parent Initial \_\_\_\_\_ Date \_\_\_\_\_ ←

**I. CONSEQUENCES FOR Chemical Health Violations** (Including but not limited to alcohol, tobacco, nicotine and other drugs.)

***Applies to Any Violation At or Away From School. Includes not only the regular season & school year but also the off season, all vacations and whether a code of ethics has been signed or not. (24/7-365)***

⇒ Student-Athlete Initial \_\_\_\_\_ Parent Initial \_\_\_\_\_ Date \_\_\_\_\_ ←

⇒ 2015-16 Code of Ethics: STUDENT NAME \_\_\_\_\_ ←

**Note:** Initial in the spaces provided and turn in this page with registration or athletic clearance paperwork.

(Left Blank Intentionally)

**DOCUMENT COPY – FOR YOUR REFERENCE.**

**E. EQUIPMENT RESPONSIBILITY**

I understand that I will be personally responsible for all school activity equipment issued to the student and the equipment will be returned in good condition and on time. I will be expected to pay replacement costs for any equipment lost or damaged by me. I will not be allowed to participate in any further activities until all equipment from the preceding activity has been returned.

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I understand that I am expected to be in attendance for all scheduled classes on non-activity (non-game days) unless my absence is excused by a parent or guardian. I understand that if I am not in attendance for all classes I will be ineligible to participate in that day's practice.

Student-Athlete Initial \_\_\_\_\_ Parent Initial \_\_\_\_\_ Date \_\_\_\_\_

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Student-Athlete Initial \_\_\_\_\_ Parent Initial \_\_\_\_\_ Date \_\_\_\_\_

**I. CONSEQUENCES FOR Chemical Health Violations (Including but not limited to alcohol, tobacco, nicotine and other drugs.)**

***Applies to Any Violation At or Away From School. Includes not only the regular season & school year but also the off season, all vacations and whether a code of ethics has been signed or not. (24/7-365)***

Student-Athlete Initial \_\_\_\_\_ Parent Initial \_\_\_\_\_ Date \_\_\_\_\_

## **SELF-REFERRAL/HONESTY PROVISION**

It is the intent of LCSD to assist students in developing responsibility for their actions. Therefore a student voluntarily reporting a personal violation of a rule in the Athletic Handbook may be permitted leniency. This student athlete may have their athletic suspension reduced to 20% of a sport season. A self-report **MUST** be initiated by a student-athlete to the Athletic Director or Principal within 24 hours of the infraction or by 4 pm of the next regularly scheduled school day. If a violation occurs during a holiday break or summer vacation a good faith effort should be made to contact the Athletic Director or Principal.

The student-athlete must come forward voluntarily to acknowledge violations of these policies regarding the use of drugs, alcohol, intoxicants, and tobacco prior to any investigation or other notification of school personnel or law enforcement agency. An investigation is defined as an attempt to validate an alleged violation of athletic department or school policy. The involvement of a law enforcement agency automatically constitutes an investigation. (Example: if the police are called to a party where alcohol is present, an investigation automatically begins). If the student invokes this provision the right to the appeal process is forfeited.

This leniency for honesty will be applied only one time during a student-athlete's high school career.

## **CONSTRUCTIVE POSSESSION (attendance at a party)**

This occurs when a student-athlete is found to have been voluntarily associating with others who are illegally using, possessing, or distributing drug paraphernalia or alcohol, and who do not attempt to remove themselves in a reasonable amount of time. This applies only to student-athletes who, though in attendance, **WERE NOT** using drugs or alcohol. This regulation applies to circumstances that take place **ON or OFF** school grounds and at **ANY TIME (see 24/7-365 clause above)**. Constructive possession shall not apply to circumstances where the student-athlete is present at places where alcohol is being legally consumed.

