



## **District High School Athletic Guidebook**

### **Athletes, Parents, Staff & Emergency Procedures**

#### **Sections I-IV**

**2020-2021**

### **Fostering a Culture of Sportsmanship, Respect, and Character**

***SUSD Core Purpose: To ensure all individual learners reach their full potential!***





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## LEGAL NOTICE

The Scottsdale Unified School District No. 48 affirms its intent to comply with all federal and state laws relating to the prevention of discrimination. All courses, services, activities, employment and admission opportunities are offered without regard to race, color, creed, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts, Girl Scouts, Young Men's Christians Association (YMCA), Boys and Girls Clubs and other designated youth groups. This compliance includes, but is not limited to, the regulations of Title IX of the Education Amendments of 1972; the Individuals with Disabilities Education Improvement Act of 2004; Section 504 of the Vocational Rehabilitation Act of 1973; Title VI of the Civil Rights Acts of 1964; the Americans With Disabilities Act of 1990; the Age Discrimination Act of 1974; and federal vocational education guidelines issued to meet a requirement of the Adams v. Califano consent decree.

The vocational education program areas included in the program of studies for school year 2017-2018 are: business/computer technology, family and consumer sciences, industrial technology, health care science, and East Valley Institute of Technology (EVIT) Satellite Programs. A lack of English language skills will not be a barrier to admission and participation in the Career and Technical (vocational) Education programs of the school.

Due process is adhered to in any disciplinary proceedings.

The Compliance Officer for the Scottsdale Unified School District No. 48, with respect to Section 504 of the Vocational Rehabilitation Act of 1973 and Title II, is:

Shannon Cronn, SUSD Student Services  
Scottsdale Unified School District, Mohave District Annex. 8500 E. Jackrabbit Road, Scottsdale, AZ 85250  
Phone (480) 484-6113

The Compliance Officer for the Scottsdale Unified School District No. 48, with respect to all other anti-discrimination laws including but not limited to, Title IX (gender-based discrimination), is:

Ms. Michelle Marshall, General Counsel  
Scottsdale Unified School District, Mohave District Annex. 8500 E. Jackrabbit Road, Scottsdale, AZ 85250  
Phone (480) 484-6181

Questions concerning compliance with any of the above should be referred to the above-mentioned individuals.

Dr. Scott Menzel  
Superintendent

# **SECTION I: Athletes**

## **INTRODUCTION**

### **A MESSAGE FROM THE DISTRICT ATHLETIC DIRECTOR**

Student Athletes:

On behalf of the Scottsdale Unified School District Governing Board and all of our Schools, I would like to welcome you to the (SUSD) Athletics. In order to promote a safe and successful athletic experience, we have established guidelines, which are outlined in this document. These guidelines are designed to create a positive athletic experience for students, coaches, parents, officials, and administrators.

At SUSD our coaches and staff are committed to working diligently to provide a high quality, enriching experience while enhancing your athletic skill sets. SUSD has been privileged to foster hundreds of talented athletes with dedicated involvement in their respective sport. The success stories at SUSD are numerous and include regional and state championship teams as well as athletes that earn lucrative college scholarships. In Scottsdale, we continue to be one of the top athletic programs in Arizona and we are very proud of our programs. It is the goal of the SUSD Athletic Department to deliver an entertaining, exciting, and respectful experience to our fans and communities.

The positive attitudes of student athletes make these programs fun and competitive. In Scottsdale, we also hold our athletes to high levels of accountability in the classroom with a No Pass/No Play policy. Athletics is very important but not at the expense of performance in the classroom.

Best of luck in your academic and athletic endeavors.

Nathan Slater  
Scottsdale Unified School District Athletic Director

## **SCOTTSDALE UNIFIED SCHOOL DISTRICT**

### **Ideals and Expectations**

The Scottsdale Unified School District is committed to providing to students the best possible athletic programs. Athletic participation is a valuable educational experience. The District expects students to represent their schools in such a way that they, their parents, their teachers and the community can be proud of their participation.

This handbook contains some of the general policies and requirements applicable to all SUSD staff. Please refer to the Arizona Interscholastic Association Regulations and SUSD Policies and Regulations for more information. Federal, State and Local laws also apply. In the event of a conflict, SUSD policy, A.I.A. Regulations and/or Federal, State, or Local law will take precedence over this handbook.

### **Athletic Program Code of Ethics**

#### **Players shall:**

1. Be courteous to visiting teams and officials.
2. Respect the integrity and judgment of officials.
3. Respect the integrity, values, personality and individuality of each athlete.
4. Maintain a high level of integrity and demonstrate good sportsmanship.
5. Participation in SUSD Athletics is a privilege, not a right. To earn that privilege, student participants must abide by the rules, and they must conduct themselves at all times as models who exemplify good character.
6. Consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the written letter of rules.
7. Safeguard the health and integrity of their programs by prohibiting the use of alcohol, tobacco, drugs, and performance enhancing substances, as well as demand compliance with all the laws, regulations of the AIA and the Scottsdale Unified School District.

### **Sportsmanship Creed**

Good sportsmanship is an attitude and behavior that embodies integrity, fair play and mutual respect. Athletes should be modest in victory and gracious in defeat. We believe that interscholastic competitive events should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of competitive events is achieved when all stakeholders are committed to Fostering a Culture of Sportsmanship, Respect, and Character.

Scottsdale Unified School District athletes are expected to be positive role models by:

- Learning and abiding by contest rules
- Showing pride and respect for themselves, their teams and their school as well as their opponents, officials and fans by exhibiting exemplary conduct before, during and after contests
- Recognizing and appreciating skilled performances and showing concern for injured players regardless of affiliation
- Using only appropriate language and/or gestures
- Considering the team as more important than themselves in the collective efforts to achieve team goals
- Demonstrate at all times high character by taking actions that show the importance of social norms
- Emphasize the importance of Sportsmanship, Respect, and Character with teammates, parents, classmates, and display these pillars at all times as a member of a school team.

This guidebook contains some of the general requirements applicable to all SUSD student athletes. Please refer to the Arizona Interscholastic Association Regulations, SUSD Policies and Rules, and Federal, State and Local laws for more information.

## ADMINISTRATIVE REQUIREMENTS AND DOCUMENTATION

### **Athletic Fees:**

A fee of \$150.00 per Arizona Interscholastic Athletics (A.I.A.) activity (except band, chorus, orchestra, or drama) shall be charged to all participants. There is not a cap on fees. Each sport must be paid for separately. Fee waivers based on need are available through the student store with approval from Nutritional Services. The athletic fee must be paid prior to the first contest and before any game equipment will be issued.

**Insurance:** Athletes must be insured by his/her parent or guardian and provide policy number and insurer.

**Parent Consent:** Parental consent must be completed by a parent and filed with the activities office before the student is allowed to practice or compete.

**Physical:** A student shall not practice or compete until there is an annual physical examination for the current school year on file with the principal or his/her designee. The physical examination for the following school year shall be given on or after March 1. (A.I.A. Bylaw 15.7.1)

**Birth Certificate:** Certification of birth date must be recorded and kept on file in the school for participating athletes. This may be a birth certificate, hospital certificate of birth with a seal or appropriate signature, Department of Commerce certificate, Bureau of Immigration certificate, Department of Justice certificate, Arizona State Health Department certificate or verification of birth established by three reputable sources of information acceptable to the A.I.A. Executive Board.

## STUDENT ELIGIBILITY REQUIREMENTS

**Age Limit:** Students who are 19 years old prior to September 1 are ineligible to compete in SUSD Athletics.

**State No Pass-No Play:** State law requires AIA member schools to have a No Pass No Play policy in place.

**2.0 Minimum GPA:** Students with and F and/or below a 2.0 GPA in the previous marking period are ineligible to compete in interscholastic competitions. Students who are identified to have less than an F and/or below a 2.0 GPA are then eligible to compete when the student presents evidence to administration that they have a current GPA of 2.0 or above and no Fs.

Students transferring from a school district outside of the state of Arizona will be eligible upon receipt of documentation of academic eligibility from the administration of the sending school.

**Enrollment:** In order to participate on an athletic team, a student must take a minimum number of classes to be in compliance with Arizona Interscholastic Association and State policies. AIA stipulations require that six credit-bearing classes are needed for athletic eligibility the first six semesters of high school. Graduating senior's athletes need five credits for eligibility. Aside from AIA requirements, SUSD policies require seniors to be enrolled in a minimum 5 classes or an equivalent program of student that provides seven hundred twenty (720) or more instructional hours throughout their senior year.

