



Activities & Athletics Handbook

Management and Operations

2025-2026

1303 E Central Drive • Meridian, ID 83642

Table of Contents

WEST ADA SCHOOL DISTRICT MISSION	5
INTRODUCTION	5
ACTIVITIES AND ATHLETICS PROGRAM	5
CODE OF CONDUCT	5
ORGANIZATION JOB CHART	6
EMPLOYMENT PROCESS	6
<i>Outside Employment</i>	7
VOLUNTEERS AND VOLUNTEER COACHES	8
PROFESSIONAL DEVELOPMENT	8
ASSEMBLIES	8
STUDENT ELIGIBILITY & PARTICIPATION	8
ACADEMIC ELIGIBILITY REPORTS	9
<i>Academic Monitoring</i>	9
<i>Weekly Eligibility Report Confidentiality</i>	9
SCHOOL AND EVENT ATTENDANCE	9
<i>Student School Attendance</i>	9
<i>Student Event Attendance</i>	10
Activity Related Absences	10
STUDENT PARTICIPATION FEES	10
AWARDS AND LETTERS	10
DUAL-ENROLLMENT AND HOME-SCHOOL STUDENTS	11
FOREIGN EXCHANGE STUDENTS	11
BUDGET RESPONSIBILITIES	11
BUDGETING PROCESS	11
PURCHASING CONFLICT OF INTEREST	12
FUNDRAISING	12
BOOSTERS	13
<i>Event Concessions</i>	13
SPONSORSHIP, ADVERTISING, AND DONATIONS	13
CAMPS AND CLINICS	14
DISTRICT SPONSORED CAMPS AND CLINICS	14
NON-WEST ADA SCHOOL DISTRICT SPONSORED CAMPS AND CLINICS	14
<i>Copyright of School Logo/Mascot</i>	14
PRIVATE COACHING RELATIONSHIPS	14
BANQUETS/END-OF-SEASON ACTIVITIES	15
COMPLIANCE: FEDERAL, STATE, AND WEST ADA	15
NOTICE OF NON-DISCRIMINATION	15
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT: FERPA	16
SECTION 504	16
<i>Section 504- Accommodation Plans</i>	16
TITLE IX	17
SEXUAL HARASSMENT	18
HAZING/INTIMIDATION/BULLYING	18
REPORTING ABUSE AND NEGLECT	18
COACH/ADVISOR CODE OF ETHICS AND CONDUCT	18
<i>Trustworthiness</i>	19
<i>Respect</i>	19
<i>Responsibility</i>	20

<i>Fairness</i>	21
<i>Sportsmanship</i>	21
BOUNDARIES AND TOUCHING	22
COMMUNICATIONS.....	22
EMPLOYEE EVENT ACCESS.....	23
COLLEGE RECRUITING.....	23
COLLEGE SIGNING DAY	24
CONFLICT RESOLUTION	24
STEP 1: INITIAL CONFLICT RESOLUTION ATTEMPT	24
STEP 2: APPEAL TO PEER REVIEW PANEL.....	24
STEP 3: MEDIATION BY DISTRICT ADMINISTRATION.....	24
STEP 4: REVIEW AND FEEDBACK.....	25
CUT SPORTS, TRYOUTS AND MEMBER SELECTION CRITERIA.....	25
DISCIPLINE PROCEDURES.....	26
CONSEQUENCES	26
SUSPENSIONS	26
<i>Appeal Process for Suspensions</i>	27
FACILITY MANAGEMENT AND MAINTENANCE	27
FACILITY MANAGEMENT/RENTAL/USAGE	27
CUSTODIAL, GROUNDS, AND MAINTENANCE PERSONNEL.....	27
BEHAVIOR/ROLE MODEL INFLUENCE	28
SCHOOL CLOSURES, INCLEMENT WEATHER, AIR QUALITY	28
AIR QUALITY.....	28
INCLEMENT WEATHER.....	28
LIGHTNING	28
EXTREME HEAT	29
MEDIA COMMUNICATIONS	29
TEAM WEBSITES/SOCIAL MEDIA	29
PROGRAM USAGE OF MUSIC/AUDIO	30
NCAA/NAIA/NJCAA/ETC. AND MEDIA ELIGIBILITY CENTERS.....	30
GUIDELINES FOR ACTIVITIES/ATHLETIC SEASONS	30
IHSAA RULES AND REGULATIONS.....	30
IN-SEASON TEAM MANAGEMENT	30
MULTIPLE SPORT/ACTIVITY PARTICIPATION	31
PLAYING TIME/PARTICIPATION IN COMPETITION	31
OFF-CAMPUS TRAINING/EVENTS.....	31
PERSONAL PROPERTY/BELONGINGS	31
SCHEDULES	31
HOLIDAY AND SUNDAY PRACTICE.....	31
PRACTICE ATTENDANCE	32
SCRIMMAGES.....	32
TRANSPORTATION.....	32
EQUIPMENT	32
STORAGE/EQUIPMENT AREAS.....	33
UNIFORMS	33
LOCKER ROOM SUPERVISION	33
TICKET SALES.....	33
SECURITY	33
FIRST AID, HEALTH, AND SAFETY.....	33

ATHLETIC TRAINERS/INJURY MANAGEMENT	33
PHYSICAL EXAMINATIONS.....	34
INJURIES AND INSURANCE.....	34
CONCUSSION PROTOCOL.....	34
<i>Return to Learn</i>	35
<i>Return to Play</i>	35
MEDICAL CLEARANCE.....	35
PRE-SEASON RESPONSIBILITIES.....	36
INFORMATIONAL MEETINGS	36
PRIORITY OF JOB.....	37
POST-SEASON RESPONSIBILITIES.....	37
END-OF-SEASON EVALUATION	37
PARTICIPANT FEEDBACK SURVEY.....	37
EQUIPMENT CARE AND INVENTORY.....	37
OFF SEASON “OPEN GYM AND OPEN FIELD”	38
SPECTATOR/PARENT CONDUCT.....	38
STUDENT MANAGERS AND STUDENT STATISTICIANS/SCOREKEEPERS	38
STUDENT TOURS, EXCURSIONS, AND OVERNIGHT TRIPS	39
EXCEPTIONS	39
EXPECTATIONS FOR OVERNIGHT TRIPS	40
TRAVEL PER DIEM	40
UNDUE INFLUENCE	40

West Ada School District Mission

Preparing today's students for tomorrow's challenges.

Introduction

This handbook was created to assist West Ada School District Activities & Athletic Directors, coaches, and advisors of the district, in addressing athletic and extracurricular concerns. This handbook contains athletic department procedures, regulations, operational procedures, as well as information relating to activities related to West Ada School District approved clubs. This handbook is subject to change at the discretion of the Superintendent or designee. The most current version of this handbook can be found on the West Ada School District website. The term "District" throughout the handbook refers to the West Ada School District

Coaches and Advisors are expected to familiarize themselves with the policies of the District, rules, and regulations of the athletics and/or activities they coach/advise as well as the rules and regulations from applicable state/federal programs, i.e. Idaho High School Activities Association (IHSAA) or Future Farmers of America (FFA), Business Professionals of America (BPA), National Honor Society, Band, Choir, etc.

All Coaches/Advisors are accountable for knowing and following the material contained within this handbook, the District Employee Handbook, and the Code of Ethics for Idaho Professional Educators. Coaches/Advisors are required to sign receipt of and acknowledge after reading this handbook, certifying their agreement to adhere to its content. Failure to follow District policy, procedure, protocol, provision of this handbook, or the Code of Ethics for Idaho Professional Educators will be considered for disciplinary consequences, up to and including possible termination of position.

Activities and Athletics Program

The District's Activities and Athletics program was established to provide the opportunity for every student to participate in an activity and/or athletic program, outside of the classroom experience. The District periodically conducts interest surveys of students to keep up with current interests to ensure a comprehensive program. Properly supervised participation and competition provides personal, physical, and psychological development for all interested contributors.

Code of Conduct

The District is dedicated to offering an outstanding activities program to all students. It is the District's belief that there should be a proper balance between the academic and activity programs offered in the District. A properly balanced and well-supervised activities program will provide a wide array of opportunities for those who participate. The District is responsible for providing a program that represents the interests of most of its students.

The District will adhere to all rules and regulations of the Idaho High School Activities Association. Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. Per Idaho State Statute, participation in extracurricular and co-curricular activities is a privilege, not a right for the student. As representatives of their school and District, students participating in such activities are expected to meet high standards of behavior as outlined in the West Ada Student Handbooks. The District encourages a high level of competition within all programs yet emphasizes appropriate sportsmanship and ability development. We strive to provide high-quality coaches/advisors, equipment, and appropriate facilities for each activity and athletic program.

References:

- [Idaho State Statute: 33-512 \(12\)](#)
- [Handbooks | West Ada School District Website](#)

Organization Job Chart

Idaho Code requires that a job description exists for any non-certificated employee position. Job descriptions shall be in writing and shall be made available to employees of the District or those seeking employment with the District. Below are links to several applicable job descriptions. For a complete listing of job descriptions, please contact Human Resources.

- West Ada School District Activities and Athletics Director (DAAD)
- Building Activities and Athletics Director – Middle School (BAAD)
- Building Activities and Athletics Director – High School (BAAD)
- Assistant Activities Director
- Coach – Assistant Middle School
- Coach – Head Middle School
- Coach – Assistant High School
- Coach – Head High School

Employment Process

All new Coaches/Advisors and all volunteers who are otherwise not currently employed by the District (e.g., walk-on coaches and volunteers) must adhere to the following onboarding procedures:

- Meet with the BAAD for the purpose of completing a [hire sheet](#).
- Walk-on-coaches who will be paid for their service must complete the online employee application.
- Email HR@westada.org or call (208) 350-4431 to schedule an appointment for fingerprinting with the West Ada Personnel Department at the District Service Center located at 1303 E. Central Drive, Meridian, Idaho.
- Bring a driver's license and Social Security Card or Passport for fingerprinting purposes.
- Bring the hire sheet to the fingerprinting appointment.
- Bring the completed NCPA Waiver Agreement form to the fingerprinting appointment.
- Scan and upload the fingerprinting verification form to Aktivate prior to turning it into the Building Activities and Athletic Director
- Return verification that you have gone through the fingerprinting process to the BAAD.
- Coaches/Advisors and Volunteer Coaches/Advisors shall not have any unsupervised contact with student-athletes until their background investigation check has been received, reviewed, and have been cleared for service by the District Administration. Offers of employment or volunteer services are contingent upon the passage of the background investigation check.

No Coach/Advisor has the authority to hire an Assistant Coach/Advisor or any other position within the program without the approval of the Board of Trustees. No hire shall be announced by the School, Coach, or Program prior to pre-approval by the BADD and DADD.

No Coach/Advisor has the authority to approve a Volunteer for the program without being pre-approved by the BAAD and DAAD.

- All volunteers must complete the volunteer process prior to beginning.
- [Reference the West Ada School District Volunteer Handbook pages 10-12](#)
- No volunteer Coach/Advisor shall be announced by the School, Coach, or Program prior to Board approval.
- Coaches/Advisors and those affiliated with a program need to understand that not every request for a volunteer will be granted.
- A denial of such a request may have nothing to do with the individual and what they may bring to the program but may relate to the District's Coach to Player Ratio Chart for such positions and considerations of Title IX.
- A volunteer coach/advisor may not accept any compensation from any third party, individual or entity, including a Booster program. Any attempt to provide compensation shall be immediately reported to DAAD.
- A volunteer may be provided with normal program items such as t-shirts, jerseys, jacket by the program.

If there has been a lapse in service or the individual has not been paid by the District/School in the last calendar year, the individual must complete the above hire process even if they have done such process in the past.

All paid Coaches/Advisors and Volunteers, by whatever name or title, for each activity must fall within the ratios established in the [Coach to Player Ratio Chart](#) for the subject activity/sport. The determination as to the number of Coaches/Advisors has been made to address equity in programs, Title IX considerations, and safety considerations as well as equity between the programs that exist at various schools. There shall be no deviation from the ratios established, including deviations associated with unpaid volunteers absent the DAAD's written approval of such a deviation. Individual Programs, Coaches, Advisors, and BAAD do not have the authority to deviate from the Coach to Player Ratio Chart on their own accord, including no authority to deviate from ratios regarding volunteers. Deviation from such a standard, without authorization as detailed herein, could result in negative consequences to the Program and the Coaches associated with the Program, up to and including termination of employment.

Reference:

- [West Ada School District Volunteer Handbook](#)

Outside Employment

The District does not object to any Coach or Advisor's outside employment, nor intend to infringe upon such an individual's personal choices, activities, or business ventures. Limitations and caution must be exercised regarding Coach/Advisor personal activities and the obligation to their position. All District employees should be knowledgeable of the provisions within the [Code of Ethics for Idaho Professional Educators](#). Specifically, the following provision should be observed:

- Principle VI. Compensation. A professional educator maintains integrity with students, colleagues, parents, patrons, or business personnel when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes, but is not limited to:
 - Unauthorized solicitation of students or parents of students to purchase equipment, supplies, or services from the educator who will directly benefit.
 - Acceptance of gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest.
 - Tutoring students assigned to the educator for remuneration unless approved by the local board of education.
 - Soliciting, accepting, or receiving a financial benefit greater than fifty dollars (\$50) as defined in Idaho State Statute.