The consequences for the first violation of constructive possession shall be suspension from one contest. Any subsequent violations for constructive possession shall result in suspension from competition as stated in the section below. (Alcohol/Drugs, page 25)

## SANCTION REDUCTIONS

A Student-Athlete may reduce sanctions for their first Code of Conduct violation. No ineligibility will be entirely eliminated but a Student-Athlete that has been declared ineligible due to an Athletic Code of Conduct violation may reduce their ineligibility for their first Code of Conduct violation to a 10% ineligibility with completion of a 40 hour School or Community Service project. The project should be created by the Student-Athlete and **MUST** be approved in advance by both the Athletic Director and Principal.

Sport	OSAA maximum contests	33% of maximum contests	20% of maximum contests	10% of maximum contests
<b>(round up at .75)</b>				
Baseball	26	8	5	2
Basketball	24	7	5	2
Cross Country	12	4	2	1
Football	9	3	2	1
Golf	20 (9 holes)	6 (9 holes)	4 (9 holes)	2 (9 holes)
Soccer	14	4	3	1
Softball	26	8	5	2
Swim	12	4	2	1
Track	12	4	2	1
Volleyball	18 dates	6 dates/contests	3 dates/contests	2 dates/contests
Wrestling	14 events	4 events	3 events	1 event

**I. CONSEQUENCES FOR Chemical Health Violations** (Including but not limited to alcohol, tobacco, nicotine and other drugs.) **-Continued-**

**1. Alcohol/Drugs**

I understand that if I receive a Minor in Possession (MIP), violate LCSD Code: JFCH/JFCI Alcohol and Other Drug Use and Code: JFC-AR Student Code of Conduct, or am in attendance where there is the illegal use of alcohol or other drugs, I will be subject to the following:

Student Athletes/Student Council/ASB/Elected Officers/Elected and Selected Positions:

**A. First Offense:**

- i. Suspension from participation in the next competition for which they would have been eligible for thirty three and one third percent (1/3) of the number of the scheduled regular season contests (with the remaining balance to carry over into post season or subsequent seasons) and/or 21 calendar day suspension from office;
- ii. Completion of a Drug and Alcohol Assessment at their own expense. \*Students must use a district-approved provider for the drug and alcohol assessment and follow all recommendations of the assessment to remain eligible.
- iii. Reconcile with peers as determined in collaboration with coach/advisor.

- B. Second Offense
  - i. Athletes: Suspension from participation in the next competition for which they would have been eligible for fifty percent of the number of the scheduled regular season contests (with the remaining balance to carry over into post season or subsequent seasons)
  - ii. ASB members: Loss of ASB title (may remain in leadership classes per administrative decision).
  - iii. Completion of a Drug and Alcohol Assessment at their own expense. \*Students must use a district-approved provider for the drug and alcohol assessment and have successfully completed the recommended program prior to being eligible for reinstatement.
  - iv. Reconcile with peers as determined in collaboration with coach/advisor.
  
- C. Third Offense- Athletes:
  - i. Suspension from all sports and activities for one calendar year.
  - ii. Completion of a Drug and Alcohol Assessment at their own expense. \*Students must use a district-approved provider for the drug and alcohol assessment and have successfully completed the recommended program prior to being eligible.
  - iii. Approval by school administrator.
  - iv. Appeal - Student may appeal the length of the suspension to the Student Services Administrator if extenuating circumstances exist.

Third Offense - ASB Members:

- i. No longer eligible for elected positions.
- ii. Student may appeal the length of the suspension to the Student Services Administrator if extenuating circumstances exist.

Failure to comply with any part of the drug and alcohol treatment/education will result in the loss of sports eligibility and/or suspension from office for one calendar year.

NOTE: Participants who voluntarily turn themselves in for drug or alcohol counseling or treatment prior to an incident which violates the Activities Code will not be suspended. They will, however, be required to attend not less than ten hours of counseling. Any violation of the Activities Code during the counseling period would be dealt with according to the first offense of the Activities Code pertaining to drug and alcohol violations. This does not mean that if a student turns him/herself in after getting caught in violation of the Code that he/she would not be suspended. This only covers students who seek counseling because they realize they have a problem.

Participants in any co-curricular activities will be subject to the same consequences as student athletes or student council. Suspension from office includes suspension from all school sponsored extracurricular activities (i.e. sporting events, dances, and club activities).