Only students enrolled at the A.I.A. member school in grades 9 through 12, inclusive, shall be eligible for interscholastic competition at that school. A home schooled student may be eligible if said student is in compliance with A.R.S. §15-802.01 (A). In case of registration after the first official day and by the 14th official day, a student shall have been in attendance for at least as many days as he missed from the opening of the grading period in order to be eligible. A transfer student (from within or outside of Arizona) who has been in attendance prior to the 14th official day of the grading period shall be eligible in the school to which he has transferred provided the student's parents or legal guardians are residents of that district. All additional A.I.A. bylaws must be satisfied.

**Attendance:** The athlete must be in attendance at school a minimum of fifty percent (50%) of the school day to participate or practice that day. Graduating seniors must attend all of their classes if less than fifty-percent (50%) of the school day. Cutting a class or classes may result in being benched for the next scheduled contest. Exceptions will be granted only with coach and administrator approval, and only under extenuating circumstances. School actives and field trips do not count as an absence for athletics.

**Ninth Grade Enrollment:** A student enrolling in the ninth grade for the first time may attend any member high school and be eligible for interscholastic activities in recognition of the concept of open enrollment. Upon any transfer by the student after the initial enrollment in the ninth grade, the Transfer Rule applies. (15.5.3.1 A.I.A.)

**Transfer Rule:** After enrolling and attending one or more classes, students changing enrollment to/from one school to another school shall be considered a transferring student. Upon completion and filing with A.I.A. of form 520 (Application of Eligibility), student shall be eligible to participate in interscholastic competition after the first 50% of the teams power ranked regular season contests (A.I.A. Bylaw 15.1.1).

**Organization:** Teams will be organized per A.I.A. rules, as follows:

- Freshman teams will consist of 9th and 10<sup>th</sup> grade students. JV teams will consist of 9th – 11th grade students at the discretion of the coach. Varsity teams will consist of 9th - 12th grade students at the discretion of the coach.

**Quitting a Team:** When a student quits a team during the season of competition, he/she will not be permitted to go out for another team until after the season for the sport he/she quit has ended. Any exception to this rule must be approved in writing by the sending coach with review by the site administration.

**Primary/Secondary Sport:** There are certain seasons or sports which allow an athlete to participate in two school sports at the same time. Example: baseball and track. The athlete must designate the primary sport, thereby establishing which sport will take precedence in game situations, practice and other conflicts.

**Equipment Responsibility-Athlete:** It is the athlete's responsibility to return all school-issued athletic equipment to the athletic equipment manager or coach upon completion of a contest or season or upon quitting a team. Any loss of or undue damage to equipment by athletes must be paid for at the student store before the athlete is issued other equipment for that sport or enters another sport.

**Foreign Exchange:** A foreign exchange student who is placed in the attendance boundary of the school by a bona fide exchange program meets the domicile requirements. It shall be the responsibility of the local school administrator to ensure that all other eligibility requirements are met before a student participates in interscholastic activities.

**15.15.1 Foreign Exchange Students:** A foreign exchange student is a student that is in the U.S. under a J-1 Visa, and who is placed in a school by an educational exchange program approved by the Council on Standards for International Educational Travel (CSIET). A foreign exchange student is eligible at a school in the attendance zone of the home in which the student is placed. A foreign exchange student must meet all other eligibility requirements and is eligible for a maximum of one school year.

**15.15.2 International Students:** An international student is a student who is in the U.S. under any Visa or document other than a J-1 Visa and who is attending an AIA member school. Except as stated below with regard to domicile, an international student must meet all eligibility requirements of any regularly enrolled student. An international student is eligible only for non-varsity level competition, which may include only 9th through 11th grade, and is not at any time of enrollment eligible for varsity level competition. With regard to domicile, an international student's non-varsity eligibility shall be at a school in the attendance zone of the home in which the student is placed.

**Spring Football** – Due to AIA Bylaws students are required to have a physical to participate in Spring Football.

## SCOTTSDALE UNIFIED SCHOOL DISTRICT 2020-2021 HIGH SCHOOL ATHLETIC CODE OF CONDUCT

**All student athletes are responsible to follow the guidelines in the SUSD Uniform Code of Student Conduct.**

### **PARTICIPATION REQUIREMENTS**

1. **Athletic Code of Conduct**: This document must be electronically signed and agreed to by all participants.
2. **Birth Certificate**: Must be recorded and on file with the school administrative office.
3. **Brainbook**: All athletes must complete the concussion education course Brainbook. This is only required once in a high school career and is available at nfhs.org or within Register My Athlete (AIA Bylaw 14.14).
4. **Enrollment**: Only students enrolled in SUSD AIA member school in grades 9 through 12, inclusive, shall be eligible for interscholastic competition at that school. A home-schooled student may be eligible if said student follows A.R.S. 15-802.01(A). Students enrolled full time in Scottsdale Online (SOL) or SUSD Alternative Education are eligible to participate at their home school if they meet all other participation requirements.
5. **Insurance**: All athletes must be insured by his/her parent or guardian and evidence of insurance provided including insurance company and policy number.
6. **Physical Examination and Parent Consent**: Current yearly physical examination and parent consent must be on file prior to participation in the first practice. The physical examination for the following school year shall be given on or after March 1 (AIA Bylaw 15.7.1).
7. **Academics and Scholarship**: To Participate a student must be enrolled in a minimum of six credit courses or the equivalent in the first six semesters of high school. Graduating seniors need a minimum of five credit courses in their senior year (4 classes with administrative approval). Any course for which the Scottsdale Unified School District issues credit or dual credit (3+ hours of college credit) qualify.

**Eligibility Requirements**: SUSD has established a 2.0 current GPA as the minimal standard for participation.

- State No Pass/No Play requirements are determined by no F's at the most recent marking period
  - All students below a 2.0 GPA or with an F in the current marking period will be ineligible for interscholastic competition must participate in intervention or support systems.
    - ✓ Require frequent grade checks -minimum every 4.5 weeks to determine current GPA and interventions needed
  - If a student has below a 2.0 GPA and participates in AIA sanctioned athletics, the following applies:
    - ✓ Students must participate in intervention and or support programs
    - ✓ Students who are making progress in the intervention/support program are eligible to practice before the next grade check
    - ✓ Students who demonstrate a 2.0 GPA and have participated in intervention and or supports are then eligible to practice and compete when the student presents evidence to administration that he/she has a current GPA of above a 2.0 and no Fs
    - ✓ Interventions and support programs are determined by the site based on student needs
    - ✓ In order to begin participation in the extracurricular activity, a student below a 2.0 GPA must have been participating in interventions/supports during the grading period prior to the beginning of the activity.
    - ✓ Transfer students will be evaluated based on their current transfer grades
  - The general standards shall apply to special education students, including students eligible under Section 504, except that such eligibility shall be determined by a case-by-case basis in relationship to the respective students' Individual Education Program. The general standards shall apply to English language learners determined by a case-by-case basis in relationship to their Individual Language Learning Plan.
  - Students who withdraw from a brick and mortar or full semester eLearning course after the first quarter mid-grade of a semester will receive a mark of WP (athletically eligible) or WF (athletically ineligible SUSD HSPG).
  - Students who withdraw from a brick and mortar or full semester eLearning course after quarter 1 and quarter 3 will receive a mark of F on their transcript, regardless of the current grade in the course (SUSD HSPG).
8. **Team Membership**: An athlete who is a member of a school team shall not practice or compete with any other group, club, organization, association, etc., in that sport during the interscholastic season of competition. (AIA Bylaw 14.4.1)
  9. **Changing Teams**: If an athlete quits a team, he/she may not go out for another team until the season for the team he/she quit is over. This may be waived by agreement of both coaches and administrative approval.
  10. **Transfer Rule**: Students changing enrollment to/from one school to another school shall be considered a transfer student. Upon completion and filing with AIA a form 550 (Application of Eligibility), student shall be eligible to participate in interscholastic competition at the school to which he/she transferred after the first 50% of the power ranked regular season contests (AIA Bylaw 15.1.1).
  11. **Equipment**: Athletes are responsible for returning or paying for all equipment and uniforms issued to them. Debts must be cleared before going out for another sport or before receiving school transcript records.