District employees, including coaching and advisory employees, cannot:

- Allow outside employment or a business venture to interfere with their or the District's performance, duties, responsibilities, or infringe upon the school day or contracted year.
- Utilize District facilities, equipment, materials, staff, students, parents, or property of any kind for personal monetary gain in any outside business, employment, or venture. (This would include any camp or activity not sponsored by the District and affiliated with the employee or spouse.)
- Direct subordinates, students, or parents to utilize specific products, service, or companies from which they will derive personal monetary gain. (e.g., recruiting for a for-profit club, sports or sports training.)
- A Coach cannot run a private athletic camp on school property and/or use school equipment without requirements being met and pre-approved by BAAD and DAAD. Facility use must go through the traditional facility use approved process.
- Engage in outside employment or activity which may involve the use of information and/or materials secured because of District employment.
- If an individual affiliated with the program, or the spouse of such an individual, is associated with a company that may supply equipment or materials to the program that they oversee, the conflict of interest must be disclosed in writing to the Building Administration and BAAD. If the school or program purchases equipment from that company, they must first obtain price quotes from a minimum of three vendors and the company must be the lowest responsive bidder. In such instances, the

individual affiliated with the program cannot personally benefit from the relationship or purchases. Purchasing decisions must be pre-approved and documented by the BAAD and provided to DAAD upon request.

References:

- [West Ada Athletics and Activities Handbook, Non-West Ada School District Camps, Clinics, and Private Instruction](#)
- [West Ada Athletics and Activities Handbook, Budget Responsibilities](#)
- [Idaho State Statute 18-1359\(b\): Bribery and Corruption](#)

Volunteers and Volunteer Coaches

The number of volunteers participating in each program will be established by the District's standards regarding program safety and equity. Selection of Volunteer Coaches/Advisors must be a carefully thought-out process as the Head Coach/Advisor is responsible for the conduct and supervision of such individuals. No additional volunteers or coaches will be added to the program once they have been approved unless another volunteer or coach has exited the program. Volunteers must be always supervised.

Program Volunteers and Volunteer Coaches/Advisors must adhere to the volunteer guidelines established in District policy and the West Ada Volunteer Handbook all other applicable requirements of District coaches.

For the safety of our students and staff, and in compliance with provisions of Idaho Law, all Volunteer Coaches/Advisors are required to undergo a Background Investigation Check under the processes and procedures of Idaho Code and the District Policy 0403.56.

Reference:

- [West Ada School District Volunteer Handbook](#)
- [West Ada School District Policy 1005.10 – Volunteer Program](#)

Professional Development

The District encourages its coaches/advisors to improve their professional skills through the attendance of coaching/advising clinics and training. Coaches/Advisors are encouraged to join professional coaching organizations.

Assemblies

Assemblies are coordinated through the Building's Administration, in conjunction with District Administration. The purpose of assemblies is to enable the school's student body to participate in and observe actions that are in support of all school activities, and to foster pride in the school. It is expected that all participants will behave in a mature and appropriate manner, consistent with the District's discipline policies and student handbook. Coaches/Advisors are encouraged to attend and participate in assemblies held during the school day.

Student Eligibility & Participation

All participants in events sponsored by the Idaho High School Activities Association (IHSAA) and/or the District, must meet eligibility standards set forth by the IHSAA. The verification of eligibility of a student-athlete is the responsibility of the Building Principal/designee and BAAD. Students are encouraged to view eligibility information found at www.idhsaa.org for review of eligibility requirements. Additionally, the following eligibility criteria are applicable:

- A student-participant is ineligible for continued participation on the day of his/her 20th birthday.
- A student-participant must have an IHSAA physical on file at the school. A new physical is required for the Freshman (9th) and Junior (11th) years of participation, or the first year of participation if not 9th or 11th grade.
- A student-participant must comply with all IHSAA guidelines, rules, and regulations.
- Eligibility will be determined by Academic Monitoring. A student with a grade of "F" in any subject may not be allowed to participate in any athletic/activity event.

Academic Eligibility Reports

Student participants must meet minimum academic standards each week of the athletic/activities' season to maintain eligibility. Starting week three of each semester, a **Weekly Eligibility Report** will be generated for each school no later than Monday morning, advising staff of a student-participant has a failing grade in a course. It is the responsibility of the Building Activities & Athletics Director (hereinafter "BAAD") to ensure that this report is created each week. It is the responsibility of the Building Administration and BAAD to monitor and review the Weekly Eligibility Report. The Head Coaches/Advisors shall receive information as to whether a student in their program is failing a course. Due to the confidential nature of the information, the Weekly Eligibility Report shall not be provided, in full, to every Head Coach/Advisor and will only contain students in their specific activities.

Academic Monitoring

If a student has a failing grade on a Weekly Eligibility Report, the BAAD, Head Coach/Advisor, and/or Building Administration shall meet with the participating student to discuss the failing grade. Here, it will be communicated to the student that they have one (1) week to get the grade back into a passing level or their participation will be negatively impacted. If the course at issue does not have any graded materials during the week after receipt of a failing grade on the Weekly Eligibility Report, a process will be utilized whereby the teacher of the course for which the student is failing will be asked if the student has exhibited progress in class to allow a return to participation. This will be done via the [Athletic Eligibility Alternative Academic Progress Report](#). This information and documentation should be submitted by the teacher to the BAAD who will communicate with the Head Coach/Advisor and Building Administrator to determine the student's eligibility associated with academic monitoring until such time as a new grade report is issued. A second consecutive Weekly Eligibility Report of a failing grade will result in the student participant being withheld from competition or extracurricular activities, including state competitions. The student will not return to participating in the program until the grade is reflected in passing.

While Academic Monitoring should occur for both athletics and activities, it is understood that there may be instances where an activity has a direct bearing on a student's grade in a course. In such instances, Academic Monitoring regulations as outlined in this section should not be applied to prevent the student from participating in the course activities. Any questions or disputes relating to academic eligibility shall be directed to the Superintendent or designee.

Weekly Eligibility Report Confidentiality

The educational information of a student participant, including grades, is confidential information under the Family and Educational Rights Protection Act (FERPA). Accordingly, information from Weekly Eligibility Report is to be held in the strictest confidence. Information from this Weekly Eligibility Report shall not be shared with any individual other than the specific school personnel identified herein, the student and the parent/legal guardian of the minor student. The Head Coach/ Advisor shall not inform any other individual including but not limited to any team member, student, parent, patron, community member, or coaches/advisors of other sports/activities as to the reason of non-participation of any student who is ineligible due to a failing grade.

Any physical or electronic copy of the Weekly Eligibility Report shall be maintained and safeguarded, so no other individual has access. Head Coaches/Advisors copy of Weekly Eligibility Reports shall be destroyed (shredded or permanently deleted) at the end of the weekly grade period at issue. The BAAD shall securely maintain 1 copy of each Weekly Eligibility Report for a period of no less than one (1) school year.

School and Event Attendance

Student School Attendance

Students must attend school the entire school day to participate in any District-sponsored extracurricular athletic or activity that occurs after school or during the evening of that same day. Limited exceptions to this rule may be individually considered. Such considerations may include matters beyond the control of the student such as bereavement and/or a medical/dental appointment. If a student is absent from school due to any illness, an exception will not apply. If a student believes there will be a situation of absence

on the date of an activity, it is recommended that a discussion occurs with their Coach, the BAAD, and Building Administrator prior to the absence in question.

Student Event Attendance

Situations will arise where a student-athlete or activity participant will not be able to attend a competition. All participating students should notify the Head Coach/Advisor as soon as possible prior to such a situation occurring or upon such an emergency. A student may also miss a competition if they are not academically eligible. If a student misses a competition, without notice given to the Head Coach/Advisor and without an emergency, such an absence may have a consequence relating to future participation. Each situation will be handled with its individual merits. Appeals of consequences will be submitted and reviewed by the BAAD in consultation with the Building Principal. No student shall have any negative consequences associated with missing a competition for exercise of their religious beliefs.

Activity Related Absences

Students excused from class for school-sponsored activities/athletics on the day of a competition are the responsibility of the student and Head Coach/Advisor. Prior to the absence, students are responsible for notifying their teachers to create a plan to complete assignments and/or assessments that will be missed. Students may be allowed up to two (2) days, per absence, to complete make-up work for full credit (2) A-days and (2) B-days). Assignments or tests that were distributed prior to the date of the absence are due or will be taken upon return. Senior project due dates are separate from this policy and are due on or before scheduled dates.

A maximum of five (5) activity absences per semester are permitted unless approved by the Director of Accountability & Support or an approved designee. While school-approved activity absences do not count toward the five (5) absence limit, they will be included in the calculation of chronic absenteeism.

A typed list, in alphabetical order, indicating dates/partial dates that will be missed, including departure time, shall be presented to the attendance office for distribution to teachers no less than two (2) school days prior to the departure. Student absences resulting from non-school sponsored activities/athletic will not be deemed official "Activity Leave" absences.

Student Participation Fees

For a student to participate in competitive activities/athletics in the District, a student activity/athletic fee is required. Regarding sports-related student activity fees, if a student participates in multiple competitive athletic activities, the student shall only be required to pay a fee for two (2) sports in one school year. Participation in additional sports will not require a student to pay an additional participation fee.

Fees collected for activities and athletics are part of the District budget and used to pay coaches' salaries and other costs related to the District's activities programs. If a student is financially unable to afford the participation fee, scholarships and waiver opportunities are available. Students and/or parents of such students can confidentially communicate with the Head Coach/Advisor and/or Building Principal or BAAD to address the situation. Students who obtain a fee waiver and/or some form of a "scholarship" opportunity will remain confidential. Coaches/Advisors shall not implement any additional fees/costs, by any name, without BAAD review and pre-approval.

Awards and Letters

For a student to be awarded a varsity letter in association with an athletic/activity, the following guidelines must be met:

- In the case of athletics/activity, the student must be included on the varsity roster and must be a varsity athlete. Letters are not awarded for playing junior varsity or other sub-varsity levels.
- The program shall set, prior to the commencement of the season, shall set the criteria for a student to earn a letter.
- The student must be in good academic standing as outlined in this Handbook and be eligible to participate in the sport/activity.
- The student must meet or exceed the behavior expectations established by this Handbook and the sponsoring school.

- Coach/Advisor Discretion – At the discretion of the Coach/Advisor, a student who does not meet the above lettering criteria may be eligible for a letter with BAAD and Building Principal review and approval. In such instances, the Coach/Advisor will provide the BAAD and Building Principal with the reasons that the letter is justified.

The requirements to qualify for lettering should be shared with students/parents prior to the season for each activity/sport. At the close of each season, the Head Coach/Advisor will submit to the BAAD the list of student participants to receive awards and letters.

Dual-Enrollment and Home-School Students

Participation in activities and athletics for dual-enrolled and home-schooled students is determined by the Idaho High School Activities Association Guidelines and [Idaho Code 33-203](#). Any student who is dual enrolled, home-schooled, or attending a school of choice and wishes to participate in activities or athletics should contact the BAAD for the high school that is located within their attendance area based on the residency of the parent/guardian. The BAAD can provide information related to eligibility, grade, attendance related requirements/issues, and other matters relating to the District's Activity and Athletic Programs. Students who are dual enrolled, home-schooled, or attend a school of choice must participate in the school where they reside within the attendance boundaries.

References:

- [Administrative Regulation 0501.90-AR\(4\): Student Enrollment and Enrollment Options - Dual Enrollment](#)
- [Administrative Regulation 0501.90-AR\(6\): Student Enrollment and Enrollment Options - Home School](#)

Foreign Exchange Students

Foreign Exchange Students may be eligible to participate in interscholastic athletics and extracurricular activities if the student meets the eligibility criteria as outlined in the [Idaho High School Activities Association Rules](#) and/or District policy. The student may be required to provide information relating to their visa status to support their eligibility.

Reference:

- [District Policy 0501.80: Foreign Exchange Students](#)

Budget Responsibilities

The Head Coach/Advisor for each activity/sport is responsible for the accurate and timely presentation of a budget for their program. Coaches/Advisors should calculate and estimate their equipment and supply needs by the end of the activity's season, to project for the following school year utilizing the [West Ada School District Budget Worksheet](#). Not only does this forecast anticipated program costs, but it also provides time to analyze fundraising needs, including activities thru the use of Boosters. The budget worksheet shall be submitted to the BAAD and Building Administrator or designee, with a copy sent to the DAAD. This submission will be used by the BAAD and DAAD to develop the athletics and activities budget for the following year. Coaches/Advisors need to be accurate in every detail of budget preparation to ensure necessary equipment and supply needs are identified and, where possible, addressed. In the submission of equipment and supply needs, Coaches/Advisors should prioritize the items on the list by need.

Budgeting Process

The budgeting process, including funds spent and collected for the year, should be based on a zero-based budgeting method. Zero-based budgeting is a budgeting method that requires all expenses to be justified and approved in each new budget period. This budgeting method analyzes a program's needs and costs by starting from a "zero base" (meaning no funding allocation) at the beginning of every period. Management of the budget is a joint responsibility of the Head Coach/Advisor, the BAAD, and Building Principal. All equipment and supply orders must go through the BAAD and Building Principal utilizing the District purchase order process. The District procurement office can assist with the bidding process. Coaches shall not make any purchases over \$100 without prior approval. No employee will be reimbursed for expenditures of more than \$100 out-of-pocket without pre-authorization. If there is an emergency that necessitates deviation from West Ada policies, the Head Coach/Advisor must obtain specific pre-approval from the BAAD, Building Administration, or designee, including notice to the DAAD and school bookkeeper. All equipment or supplies purchased by the program is the property of the District.