## 2. TOBACCO AND NICOTINE

I understand that if I possess or use tobacco/nicotine in any form and/or violate LCSD Policy GBK/JFCG/KCG: Tobacco Free Environment, I will be subject to the following penalties:

- A. First offense: (No prior tobacco/nicotine or chemical health violations)
  - i. Suspension for ten percent of the number of the scheduled regular season contests (with the remaining balance to carry over into post season or subsequent season) and/or 10 calendar day suspension from office. Any suspension shall begin with the next activity/competition for which I am scheduled to participate.
  - ii. Additional consequences outlined in the rules and regulations of LCSD Policy: GBK/JFCG/KGC may also apply.
  
- B. Additional Offenses:
  - i. Additional offenses will follow the steps outlined in Section I, Consequences for Chemical Health Violations.
  - ii. Example: Students with one prior tobacco/nicotine violation and no prior chemical health violations will be subject to the consequences outlined in Section I - A: Consequences for Chemical Health Violations, First Offense.
  - iii. Additional consequences outlined in the rules and regulations of LCSD Policy: GBK/JFCG/KGC may also apply.
  
- C. Tobacco/Nicotine Violations for Students with Prior Chemical Health Violations:
  - i. Students with previous Chemical Health Violations are not eligible for Tobacco/Nicotine consequences. They will be subject to the next consequence outlined in Section I: Consequences for Chemical Health Violations, as per their standing.

If I wish to run for student body office but have had one tobacco/nicotine violation in the past twelve (12) months, prior to elections I am required to perform 10 hours of community service to be determined by the building administration. If I have had more than one tobacco/nicotine violation in the past twelve (12) months, I am ineligible to run for office.

If I am in a position of leadership and violate the district tobacco/nicotine policy I will be required to perform 10 hours of community service to be determined by the building administration. A second violation within the term of office will result in my removal from office.



**J. UNDERSTANDING AND AGREEMENTS – SCHOOL PRIDE AND SPORTSMANSHIP**

1. I understand that I not only represent the school and myself, but also am a citizen of Lincoln County and a representative of my community. I will always conduct myself in a manner that will reflect well on my community and the activity programs of the Lincoln County School District. I understand that if my behavior reflects poorly on the activity group, school district, or community at large (e.g. law infraction, vandalism, frequent referrals, alcohol, tobacco, nicotine and other drug violations, poor sportsmanship, violations of the LCSD Social Media Guidelines and Expectations , etc.) I am subject to consequences including suspension from the activity for a defined period of time, or removal from the activity.
  
2. I understand that if I am suspended from school for any reason, I will be ineligible to participate in any school activity for the duration of the suspension. I also understand that as a current activity participant, I will be unable to participate in the next scheduled activity/competition after my suspension is concluded, this includes riding on the bus to the event, sitting with the team at the event or dressing down for the event. However, I will be allowed to participate during practice, per team rules. Alcohol, tobacco, nicotine and other drug violations will be enforced as per Section I (1&2) of the code.
  
3. I understand that I must complete the season in good standing in order to qualify for an activity award (i.e. letter or certificate).
  
4. I agree to follow the individual rules of any activity I participate in, as identified, in writing by the coach/advisor. I understand and will abide by the criteria established by the coach to earn a varsity letter award during the season.
  
5. I will comply with LCSD Weapons Code JFCJ.

If it is determined a rule has been violated, disciplinary actions required by LCSD Policy IGD-AR may not be waived.

LINCOLN COUNTY SCHOOL DISTRICT

CODE OF CONDUCT – Policy: IGD-AR

Student Code of Ethics

Signature Page

By signing this document, I \_\_\_\_\_ (Student Name) , indicate that I have knowledge, understanding and agreement to these standards, set forth in order for me to be afforded the privilege of representing \_\_\_\_\_ (School Name) as a student. I am also aware that any violation on my part, to any of these standards, shall result in the consequences contained within this policy.