12. **Attendance:** The athlete must attend at school a minimum of fifty percent (50%) of the school day to participate or practice that day, unless excused by the administration. Graduating seniors must attend all of their classes if less than fifty percent (50%) of the school day unless excused by administration. School related events/field trips are not considered an absence. Students who are suspended, in or out of school, are not permitted to practice or play.
13. **Athletic Fee:** The \$150 athletic fee must be paid prior to the first contest, and before game equipment and uniforms are issued. Each sport must be paid separately and there is no cap. State tax credit laws do not permit refunds. Payment can be made online at [sUSD.org](http://sUSD.org) or at the site Bookstore. If payment is made online, proof of payment must be submitted to the campus Bookstore.
14. **General Appearance:** An athlete must dress and look the part of an athlete while participating and during school. He/she should keep his/her hair well groomed, his/her skin clean, and his/her clothes neat and clean.

### **TRAINING RULES**

In addition to the requirements and consequences set forth in the SUSD Student Code of Conduct and the Arizona Interscholastic Association (AIA) regulations, all student athletes are responsible for adhering to the training rules listed below. These rules apply on and off campus during the season of sport. Any violations of the rules stated below will carry consequences as stipulated by the SUSD Uniform Code of Student Conduct AND to be determined by the coach of that sport and subject to review by the Athletic Director. Alcohol and other drugs carry specific penalties as listed below:

1. **Student Conduct:** An athlete must always be a positive representative of the school and must be courteous to teachers, students, fellow athletes, and adults.
2. **Behavior and Attitude:** An athlete may be cut from the team at any time the coach believes his/her behavior is detrimental to the team, or the coach may take any reasonable action to see that any infraction of the above does not reoccur.
3. **Tobacco:** Possession or consuming any tobacco product, including vape and e-cigarettes, is strictly prohibited.
4. **Travel:** Students must go to and return from athletic contests by school-supplied or designated travel. If a student must travel to or from the contest with his/her parent, he/she must have his/her parents make the request in writing to the coach prior to the contest. Once at the site of the contest, the athlete is not to leave the site without permission of the coach.
5. **Bullying, Fighting, Harassment, Threat, and Intimidation:** Includes a broad range of negative acts that are intended to inflict physical, sexual, or psychological harm on another person is strictly prohibited.
6. **Hazing:** Includes any intentional or reckless act committed by an individual or group of students against other students where both of the following apply: (1) The act was in connection with an initiation into an affiliation with, or membership of, a school sponsored athletic team or group, and (2) The act causes, contributes to or poses a substantial risk of physical or mental injury or degradation is strictly prohibited. Consequences for hazing include but are not limited to automatic suspension from athletic participation up to 9 days pending investigation and subject to removal from the team.
7. **Social Media usage:** The use of social media must be done in a manner that is respectful in nature and inappropriate use of social media could result in removal from the team as conduct detrimental to the team.
8. **Alcohol and Other Drugs:** Violation per the SUSD Uniform Code of Conduct.  
**Level 1 Violation:** This includes first offense as defined in the SUSD Uniform Code of Conduct.
  - a. The loss of eligibility from all participation will be for ninety (90) school days.
  - b. The athlete will have an opportunity to regain eligibility after thirty (30) school days by completing the District-approved drug and alcohol counseling.
  - c. Athlete may practice, not compete, upon the school receiving confirmation that athlete has signed up for drug and alcohol counseling and producing a drug negative test from a state certified drug testing facility. Failure to complete the District-approved counseling program will result in re-imposing the ninety (90) day suspension from all athletic participation.
  - d. Athletes in drug and alcohol counseling should participate in twenty (20) hours of community service.

**Level 2 Violation:** This includes second offense within 365 days and/or distribution as defined in the Uniform Code of Student Conduct. As stipulated in the SUSD Uniform Code of Conduct, other first violations may be considered level 2 if other aggravating factors are present. Such determination is made by site administration.

- a. Removal from the team.
- b. During the last two weeks of a sport: Removed for the remainder of the season and suspension from the next sport the athlete participates in for the period of time to total three (3) competitive weeks.



### **DUE PROCESS**

1. A. All athletes will be presented with a written statement of the Athletic Code of Conduct and accompanying regulations and penalties at the beginning of the season and electronically agreed to.
2. 2. Upon receipt of information regarding a violation of the code, the coach will discuss the matter immediately with the Athletic Director and athlete(s).
3. If the coach is sure a violation has occurred, he/she will:
  - A. Notify the athlete of the exact nature of the violation. The coach shall also notify the parents of the athlete, giving the same information before the penalty takes effect, or;
  - B. If two or more coaches are involved and the incident is sufficiently broad, the coaches will work collaboratively to determine disposition.
4. If the athlete and/or his/her parents are unclear as to the reason for the disciplinary action or are dissatisfied with it, they may request a meeting with the coach and Athletic Director.

## SECTION II: HEALTH & EMERGENCY PROCEDURES

### TRAINING

All coaches are encouraged to obtain training in CPR, first aid, automated external defibrillator (AED) use and the signs and symptoms of steroid use.

### PRE-SEASON MEETING

In each sport at all levels, coaches may have a pre-season meeting with parents. Parents should be contacted to ensure their attendance. At this meeting, the coach will collect completed emergency medical cards, distribute schedules and cover all procedures necessary to ensure a safe, cooperative and successful season. The student may not practice until the medical card is completely filled out and returned to the coach. The medical cards must be available to the coach at all practices and contests. It is recommended they be kept in the medical kit.

### PROCEDURES IN THE EVENT OF AN INJURY

In the event a student is injured on school grounds or at an athletic contest and requires the services of a physician, the following procedures should be followed:

- Contact 911 immediately in cases of serious injury or illness.
- Call the emergency number listed for the parents on the student medical card.
- If appropriate, follow the parental instructions on transporting the student. In non-emergency situations, the parent(s) will make the decision regarding transportation of the student and the physician or hospital to be used.
- **EMT/PARAMEDICS will make the decision as they deem appropriate and necessary or if parents cannot be reached.**
- The coach shall contact his/her site Principal as soon as possible and no later than the following morning.
- The coach should complete a serious incident report form.
- The coach should make every attempt to follow up with the injured athlete.
- Coaches are encouraged to report all injuries to parents - even those that seem minor. Before an injured athlete may return to practice or competition, a doctor's release is required if the initial injury required a doctor's care.

If a student/athlete goes to the doctor, a signed release **must** be given to the Trainer to be placed in the student's medical records before the student may return to practice or competition. The Trainer must give the signed release to the coach prior to the coach allowing the student/athlete to practice or compete.

### INFECTION CONTROL

Because of close contact, infection control is important in athletics. Many community infections are skin infections. Skin infections are spread primarily by skin-to-skin contact with someone infected. Keeping the environment clean and disinfected is important for preventing the spread of all germs. Regular hand washing is the best way to prevent disease. Get back to the basics by using soap and water or hand sanitizer.

Ways to prevent infections:

- Keep cuts and scrapes covered with a clean, dry bandage until healed.
- Do not touch other people's wounds or bandages.
- Do not share personal items such as towels, washcloths, bar soap or razors.
- Do not share sports equipment. If equipment is shared, wear clothing underneath. Clean equipment and mats before and after use.
- Avoid unnecessary antibiotics.

## **WEATHER**

### **Extreme Heat Precautions**

Heat stroke, heat exhaustion, dehydration and severe sunburns can be very dangerous to students during outside sporting events. The following precautions should be taken:

- Be prepared to cancel practice or modify the practice schedules when extreme temperatures exist. Coaches will follow SUSD's "MODIFICATION OF SCHOOL-RELATED ACTIVITIES DUE TO WEATHER OR ENVIRONMENTAL CONDITIONS - POLICY and GUIDELINES".
- Have ice and water on hand and easily accessible during all practices.
- Take frequent fluids and rest breaks. **NEVER WITHHOLD WATER BREAKS AS PUNISHMENT OR MOTIVATION!**
- Coaches will try to schedule practice in the coolest part of the day - early morning or evening.
- Remove helmets and pads when not scrimmaging.
- Do not use salt tablets.
- Be attentive to heat illness and dehydration symptoms in athletes and treat them appropriately.
- Encourage athletes to drink fluids in the hours before practice (avoid soft drinks or beverages containing caffeine).
- In case of severe thunderstorms, move the students into the building when lighting is first noticed. **Do not wait until the storm is breaking to move inside.** Use the same procedure when sandstorms occur.