Purchasing Conflict of Interest

No Coach/Advisor shall obtain any personal benefit in association with any vendor utilized by the sport/program. In accordance with district policy, no employee will make any purchase or incur any obligations for or on behalf of the District with any business, contractor, or vendor in which:

- The employee or any member of their immediate family/partner, or an organization that employs or is about to employ any of the parties indicated herein
- Has a direct or indirect financial or ownership interest.

Any violation of this provision may result in disciplinary actions, up to and including termination. No Coach/Advisor has the authority to enter into any contract or agreement, by any name or title, which binds the District/School/Program and/or expends any funds of the District/School/Program. All Contracts for any program must be run through the BAAD, DAAD and the Chief Financial Officer.

References:

- [District Policy 802.55 – Purchase Conflict of Interest](#)
- [Code of Ethics for Idaho Professional Educators](#)

Fundraising

Fundraising activities may be necessary to support the needs of each individual program. When necessary, program participants may be expected to participate in fundraising or otherwise aid in the financial support of activities or athletic programs. The Head Coach/Advisor is responsible for initially considering fundraising needs for their program. The Head Coach/Advisor shall obtain written pre-approval from the Building Principal and BAAD, with notice to the DAAD, prior to commencing any potential fundraising activities. This process is commenced with use of the [West Ada School District Fundraising Approval Form](#). If a fundraising activity is approved, it is the responsibility of the Head Coach/Advisor to discuss appropriate student conduct when fundraising.

All employees of the District, including Coaches and Advisors, are to uphold and comply with the Idaho Code of Ethics, which states that a professional educator entrusted with public funds and property honors that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes, but is not limited to:

- Misuse, or unauthorized use, of public- or school-related funds or property.
- Failure to account for school funds collected from students, parents, or patrons.
- Submission of fraudulent requests for reimbursement of expenses or for pay.
- Co-mingling of public- or school-related funds in personal bank account(s).
- Use of school property for private financial gain.
- Deliberate use of poor budgeting or accounting practices

No cash associated with any fundraiser should be handled by any Coach/Advisor, volunteer, or BAAD. All fundraising profits should be routed through the school's building Bookkeeper. Proceeds of fundraising are intended for the needs of the program and will not be returned to any individual student if the student is cut, quits, or is removed from the team. It is the responsibility of the BAAD to make sure fundraising activities are reasonable, not excessive, and do not place undue hardship on students.

No Coach, Advisor, BAAD, or Building Administrator has the authority to sign any contract or agreement with any vendor for, including but not limited to, any fundraising organization or company. All such agreements/contracts must go through the DAAD and Chief Financial Officer.

References:

- [Code of Ethics for Idaho Professional Educators, Principle V - Funds and Property](#)

Boosters

The District recognizes and individually approves of the creation of Boosters through a formal process and set guidelines, (refer to [Policy 1002.20](#)). Boosters offer a positive opportunity for parents to be involved with the school's various programs. Such groups should work in conjunction with, and be supportive of, the coaching/advisor staff, student-participants, and the school. Activities and events sponsored or hosted by a Booster reflect directly on the school and the district and must reflect the values of West Ada. Alcohol should not be served at events where students are present.

Boosters must be approved by the BAAD, Building Principal, and the District's Activities and Athletics Director (hereinafter "DAAD") by submitting a [Booster Application](#). The BAAD or Building Administration shall be responsible for maintaining a list of annual school approved Boosters, providing a copy of the list to the DAAD at the commencement of each school year as well as any time there is a change relating to the approval or removal of a Booster. All Boosters shall be reviewed annually by the Superintendent or designee to ensure compliance with District policies, procedures, and expectations of support organizations. All reviews shall take place prior to the start of the applicable season or program. As part of that annual review, Boosters must submit an annual accounting of all funds raised and expended to the BAAD, Building Principal, and DAAD.

The District recognizes that the activities of a Booster may have an impact on the District's Title IX obligations. Building Administrators, DAAD, and BAAD are responsible for ensuring that the activities, events, and/or support provided by a Booster does not create inequity between men's and women's programs and between activities/athletics. No Booster program shall provide any form of direct or indirect compensation to any coach including any volunteer coach. School personnel involved in activities and athletics, as well as Booster participation, must be familiar with District policies and administrative regulations relating to gifts to the District as well as fundraising. A coach's acceptance of any form of direct or indirect compensation from any Booster program will result in dismissal from the coaching position.

References:

- [District Policy 802.13: Gifts, Grants, Donations and Bequests](#)
- [District Policy 1002.20: Fundraising Activities](#)

Event Concessions

The BAAD or designee is responsible for oversight of the building's concessions program and must make such a program available at the building level for athletics and activities. Concession programs should include safeguards and procedures associated with funds collected and safeguards and procedures relating to concession inventory. Accounting records should be maintained by the BAAD and building bookkeeper. If various athletics and activities programs are given the opportunity to participate in the concessions program and revenues from these programs and opportunities shall be equitable for all activities and athletics. The BAAD is responsible for ensuring that proper health, safety, and financial protocols are followed for all concessions.

Sponsorship, Advertising, and Donations

The District understands that athletics/activities have financial demands that may exceed what the District and individual schools can feasibly support. As a result, financial resources from sponsorship, advertising, and donations are a welcome and necessary resource for our programs.

Any funds from sponsorship, advertising, and donations must go to the School or Program and are for the sole use and purpose of the School or Program. No sponsorship, advertising, or donations may go to an individual student or employee, except for student scholarships that cover the pay for participation fee, or other costs associated with a student participating in the activity. Such scholarships shall be paid directly to the school in the name of the student.

No sponsorship, advertising, or donation shall be tied to a student receiving preference in any capacity.

All sponsorship and advertising must be reviewed by the BAAD. If there is a question of whether a sponsorship conflicts with a District-level sponsorship, or may not be in line with District mission, vision, or values, it shall be routed through the DAAD for final approval.

All donations in excess of \$5,000 must be approved by the BAAD and routed to the DAAD for review and approval. Donations shall be held in a school or foundation account.

If there is a question of conflict of interest, impact on District-wide sponsorship or advertising, if the donation is for a designated purpose, or if there are any Title IX concerns that may be generated by the donation, the DAAD must preapprove the donation.

All sponsorships, advertising and donations are subject to Title IX considerations.

Camps and Clinics

District Sponsored Camps and Clinics

School-sponsored camps and clinics that serve the student participants of your school and its feeder schools are encouraged. These camps and clinics must be run through the BAAD and Building Administration. All funds associated with such camps and clinics must be managed through the building ASB account and bookkeeping processes. No private accounts shall be used. Such camps and clinics should not be used to recruit students from outside the school's boundaries. When applicable, the District employee travel forms will need to be completed for travel to camps and clinics. It is the responsibility of the Head Coach/Advisor and BAAD to enforce the rules and regulations relating to District-Sponsored Camps and Clinics. If a Coach/Advisor or employee has knowledge of a violation, the individual shall report such violation to the BAAD, Building Administration, and notify the DAAD.

Non-West Ada School District Sponsored Camps and Clinics

Coaches/Advisors may serve as directors or staff members for non-school-sponsored camps and clinics attended by their student-participants or potential student-participants for which fees are charged, and the Coach/Advisor receives remuneration for their activities. However, Coaches/Advisors are responsible for communicating to the student-participants and the parents of student-participants that attendance at such camp or clinic is a personal choice of the student-participant and will not be utilized in consideration of placement on a school-sponsored athletic or activity team. Participation will not guarantee any student-participant any privilege regarding their relationship with the Coach's/Advisor's District team. In such instances, the Coach/Advisor should not use their West Ada email address, team social media or websites, or any other District resources to promote, advertise, or run the camp or clinic.

Camps/activities being held by outside entities must go through the facilities leasing process and follow the guidelines outlined in this handbook as well as follow West Ada policies applicable to administrative regulations pertaining to facility management/rental/usage, regardless of whether the Coach/Advisor or other staff are associated with the school or an outside entity. District personal property shall not be utilized for non-West Ada School District sponsored camps, clinics, or private instruction.

References:

- [District Policy 1003.10 – Use of School Facilities](#)
- [District Policy 1003.10-AR\(1\): Use of School Facilities - Rental Application Process and Fees](#)

Copyright of School Logo/Mascot

To use the school's name, logo and/or mascot, any organization must go through the formal Booster approval process for recognition.

References:

- [District Policy 503.80: Non-Sponsored Sports Rules, Regulations, and Procedures](#)

Private Coaching Relationships

It is possible that a Coach/Advisor may be asked to provide private instruction or training to a student-participant on a compensatory basis, separate from their District duties. Such relationships must be disclosed and pre-approved by the BAAD and Building Administration. If a Coach/Advisor enters such a relationship while also being able to make decisions regarding that student-

participant's selection to a District program or have a say in the student-participant's assignment of playing time on a team, there are potential dangers for real or perceived favoritism or influence.

In the case of cut- activities/sports, to safeguard coaches from accusations of favoritism or influence, Coaches/Advisors who provide private instruction or training to a student-participant on a compensatory basis shall recuse themselves from the evaluation of the student-participant as part of the try-out (Refer to Cut Sports, Tryouts and Member Selection Criteria for further details).

Any Coach/Advisor who runs a separate athletic/program entity/business, owns a separate athletic/program entity/business, or works for such a separate athletic/program entity/business should disclose such position to the BAAD and Building Administration to assure there are no conflicts of interest and to establish acceptable structures for relationships. Such relationships must follow the Code of Ethics for Idaho Professional Educators.

Banquets/End-of-Season Activities

It is expected that every activity and athletic program will hold an end-of-the-season event for participating students. The determination of the type of event or activity is at the discretion of the Head Coach/Advisor, with pre-approval required from the BAAD who will ensure equity between men's and women's programs, and between sports and activities, as applicable. Senior night celebrations will be pre-approved by the BAAD and Build Administrator or designee who will ensure equity between men's and women's programs, and between activities/athletics. No gift(s) or acknowledgment for an individual student or Coach/Advisor shall exceed \$50.00 in total.

Compliance: Federal, State, and West Ada

Notice of Non-Discrimination

The District is dedicated to fostering a working and learning environment that is free from discrimination, harassment, intimidation, abusive conduct, or bullying. Our commitment extends to prohibiting any form of discrimination based on actual or perceived race or ethnicity, gender/sex (including pregnancy, childbirth, breastfeeding/lactation status, and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer-related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union-related), or a person's association with a person or group with one or more of these actual or perceived characteristics, affiliation with the Boy Scouts of America and other designated youth groups, or any other basis protected by federal, state, or local law, ordinance, or regulation, in employment and any program or activity it conducts or to which it provides significant assistance.

Furthermore, individuals are encouraged to report any form or type of discrimination, at any time, including non-business hours. Reports can be made in person, by mail, by telephone, or by electronic mail, using the contact information provided with regard to the District's various coordinators and Compliance Officers (see below), the [District's Discrimination and/or Harassment Reporting Form](#), or through other means resulting in the designated coordinator receiving the verbal or written report.

This statement is in accordance with the provisions of Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Regulations of the U. S. Department of Health and Human Services issued pursuant to the Acts, Title 45 Code of Federal Regulations Part 80, 84, and 91; Title IX of the Education Amendments of 1972; and the Regulations of the U. S. Department of Education, Title 34 Code of Federal Regulations Part 106. (Other federal laws and regulations provide similar protection against discrimination on grounds of sex and creed.)

References:

- [District Policy 403.80 – Title IX-Nondiscrimination Policy](#)
- [Administrative Regulation 403.80-AR\(1\) – Title IX-Nondiscrimination Policy](#)
- [Notice of Non-Discrimination | West Ada School District](#)

- [District Policy 602.63 – 504 of the Rehabilitation Act of 1973](#)

Family Educational Rights and Privacy Act: FERPA

The Family Education Rights Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. FERPA affords parents/legal guardians and students over 18 years of age “eligible students” certain rights with regard to the student’s educational records. These rights include the ability to inspect such records within 45 days of a written request and the right to request a school amend (through challenge/change and expungement) records believed to be inaccurate or misleading. See District Policy 504.60 and Student Handbook for details.

This serves as notice that the District, in accordance with FERPA, discloses certain student educational records, without consent. This disclosure includes providing access to school officials/agents with legitimate educational interest, other schools to which a student is transferring, certain governmental officials for audit/evaluation purposes, appropriate parties in connection with financial aid to a student, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate officials in cases of health and safety emergencies and in limited circumstances with state and local authorities and the juvenile justice system.

Pursuant to FERPA, the District has designated certain educational records as Directory Information, subject to disclosure without consent:

- Student Name
- Address
- Telephone listing
- Birthday
- Attendance dates, awards earned, honor roll data and diploma earned
- Participation in officially recognized activities such as sports
- Weight and height of members of athletic teams
- Information typically found in school yearbooks or athletic programs

Photographs or videotapes of the student used by the District for recognition of student achievement and for community relations, including but not limited to inclusion in District publications, video presentations, and on the District’s website. If you do not want the District to disclose Directory Information without your prior written consent, you must notify the District in writing within 15 days of your initial registration (Attn: Director of Compliance and Support). The inclusion of this information in registration documentation serves as the District’s annual notification of rights regarding student educational records and as noticed that the parent/guardian/eligible student has the right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

U.S. Department of Education
Family Policy Compliance Office
400 Maryland Ave. SW, Washington, DC 20202- 5920

Section 504

The District is committed to providing equal access and full participation for all individuals looking to access the District’s facilities, programs, and activities consistent with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Accordingly, any form of illegal discrimination or harassment under Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 is prohibited.