➡ Student Name \_\_\_\_\_  
*(Please Print clearly)*

➡ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I \_\_\_\_\_ (Parent/Guardian) , indicate that I have knowledge, understanding and agreement to these standards, set forth in order for my son/daughter to be afforded the privilege of representing \_\_\_\_\_ (School) as a student. I am also aware that any violation on the part of my child, to any of these standards, shall result in the consequences contained within this policy.

➡ Parent/Guardian Name \_\_\_\_\_  
*(Please Print clearly)*

➡ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

➡ STUDENT NAME \_\_\_\_\_

**Note:** Please sign, date and turn in this page with registration or athletic clearance paperwork.

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**REGULATIONS SPECIFIC TO HIGH SCHOOL ACTIVITIES PROGRAMS**

**GENERAL**

All rules and regulations governing Lincoln County Activities must be consistent with O.S.A.A. Constitution and Bylaws and Bulletins.

**HIGH SCHOOL ATHLETIC CONTESTS**

	<b><u>Maximum OSAA</u></b>		<b><u>Maximum OSAA</u></b>
<b><u>FALL</u></b>		<b><u>WINTER</u></b>	
Cross Country	12	Basketball	24
Football	9	Wrestling	14
Volleyball	18	Swimming	12
Soccer	14		
 <b><u>SPRING</u></b>			
Baseball	26		
Softball	26		
Track	12		
Golf	20		
Tennis	16		

All rules and regulations governing Lincoln County Athletics and Activities will be consistent with OSAA Constitution and Bylaws and Bulletins for each sport or activity.

Schools may schedule the OSAA maximum number of contests, of which not more than 60% shall be away.

## REGULATIONS SPECIFIC TO MIDDLE SCHOOL ACTIVITIES PROGRAMS

### MIDDLE SCHOOL DANCES

Middle School Dances will be open to middle school students attending the respective middle school sponsoring the dance who are in good standing on the date of the dance:

- a. Current with all fees and charges.
- b. On regular attendance (not suspended or expelled).
- c. In attendance (per policy) during the regular school day the dance is held.

Middle School Dances will be held **after** school with times to be determined by the building principal. Dances must conclude by 9pm.

# **APPENDIX**

1. Payment of Game Officials and Supervision Personnel
2. Fee Schedule for Officials
3. Coaching Staff Recommended By Building
4. Recommended Rationale for Allocating High School Coaching Staff
5. Coach Information
6. Return to Participation Form (District Form PP-96)
7. General Appeal Form
8. Academic Eligibility Appeal Form
9. Release to Travel in Privately Owned Vehicle - Sample Letter
10. Coaches' In-Service Checklist

### **PAYMENT OF GAME OFFICIALS AND SUPERVISION PERSONNEL**

All game officials, referees and umpires, are to be contracted with an athletic official's association. A single check should be written to that association. The association is then responsible for complying with statutes concerning withholdings such as state and federal income taxes and issuing of checks to individuals in their employ for services rendered. When paying direct to an association use Object Number 640.

Athletic officials have been paid by the District and the cost was included in the building allocation. This policy will be continued and the cost for athletic officials is part of the building allocation. If a building has sufficient funds available to pay the officials from Student Body funds or from the Booster group, they may choose to use their allocation in other areas. However, the option of using Booster groups to fund officials is dependent on agreement with that group that they can and will fund officials in addition to the other activities.

### **PAYMENT OF OTHER STAFF RELATED TO ATHLETIC CONTESTS AND OTHER EVENTS**

Non-volunteer staff members assigned by the principal to an agreed paid activity related duty will be compensated at the district prescribed rate for supervision.

Procedure for payment is as above.

Account number to be used are:

Fund 100, 1132 (high school), Object 131, Location Number, Areas 230 or 250

Classified overtime is 132, Beyond FTE is 134; call payroll for clarification

### **FEE SCHEDULE FOR OFFICIALS**

See OSAA Handbook for minimum rates.