## **EATING DISORDERS**

Athletes and parents should be educated on the maintenance of healthy weight through sound eating behaviors and appropriate exercise.

Athletes who demonstrate unhealthy weight-control practices should be referred to the proper professional.

Athletes who intend to gain or lose weight should do so under the direction of a physician and follow the established principles for healthy weight reduction or gain.

## **HEAD INJURIES**

### **WHEN A CONCUSSION OCCURS**

If you suspect that a player has a concussion, implement your action plan by taking the following steps:

- Remove the athlete from play.
- Ensure that the athlete is evaluated by an appropriate health care professional. Call 911 as necessary.
- Inform the athlete's parent or guardian about the known or possible concussion and give them the fact sheet on concussions.
- Allow the athlete to return to play only with a written release from an appropriate health care professional.
- If loss of consciousness occurs, under no circumstances should the athlete return to play or practice for at least one week. Remember – It's better to miss one game than the whole season.
- The coach will complete the District's Student Injury Report (D-30) as soon as possible. The coach will contact his/her site Principal as soon as possible and no later than the following morning.
- If an athlete chooses to wear a non-SUSD helmet, he/she must provide proof to the site Athletic Director that the helmet has been professionally recertified on an annual basis.

## **CONCUSSION FACTS**

- A concussion is a traumatic injury to the brain because of a forceful blow, shaking or spinning.
- All concussions are serious.
- Concussions can occur without loss of consciousness.
- Concussions can occur in any sport.
- Recognition and proper management of concussions when they first occur can help prevent further injury, permanent disability and death.

## **CONCUSSION SIGNS AND SYMPTOMS**

One or more of these signs and symptoms may indicate that a concussion has occurred.

### Signs observed by coach/staff

### Symptoms reported by athlete

Appears dazed or stunned  
Is confused about assignment  
Forgets plays  
Is unsure of game, score, or opponent  
Moves clumsily  
Answers questions slowly  
Loses consciousness  
Shows behavior or personality changes  
cannot recall events prior to hit  
Can't recall events after hit

Headache  
Nausea  
Balance problems or dizziness  
Double or fuzzy vision  
Sensitivity to light or noise  
Feeling sluggish  
Feeling foggy or groggy  
Concentration or memory problems  
Confusion

## **CONCUSSION EDUCATION**

Educate athletes, parents and other school officials about the dangers and potential long-term consequences of concussions. Sometimes players, parents, and other school officials wrongly believe that it shows strength and courage to play injured. Make sure athletes, parents and school officials:

- Can recognize signs and symptoms of concussions
- Withhold athletes with known or suspected concussions from play until a health care professional has evaluated and cleared their return.
- Know to take all signs and symptoms of concussion seriously.
- Inform other coaching staff if an athlete receives a blow to the head, experiences symptoms of concussion, or behaves out of the ordinary.
- Insist that safety comes first.
- Teach athletes safe playing techniques and assure they follow the rules of play.
- Teach athletes that it's not smart to play injured.
- Prevent second impact syndrome. Once a person has had a concussion, he or she is as much as four times more likely to sustain a second one. Moreover, after several concussions, it takes less of a blow to cause the injury and requires more time to recover. In "second impact syndrome," massive swelling of the brain causes pressure inside the skull that chokes off the flow of fresh blood and leads to irreparable brain damage or death.

*Reference: Centers for Disease Control and Prevention, National Center for Injury Prevention and Control. <http://www.cdc.gov/ncipc>*

## **SUDDEN CARDIAC ARREST**

Sudden cardiac arrest (SCA) is a sudden, unexpected loss of heart function. SCA occurs when the electrical system to the heart malfunctions and becomes irregular or nonfunctional. The ventricles may flutter or quiver (ventricular fibrillation), and blood is not delivered to the body.

In the event of sudden cardiac arrest, the strongest determinant of survival is the time from cardiac arrest to defibrillation. Access to defibrillation within three to five minutes is essential. Each minute lost reduces the chance of survival by approximately 10 percent. Therefore, all coaching and athletic staff are encouraged to receive CPR and AED certification. Coaches should assign at least one adult at all athlete events on SUSD grounds to know where the closest automatic external defibrillator (AED) is kept and how to use it. AED protocol will be followed.

## **SECTION III: PARENTS**

### **A MESSAGE FROM THE DISTRICT ATHLETIC DIRECTOR**

The Scottsdale Unified School District considers interscholastic athletics an integral part of the total high school educational experience and strives to maintain the proper perspective for high school students. Athletic participation can help students improve their ability to work with others as well as develop the skills that help young adults become more productive citizens. As parents, we hope that you will assist our athletic efforts in fostering a culture of sportsmanship, respect, and character. Student athletes are expected to represent their schools, families, communities, and team in a positive and respectful manner so that their parents, teachers, peers, and community can be proud of their participation. Participation in interscholastic athletics is a privilege that the District bestows upon students who meet all eligibility as well as conduct requirements.

The SUSD Governing Board Policies and Regulations and the Arizona Interscholastic Association (A.I.A.) Bylaws govern the SUSD athletic program. In the event of a conflict, the Governing Board Policies, AIA rules and applicable laws shall take precedence over this Handbook.

The office of the District Athletic Director will support student athletes and their coaches to ensure a great athletic season.

Sincerely,

Nathan Slater  
Scottsdale Unified School District Athletic Director

### **GENERAL ELIGIBILITY RULES**

Eligibility Rules may be found online at <http://aiaonline.org/>  
Specifically, see AIA Bylaws; Article 15 page 37, <http://aiaonline.org/files/65/article-15-student-eligibility-rules.pdf> regarding Student Eligibility Rules.

## **SCOTTSDALE UNIFIED SCHOOL DISTRICT**

### **Parental Ideals and Expectations**

The Scottsdale Unified School District is committed to providing to students the best possible athletic programs. Athletic participation is a valuable educational experience. The District expects students to represent their schools in such a way that they, their parents, their teachers and the community can be proud of their participation.

This handbook contains some of the general policies and requirements applicable to all SUSD staff. Please refer to the Arizona Interscholastic Association Regulations and SUSD Policies and Regulations for more information. Federal, State and Local law also apply. In the event of a conflict, SUSD policy, AIA Regulations and/or Federal, State, or Local laws will take precedence over this handbook.

### **Sportsmanship Creed**

Good sportsmanship is an attitude and behavior that embodies integrity, fair play and mutual respect. Athletes should be modest in victory and gracious in defeat and parents support the efforts of the organization to promote a culture of sportsmanship, respect and character.

Scottsdale Unified School District parents are expected to be positive role models by:

- Learning and abiding by contest rules
- Showing pride and respect for themselves, their teams and their school as well as their opponents, officials and fans by exhibiting exemplary conduct before, during and after contests
- Recognizing and appreciating skilled performances and showing concern for injured players regardless of affiliation
- Using only appropriate language and/or gestures
- Parents are required to agree to the SUSD Spectator Code of Conduct that is in Register My Athlete and electronically sign that they have read the document.

### **SPECTATOR EXPECTATIONS**

1. All spectators should conduct themselves in an appropriate manner. Showing appreciation by applauding is encouraged. Please do not make negative comments or gestures to officials, coaches or student athletes.
2. Game officials serve an important function. Their job, among other things, is to keep our athletes safe and to help enforce the rules of the sport they officiate. Please show respect for officials.
3. Inappropriate behavior will not be tolerated and may be grounds for removal from the contest and premises.
4. All spectators are subject to SUSD Governing Board Policy KFA concerning public conduct on school property. Please refer to Attachment D of this section.

**In order to promote a quality athletic program, the Athletics Department asks that parents:**

- Be positive with your son/daughter.
- Promote the concept of teamwork over individual play.
- Encourage your child to work hard and do his or her very best.
- During competition, show respect for all players, spectators, coaches and officials.

**Information that parents can expect from a coach:**

1. A written statement of the selection criteria that the coach uses to select players for the team (upon request).
2. A written statement about the coach's philosophy and expectations for team members.
3. All locations and times of practices and contests.
4. All team requirements (athletic fees, special equipment needs, school & team rules, etc.).
5. Procedures that will be followed if an athlete becomes injured during practice or competition.