Section 504- Accommodation Plans

Section 504 of the Rehabilitation Act of 1973 is a federal civil rights law which prohibits discrimination against individuals with disabilities. It applies to any school which receives federal funds. The intent of this law is to provide students with disabilities with equal access to educational programs, services, and activities. Students with disabilities may not be denied participation in school programs

and activities solely based on disability. The District is also required to ensure that students and other individuals with disabilities, including parents, are not denied access to programs or activities because of inaccessible facilities, including school buildings, walkways, restrooms, playgrounds, and parking spaces. Parents and/or students can contact their school administrator, school counselor, or school nurse if they have questions about Section 504.

The District takes complaints regarding access to its facilities, programs, and activities very seriously. If you need any disability-related accommodation relating to accessibility, services, activities, and facilities, please contact the District's Section 504 and Title II ADA Compliance Coordinators as detailed below:

West Ada School District Section 504 / ADA Title II Contacts:

- Section 504 Compliance Officer - [Ramona Lee](#), Director of Special Services
- ADA Compliance Officer – [Renee Senander](#), Chief Human Resources Officer
- Facilities / Guest Issues - [Dr. David Reinhart](#), Chief Operations Officer
- Personnel Issues - [Dave Roberts](#), Chief Human Resources Officer
- Student Issues - [Yoonwa Saechao](#), Supervisor of Student Support Services

References:

- [Web Accessibility Statement | West Ada School District](#)
- [504 & Title II Information | West Ada School District](#)
- [District Policy 0602.63: Section 504 of the Rehabilitation Act of 1973](#)
- [District Policy 0401.18-AR\(5\): Certificated Personnel – Certified Grievance Procedure](#)
- [District Policy 402.10-AR\(6\): Classified Personnel-Grievance Procedures](#)
- [District Policy 403.71-AR\(1\): Harassment, Bullying, and Sexting \(Employment\)](#)
- [District Policy 502.70: Student Harassment/Relationship Abuse](#)
- [District Policy 602.62: School Special Services](#)
- [District Policy 1003.50: Service Animals in Schools](#)
- [District Administrative Regulation 1201-AR\(1\): Non-Discrimination - Definitions](#)
- [District Administrative Regulation 1201-AR\(2\): Non-Discrimination - Civil Rights Grievance Policy and Complaint Procedure](#)
- [District Administrative Regulation 1201-AR\(3\): Non-Discrimination - Accommodating Individuals with Disabilities - Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act](#)

Title IX

Title IX of the Educational Amendments Act of 1972 requires equity between men and women in three areas:

- Equal opportunity to participate in sports in relation to the percentage of men and women in the student body
- Equal access to scholarship money, and
- Facilities and support services.

Title IX also protects everyone, both students and staff, from sexual misconduct and discrimination regardless of gender, sexual orientation, gender identity, and gender expression, ensuring everyone has a right to be free from unequal treatment in educational programs or employment, sexual harassment, such as unwelcome sexual advances, stalking or harassment on social media, and sexual violence, such as sexual assault, dating violence, or domestic violence.

The District is committed to providing equal opportunities for all regarding its educational programs, policies, and employment practices. Inquiries or complaints should be directed to the District's Title IX Coordinator or through the [Title IX Report Form](#). If you need any Title IX assistance please contact the District's Title IX Coordinator.

West Ada School District Section 504 / ADA Title II Contacts:

- Title IX Coordinator - [Dr. Shana Hawkins](#), Director of Accountability and Support

References:

- [Title IX | West Ada School District](#)
- [District Policy 403.80 – Title IX-Nondiscrimination Policy](#)
- [Administrative Regulation 403.80-AR\(1\) – Title IX-Nondiscrimination Policy](#)

Sexual Harassment

The District will not tolerate any behavior by Coaches/Advisors, staff, or students which constitutes sexual harassment of any student or employee. It is the responsibility of all administrators and supervisory personnel, staff, and students to report any conduct that is perceived to be sexual harassment in accordance with the District policies.

References:

- [District Policy 403.80 – Title IX-Nondiscrimination Policy](#)
- [Administrative Regulation 403.80-AR\(1\) – Title IX-Nondiscrimination Policy](#)

Hazing/Intimidation/Bullying

In accordance with District policies and Idaho State Statute, hazing, intimidation, and bullying in athletics and extracurricular activities is not tolerated, condoned, or permitted. Hazing activities and initiations are typically conducted by older members of athletics teams or extracurricular programs who feel “entitled” due to their status on the team/program. Because these events may have occurred without challenge over time, they are often deeply embedded within the culture of a school community or team. As a result, these practices have been accepted as “normal” or “usual.” They are neither normal nor usual and are not acceptable practices within the District. Any event of hazing, intimidation, or bullying occurring in any District athletic or activity, shall be reported to the BAAD, Building Administration, and Director of Safety and Behavior.

References:

- [Idaho State Statute: 18-917- Hazing](#)
- [District Policy 0403.71-AR\(1\): Harassment, Bullying, and Sexting](#)
- [District Policy 0502.90: Bullying](#)

Reporting Abuse and Neglect

In accordance with District and Idaho State Statutes all school employees, including coaches, advisors, and volunteers, must report instances of abuse, abandonment, or neglect of a child. Any individual who has knowledge of such events or reason to believe that such events are occurring, has a legal obligation to report the abuse to law enforcement or the Idaho Department of Health and Welfare. Reports can also be made to the school's resource officers (SRO). Upon making such a report, the reporting party shall also notify the BAAD and/or the Building Administration. Failure to report in accordance with Idaho Code and the District policy may subject such an individual to a criminal charge as well as possible employment disciplinary action up to and including possible termination.

References:

- [District Policy 403.72 – AR\(1\): Child Abuse/Neglect](#)
- [District Policy 403.80 – Title IX-Nondiscrimination Policy](#)
- [Idaho Statute 16-1605- Reporting of Abuse, Abandonment or Neglect](#)

Coach/Advisor Code of Ethics and Conduct

All Coaches/Advisors in the District shall be held to the [Code of Ethics for Idaho Professional Educators](#) as a minimum standard for behavior and conduct in the course of their duties and responsibilities as a Coach/Advisor. Additionally, Coaches/Advisors shall adhere to the following expectations and attributes.

Trustworthiness

Trustworthiness — be worthy of trust in all I do and teach student-participants, and all individuals involved in the program the importance of integrity, honesty, reliability, and loyalty.

- **Integrity** — model high ideals of ethics and sportsmanship and always pursue victory with honor; teach, advocate, and model the importance of honor and good character by doing the right thing even when it's unpopular or personally costly.
- **Honesty** — don't lie, cheat, steal, or engage in or permit dishonest or unsportsmanlike conduct.
- **Reliability** — fulfill commitments; I will do what I say I will do; be on time.
- **Loyalty** — be loyal to my school and team; put the team above personal glory.
- **Primacy of Educational Goals** — be faithful to the educational and character-development missions of the school and assure that these objectives are not compromised to achieve sports performance goals/activities successes; always place the academic, emotional, physical, and moral well-being of the student-participants above desires and pressures to win.
- **Counseling** — be candid with student-participants and parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel student-participants and parents about the requirement of many colleges preventing recruitment of student-participants that do not have a serious commitment to their education, the ability to succeed academically, or the character to represent their institution honorably.
- **College Recruiters** — be honest and candid with college recruiters about the character and academic abilities and interest of student-participants.

Respect

- **Respect** — treat all people with respect all the time and require the same of student-participants and all individuals involved in the program.
- **Class** — be a good sport; teach and model class; be gracious in victory and accept defeat with dignity; compliment extraordinary performance and show sincere respect in pre- and post-event rituals.
- **Taunting** — don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the activity/sport.
- **Respect Officials** — treat contest officials with respect; conversations with officials should be held in a respectful and professional manner, modeling positive behavior and interactions for both participants, parents, and fans alike.
- **Respect Parents** — treat the parents of student-participants with respect; be clear about your expectations, goals, and policies; maintain open lines of communication.
- **Profanity** — don't engage in or permit profanity or obscene gestures during practices, activity events, on team buses, or any other situation.
- **Positive Coaching** — use positive coaching methods to make the experience enjoyable, increase self-esteem, and foster a love and appreciation for the activity. Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to student-participants or others.
- **Effort and Teamwork** — encourage student-participants to pursue victory with honor, to think and work as a team, to do their best, and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the outcome of the contest than upon effort, improvement, teamwork, and winning with character.
- **Professional Relationships** — maintain appropriate, professional relationships with student-participants and respect proper teacher-student boundaries. Remember that student-participants are still “children” and are not and should not be peers, equals, or “friends” with professional adult school personnel. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of student-participants. Inappropriate conduct includes but is not limited to:

- Committing any act of child abuse, including physical and/or emotional abuse.
- Committing any act of cruelty to children or any act of child endangerment.
- Committing or soliciting any sexual act from any minor or any student regardless of age.
- Committing any act of harassment as defined by District [Policy 502.70: Student Harassment/Relationship Abuse](#).
- Soliciting, encouraging, or consummating a romantic or inappropriate relationship (whether written, verbal, or physical) with a student, regardless of age.
- Using inappropriate language including, but not limited to, swearing and improper sexual comments (e.g., sexual innuendoes or sexual idiomatic phrases).
- Taking inappropriate pictures (digital, photographic, or video) of students.
- Inappropriate contact with any minor or any student regardless of age using electronic media. No coach should engage in private text messaging, emailing, or social media contact with any student-participant. In limited situations when electronic communication does need to occur, such communications should include the parent or the BAAD/Building Administration or involve a group communication with the entire team. Even in the instance of a team group communication, such communications shall be professional and fall within the same guidelines of expected engagement addressed herein.
- Furnishing alcohol or illegal/unauthorized drugs to any student or allowing or encouraging a student to consume alcohol/unauthorized drugs except in a medical emergency. This includes a prohibition of furnishing over-the-counter medications to students without authorization. Any authorization should be confirmed in writing and communications should occur with the BAAD, Athletic Trainer and/or Nursing Personnel.
- Transporting an individual student by yourself in a private car or working in one-on-one situations without peers or Assistant Coaches/Advisors is not acceptable.

Responsibility

- **Financial** — follow guidelines set forth by the District in providing for the safekeeping of monies, proper accounting, and administration of student and ASB funds. Reference [Policy 0804.10: Financial Statements, Audits and ASB Activity Funds](#)
- **Life Skills** — always strive to enhance the physical, mental, social, and moral development of student-participant and teach them positive life skills that will help them become well-rounded, successful, and socially responsible.
- **Advocate Education** — advocate the importance of education beyond basic participant eligibility standards and work with faculty and parents to help student-participants set and achieve the highest academic goals possible for them.
- **Advocate Honor** — prominently discusses the importance of character, ethics, and sportsmanship in materials about the program and vigorously advocates the concept of pursuing victory with honor in all communications.
- **Good Character** — foster the development of good characters by teaching, enforcing, high standards of ethics, and sportsmanship.
- **Role-Modeling** — be a worthy role-model; always be mindful of the high visibility and great influence you have as a Coach/Advisor, and consistently conduct yourself, in private and coaching situations, in a manner that exemplifies behavior for student-participants.
- **Personal Conduct** — refrain from profanity, disrespectful conduct, and the use of alcohol/tobacco/any illegal substances in front of student-participants or other situations where my conduct could undermine my positive impact as a role model.
- **Competence** — strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, and character-building techniques.
- **Knowledge of Rules** — maintain a thorough knowledge of current game and competition rules and ensure that my student-participants know and understand the rules.

- **Non-Discrimination** – engage in Coach/Advisor role in a manner that is not discriminatory in nature, including words and acts and the determination of student-participants in the program.
- **Positive Environment** — strive to provide challenging, safe, enjoyable, and successful experiences for the student-participants by maintaining an environment that is physically and emotionally safe.
- **Safety and Health** — be informed about and competent in addressing basic first aid and safety principles and the physical capacities and limitations of the age group coached.
- **Unhealthy Substances** — educate student-participants about the dangers, and prohibit the use of, unhealthy and illegal substances including alcohol, tobacco, vaping, and recreational or performance-enhancing drugs.
- **Eating Disorders** — be vigilant for signs of eating disorders or unhealthy techniques to gain, lose, or maintain weight. When a Coach/Advisor becomes aware of or suspects an eating disorder, they shall notify the school counselor.
- **Physician’s Advice** —seek and follow the advice of a physician when determining whether an injured student-participant is ready to play.
- **Privilege to Compete** — ensure that student-participants understand that participation in interscholastic sports programs and activities is a privilege, not a right, and that they are expected to represent their school, team, and teammates with honor, on and off the field. Require student-participants to consistently exhibit good character and conduct themselves as positive role models.
- **Self-Control** — control ego and emotions; avoid displays of anger and frustration; don’t retaliate.
- **Integrity of the Game** — protect the integrity of the game; don’t gamble. Play the game according to the rules.
- **Enforcing Rule** — enforce this Code of Conduct consistently in all activities and venues even when the consequences are high.
- **Protect Athletes** — put the well-being of student-participants above other considerations and take appropriate steps to protect them from inappropriate conduct.
- **Access** — help make your activity accessible to all diverse communities.
- **Improper Commercialism** — be sensitive to, and avoid, unwholesome commercialism including inappropriate exploitation of my name or the name of the School and undue financial dependence on corporate entities. Prior to any commercial activities, including any possible association or sponsorship, make sure any affiliation or association with a corporate entity is approved by BAAD, DAAD, and Building Administration.

Fairness

- **Fair and Open** — be fair in competitive situations, selecting a team, disciplinary issues, and all other matters; be open-minded and willing to listen and learn.