**COACHING STAFF RECOMMENDED BY BUILDING**  
**LINCOLN COUNTY SCHOOL DISTRICT HIGH SCHOOLS**

**FALL**

	Newport	Taft	Toledo	Waldport
<u>Football</u>				
Head	1	1	1	1
Asst.	3	3	3	3
<u>Volleyball</u>				
Head	1	1	1	1
Asst.	1	1	1	1
<u>X-Country</u>				
Co-Ed				
Head	1	1	1	1

**WINTER**

<u>Boys Basketball</u>				
Head	1	1	1	1
Asst.	1	1	1	1
<u>Girls Basketball</u>				
Head	1	1	1	1
Asst.	1	1	1	1
<u>Wrestling</u>				
Head	1	1	1	1

**SPRING**

	Newport	Taft	Toledo	Waldport
<u>Track</u>				
Co-Ed				
Head	1	1	1	1
Asst.	1	1	1	1
<u>Golf, Boys</u>				
Head	1	1	1	1
<u>Golf, Girls</u>				
Head	1	1	1	1
<u>Baseball</u>				
Head	1	1	1	1
Asst.	1	1	1	1
<u>Softball</u>				
Head	1	1	1	1
Asst.	1	1	1	1
<u>Rally Advisor</u>				
(Year)	1	1	1	1
<u>Activity</u>				
<u>Coordinator</u>	1	1	1	1



**RECOMMENDED RATIONALE FOR ALLOCATING**  
**INTERSCHOLASTIC HIGH SCHOOL COACHING STAFF**

		(1) Head Coach	(2) Asst. Coach	(3) Combined Boys and Girls
1.	Baseball	12	20	
1.	Basketball			
	Boys	12	16	
	Girls	12	16	
2.	Cross Country			
	Co-Ed	10		
4.	Football – Varsity	15		
	Football – JV	10		
5.	Golf			
	Boys	10		15
	Girls	10		
6.	Softball	12	20	
7.	Swimming			
	Co-Ed	10		15
8.	Tennis	10		15
9.	Track			15
	Co-Ed	10	20	50
10	Volleyball	12	16	
11.	Wrestling	10		
12.	Soccer	16		

- (1) Number of participants necessary to qualify for operating a program with one Head Coach.
- (2) Number of participants necessary to qualify for an assistant coach if one is allowed in the LCSD authorization limits
- (3) Participants may be combined by gender up to 15 total under one coach in a Co-Ed team if they do not have enough in each (10) to qualify for their own program.

## COACH INFORMATION

**Expectation of continued employment is not implicit. Coaching positions may be renewed annually at building principal's discretion.**

The following is an excerpt from Lincoln County School District Rules and Regulations GCK/GDK-AR, "Co-Curricular Duty Assignments."

### **Assigning Non-licensed Personnel to Co-curricular Duties**

#### **Current Employees**

1. Submit current first-aid card and Form PD-40 to the department of human resources.
2. Submit verification of certification through the NFHS Coaches Certification program (or ASEP) as required by Oregon School Activities Association.

#### **New Employees**

Before a new employee may begin a co-curricular assignment, the following must be submitted to the department of human resources:

1. Two letters of recommendation;
2. Valid first-aid card;
3. Submit verification of certification through the NFHS Coaches Certification program (or ASEP) as required by Oregon School Activities Association.

After these items have been submitted, the new employee must report to the department of human resources to complete all necessary paperwork for employment, and to be scheduled for fingerprinting. No employee shall be allowed to report for a co-curricular assignment until all necessary paperwork has been completed and the employee has been fingerprinted.