## **CONCERNS, COMPLAINTS, AND GRIEVANCES**

The Scottsdale Unified School District has a detailed communication protocol to assist all stakeholders resolve issues as they arise. This document is part of the Register My Athlete program and must be electronically agreed to. Please direct any concerns, complaints or grievances first to the coach along with your student/athlete. It is best to schedule an appointment so that the coach can devote his or her full attention to your concerns. If for any reason, the issue is not resolved contact the school's Athletic Director for assistance. If the Athletic Director cannot resolve the issue, please consult with the Principal. Please note that although the coaches will be happy to discuss any concerns that you may have, coaches are not at liberty to discuss confidential information pertaining to other players or staff.

Please note: Individuals, at any time, may file a formal complaint concerning school personnel with the District's Human Resources Department. Please see Governing Board Policy KEB for more information. Please refer to Appendices A, B, and C of this section.

## **GUIDELINES FOR THE ROLE OF BOOSTER CLUB AND BOOSTER CLUB MEMBERS:**

### **Expectations of Booster Clubs and Booster Club Members include:**

- Volunteering time to support the program.
- Participating in appropriate fundraising opportunities.
- Contributing funds to better enhance the team or organization's performance.
- Printing promotional items like team schedules, programs and other materials (subject to approval by the staff, Athletic Director or appropriate administrator).
- Financially supporting the program by providing additional funding for the program.
- Organizing team events such as team meals.
- Listening and working closely with the sponsor.
- Discussing as official business any item that meets the definition or function of a Booster Club.
- Making donations to the school district/program in compliance with policies and procedures.
- Communicating via Web sites, e-mail and social media in support of the program. Information should be timely and accurate, with key content approved by the staff or school sponsor.

### **Actions Booster Clubs and Booster Club Members are discouraged from:**

- Openly discussing or performing a performance review of the sponsor. ***Staff evaluations are solely the responsibility of the school district.***
- Openly discussing playing time or participation issues of students.
- Leveraging funding of the program in order to control the hiring or firing of the sponsor or other staff members.
- Requiring families to pay fees or dues as all dollars given to the Boosters by parents is voluntary.
- Offering up a petition by Booster Club members to hire/fire a sponsor/staff member.
- Planning, organizing or attempting to implement an off-season training program without direction or consent from the sponsor/staff member.
- Discussing, as official business, any item that does not meet the definition and function of a Booster Club as outlined in this document.
- Discussing any issues involving students that violate a student's right to privacy as delineated in Governing Board Policy.
- Participating in activities that violate policies and procedures of the Arizona Interscholastic Association (AIA).

- Recruiting players/students to attend/participate in the program in violation of District Policy and AIA rules.

IMPORTANT NOTE: SUSD values the participation and contribution of our Booster Clubs. Please know that penalties for violation of District, State and Federal procedures, policies and laws may include, but not be limited to, revocation of use of District facilities.

### **Fundraisers**

For any "school-approved" fundraiser, on or off campus, at least one school employee must be present for supervision and safety purposes. If a school employee cannot be present, a school or District approved adult or volunteer may be acceptable. If no students are involved and the fundraiser is not on campus, neither SUSD nor school approval is needed. If fundraisers involve students, they are considered "Joint Ventures." The money raised must be divided between the Booster Club and the student club in proportion to parent and student involvement. A "Joint Venture" form must be completed and signed by a Booster Club officer, Student Club officer and Principal prior to the event. For details, see the yellow "Joint Venture" packet available from Assistant Principal for student services. Students may not waive individually their participation and reward of "Joint Venture." Collectively, however, a program or team may waive its status of "Joint Venture" if approved by the students or team as a whole and approved by the principal.

### **Process for Approval of Booster Fundraisers (on campus)**

- Activity/Sales Petition completed and given to sponsor/program director.
- Sponsor/program director signs and submits to Student Government for approval.
- Student Government forwards the petition to Assistant Principal or administrator for approval.
- No fundraiser is approved until a signed copy has been returned to the sponsor/program director.
- No campus activity will be permitted at any time without proper approvals in place.
- Flyers must be approved by the Legal Department (480-484-6181).

### **Joint Venture**

- Complete Joint Venture form and submit to coach/program director.
- Coach/program director signs and submits form along with the Activity Sales Petition to Student Government for approval.
- Student Government forwards the forms to Assistant Principal or administrators for approval.
- No fundraiser is approved until a signed copy has been returned to the sponsor/program director.

### **Direct Purchasing**

In the event the Booster Club or individual wishes to purchase items directly, they must do so in compliance with the bylaws and guidelines of the Booster Club and District Policy. Direct purchasing creates some dilemmas regarding ownership of the materials purchased. If the Booster Club or individual engages in direct purchases, the designation of ownership of the items must be part of the purchase. Should the purchase result in the District obtaining ownership of the items, said transfer of ownership must follow Governing Board Policy **KCD Public Gifts/ Donations to Schools**, and Regulation **KCD-R Public Gifts/Donations to Schools**. Items directly purchased by Booster Clubs or individuals must be sent and billed to the Booster Club or individual. The school/District will not be responsible for the purchase of items directly ordered by the Booster Club or individuals.

### **Facility Use- Rental Contracts**

Write one rental contract per year for all regular meetings and events held on campus (such as Book Fairs and Art Nights). Write a separate rental contract for any event which includes a game of chance (Bingo, raffles), vendors staying on campus, concession stand use, food distribution or sales, and/or custodial fees. See also the Insurance section below. The District cannot sponsor a game of chance (such as Bingo), as it is considered gambling. A parent organization must determine for itself whether it faces any liability for hosting a game of chance.



**Insurance:** Insurance must be purchased for any school usage. SUSD requires \$1,000,000 general liability and \$100,000 property damage. The insurance certificate must name SUSD as additional insured. A list of companies is available upon request. For more information on facility usage, contact Kathy Franz at [kfranz@susd.org](mailto:kfranz@susd.org) or 480-484-6139.

### **Gifting Process**

1. Obtain a Gift Request Form from the Principal's administrative assistant.
2. Complete Gift Request Form and return to the Principal's administrative assistant.
3. The appropriate administrator will review and sign it, and it will be sent to the District.
4. The Gift Committee in the SUSD Finance department will review the request and place the request on an SUSD Governing Board Agenda.
5. When approved by the Board, an acceptance letter will be sent to the high school and forwarded to the donor.
6. The gift can then be accepted for school use.
7. Gifting can be a lengthy process, so great attention should be paid to detail.
8. For more information on the gifting process, please see **Governing Board Policy KCD Public Gifts/Donations to Schools**.

### **GIFTS FROM BOOSTER CLUBS TO ATHLETIC TEAMS AND STUDENTS**

#### **School Athletic Teams or Extracurricular Programs May Accept:**

- **Pre-Season** - not more than one pre-season meal per sport/activity per year, provided the meal is approved by the school and is done by a non-profit organization (BBQ, Fish Fry, Athletes Breakfast, etc.).
- **In Season** – meals may be provided to students as long as the meals are deemed appropriate for the students and/or activity.
- **Post-Season** - not more than one post-season meal or banquet per sport, per school year. It must be given by a non-profit organization. Banquet favors (awards, certificates, etc.) are considered a violation of student athlete eligibility if they are given to students directly by the Booster Club. The Booster Club may make donations to the school or program based upon requests from the club sponsor.
- **Other** - Athletes and athletic teams may be invited to and may attend functions where free admission is offered and meals and refreshments are being served provided all students from that high school are invited to attend on the same basis as the athletic team and get the same free admission. Boosters are **NOT** able to pay coaches per AIA Bylaw.

All meals provided must comply with Scottsdale Unified School District's Student Wellness policies JL and JLR.

For additional information regarding the regulations, practices and policies affecting athletics, please refer to the following resources:

- District Athletic Director  
Nathan Slater  
(480) 484-6100  
[nslater@susd.org](mailto:nslater@susd.org)
- Individual school Athletics web pages.
- Arizona Interscholastic Athletic Association at: <http://www.aiaonline.org>

## **SECTION IV: Coaches, Administrators, Athletic Directors, and Staff**

### **SCOTTSDALE UNIFIED SCHOOL DISTRICT Ideals and Expectations**

The Scottsdale Unified School District is committed to providing to students the best possible athletic programs. Athletic participation is a valuable educational experience. The District expects students to represent their schools in such a way that they, their parents, their teachers and the community can be proud of their participation.

This handbook contains some of the general policies and requirements applicable to all SUSD staff. Please refer to the Arizona Interscholastic Association Regulations and SUSD Policies and Regulations for more information. Federal, State and Local laws also apply. In the event of a conflict, SUSD policy, A.I.A. Regulations, Federal, State, or Local law will take precedence over this handbook.