Sportsmanship

- **Honor the Spirit of Rules** — observe and require student-participants to observe the spirit and the letter of all rules including the rules of the game and those relating to eligibility, recruitment, transfers, practices, and other provisions regulating competition.
- **Improper Gamesmanship** — promote sportsmanship over gamesmanship; don’t cheat. Resist temptation to gain competitive advantage through strategies or techniques (such as devious rule violations, alteration of equipment or the field of play, or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the activity, or change the nature of competition by practices that negate or diminish the impact of the core skills that define the sport.
- **Safe Competition** — put safety and health considerations above the desire to win; never permit student-participants to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.

- **Caring Environment** — consistently demonstrates concern for student-participants as individuals and encourages students to look out for one another and think and act as a team.

Boundaries and Touching

Coaches/Advisors should be aware of and avoid placing themselves in circumstances where their professional relationship with a student-participant can be perceived or construed as an inappropriate relationship. To ensure a Coach/Advisor maintains appropriate professional boundaries with student-participants, they shall avoid boundary invasion scenarios. Boundary invasion is the inappropriate invasion by an adult of a student's personal space or personal life such as:

- Taking an undue interest in a student or initiating or extending personal contact with a student beyond the school day for personal purposes.
- Intentional befriending and establishing an emotional connection with a student for personal purposes.
- Taking a student on outings, away from other protective adults
- Telling/having secrets with the students, creating a special relationship through secrets, holding private discussions, etc.
- Using personal email, text messaging, or social media (Facebook, Instagram, Snapchat, etc.) to discuss personal topics of interest with students is strictly prohibited. Use District email ONLY or District approved communications platforms e.g., ROOMs.
- Group/Team/Activity communications are a whole are strongly recommended. If individual communication must occur, including an administrator or the parent of the student should be included.

Avoid inappropriate touching:

- Physical contact shall be limited and should be the same for females and males.
- Inform the student you are about to touch them--how and where; ask for permission to touch or demonstrate.
- Consider having a fellow athlete demonstrate a technique.
- What's appropriate:
- High fives, fist bumps, medical care, intervening in altercations.
- Remember what is appropriate and the perspective of all around you.

Communications

All communication between Coaches/Advisors and participating students shall be professional in tone, content, and manner. Coaches/Advisors shall not use profanity, vulgar references, sexual innuendo, or other such inappropriate communications. If it is inappropriate for a classroom setting, it is likewise inappropriate for athletics and activities.

If communications between a Coach/Advisor occur via text or email, such should be in the context of a group email or group text. If communication is more individualized or personal in nature, the email or text shall include the student's parent and/or BAAD. No communications of this nature should be one-on-one. One-to-one phone calls between a student participant and a Coach/Advisor are not best practices. It is understood that such may occur from time to time to address emergencies and absences. These events should occur only when necessary. Face-to-face communication between Coaches/Advisors and students/parents is the preferred method of communication as it allows for full and complete communication to take place. A professional boundary should remain in place in an athletic/activity setting.

It is suggested that a Coach/Advisor limit personal meetings with participating students. Where possible and when confidentiality considerations are at issue, it is suggested that a Parent, BAAD, Building Administrator, or assistant Coach/Advisor be present for such communications. Coaches/Advisors should not transport students in their personal vehicles. If it is necessary to transport a student, be sure to do the following:

- Get prior approval from Building Administration and/or BAAD,
- Get written parent approval (email/text is sufficient),
- Avoid only one student in a car with staff,
- The student shall sit in the back seat on the passenger side,
- If possible, ensure that another staff member is in the car with you. If another staff member is not available, contact another staff member (BAAD, Building Administrator or designee, or other Coach/Advisor) on the phone and maintain an open phone line until the student has exited the vehicle.
- Know your personal auto insurance is the primary coverage.

Employee Event Access

All District employees are given entrance into any District home event with their current District ID Badge. This is available only to current employees. This does not apply to IHSSA District and State events. Any guest(s) with the employee is subject to the applicable admittance charge. Schools that choose to utilize school-specific athletic passes will only gain an individual entrance to that school's home events. The District honors current IHSAA and lifetime passes.

College Recruiting

Students who participate in athletics and activities may have the opportunity for post-secondary gain. Students seeking assistance in this regard should communicate directly with their Head Coach/Advisor and the BAAD. In addition, various sports may utilize assistive programs such as [HUDL](#) and [Max Preps](#). This discussion should include communication between the DAAD and BAAD to address equity and participation. No Coach/Advisor or BAAD has any authority to enter into any contract or agreement relating to these programs. Such contracts must go through the DAAD and District Chief Financial Officer.

Should college recruiting personnel contact a Head Coach/Advisor regarding the information of their student, only directory level information should be provided under the FERPA (Family Educational Rights and Privacy Act) and in accordance with District policies. Directory Information is defined as information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information may be made public if the District provides the parents with written notice. This notice will be given annually, in writing, using public media and/or the District website, school newsletters, school newspapers, and in the information provided at student registration. Parent(s) or eligible students can refuse to allow the District to disclose the Directory Information. Directory Information includes:

- Student Name
- Address
- Telephone listing
- Birthday
- Attendance dates, awards earned, honor roll data, and diploma earned
- Participation in officially recognized activities such as sports
- Weight and height of members of athletic teams
- Information typically found in school yearbooks or athletic programs
- Photographs or videotapes of the student used by the District for recognition of student achievement and for community relations, including but not limited to inclusion in District publications, video presentations, and on the District's website.

Prior to disclosing Directory Information regarding a student-athlete/activity participant, a Head Coach/Advisor should first assure that student's guardian has not opted out of the release of Directory Information. This will be done through communication with the BAAD. The Head Coach/Advisor should be the first point of contact addressing all initial communications with college recruiters to ensure all privacy laws are followed. Assistant or walk-on Coaches/Advisors may not be aware of the full extent of student privacy laws and should not disclose any information to any college recruiter without first communicating with the Head Coach/Advisor and/or BAAD

about the inquiry. To release any information in addition to Directory Information, the Coach/Advisor should obtain written permission from the parent of any minor student or of any adult student through the [Athletics Media, Information and Recruitment Release Form](#) prior to making any other disclosure to a college recruiter. (Refer to Aktivite)

References:

- [District Policy 0502.82: Student Data Privacy and Security](#)
- [District Policy 504.60: Education Records](#)

College Signing Day

Each BAAD shall work with all Head Coaches/Advisors to schedule building level College Signing Day activities to recognize students who will continue their participation in a post-secondary program. This shall be done in an equitable manner for all activities/athletics and all post-secondary programs.

Conflict Resolution

Purpose: To provide a structured and transparent approach for resolving conflicts between schools within the District when initial resolution efforts are unsuccessful. This process encourages collaborative problem-solving, fairness, and input from neutral schools.

Step 1: Initial Conflict Resolution Attempt

Involved Parties: The schools directly impacted by the conflict.

Process:

- Direct communication between the school administrators involved to discuss the concern.
- Documentation of the issue, discussions, and attempted resolutions.
- If resolved, a written agreement is created and signed by both parties.
- If unresolved, proceed to Step 2.

Step 2: Appeal to Peer Review Panel

Involved Parties: Conflicting schools, District Administrator, and a Peer Review Panel consisting of 3-5 neutral building administrators from other West Ada high schools.

Selection of Peer Review Panel:

- Schools involved in the conflict nominate 2-3 potential panel members each.
- The District Administrator selects the final panel, ensuring neutrality and no conflicts of interest.

Process:

- The conflicting schools submit written statements detailing the issue and previous resolution attempts.
- A hearing is scheduled where each school presents its case.
- The Peer Review Panel asks questions and deliberates privately.
- The Review Panel provides a recommendation for resolution within 5 business days.
- Recommendations are advisory but carry significant influence due to peer input.
- If an agreement is reached, it is documented and signed by both parties.
- If no resolution is achieved, escalate to Step 3.

Step 3: Mediation by District Administration

Involved Parties: Conflicting schools and a neutral District Administrator (e.g., Director of Athletics and Activities).

Process:

- A formal mediation meeting is arranged.
- The District Administrator facilitates the conversation, ensuring respectful dialogue and exploring potential solutions.
- If an agreement is reached, it is documented and signed by both parties.

Step 4: Review and Feedback

Purpose: To evaluate the effectiveness of the resolution process and identify areas for improvement.

Process:

- After the resolution, feedback is gathered from all parties involved.
- Feedback is reviewed by the District Administration to improve future conflict resolution procedures.

Key Principles:

- Transparency: Ensure all steps are documented and communicated clearly.
- Fairness: Involve neutral parties to minimize bias.
- Collaboration: Include input from other schools to enhance decision-making.
- Consistency: Apply the process uniformly across all high schools.

Cut Sports, Tryouts and Member Selection Criteria

Not all sports and activities in the District “cut” students, meaning there are District-sponsored sports and activities where all students who wish to be members of a team/program will have that ability.

Cut sports include:

- Baseball
- Basketball
- Cheer
- Dance
- Golf
- Soccer
- Softball
- Volleyball

Cut activities may include, but are not limited to:

- Performing arts
- CTE competition teams
- CTSO (Career and Technical Student Organizations)
- Activities where competition team numbers/size is set by an outside entity.

It is the responsibility of the BAAD to oversee tryouts for cut sports and to assure that the District’s Member Selection Criteria and related Forms are being utilized in determining team membership and cuts. [Selection Criteria Forms](#) shall be retained for each cut-sport for at least one (1) calendar year. Such should be maintained by the BAAD in a secure and confidential manner.

Reference January 2024, Memorandum on Team Selection Procedures for Underrepresented Group [[MEMO - Team Selection Process Jan 2024.pdf](#)] which addresses roster sports and sizes for female teams for cut sports. For all other sports, a student may be a member of the team/activity so long as they follow program guidelines, expectations, and District policies and procedures.

Simply being a member of any athletic team or activity does not guarantee that the student will play or compete. Determination of participation and competition shall be made at the discretion of the Coach/Advisors. If any program has a question(s) as to the implementation of the “Section Criteria Form” and/or assuring non-discrimination for Section 504 students and/or Special Education Students, questions should be directed to DADD.

Discipline Procedures

Every activity and athletic program should have clear expectations of student conduct. These should be established and fully explained to participating students and parents prior to the commencement of the season or activity. Student conduct expectations shall be uniformly applied to all participating students.

Coaches/Advisors reserve the right to discipline/suspend or remove students from programs for inappropriate behaviors and actions. In doing such, the following process and procedures should be followed.

Consequences

The student may be given an activity suspension for a period up to and including the remainder of the season or duration of the activity in that scholastic year for that activity only. In cases of co-curricular activities, an alternative assignment may be provided. If the activity suspension exceeds nine (9) school days, the parent may request an appeal as outlined in the Appeal Process at Section 28.3 of this document. The suspension or removal of a student-athlete from a program for inappropriate behaviors and actions shall be reviewed and approved by the BAAD prior to suspension or removal taking place.

Definitions:

- **Activity Suspension** or **Suspension from Extracurricular or Co-Curricular Activities** means that suspended students shall not travel, dress in uniform, or associate/participate with the team or group at its scheduled event(s). Suspended students may be allowed to participate in practices/meetings; however, the Building Principal or designee may deem it necessary for students to be withheld from practices/meetings for the duration of the suspension.
- **Emergency Activity Suspension** is defined as an activity suspension by a Building Principal or designee prior to an informal hearing. This occurs when it is necessary to protect the health and safety of the individual(s) involved and immediate action is appropriate.
- An **Event** is defined as a match, game, meet, or other competitive event, including regional and/or state tournaments or competitions. "Event" is also defined as any band, choir, or theater performance(s) or other similar activity associated with the specific extra-curricular activity.
- **Informal Hearing** is considered a meeting with the school administrator or designee, BAAD, student, and parent.
- **Minor Infraction** shall mean a minor deviation from acceptable behavior or stated student expectations that occur while the student is engaged in the extracurricular or co-curricular activity, and which is not material or substantial. Students will be given notification of the first minor infraction. Students and parents will be given notification of the second minor infraction through a conference and will be informed that a third minor infraction may result in activity suspension.
- **Major Infraction** shall mean a material or substantial deviation for acceptable behavior or stated student expectations which occurs while the student is engaged in the activity, including but not limited to, insubordination toward or noncompliance with the person in charge of the activity, verbal, or physical abuse (hazing, fighting), or refusal of a student to identify him/herself to school personnel upon request.
- **On any school premises or at any school sponsored activity, regardless of location** includes, but is not limited to, buildings, facilities, and grounds on the school campus, school buses, school parking areas, and the location of any school-sponsored activity. "On any school premises or at any school sponsored activity, regardless of location" also includes instances in which the conduct occurs off the school premises but impacts a school-related activity.

Suspensions

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

curricular courses/activities will identify for students how participation in the co-curricular activity impacts their course grades. Co-curricular students who are suspended because of this policy will have the co-curricular course grade affected only if the reason for the suspension was related to course work or course expectations. Students who miss a co-curricular activity because of a suspension may ask to do, or be required to do, alternative assignments or special projects to make up for the missed activity. Activity suspension as a result of a school suspension consequences includes:

- The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension.
- This type of activity suspension cannot be appealed. Activity suspension for repeated minor infractions or a major infraction during an activity means a student may be suspended from an extracurricular or co-curricular activity when he/she commits a third minor infraction, or a major infraction, while engaged in an extracurricular or co-curricular activity on any school premises or at any school-sponsored activity, regardless of location. The Coach or Advisor will recommend suspension to the Building Principal or designee.