**LINCOLN COUNTY SCHOOL DISTRICT**  
**RETURN TO PARTICIPATION FORM**

**TO BE COMPLETED BY STUDENT**

NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

GRADE: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

PARENT'S NAME: \_\_\_\_\_

Injury (Illness) Information: \_\_\_\_\_

Time and Date of Injury: \_\_\_\_\_

Injured in Practice: \_\_\_\_\_ Game: \_\_\_\_\_ Other: \_\_\_\_\_

Activity/Sport: \_\_\_\_\_ Position Played: \_\_\_\_\_

Inst./Coach \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Injury:

**To Be Completed by Physician:**

Diagnosis: \_\_\_\_\_

Recommendations:

No Restrictions (discharged) as of \_\_\_\_\_ Date: \_\_\_\_\_

No Practice or Play Until \_\_\_\_\_ Date: \_\_\_\_\_

Expected Return to Activity \_\_\_\_\_

Definite Date After Further Evaluation \_\_\_\_\_ Date: \_\_\_\_\_

Light Running ONLY. NO contact \_\_\_\_\_

Regular Practice, but NO Contact \_\_\_\_\_

Return for Further Care – NO \_\_\_\_\_ YES \_\_\_\_\_

OTHER

**PHYSICIAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**THIS FORM IS TO BE COMPLETED FOLLOWING AN INJURY OR ILLNESS.**

Original – School  
Copy – Physician

PP-96

**LINCOLN COUNTY SCHOOL DISTRICT**  
**GENERAL APPEAL FORM**

NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**INSTRUCTIONS**

- Complete All Items
- Identify the Policy Rule Being Appealed: \_\_\_\_\_
- Attach a copy of current transcript.
- Attach a copy of preceding report card.
- Supporting Statements from Parents, School Personnel, and Others.

**APPELLANT:** A. Supply a detailed statement explaining the reason or reasons the appeal should be granted. Include dates, times and other necessary information.

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**BUILDING** B. Record of Decision Date \_\_\_\_\_

- Approved
- Denied

Signature: \_\_\_\_\_

**APPELLANT:** C. State Why the Decision Should be reversed.

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Student Services Admin: D. Record of Decision Date: \_\_\_\_\_

- Approved
- Denied

Signature: \_\_\_\_\_

**LINCOLN COUNTY SCHOOL DISTRICT**  
**Academic Eligibility Appeal**

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Address: \_\_\_\_\_

**Instructions**

Complete all items. Attach a copy of preceding report card and transcript.

**APPELLANT:** A. In the space below, list the classes in which your grade was **lower than a C** and for each class listed; give your explanation for the grade **being below a C**.

CLASS	GRADE	EXPLANATION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**APPELLANT:** B. In the space below or on the reverse side, indicate (a) How you plan to improve your academic performance, and/or (b) How the Academic Assistance Program would be of benefit to you.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BUILDING:** C. Record of Decision Date: \_\_\_\_\_

Approved  Denied

Signature: \_\_\_\_\_

**APPELLANT:** D. State Why the Decision Should be Reversed.

\_\_\_\_\_  
\_\_\_\_\_

Student Services Admin: E. Record of Decision Date: \_\_\_\_\_

Approved  Denied

Signature: \_\_\_\_\_

Form Revised June 2014.

**SAMPLE PERMISSION FORM – PRINTED ON LETTERHEAD STATIONERY**

TO DISTRICT PARENTS:

During the course of the year, students in the school district may be taking field trips or traveling to athletic events. These trips may be in school vehicles. However, it usually is necessary to transport students to and from activities in a privately owned vehicle. In this instance, the driver must furnish the District with proof of insurance.

In order for your student to ride in a privately owned vehicle, you must give the school written permission by completing and returning the bottom portion of this letter.

Thank You.

Sincerely,

Superintendent

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I give permission for \_\_\_\_\_ to ride to and from school activities in a privately owned vehicle during the 2014-2015 school year, should the need arise.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### Coaches' In-Service Checklist:

(Each coach must initial each item indicating acceptance and understanding of the associated policies and rules.)