#### **Athletic Program Code of Ethics**

##### **Coaches shall:**

1. Foster a culture of sportsmanship, respect, and character.
2. Manage their team utilizing Register My Athlete.
3. Emphasize individual and team commitment to excellence, rather than a "winning at all costs" mentality.
4. Seek to maximize participation within budgetary realities. Coaches will share with players and parents their coaching philosophy and expectation of rosters on varsity programs prior to the beginning of the season.
5. Coaches shall share criteria for team selection prior to beginning of tryouts. Wherever possible, coaches are strongly encouraged to use rubrics for making team selections.
6. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
7. Stress the values derived from playing the game fairly.
8. Encourage leadership, initiative and good judgment by student athletes.
9. Recognize that the purpose of athletics is to promote the physical, mental, social and emotional well-being of the individual players.
10. Know and enforce the spirit, as well as the letter, of all governing regulations.
11. Maintain a high level of integrity and demonstrate good sportsmanship, which can be emulated by student athletes.
12. Set the tone of the team as leaders in their athletic endeavors.
13. Represent the school, district, and community in their roles professionally by dressing and behaving in a professional manner at all times.
14. Be informed, and comply, with all state and federal laws, SUSD District Policy, and AIA Bylaws that govern interscholastic competition.

## **ADMINISTRATIVE RESPONSIBILITIES**

### **DISTRICT ATHLETIC DIRECTOR**

- Analyzes short and long term plans for the District athletic departments for the purpose of providing required guidance and support
- Assists coaches and school athletic directors as may be required for the purpose of supporting them in the completion of their work activities
- Coordinates the preparation and repair of District athletic and physical education facilities with maintenance personnel for the purpose of maintaining District standards
- Maintains District athletic budgets
- Assists the Executive Directors and architects for the purpose of designing new and or remodeling facilities
- Evaluates athletic programs at the end of each season for the purpose of making them more effective the following year
- Serves as resource person to District principals and administrators for the purpose of ensuring that departmental goals are met
- Works with District purchasing staff on bid procedures for the purpose of ordering supplies and equipment
- Work with Community Education to assist in developing programs that generate camp revenue
- Represents District at A.I.A. meeting and conferences
- Evaluate site athletic directors annually

### **SCHOOL PRINCIPAL**

The Principal is responsible for the administration of the athletic program in his/her school under prescribed A.I.A., Conference, Region and Scottsdale School District policies and procedures. The Principal may delegate athletic management to the Athletic Director and/or Assistant Principal. The Athletic Director shall direct the coaching staff, represent the school athletic program and work closely with the Principal and/or his/her designee.

The prevention of violations of A.I.A., Conference, Region and Scottsdale School District regulations is a shared responsibility among coaches, athletic directors and building administrators. The Principal assumes the primary responsibility to see that violations that would reflect negatively on the school are prevented.

The Principal and/or designee has supervisory authority for all staff, including coaches. The Athletic Director is responsible for the direct supervision of coaches. Head coaches assist the Athletic Director with the supervision of his/her assistant coaches. Matters that could affect athletic programs elsewhere in the District should be coordinated with the Principal and District Athletic Director.

### **ATHLETIC DIRECTOR/ASSISTANT PRINCIPAL**

The Assistant Principal is responsible for:

- Manage, operate and train stakeholders to effectively work within Register My Athlete
- Making arrangements for game operation staff (i.e., ticket sellers/takers, security and police supervision)
- Managing the student eligibility process
- Ensuring that the display or distribution of promotional materials adheres to SUSD Governing Board Policies KHB and KHC
- Coordinating and supervising any pep assemblies
- Working with the Principal and/or designee to interpret and administer A.I.A., Conference, Region and District athletic policies and procedures
- Working with Principal and Athletic Director in selection of head coaches
- Scheduling all athletic activities for the school in conjunction with the master calendar, with approval of the Principal

- Work with the Principal and/or designee to interpret and administer A.I.A., Conference, Region and District athletic policies and procedures
- Work with the Principal and/or designee in selection/evaluation of head coaches, and with the Principal and head coaches in selection of assistant coaches
- Assist with the management of the student eligibility process
- Supervise the collection of athletic fees
- Assist with game management
- Secure and manage game officials
- Arrange for doctors to be present at home varsity football games and for appropriate medical support at other contests where possible
- Approve the scheduling of athletic facilities to ensure they are available and ready for use at the proper time
- Arrange District transportation for all athletic events
- Arrange for lodging through District approved travel agencies and for meals where scheduling necessitates and when head coach requests
- Work with athletic equipment manager and head coaches in reviewing the budget requests and equipment inventories of all sports. Meet with Assistant Principal and athletic equipment manager in finalizing approval of same
- Work with athletic equipment manager in accounting for all articles ordered and received, and contact appropriate personnel when articles have not been received as scheduled
- Notify appropriate people (opponents, officials, transportation, etc.) when contests are cancelled. Reschedule events as necessary. Notify opponents, officials, transportation, etc., of new schedules
- Designate dressing facilities for visiting teams and game officials
- Trace any shortages of equipment ordered by completing the proper form to be sent to Purchasing
- Contact the plant foreman, using written requests, regarding any special services needed for athletics
- Coordinate the purchase and distribution of all athletic awards for all teams
- Oversee the financial operations of the athletic program
- Work with the Facilities Department to manage utilities budget, cost containment and cost controls
- Communicate with District Athletic Director any issue/concerns regarding the SUSD Athletic Departments
- Evaluate coaches after their coaching season

## ADMINISTRATIVE PROCEDURES

### AWARDS

Player awards may be given at all levels of competition. The achievement of the varsity letter award will be based upon the satisfactory completion of the season and recommendation of the coach.

Each school may select its own pattern for recognizing award winners and what awards they will receive.

The following will be the type of award to be given to an athlete in recognition of his/her achievement in a sport in the Scottsdale Unified School District.

1. Freshmen and Junior Varsity: All players will receive a certificate of participation.
2. A certificate may be given for a non-varsity award.
3. Varsity: First-year varsity awards shall be an 8-inch or 6-inch chenille block letter. All additional awards will be in the form of a certificate or pin.

All seniors receiving at least their third varsity award and participating in their last season may be presented a special award to be designated by the Athletic Council. This award will be consistent with cost limitations established by the athletic directors.

The numbers of allowable awards for each varsity program (for boys and girls where applicable) are listed below:

Football	Five Awards	Baseball	Three Awards
Softball	Three Awards	Golf	Two Awards
Badminton	Two Awards	Tennis	Two Awards
Cross Country	Two Awards	Swim/Dive	Three Awards
Basketball	Two Awards	Soccer	Three Awards
Wrestling	Three Awards	Track	Three Awards
Volleyball	Two Awards		

Awards will not be issued to athletes who have not returned their equipment.

### Outstanding Athlete Award

At the end of the school year, two special awards may be given for the boy and girl "Outstanding Athletes" of a given school. Each school shall establish its own criteria for such an award. Only seniors are eligible.

### BANQUETS

Banquets will be held at the discretion of the head coach. Funding for banquets typically come from booster or parent groups. The recommended per student amount should not exceed \$15. The cost of the meal and rental of non-district school facilities shall not come out of the District's M&O Budget.

### FACILITIES

The Athletic Director will approve the scheduling of site athletic facilities to ensure they are available and ready for use at the proper time and will coordinate with the District Athletic Director and Assistant Principal for athletics when off-site facilities are needed.

### **District Facilities**

The Principal is responsible for determining whether facilities are rented to outside groups. The Principal will consult with the site Athletic Director regarding requests to rent physical education/athletic facilities. The site Athletic Director should notify the head coach before contracts are agreed upon. Under no circumstances may coaches allocate school facilities. Coaches must obtain approval from the site Athletic Director and Principal/designee at least one week in advance for special practices scheduled at unusual times.

### **Contracts with Scottsdale and Phoenix Parks and Recreation:**

- All uses of high school facilities by Parks and Recreation are to be contracted.
- All prospective uses of Parks and Recreation facilities by the high schools should be referred to the site Athletic Director, who will request contracts from Parks and Recreation.
- All such contracts and agreements must be reviewed by the District's Law Department and Facilities Department before they are signed.

### **Conflict of Facilities**

- When there is a conflict between coaches concerning use of facilities, the sport in season has precedence.
- When the sports are in the same season and the coaches involved cannot solve the conflict, the site Athletic Director and Principal shall make the final decision.