Appeal Process for Suspensions

A student and/or parent may appeal a student-participant's activity suspension when that suspension does not occur at the same time as, or in conjunction with, a school suspension or expulsion. The decision of a Building Appeal Panel consisting of school officials is final. The decision of the Building Appeal Panel may not be appealed to the Superintendent, or Board of Trustees. Students are not allowed to practice/attend meetings or participate in any contest for athletics or activities when they are under suspension or expulsion from school. In other words, if a participant is suspended for the day of an athletic contest, the athlete will not be permitted to participate in the contest. If a participating student misses practices associated with skipping school, such will be considered an unexcused absence from the athletic or activity practice/meeting or contest and the student will not be permitted to participate in any athletic/activity related events.

Facility Management and Maintenance

Facility Management/Rental/Usage

Facility use of any property of District is governed through policies of the District. Any patron(s), including any entity such as a Booster/Parent Organization, interested in the use of a facility should be directed to the BAAD or Building Principal/designee who will direct the individual to the District Rental software program and personnel.

Reference:

- [District Policy 1003.10 - Use of School Facilities](#)
- [Administrative Regulation 1003.10-AR\(1\) - Use of School Facilities – Rental Application Process and Fees](#)

An individual building, through its Building Principal or BAAD, Coach/Advisor, does not have the authority to circumvent the rules and requirements of the District's Facilities Management, Rental and Usage Policies, and Administrative Regulations. Failure to follow such policies and regulations will result in disciplinary consequences. Questions regarding the District's facility management/rental/usage shall be directed to the DAAD.

Custodial, Grounds, and Maintenance Personnel

The work of the District's custodial, grounds, and maintenance personnel are a vital part of the overall operation of the District, including the status of activities and athletic facilities.

Please work collaboratively with these individuals to address Program needs. Collaboration includes gratitude and respect for the services they perform. The BAAD in conjunction with the Building Administrator or designee at the High School level, shall ensure that all facilities are clean and ready for safe use prior to any athletic or activity use.

Behavior/Role Model Influence

A critical component of coaching/advising is the process of influencing a student's behavior. This is done through both a system of rewards and consequences, as well as modeling appropriate behaviors in practices and contests.

- The practice of a Coach/Advisor assigning excessive physical activity (i.e., running extra laps or doing extra pushups, etc.) as a "punishment" because of behaviors or poor performance is not supported by the District.
- Appropriate language shall be utilized by all coaching/advising personnel. No swearing shall occur directed at any individual nor around any student participant. No slurs, stereotypes, and/or sexual comments.
- All Coaches/Advisors should demonstrate appropriate sportsmanship and professionalism toward all students, colleagues, officials, opponents, and spectators.
- No Coach/Advisor should touch any student absent an emergency in the provision of emergency care, to break up a fight, or to give a high-five or fist bump. Physical contact between a student and Coach/Advisor should not occur unless it is a necessary component of the activity at issue.
- Coaches/Advisors should exercise caution in the music utilized during practices, trips, and in locker rooms to assure that they are appropriate in language and content. See the MUSIC/AUDIO FOR PRE-GAME AND PRACTICE section of this Handbook for more details.
- Coaches/Advisors are to encourage students to likewise engage in the above expected conduct.

School Closures, Inclement Weather, Air Quality

Air Quality

During times of increased fire activity and inversions, air quality may be an issue when holding outdoor activities, including practices and competitions. To ensure the safety and security of all students and staff, the District monitors air quality using the [Idaho DEQ: Idaho Department of Environmental Quality real-time air monitoring link](#) to determine AQI for all West Ada Schools. When the Air Quality Index (AQI) at the air pollution site is above 151, all schools will follow the Idaho DEQ and Health and Welfare Guidelines for outdoor activities. In such cases, no outdoor activities will take place, including athletic practices and games. Outdoor activities may be moved indoors when possible or canceled if no space is available. When possible, BAAD and Coaches will work to reschedule school events that are canceled due to poor air quality.

Inclement Weather

The decision to close schools due to inclement weather or otherwise will be in accordance with [District Policy 601.20 – Adverse Conditions and Emergency Closures](#). The closing of a school or schools is a process that is not taken lightly by the District. In such cases, all events will be canceled. When possible, BAAD and Coaches will work to reschedule events. If the roads improve, practices may be held in the afternoon. The decision to hold practices will be made by the DAAD in consultation with the Superintendent. When school is canceled for any reason, the District gyms will not be available for Y-Ball, AAU basketball practices, or any other leased activities due to District schools being closed. In such instances, the DAAD will contact the YMCA to notify them of the cancellation. Building principals will also communicate closures to Y-Ball, AAU coaches, and other activity leases.

Lightning

When a lightning strike occurs, outdoor activities and competitions will be suspended in accordance with [Idaho High School Activities Association guidelines](#). The District will use the "My Lighting Tracker" application to determine postponing practices and games if lightning strikes within a 10-mile radius. The decision to postpone practices or games for 30 minutes is made by the BAAD or building administrator and the athletic trainer on duty.

Extreme Heat

During times of high temperatures, outdoor practices and competitions for IHSAA/West Ada sponsored activities and athletics will be adjusted in accordance with Idaho High School Activities Association guidelines. Coaches will follow heat acclimatization and heat illness prevention position statement in accordance with NFHS. During times of high temperatures, the BAAD and building athletic trainer on duty will communicate with the head coach to incorporate the following into their practice/game:

- Education on hydration
- Increased water breaks during practice or competition
- Pre and post practice/competition hydration
- Modification of activities
- Practice length
- Equipment choice (e.g., jerseys vs. helmets vs. shells vs. pads)
- Location (e.g., grass field vs. Turf field)

During athletic training clinic office hours, the building athletic trainer on duty will have access to cooling equipment to reduce heat illnesses.

Media Communications

The District aims to maintain a positive working relationship with local media concerning athletics and activities events. To achieve this, the District employs communications personnel who may be called upon by schools and programs for guidance and best practices in media communications. Local media may request copies of all athletic schedules. Instead of a public records request, information can be obtained through BAAD. If a coach or advisor communicates with the press, they must remember the confidentiality requirements of FERPA and student health information.

BAAD and coaches/advisors may use social media and webpages to share schedules, events, activities, contest results, awards, recognitions, and related information about their programs. Employees must adhere to [District Policy 1103 – West Ada School District and School Operation Social Media](#), [Administrative Regulation 1103-AR\(1\)](#) and [District Policy 1103.1 – Employee Use of Social Media](#) (see the Social Media section of this Handbook for guidelines). Questions regarding these guidelines should be directed to the Chief Communications Officer. Any press releases, including those for individual schools and athletic programs, will be initiated and distributed by the District Communications Team in coordination with the Superintendent or designee in accordance with [District Policy 1102 – Media Relations](#) and [Administrative Regulation 1102-AR\(1\)](#).

In accordance with [Administrative Regulation 1102-AR\(1\)](#), employees engaging in media communications must clarify whether they are speaking as District officials or private citizens. Before responding to a media inquiry or initiating communication as a District official, employees must obtain authorization from the Superintendent or Chief Communications Officer. The District recognizes that some positions require responses to media requests and interviews. In coordination with the Chief Communications Officer and the Building Principal, employees such as coaches/advisors, BAAD, and supervisors shall respond to information requests clearly and concisely.

Team Websites/Social Media

Coaches and advisors should limit their social media communications with student participants to informational purposes only. Engaging in personal discussions with student participants is inappropriate and unnecessary. Social media should only be used to share team-related information that is relevant to the operation and management of the team and appropriate in content. Coaches and advisors are encouraged to promote their activities by utilizing a page on the school website, as well as social media accounts. These sites and accounts must adhere to District policies, Administrative Regulations, and the Code of Ethics for Idaho Professional Educators. Any inquiries regarding website and social media processes or protocols can be addressed to BAAD or DAAD and the District's Communications Department. All information and content on any team social media site must be disability compliant.

References:

- [District Policy 403.50 – AR\(1\): Personnel Conduct – Standard of Conduct](#)
- [District Policy 403.50 – AR\(8\): Personnel Conduct - Technology and Internet Acceptable Use](#)
- [District Policy 1101: School Based Communications](#)
- [Administrative Regulation 1101-AR\(1\) – School Based Communications](#)
- [District Policy 1103: West Ada School District and School Operation Social Media](#)
- [Administrative Regulation 1103-AR\(1\) – West Ada School District and School Operation social media](#)
- [District Policy 1103.1 – Employee Use of Social Media](#)
- [Code of Ethics for Idaho Professional Educators regarding electronic communications with student participants.](#)

Program Usage of Music/Audio

Any music/audio/video utilized by an event or program, whether during pre-game warm-up, practice, travel, in a locker room, or in any other context associated with a District activity, must be age and content appropriate. Regarding age appropriateness, the content must also take into consideration the age of the audience and/or spectators that may be present. Regarding musical content, the Head Coach/Advisor should have knowledge of the content and shall have approved the content, including a review of the printed lyrics of any such music. Lyrics that contain sexually suggestive messages, references to drugs, alcohol, or violence, and profanity/inappropriate language will not be authorized. Questions, complaints, or concerns regarding the content of music should be directed to the BAAD. All IHSAA guidelines and applicable laws related to music copyright shall be adhered to.

NCAA/NAIA/NJCAA/etc. and Media Eligibility Centers

The National Collegiate Athletic Association (NCAA) has established rules on eligibility, recruiting, and financial aid in the regulation of college athletics. The NCAA has three (3) Membership Divisions – Division I, II, and III. An institution of higher education is a member of one (1) of these three (3) divisions according to the size and scope of its athletic programs, and whether they provide athletic scholarships.

The National Association of Intercollegiate Athletics (NAIA) likewise offers both men and women the opportunity to compete at a post-secondary level at participating colleges. Both the NCAA and NAIA Eligibility Centers will analyze the student-athlete's academic information and determine if they meet initial eligibility requirements. The certification process for student-athletes planning to enroll as college freshman begins August 1st of the academic High School year. More information may be found at www.nca.org and www.naia.org. Student-participants and parents of minor student-participants may also communicate with the BAAD and the DAAD.

Guidelines for Activities/Athletic Seasons

IHSAA Rules and Regulations

All Coaches/Advisors and participating students are expected to know and follow the [Rules and Regulations of the IHSAA](#). If any individual has knowledge of any student or any Coach/Advisor not following IHSAA rules and regulations, such should be reported to the DAAD. Failure to follow may result in negative consequences to coaching status, up to and including separation.

In-season Team Management

It is the responsibility of the Coach/Advisor to supervise and manage participating students during all practices, contests, events, and activities. Coaches/Advisors must know where their students are and what they are doing at all times associated with the event/activity. Coaches/Advisors are not to give their keys/badges to any District facility or property to any student or parent of a student at any time. A student manager or approved program volunteer may temporarily use coaches' keys/badge during a practice session but are not to have their own keys or to retain possession of a Coach's/Advisor's key/badge for any time frame longer than the day of practice/day of participation. Lost keys and badges must be reported to the BAAD immediately. It is the responsibility of the Coach/Advisor to encourage students to engage in their studies and obtain the best possible grades they can obtain, to demonstrate appropriate sportsmanship, to comply with District rules and regulations, and to comply with the IHSAA rules and regulations.

Multiple Sport/Activity Participation

The District is committed to the development of well-rounded students, educationally, mentally, and physically. Students are encouraged to broaden their educational experience through participation in a variety of sports and activities. Students are encouraged to participate in as many athletic/activities as they wish to during their academic career. No Coach/Advisor should ever try to influence a student to participate in only one activity/sport. If a student believes that a Coach/Advisor is attempting to influence or negatively impact a student's participation in multiple activities, the student is directed to communicate with their Counselor, the BAAD or DAAD, or Building Principal.

Playing Time/Participation In Competition

While efforts may be made to spread the opportunity among student participants, playing time or participation in a competition/activity is not guaranteed. The goals of the middle school level are athletic/activity participation and development of skills. To that end, encouragement of participation of all students for skill development shall be a consideration when addressing playing time/participation in skills.

Regarding sub-varsity levels, athletic/activity participation, instruction, and the development of individual skills for all student-participants continues to be emphasized. However, team success in inter-school competitions is also valued. Regarding the Varsity program, Coaches/Advisors have the dual responsibility of fostering individual skill development and achieving team success. To achieve this, the most effective student- participants, regardless of grade level, will be given the opportunity to further develop their athletic abilities and to work together to develop a strong desire to attain the highest possible levels of team success. It is the responsibility of each Coach/Advisor to make determinations regarding playing time and/or participation in contests based on their observation and evaluation of the skills of the student/athlete participants.

Off-Campus Training/Events

There may be instances where an athletic program/activity includes training or events that are off campus. Such events may include a cross-country team running in areas that are not school property, a golf team utilizing a golf course, or the FFA attending events at the County Fairgrounds. These events are to be supervised, and the Coaches/Advisors are to be always aware of the location of the participating student(s). The location of these activities must be approved by BAAD or DADD to avoid imposing on other individuals' properties.

Personal Property/Belongings

The District is not responsible for the loss of personal property of students. Students are responsible for properly securing their personal possessions. Students should not carry large sums of money or have in their possession expensive jewelry or items that might entice theft. Student-athletes should also lock their possessions in approved District-provided lockers, personal vehicles, or other personally selected secure locations at all times.

Outside doors should remain closed and always secured. Coaching and advising personnel should be aware of all individuals who come into their facilities or who are entering a locker room. All school facility safety measures remain in effect for activity and athletic events.