\_\_\_\_\_ Review the LCSD coaching requirements

- Review the LCSD Human Resources Coach Hiring Checklist
- Review Position Description and sign appropriate Position Description.
- Current First Aid Card
- Passed NFHS "Fundamentals of Coaching or AESP Coach Education course
- Passed LCSD background check

\_\_\_\_\_ Review OSAA/ State of Oregon coaching requirements

- Passed NFHS "Fundamentals of Coaching or AESP Coach Education course
- Passed Anabolic Steroid Education Class (Every four years)
- Passed Concussion Education Class (Annually)

\_\_\_\_\_ The coach as a role model must:

- adhere to the NFHS/OSAA Coaches Code of Ethics (attached).
- never consume alcohol (or have consumed alcohol directly before) when he/she is directly responsible for student athletes. Remember, on "away" trips you are responsible for student athletes at all times, from the moment you get on the bus until you return to school.
- never use tobacco (smoke or smokeless) in the presence of students.
- never use illegal drugs.

\_\_\_\_\_ Review LCSD "Use of Restraint and Seclusion" policy

\_\_\_\_\_ Coaches must maintain driving privileges. Any coach that wishes to use school vehicles to transport students must be certified by passing the Van Driving Class as conducted by Mid-Columbia Transportation. When driving on school trips: please drive slowly; stay within the speed limit or slower as road conditions warrant. Clean the vehicle after each trip.

\_\_\_\_\_ The district does not usually allow the use of personal vehicles. However, on rare occasions administration may approve a coach to use their personal vehicle to transport students and they must complete and submit a Private Vehicle Assurance Form (AC-45) to the Business Office. Written permission must also be obtained from the student's parent for each occurrence.

\_\_\_\_\_ Review the LCSD Code of Ethics. *Each student-athlete and parent/guardian must sign a copy of the Code of Ethics; this must be on file in the Athletic Secretary's office prior to the student-athlete's first practice.*

\_\_\_\_\_ Review and Discuss Appropriate Board Policies (i.e. JFC – Student Code of Conduct, JFCJ – Weapons in the School and JFCH/JFCI – Alcohol and other Drug Use).

\_\_\_\_\_ If a coach has additional team rules, these rules shall be printed, approved by the Athletic Director, Building Principal and the Superintendent/or designee.

\_\_\_\_\_ Review Team Rules policy. A copy of team rules, signed by each student-athlete, must be submitted to the Athletic Director.

\_\_\_\_\_ Submit a list of all students and staff/volunteers, the mode of travel, itinerary, and emergency contact information prior to leaving school grounds.

\_\_\_\_\_ Review Student Accident Report policy. If a student athlete is injured to the point of requiring medical care beyond the scope of the coaching staff, (an insurance claim is likely to be filed) the Athletic Director must be notified, as soon as reasonably possible, and a Student Accident Report (Form PP-12) is to be submitted to the Athletic Director, the Building Administrator and the LCSD Business Office. This should be completed no later than the next school day.

\_\_\_\_\_ When a student-athlete is referred to a medical professional for an injury that requires medical attention, the injured athlete will not be allowed to participate in that sport or any other sport until a written release is submitted to the Athletic Director from a Licensed Physician.

\_\_\_\_\_ Students must be monitored at all times and appropriate supervision will be provided on buses and vans, no less of a student to adult ration of 30:1 (Per LCSD Policy IICA-AR). The seating of coaches must be spread out accordingly. On buses with mixed gender, it is strongly suggested that the bus be separated by gender with coach(es) seated between.

\_\_\_\_\_ Field trip permission forms must be completed for all athletic and other extracurricular competitions which require travel away from a student's residence school.

One form and associated parent permission form may be completed for all pre-scheduled competitions, there may also be additional extra non-scheduled make-up contests and championship contests that require out of district travel.

A separate form must be completed for each of the following scenarios:

- Each contest where participants must stay overnight
- Out of state contests
- Out of season activities that require transportation out of Lincoln County, including summer training camps.

\_\_\_\_\_ Review: Test to determine if an activity is considered school sponsored.

\_\_\_\_\_ For overnight trips, Field Trip Permission Form, signed by a parent or guardian, must be on file in the Athletic Secretary's office (you will be provided a copy). A coach is also required to produce a supervision plan that has been approved by a building administrator.