### **Non-District Facilities**

Coaches shall not utilize any non-district facility without a contract between the District and outside vendor. When a facility is contracted, coaches will observe rules and regulations of the vendor. No facility schedule changes will be made unless stated in the contract.

**High School Sports Camps** – SUSD Community Education offers Athletic Camps during the summer for grades K-12. Sports Camps for grades 9-12 are forbidden during the school year due to AIA Open Coaching regulations, but are acceptable during the school year for feeder students grades K-8 only. Summer camps are run through Community Education and cannot be taken off campus to a 3<sup>rd</sup>-party for operation. Per AIA Bylaw 17.1.3 coaches can only accept payment for coaching school teams from the Scottsdale Unified School District.

**School sponsored Invitational Tournaments** - Invitational tournaments during the school year must be run through the site bookstore by site/program leadership. No contract is required; however, all costs associated with the invitational must be covered by the site/program and paid from the bookstore.

### **Payment for Coaches**

Any and all salary or remuneration shall be from the District. Coaches shall not accept remuneration of any kind from any outside source for coaching. (A.I.A. Bylaw 17.1.3.) (For the Supplemental Pay Schedule, see Teacher Employment Agreement.) Direct payment to coaches for any coaching associated with the school program may be subject to disciplinary action of the coach, up to and including termination.

## Payment for Game Workers

All game workers must be hired by SUSD as employees prior to receiving compensation. Following each home game, the site Athletic Director shall prepare the necessary paperwork for the District Payroll department to issue paychecks to game workers. The payroll should be charged to the appropriate Student Activities Fund and sent to the Payroll department, Student Activities section, at the District Office.

## Game Workers by Activity

The following chart lists the maximum allowable number of game workers per sport, and per activity:

<b>Position</b>	<b>Max. Number</b>	<b>Position</b>	<b>Max.</b>
<u>Football</u>		<u>Basketball</u>	
Announcer	1	Scorebook	1
Scoreboard Operator	1	Announcer	1
Chain Crew	4	Scoreboard Operator	1
Ticket Taker	6	Ticket Taker	3
Ticket Seller	6	Ticket Seller	3
Crowd Control	6	Crowd Control	4
Police	4	Police	2
Crowd Control (away	2	Crowd Control (away	2
<u>Baseball/Softball</u>		<u>Wrestling</u>	
Crowd Control	1	Ticket Taker	1
Announcer	1	Ticket Seller	1
Scorekeeper	1	Student Control	1
		Scorekeeper	1
		Timer	1
		Announcer	1
<u>Swimming</u>		<u>Track &amp; Field</u>	
Announcer	1	Announcer	1
Director/Scorekeeper	1	Clerk of the Course	1
Starter	1	Starter	1
Judge/Officials	8	Officials	12
<u>Volleyball</u>		<u>Soccer</u>	
Libero Tracker	1	Timer/Scorebook	1
Scorebook	1	Announcer	1
Ticket Seller	1	Crowd Control	2
Ticket Taker	1	Ticket Taker	1
Crowd Control	1	Ticket Seller	1
Announcer	1		
Scoreboard	1	<u>Cross Country</u>	
		Director/Starter	1
		Judges	3

## **GIFTS TO AND SOLICITATIONS BY STAFF MEMBERS**

### **Gifts**

Employees may accept nominal gifts from students, parents or other patrons of the District.

### **Solicitations**

A school employee's position in the District shall not be used to influence parents or students to purchase equipment, merchandise or services.

Staff-member solicitation(s) of other employees and/or students for any profit, nonprofit or charitable group, institution or organization must have the approval of the Superintendent in advance.

No other solicitation(s) shall be made by or of employees during official duty time. See A.R.S. 15- 321, SUSD **Governing Board Policy GBEC**. See Appendix A of this section.

### **BUDGET DEVELOPMENT**

1. The site Athletic Director will prepare, review and be responsible for the athletic budget.
2. The site Athletic Director will report to the Principal as well as the District Athletic Director.
3. When budget reductions are necessary, the site Athletic Director will be cognizant of the total athletic program.

### **UNIFORM REPLACEMENT GUIDELINES**

Varsity uniforms for the following teams are ordered on a rotational basis.

- Baseball
- Basketball - Boys & Girls Cross
- Country - Boys & Girls Football
- Soccer - Boys & Girls
- Softball
- Track
- Volleyball
- Wrestling

The following teams are not on a uniform rotation cycle, because students generally purchase their own uniforms.

- Badminton
- Golf - Boys & Girls Swim
- Tennis - Boys & Girls

While these uniforms are not provided by the District, scholarships or other resources may be available for students who are experiencing financial hardships.

### **Requisitions and Purchase Orders**

All purchases for goods and services must follow District procurement policies.



## **INVENTORY AND PURCHASE OF ATHLETIC EQUIPMENT**

### **Responsibilities of the Site Athletic Director**

- Coordinate and manage Register My Athlete
- Coordinate acquisitions of athletic equipment for the campus.
- Supervise and evaluate athletic equipment manager.
- Inform all coaches of the policies and procedures concerning inventory and equipment purchases.
- Review athletic needs and make necessary requisitions based upon equipment and supply inventories.
- Review the equipment inventories for all sports submitted by the athletic equipment manager.
- Work closely with the athletic equipment manager concerning all phases of equipment repair and replacement and requisition of new equipment.
- Receive from the athletic equipment manager, at the completion of each sport season, a thorough inventory indicating equipment to be repaired and replaced, and forward a copy to the Assistant Principal of Athletics.
- Receive from the athletic equipment manager an inventory with recommendations concerning the quantity of equipment needed, and forward a copy to the Assistant Principal of Athletics.
- Verify and sign the requisition indicating that the amount of equipment ordered is predicated on the needs of the inventory and is within the designated standard.
- Forward copies of the requisition to the building principal for review and approval.
- Establish a uniform policy and procedure for obtaining lost equipment or funds for the same.

### **Responsibilities of the Athletic Equipment Manager**

- Keep an ongoing inventory of equipment.
- Issue equipment to coaches and students and keep strict account of all articles loaned.
- Recommend to the site Athletic Director equipment to be purchased and secure copies of all requisitions.
- Compile a list of missing equipment and the responsible students' names, and submit this information to the coach and the site Athletic Director.
- No equipment or uniform shall be issued to any student who has not paid the required athletic fee or received an approved waiver from the principal.

### **Responsibilities of the Coach**

- Evaluate quality and quantity of equipment for purchase.
- Meet with site Athletic Director to establish equipment standards for his/her sport.
- Submit to the site Athletic Director a list of the equipment that is needed to properly carry on his/her program and ensure the safety of his/her athletes.
- Ensure that all players return assigned equipment, or pay for it, before being allowed to participate further in the program or future programs or receive athletic awards.

### **Responsibilities of the Principal**

- Receive from the site Athletic Director the requisitions for athletic equipment and supplies.
- Make necessary revisions if a request for equipment and supplies is not within the standards established or based on the inventory.
- Send requisitions to Accounting to ensure proper coding and then forward them to Purchasing.
- May approve waivers for participation in conjunction with the District Athletic Director and/or the Chief Financial Officer. Granted waivers may require an alternative funding source to cover the cost of the student's participation in the activity.

## **TRANSFER AND LOANING OF EQUIPMENT**

To transfer a high school's athletic equipment within the District, the Athletic Director will submit a property transfer to the Principal. The transfer must have the approval of that school's Athletic Director and Principal. School athletic equipment will not be loaned to anyone for personal use.

## **COMMITMENTS TO VENDORS**

Coaches will not make commitments directly to vendors in the name of their organization and/or school. Availability of materials or services and/or prices may be ascertained, but District procedures must be followed for all procurements.

Personnel will make no pickups of items directly from suppliers unless warranted by an emergency situation and approved by the administration. Violators shall be personally responsible for their commitments.

## **TRAVEL**

Athletic Directors of each high school will make all arrangements for transportation, food, and lodging.

### **Travel Rules**

- Coaches must turn in accurate excused absence and roster lists to the administration prior to travel. Coaches must have emergency cards and a written list of students who will be traveling on the bus on their person at all times.
- Students must travel to and from athletic contests by school-supplied or designated means. If extenuating circumstances exist and a student must travel to the contest with his/her parent, he/she must have his/her parents make the request in writing to both the administration and head coach prior to the contest.
- Eating or drinking (with the exception of water) on the school bus is not permitted.
- Everyone is expected to follow all SUSD school bus rules.
- Once at the site of the athletic contest, the athlete is not to leave the site without permission of the coach.