Schedules

The BAAD is responsible for establishing the activity schedules for all programs. Changing a scheduled activity shall be avoided unless necessary. The BAAD shall consider Title IX when developing practice and activity schedules.

Holiday and Sunday Practice

A participant must have ten (10) days of practice in the athletic activity at issue recorded before he/she can play in the first athletic event. Practice day expectations for golf are outlined in the [IHSA guidelines](#). There will be no practices held on Sundays,

Thanksgiving, Easter, or Christmas. There may be isolated situations where travel or an activity may have to occur on a Sunday. Reasonable efforts will be made to avoid such events when possible. If travel or an activity must occur on a Sunday, the Head Coach/Advisor must obtain prior approval from the BAAD with notice to the DAAD.

If an activity or an event must occur on a religious holiday, Head Coaches/Advisors must be aware that a student will not be compelled to participate on such day and that there will be no undue pressure or negative consequences associated with such a decision. Practices and contests scheduled during other school closings, such as non-religious holidays or winter/spring break, are permitted with the approval by the BAAD and DAAD.

Practice Attendance

Practice sessions must be conducted much the same as teaching a class – the athletics or activities venue serves as the Coaches'/Advisors' classroom. Attendance is to be taken every day of practice and there is a duty to supervise all participants. Records must be accurate in terms of date and time and shall be maintained for one (1) full school year. The activities of practice are akin to a lesson plan. Care must be taken to outline warm-up activities, to engage in instruction periods, drill sessions, scrimmage where applicable, water breaks, rest periods, and cool-down activities. Coaches/Advisors are to exercise care in the choice of language used in the same manner they would in the classroom. Except with limited pre-approval, practice time is to be limited to no more than three (3) hours, excluding time for dressing/showering. No student-participant should ever be allowed or left to practice alone. **A Coaching/Advising staff member MUST be the first to arrive and the last to leave.**

Scrimmages

All Coaches/Advisors must go through their BAAD to schedule and reserve a school facility for a pre-season scrimmage.

Transportation

Students leaving for school-sponsored activities that start before 4:00 pm on a school day, or who meet at the school prior to leaving, must utilize the school transportation to the activity. Students who utilize school transportation for an activity must return to school on school-provided transportation. Students may ride home with their parents provided one parent makes personal contact with one of the activity sponsors in advance of the transportation. It is preferred that the Coach/Advisor obtain this information from the parent in written format.

Equipment

Each athletic/activities program of the District is responsible for its own equipment. The Head Coach/Advisor shall coordinate with the BAAD to manage the program needs including purchase, refurbishment, storage, and maintenance. Head Coaches/Advisors should address their program needs in their annually submitted [Budget Worksheet](#). The equipment designated on this budget sheet should be addressed in order of priority need.

At the District's discretion, the following facilities costs for programs are maintained by the District – turf, goal posts, wrestling mats, track and field surfaces, courts, basketball hoops, shot clocks, and score boards. These items are often fixed furnishings of the District. Uniforms, balls, and non-fixed equipment should be addressed by individual programs. Programs throughout the District may work collaboratively through individual BAAD and the District's Procurement Department to share and/or exchange equipment to address specific program needs. They may also work collaboratively in ordering equipment to obtain possible bulk discount opportunities. In some programs, students will be required to provide their own supplies and/or equipment. Such may include shoes/cleats, mouthguards, baseball/softball gloves, golf clubs, tennis rackets, or personal preference items (preferred baseball/softball bat) over District owned equipment. There may be situations where the District has such equipment that it can loan out to a student or otherwise find "scholarship" opportunities to pay for personal equipment expenses that a student cannot afford.

Storage/Equipment Areas

Areas are designated for the storage of athletic/activities equipment and supplies. All Coaches/Advisors must ensure that areas are secured before leaving the facility for the day. Coaches/Advisors shall maintain security of all keys and shall not have the keys reproduced. All keys must be returned to the BAAD upon separation of employment at the end of the season or at any other time as requested by the DAAD.

Uniforms

Uniforms must follow the [Idaho High School Activities Association guidelines](#) for the respective sport/activity and must be approved by the BAAD and Building Principal prior to being ordered. Coaches/Advisors must maintain inventory records regarding uniforms and take necessary steps to safeguard return at the end of a season and repair/replacement prior to the commencement of the next season where applicable.

Locker Room Supervision

Effort will be made for a coach/advisor to be present any time a student or group of students is in a locker room. All coaches/advisors must always have an awareness of locker room decorum. This does not necessarily mean that a coach must have a visual line of site of every student at every moment but rather have a general awareness of events, students present, communications etc. The District's discipline rules regarding conduct are applicable in all locker room situations. This includes but is not limited to act(s) of hazing, bullying, intimidation, drug or alcohol use/possession/distribution, smoking, vaping, and acts of violence – all of which are prohibited. Any questions or concerns regarding locker room and/or restroom use, or accommodations should be directed to the BAAD or Building Administration.

Ticket Sales

The District will follow the ticket prices established by the Southern Idaho Conference (SIC), as outlined in the SIC Official Guidelines and Handbook. For current ticket prices, please reference the [SIC Handbook](#).

Security

If it is determined by the District or participating schools that security is necessary for an activity, the Director of Safety and Behavior will work with the host school to provide additional security or crowd control to implement additional security measures. If it is determined that an event cannot be held safely due to any reason, the DAAD and/or Director of Safety and Behavior may cancel an activity in consultation with the Superintendent. Otherwise, follow the District's safety and security protocols and report any concerning or disruptive behaviors.

First Aid, Health, and Safety

The District will follow the Idaho High School Activities Association requirements for coaches' education, including requirements for training in first aid, health, and safety, including:

- Be a certified teacher or complete NFHS Fundamentals of Coaching or ASEP Coaching Principles
- CPR/First Aid Certification
- Approved Concussion Course (even numbered years)
- NFHS Sudden Cardiac Arrest Course (even numbered years)
- NFHS Student Mental Health and Suicide Prevention (even numbered years)

Athletic Trainers/Injury Management

Athletic Trainers may be present at various athletic practices and competitions. In instances where an Athletic Trainer is not present, the Head Coach/Advisors and coaching staff/advisors are responsible for the health and safety of the student-athletes in their care.

Athletic Trainers will create and communicate Emergency Action Plans with coaching staff and building administrators prior to the start of each season.

Physical Examinations

The District will comply with [Rule 13 of the Idaho High School Activities Association \(IHSAA\) Rules and Regulations](#) as it pertains to requirements for Physical Examinations.

IHSAA Rules and Regulations require that

- Physical exams must be taken and on file with the school prior to the first day of tryouts and/or practice.
 - All incoming 9th and 11th grade students, are required to undergo a physical examination and have it on file with the school prior to their first practice in any IHSAA and West Ada -sponsored sport, cheerleading, or dance activity.
 - Physicals must be completed after May 1st of the 8th grade for incoming 9th grade students
 - Physicals must be completed after May 1st of the 10th grade for incoming 11th grade students.
- Student participating for the first time, are required to undergo a physical examination and have it on file with the school prior to their first practice in any IHSAA and West Ada -sponsored sport, cheerleading, or dance activity.
 - This applies to Out-of-West Ada School District transfer students enrolled in a West Ada High School.
 - The applies to Out-of-State transfer students enrolled in a West Ada High School.
- Physical exams must be conducted by a licensed medical provider (licensed physician, physician's assistant, or nurse practitioner).
 - Under IHSAA guidelines and [Idaho Sate Statue Section 54-1803](#), the District defines a licensed physician as MD or DO.
- All students/parents must complete the required Atkivate profile which includes the Interim Questionnaire and updated health history with the school prior to their first day of practice in any IHSAA and West Ada sponsored sport, cheerleading, or dance activity.
- The required IHSAA Physical Form is available online at IHSAA.org or can be downloaded from Atkivate.

Note: It is the responsibility of the Head Athletic Trainer and/or BAAD to consult with the physician and/or other school personnel regarding responses on the Physical or Interim Questionnaire form that may indicate a possible need for a repeat physical examination. It is the responsibility of the BAAD and Head Coach that the student has completed the requirements set by IHSAA and the District through Atkivate to be eligible to participate in tryouts and/or practice.

Injuries and Insurance

Injuries can be a natural consequence of participating in competitive events. Participating in activities and athletic activities is a personal choice of a student and the family of a student. Part of such a decision is understanding the natural consequence of a possible injury. The District is not liable for nor will in any manner compensate, reimburse, or otherwise provide insurance or medical care/medical care costs associated with any student athletic or activity injury. Participation in athletics and activities is at the risk of the student/family of the student. For athletics and some activities, the District requires each participating student/family to provide proof of insurance for the participating student or to otherwise sign the District's Waiver Form located on Aktivate program. If a student has not provided proof of insurance and/or the waiver form has not been completed, the student will not be able to participate.

Concussion Protocol

The District has adopted [State Statute 33-1625, Idaho Code](#) as policy governing youth athlete concussions and head injuries as well as [Administrative Regulation 504.30-AR\(1\)](#) which provides the process for managing student athlete concussions. All coaches are

required to be familiar with and abide by the provisions of [Idaho Code 33-1625](#) and [Administrative Regulation 504.30-AR\(1\): Concussion and Head Injuries](#).

All District athletic/activities high school programs shall act in accordance with state law, District policy, and any applicable rules and regulations of the Idaho High School Activities Association. Compliance with these regulations shall be done on an annual basis and at the beginning of each sport/activity season before a youth athlete participates in any organized practice or game. It shall be the responsibility of the BAAD to assure that the protocols are followed, and documentation is maintained evidencing compliance. Parent and athlete acknowledgement will be collected through Aktivite that they have received, understand, and agree to follow concussion guidelines outlined by the CDC, state of Idaho, and the District's Concussion Protocol.

Return to Learn

Support during concussion recovery requires a collaborative approach among school professionals, health care providers, and parents/guardians. Academic support is based on the student's symptoms and needs during recovery and may include:

- Environmental adjustments: wearing sunglasses, hats, earplugs, etc.
 - Stimuli reduction: dimming screens, decreasing volume, increasing font size, use of immersive reader, etc.
- Physical Adjustments: avoid activities with a risk of contact and focus on appropriate activities like walking
- Curriculum, Testing, and School Day Adjustments: modified workload, extra time for tests, brain breaks, etc.

Return to Play

Graduated Return-to-Play is a 6-step progression, with a minimum of 24 hours per step. If symptoms recur, the athlete must return to the previous step and be re-evaluated by the Certified Athletic Trainer.

- **Step 1:** Daily check-ins with the Certified Athletic Trainer (M-F) and begin return to activities of daily living and school
- **Step 2:** Light aerobic activity begin with 5–10-minute walking or stationary bike – No weightlifting
- **Step 3:** Increased/moderate aerobic activity with individual sport specific exercises – Light weightlifting
- **Step 4:** Non-contact, individual sport-specific drills with progressive intensity and non-restricted weightlifting
- **Step 5:** Full-contact practice in a controlled setting – No scrimmages, games, or competitions
- **Step 6:** Full return to all practice and competition - **No restrictions**

Post-Injury Neurocognitive Testing – Before being medically cleared and returning to competition, the athlete must complete post-injury neurocognitive testing using the same District-approved platform used for their baseline (e.g., SWAY).

Note: The **Certified Athletic Trainer** has final authority to determine when a IHSAA/West Ada-sponsored student-athlete has successfully completed the full Return-to-Learn and Return-to-Play protocols and is cleared for unrestricted participation and competition.

Medical Clearance

Student athletes who consult a medical professional concerning an injury or illness subsequent to the date of the most current pre-participation physical examination on file, shall submit written clearance to the school's athletic trainer from the treating licensed medical provider (defined by the District as a MD, DO, PA, NP) prior to any further participation in athletic conditioning, tryouts, practices or events.

- It is the responsibility of the parent to ensure that the District's Medical Clearance form is completed and turned into the athletic trainer prior to return to activity/sport.
- Contact the building athletic trainer for the District's Medical Clearance form.

Note:

- The athletic trainer and their directing physician have ultimate authority to remove an athlete from participation.
- The athletic trainer and their directing physician have ultimate authority to manage the student athlete's clearance and return to play protocols for any injury, concussion, illnesses, or communicable disease.

If a student-athlete exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., headache, dizziness, confusion, balance issues, or loss of consciousness) or is suspected of having sustained a concussion, the West Ada designee (athletic trainer, coach, or building/ District supervisor) must immediately remove the athlete from play Idaho Code § 33-1625 and parent will be notified.

- The coach is required to notify the athletic trainer of any suspected concussion.
- The parent will be notified by the athletic trainer or the coach of any suspected concussion.

The athlete must be evaluated by the school's Certified Athletic Trainer or another qualified licensed healthcare professional who is trained in concussion evaluation and management.

- The athlete may not return to participation until evaluated and medically cleared by a qualified licensed healthcare provider (Certified Athletic Trainer, MD, DO, PA, or NP).

Regardless of who completes the initial evaluation, all athletes must complete the District's "Return to Learn" and "Return to Play" under the supervision of the school's Certified Athletic Trainer.