\_\_\_\_\_ Return travel from an away contest is to be provided by the team or parents only. (1) A note that informs the coach that a parent/guardian will be transporting their student and that has been approved by the Principal, Vice-Principal or Athletic Director should be given to the coach by the parent after the contest. *Coaches: keep the note until at least the next day to ensure that everyone made it home safe;* or (2) coaches may utilize a "check out" form that parents must sign after the competition that indicates that the parent will be transporting the student-athlete. Parent/guardians may transport only their student. Student/athletes are not allowed to drive to "away" contests.

\_\_\_\_\_ After a contest or trip, never, knowingly, leave a student alone at school waiting for transportation home.

\_\_\_\_\_ Provide 24-hour advance notice to staff prior to a scheduled event. Written documentation is to be provided to the teacher's mailbox listing each student's name, departure time and destination.

\_\_\_\_\_ Out of concerns for harassment/sexual harassment issues: Never be alone in a private area with only one student.

\_\_\_\_\_ Only the school's Athletic Director may schedule contests. This does not prevent a coach from making a preliminary contact with another coach or athletic director but the finalization must be completed by the Athletic Directors of the two schools.



- \_\_\_\_\_ Prior to making purchases against your team account you must fill out a purchase order and submit it for approval to the Athletic Director or Athletic Secretary.
- \_\_\_\_\_ Only the Superintendent or Director of Fiscal Services can legally encumber (go into debt) the school district or a school. No expenditures will be authorized without money in the appropriate accounts.
- \_\_\_\_\_ A coach is expected to perform a safety inspection of the playing field, facility, and equipment before and after each use.
- \_\_\_\_\_ Review the OSAA policies on:
  - Steroid
  - Concussion
  - Heat Index
  - Lightning
- \_\_\_\_\_ Fundraisers: All fundraisers must be approved by the building Principal; the Athletic Secretary (*the scheduler of all things*) will be consulted as to avoid (1) duplication (2) infringement on another fundraiser. In deference to our local booster organization, please avoid solicitation of donations from our local businesses.
- \_\_\_\_\_ Media Relations: The OSAA requires that all varsity team results be reported to the OSAA Score Center, by the home team, by 10 p.m. Home contest results are to be called in to local newspapers and radio stations the day/night that they occur.
- \_\_\_\_\_ Unethical behavior and ejection fines are the responsibility of the individual fined, not the school. Unethical behavior and ejection fines for coaches will be paid by the coach before he/she coaches in his/her next contest. Unethical behavior and ejection fines incurred by student-athletes will be paid by the student-athlete before they participate in their next contest.
- \_\_\_\_\_ Within 24 hours of the First Practice, submit to Activities Coordinator:
  - Roll
  - Team Rules and Lettering Policy signed by all participants.
  - LCSD Code of Conduct reviewed and discussed with all participants and they must sign affidavit that they have participated in the review/discussion.
- \_\_\_\_\_ Students must practice a minimum of 9 days prior to the first contest, for fall sports(Football), per OSAA policy.
- \_\_\_\_\_ Practice Schedules and activities must be documented and submitted to the Activities Coordinator (including but not limited to):
  - Warm up activities
  - Game rules
  - Safety rules/exercises
- \_\_\_\_\_ There may be no mandatory practices on:
  - Sunday(s)
  - Mandatory holidays
- \_\_\_\_\_ There may be no practice:
  - During or after an emergency school closing
  - When the school is closed due to inclement weather

\_\_\_\_\_ At every practice and contest a coach is expected to have a fully stocked medical kit readily available. The kit should include, but not limited to, band-aids, bandages, gauze, athletic tape, chemical ice packs, elastic wraps, trash bags, face shield/pocket mask, etc.

\_\_\_\_\_ Submit inventory to Activities Coordinator within seven days of the last contest:

- List damaged equipment
- List lost equipment
- List equipment that needs to be replaced

\_\_\_\_\_ A coach is expected to secure the gym, building, or facility after each use.

\_\_\_\_\_ Coaches are responsible to maintain key security. If you have an LCSD key, *do not lend it out.*

I have read, been instructed about, and understand the policies and procedures listed above.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Activities Director Signature

\_\_\_\_\_  
Date