Pre-Season Responsibilities

Informational Meetings

At the start of each athletic season, each Head Coach/Advisor shall hold informational meetings with parents and students. This meeting shall include disclosure of and discussion regarding:

- The anticipated costs/fundraising expectations,
- School activity's philosophy and program goals for the season,
- The existence of this Handbook,
- IHSAA rules and regulations,
- Physical exam requirements,
- Concussion Protocol
- Medical Clearance
- Sudden Cardiac Arrest
- Academic performance expectations,
- Conduct expectations and potential disciplinary consequences,
- Equipment responsibilities,
- Manners of acceptable communication,
- Cut sports – discussion of selection criteria,
- Identification of the BAAD and DAAD,
- Details regarding practice (times and locations), attendance expectations, and contest schedules,
- Insurance or liability waivers,
- Standards to receive awards/letters,
- Required information relating to concussion protocols,
- Helpful tips for parents to aid their child in being successful in the program.
- Title IX Training

The BAAD shall maintain records as to the coaches/advisors who attend all pre-season meetings and shall retain such records for a period of no less than three (3) years.

The Head Coach/ Advisor shall maintain records as to the students and parents who attend all pre-season meetings. These records will be retained by the BAAD for a period of no less than three (3) years.

Communications with parents and participating students is very important. It is encouraged that the above information be shared verbally as well as through the written provision of handout materials. Any handout materials must be pre-approved by the BAAD, and it is strongly recommended that the BAAD standardize such handouts for all athletics/activities.

Priority Of Job

Due to the importance of counseling and administrative personnel being physically present at school for the entire school day, including parent and student meetings which typically occur at the conclusion of the school day, an individual that is employed in a counseling or administrative position with the District may coach/advise an athletic/activity only after a letter is submitted and approved in advance of the season by the Building Principal, the BAAD, and the DAAD. Status as a school counselor or administrator will not automatically preclude an individual from consideration for a coaching/advising position but will result in consideration of appropriate coverage arrangements where applicable. A final determination relating to recommendation for employment will be made by the DAAD in consultation with the Superintendent or designee.

Post-Season Responsibilities

End-of-Season Evaluation

The head coach needs to complete the assistant coach evaluations within two weeks of the end of season, providing a copy to the BAAD. The head coach's final evaluation needs to be completed within three weeks of the end of season providing a copy to the DAAD.

Participant Feedback Survey

An End of Season/Program Survey should be conducted at the conclusion of each activity season. This survey will consist of opportunities for participants to provide feedback on the program and staff. The Survey utilized shall only be the survey approved by the DAAD to not risk a violation of the Parental Rights Act found at Section 33-6001 Idaho Code or District Policy 401.20.

The purpose of this survey is not to be critical of coaches or the District's programs but to provide constructive information for the Coach/Advisor and District to consider when improving its programs. This survey may aid in making Coaches/Advisors aware of the activities that the team members find helpful as well as those that may hinder the success of the team. The reason for obtaining feedback is so Coaches/Advisors can be more effective at their jobs.

The survey will be administered by the DAAD in conjunction with the individual BAAD. Results will be shared with Building Principals and applicable Coaches/Advisors. The survey will be conducted in a manner such that the identity of the participating students shall remain confidential. The Superintendent or designee may audit the survey process to assure that they are being utilized for the appropriate purpose and that information obtained is being properly utilized to improve District programs.

Equipment Care and Inventory

Equipment purchased with program-, District-, or Booster-donated funds is the property of the District. Coaches/Advisors are expected to assume responsibility and management of such equipment. Accurate inventory records must be maintained for all equipment on hand, equipment issued, and equipment not returned or cycled out due to age, damage, or general wear and tear.

Students must be informed at the pre-season meeting that any equipment issued to them is their responsibility and that they will be held accountable for its safe return. Every effort must be made to have all equipment returned by students at the end of a season. Head Coaches/Advisors are to notify the participating student and the parent that equipment remains outstanding.

If equipment has not been returned to the school within ten (10) school days after the end of the season, it shall be the responsibility of the BAAD and Head Coach/Advisor to address reimbursement with the participating student. It is the responsibility of the participating student to reimburse the District for any equipment lost or stolen during the season.

A copy of the program equipment inventory shall be provided at least once annually to the BAAD, with a copy to the DAAD. This will aid the District in District-wide inventory control and in the analysis of programmatic needs.

Off Season “Open Gym and Open Field”

Athletic programs may hold off-season “open gym,” or off-season, non-mandatory workouts. Participation must be made available to all potential student-participants, both male and female, through communications directed to the general student body. These events shall not be invitation only. Cancellation of any such event should be communicated in the same manner. Open gym events must be scheduled and approved in advance by the BAAD. Supervision must be in place and all [Idaho High School Activities Association Rules](#) must be followed.

Spectator/Parent Conduct

In accordance with the [Southern Idaho Conference \(SIC\) Guidelines and Handbook](#), the host school will provide supervision at every event. Visiting schools will assist in supervision at Varsity Football and Boys Basketball games. Other events may require supervision coverage on an as needed basis. When applicable, the visitor’s administration should check in with the host administration regarding supervision. If member schools are unable to follow the guidelines as outlined in the [SIC Guidelines and Handbook](#), it is the responsibility of the Building Principal or designee to contact the opposing member school.

Spectators are an important part of every event/activity. They should conform to accepted standards of good sportsmanship and behavior, including respect for officials, players, and guests in the community. The following guidelines should be adhered to:

- Enthusiastic cheering is encouraged.
- Booing and other disrespectful words, remarks, gestures, and activities are discouraged.
- There shall be no bells, whistles, or other artificial noisemakers of any kind at any athletic activity or spectator event.
- Face paint is acceptable but shall not cover more than half of the face.

Parents are encouraged to support school programs. The District will not tolerate any Parent or patrons engaging in any conduct that could sabotage opportunities for their students, other students, and the teams of the District.

Spectators and parents are guests upon school property. Acting inappropriately, including but not limited to any violation of this provision, may result in a parent/spectator being asked to leave the premises. Such events may also result in a denial of attendance at future events/activities.

Student Managers and Student Statisticians/Scorekeepers

The selection and oversight of student manager(s) is the responsibility of the Coaching/Advising staff. The individual(s) filling these positions should be students in good standing, hard workers, responsible, and dependable. Student managers shall be selected in a non-discriminatory manner. Care shall be taken in selecting and communicating with student managers so that they understand their role and responsibilities. The names of the student managers should be included with the team roster when submitting information to the BAAD.

Typical student manager duties will include keeping scores, collecting balls, distributing water, logging statistics, and organizing equipment.

Except for the physical requirements, student managers will be expected to adhere to all the same rules and regulations as participating students. Student managers are not to participate in practice, scrimmage, or game activities in any manner which would be described under the role of “player.”

Student Tours, Excursions, and Overnight Trips

Student tours, excursions, and overnight trips are governed by [District Policy 503.7 – Student Tours, Excursions, and Overnight Trip](#).

When scheduling a student tour, excursion, or overnight trip, the following guidelines shall be adhered to:

- The initial request for the activity must be made to the Building Principal for review a minimum of two (2) months prior to expected departure prior to making any commitment to the students. The request will include Coaches/Advisors submitting the [Student Tours, Excursions, & Overnight Trips Guidelines and Request for Approval Form](#).
- The maximum number of school days missed shall be two (2) consecutive days, up to a maximum of five (5) days per semester.
- Every effort must be made to ensure that no student is excluded because of an inability to meet financial requirements. The cost to the student/parent/school shall not exceed \$400 per student per trip including fundraising. The \$400 can be out-of-pocket or can be defrayed through approved fundraising activities.
- All students participating in a day trip will be required to submit a written student permission form signed by a parent on a form approved by the District.
- Teachers must take attendance before leaving the school, during the trip, and before leaving the destination.
- All groups must be adequately supervised with a minimum of one (1) adult per ten (10) students. Groups with both male and female participants must have supervision of at least one (1) male and one (1) female adult. Supervisors must have been educated as to their responsibilities in chaperoning the event.
- The activity and daily itinerary should be approved by the Building Principal.
- If approved at the building level, a copy of the approval form and itinerary shall be given to the Clerk of the Board.
- Without Board approval, elementary and middle school students are not authorized to participate in overnight trips.
- Prior to posting any photos, videos, etc. from the tour, excursion, or trip on any social media or the District website, the Advisor/Coach shall review the Opt-Out list to ensure that the student’s photo, video, etc. can be utilized. The Opt-Out list can be accessed through your BAAD or building administration.
- All non-employee attendees who have not been previously completed the background investigation checked by the District within the last six months must be checked against the Sex Offender Registry and may be requested to complete a background investigation check (finger printing) prior to participating in the tour, excursion, or trip. Such individuals shall never be put in a situation of unsupervised contact with students.

Exceptions

- When a student or an activity group qualifies for a national competition by progressing through a series of competitions that culminate in the national competition (e.g., State to Regional to National).
- **OR**
- When a trip exceeds two (2) school days or \$400 of student out-of-pocket and fundraising expenses, approval must be obtained from the Board of Trustees at least three (3) months in advance of the expected departure.
- Non-school-related national competitions will be subject to [District Policy 500.1 – Secondary Attendance](#).

Expectations for Overnight Trips

- The student groups, extra-curricular activities, and athletic teams traveling within a 50-mile radius of the District will not be eligible for overnight stays.
- When student groups are traveling overnight for events and competitions, three students will be placed in a room. Rooms will include two beds and either a pull-out, hide-a-bed, cot, or couch.
 - If hide-a-beds, cots, or couches are not available, or if student numbers don't equate to three students per room, we will place four students in a room as an alternative, with two students in a bed.
 - Advisors, coaches, and chaperons will not be assigned to a room with students unless they are a parent of that student.
 - All efforts will be made to avoid placing two students in a room.
- Rooming lists will be posted at least 48 hours prior to departure for students and parents to review in advance of the trip. If parents or students have objections to room assignments for any reason, they can request a change of room placement no later than 24 hours prior to departure. All requests for room changes will be reviewed by the administration. Changes may or may not be granted.

Travel Per Diem

In instances in which a team/program is traveling outside of the Treasure Valley and/or overnight, the meals of Coaches/Advisors and students may be covered by the program or school at the District's standard Per Diem allowance for meals. The amount of the Per Diem allowance for meals are as follows:

- Breakfast \$14 (leave at 7:00 am or earlier/return at 8:00 am or later)
- Lunch \$21 (leave at 11:00 am or earlier/return at 2:00 pm or later)
- Dinner \$35 (leave at 5:00 pm or earlier/return at 7:00 pm or later)
- All students participating in an overnight trip will be required to submit a written [Overnight Trip Permission/Release Form](#) signed by a parent.
- All advisors, coaches, and chaperons who may have unsupervised contact with any student while on the trip shall complete the background investigation check through the District HR Department.
- Volunteers must also go through the volunteer approval process.
- All students, advisors, coaches, and chaperons will be required to follow the policies and procedures of the District for the duration of the trip.

All forms can be found on the District's Intranet at [Activities & Athletics - Home](#) -Student: Tours/Excursions/Overnight Trips link

Undue Influence

In accordance with [Rule 8-18 of the Idaho High School Activities Association Rules and Regulations](#), the District Coaches/Advisors will not place undue influence on the student-athletes of the District or other school Districts. Undue influence is defined as "the use of influence by any person connected directly or indirectly with an IHSAA member school, to induce a student to transfer from one member school to the other, or to enter the ninth grade at a member school for athletic competition purposes, whether or not the school presently attended by the student is a member of the IHSAA." Rule 8-18 goes on to say that "evidence of undue influence includes, but is not limited to, personal contact by coaches and sponsors in an attempt to persuade transfer by gifts or money, jobs, supplies, coaching, free transportation, admission to contests, invitation to attend practices and or games, free tuition or any other considerations not accorded to other students similarly situated."

In accordance with this rule, the following guidelines are being established by the District to ensure our high schools do not violate Rule 8-18 and are not placing undue influence on the student-athletes of the District and other school Districts:

1. When sending out feeder school information that pertains to co-curricular activities and athletics, schools can distribute information regarding programs, camps, trainings sessions, etc. through school-approved social media, school website, school newsletters and the West Ada Community Bulletin Board.
 - i. No communication of any kind regarding the school's programs, camps, training sessions, etc. shall be distributed through direct mail or email to any family or student that does not currently attend that school.
2. The BAAD must review and approve all communications pertaining to co-curricular activities and athletics designed to target incoming students. The BAAD maintains discretion to deny any communications that are deemed inappropriate or that violate any provisions of the expectations outlined in this memo.
 - i. Middle school students may be hosted at West Ada high school sites with the following expectations:
3. No communication or activities related to the recruitment of student-athletes should take place during these on-campus activities.
 - i. Activities that would be considered a recruitment activity include but are not limited to:
 - Any activity that promotes one school over another or disparages another school.
 - Distribution of school-branded items/merchandise.
 - ii. Having student-athletes try on or dress in high school uniforms/jerseys.
 - iii. Photo sessions with school-branded items/merchandise
4. District coaches should only communicate with families who currently live within the school attendance zone.
5. It is expected that all WASD coaches will adhere to this rule at all times.
6. District coaches that also coach outside of the high school season (clubs, training, etc.) must strictly comply with this rule and adhere to the requirements outlined in [Rule 17-2-2 of the Idaho High School Activities Association Rules and Regulations](#).
7. District coaches who are associated with a club program must be aware of the potential undue influence that their affiliation with that club may have on student-athletes.
8. Schools must adhere to District policies related to open enrollment and transfers. BAAD must be aware of any potential transfers that may be considered a conflict of interest.
9. Any such inquiries related to undue influence must be immediately referred to the school's BAAD and Building Principal.
10. Any coach who violates IHSAA Rule 8-18 or 17-2-2 shall self-report their actions to the school's BAAD and Building Principal.
11. Any violation of the above expectations may lead to disciplinary action, up to and including termination of employment.