When the practice facility is not on the high school campus, travel arrangements are the responsibility of the parent. When possible, the District will provide transportation.

Coaches who make their own or additional arrangements for travel may be responsible for any amounts contracted over and above the set limits. These amounts may be deducted from the coach's pay at the end of the season.

Both male and female coaches/chaperones shall accompany students on coeducational overnight trips. A male coach/chaperone must accompany teams with male athletes. A female coach/chaperone must accompany teams with female athletes.

NOTE: All out-of-state events need A.I.A. approval. Out-of-State and/or Overnight Trips MUST have SUSD Field Trip approval. District vehicles may not be used for out-of-state travel per Board policy.

The use of privately owned vehicles, and fifteen (15) passenger vans, and twelve (12) passenger vans that do not meet federal school bus safety standards for the purpose of transporting students to and from school and school related activities to transport students on field trips is prohibited.

### Unapproved Trips

Any District employee who initiates, or is knowingly involved in, an unapproved field trip will be subject to disciplinary action up to, and including termination. If a staff member fails to follow the process outlined above, or follows the process and the District denies the request, the trip is unauthorized. For more information on field trips see SUSD policy IJOA and IJOA-R, EEAF Special Use of Buses, EEAG Student Transportation in Private Vehicles.

### Gasoline

When a District car and credit card are needed, a coach must apply at least ten (10) days prior to date of use. Exceptions: Play-offs and post-season tournaments. **DISTRICT CREDIT CARDS MAY BE USED TO PURCHASE GASOLINE ONLY.** The District does not reimburse any other purchases.

### Invitational Tournaments and Camps

If teams choose to participate in invitational tournaments:

- District M&O funds will not be used for lodging or meals.
- A request to host a tournament or invitational meet must be submitted in writing and approved by the school Assistant Principal and site Athletic Director prior to seeking AIA approval.

### Food Procurement

A coach should request team meal money through the Athletic Director three weeks in advance. Exceptions will be made only for extenuating circumstances (e.g. playoffs). The request will be processed through the student store.

An itemized receipt must be turned into the bookstore immediately upon return to school. This receipt must be dated and identified.

Costs of meals and lodging chargeable for out-of-valley trips are as follows:

Breakfast.....	\$	7.00
Lunch .....		8.00
Dinner.....		<u>10.00</u>
TOTAL		\$25.00
Lodging.....		\$50.00 per person maximum

Out-of-valley is considered to be more than 80 miles from school (Prescott, Tucson, Lake Havasu, Kingman, Flagstaff or Yuma).

Under extenuating circumstances, the amount authorized for lodging and meals may be exceeded with approval of the Assistant Principal and the site Athletic Director.

### Overnight Lodging

One Day Competition - A team may elect to stay overnight if:

- The event is 100 miles or more away and the event is scheduled to start before 11:00 A.M.
- The event is a distance of 200 miles away or greater, and the event is scheduled to start before 1:00 P.M.

Consecutive Day Competition – Decisions as to whether teams will be permitted to stay overnight for a consecutive day competition will be based on distance, completion time of first day and start time of second day.

## **Prescribed Travel Squad**

If more than 14 passengers must travel, a standard bus will be used. If there are less than 14 passengers, a mini bus will be used. If a mini bus is not available, the site Athletic Director will arrange for transportation.

### **TICKET PRICES**

<u>Sport</u>	<u>Ticket Price</u>
Varsity Football	\$5 adults/\$5 Students
JV/Freshman Football	\$5 per person
Volleyball	\$5/\$5
Basketball	\$5/\$5
Wrestling	\$5/\$5
Varsity Soccer	\$5/\$5
Freshmen/JV Soccer	\$5 per person
Activity card for parents	\$50.00
Activity card for students	\$30.00
Home games for seniors	\$15.00
Children under 5 years	free

- Ticket Sales will begin at approximately 3:30 p.m. with the exception of football.
- Activity Cards are only valid at school sites where they were purchased. Family Passes are available for \$150 per family and includes up to 5 people. SUSD Employees are free with ID at all SUSD sites.
- There will be no re-entry to games.

### **ATHLETIC MANAGEMENT PROCEDURES AND RESPONSIBILITIES PRE-SEASON**

#### **Site Athletic Director**

- Coordinate and manage Register My Athlete
- Check and make ready physical facilities as required for the individual sport.
- Check and put into working order scoreboards, clocks and public address system.
- Determine dressing quarters for officials.
- Determine visiting team dressing quarters and extend courtesies.
- Arrange for officials through A.I.A. or by use of local faculty.
- Arrange for team transportation.
- Check to see that equipment ordered has been received.
- Send out parking and field information to visiting schools.
- Deny participation in practice or games if a student has not returned equipment from another sport.

#### **Coach**

- Verify eligibility and maintain up to date records of athletes. Coaches must have the following information prior to practice or issuing equipment:
  - Cleared all aspects of the requirements within Register My Athlete
- The athletic fee must be paid prior to participation in the first practice after team selection (if applicable).
- Prepare a participation list and turn it in to the athletic secretary five (5) days before first practice. (The coach is responsible for any necessary changes to the eligibility list during the season.)
- Submit to the site Athletic Director all equipment orders within the timeline provided by the Athletic Director prior to season.

- Check to see that equipment ordered has been received.
- Hire, develop, supervise and evaluate coaching and volunteer staff to ensure their knowledge of SUSD rules and A.I.A conference and Regional rules and regulations (where applicable).
- Organize and inform staff of total program and responsibilities.
- Determine dressing quarters for team.
- Manage budget (club accounts and tax credit funds).
- Maintain record of season stats.
- Develop open dialog with parents, Booster Clubs, and community.
- Prepare a written explanation of the criteria that will be used to select athletes for each team and the weight to be attributed to each criterion, along with a summary of the coach's philosophy.
- Conduct parent and student athlete meeting prior to the start of the sports season to disseminate information, including the written statement of the coach's philosophy and criteria for selecting athletes for the team.
- Plan and manage training strategy and practice schedules.
- Develop, implement and oversee total sports program of specific sport.

### **Assistant Principal**

- Arrange staff for game operation and ticket sellers/takers/crowd control/police.
- Plan with sponsors of groups involved in half-time entertainment.
- Make necessary arrangements for homecoming activities.
- Inform site Athletic Director of time schedule needed for activities.

## **PRE-GAME RESPONSIBILITIES**

### **Site Athletic Director**

- Meet officials and take them to dressing rooms and provide any other necessary courtesies.
- Arrange for payment of officials.
- Make final check of fields, courts, etc.
- Meet visiting teams and show them the locker area.
- Conduct final check of clocks, scoreboard and public address system.

### **Coach**

- Ensure that emergency contact cards are accessible at all times. No student, under any circumstances, will be allowed to try out or participate in an athletic activity without signed Parental Consent/Emergency Contact card.
- Ensure all athletes are eligible and have paid the athletic fee.
- Organize and prepare the team for the game.
- Model appropriate conduct, both on and off the field.
- Ensure that athletes have a doctor's release from any previous athletic injury.
- Assist Athletic Director in locating game personnel.
- Be knowledgeable of all applicable A.I.A. rules and regulations.
- Implement strength and conditioning program for your team.
- Have adequately supplied medical kits from the trainer available at practices and contests at all times.
- Have water and ice available at all practices and contests.
- Have injury report forms accessible.

**Assistant Principal**

- Ensure the readiness of ticket sellers and takers, change boxes, tickets, crowd control, etc.
- Coordinate with police officers and assign duties to other workers.
- Secure personnel for crowd control.
- Assign scorer and timer.
- Assign personnel for game operation.
- Send reminders to workers assigned to game.

**POST-GAME RESPONSIBILITIES****Site Athletic Director**

- Check security and officials' dressing room.
- Check athlete dressing rooms.
- Safely escort officials to dressing rooms and cars.
- Coordinate the financial deposits and record preparation from the athletic contest with Student Store.

**Coach**

- Refer players with injuries to the athletic trainer for evaluation.
- Fill out and submit medical injury reports on athletes requiring professional medical attention to the site trainer or nurse within 24 hours or the next working day.
- Supervise players until all have departed.
- Rate officials and send report to A.I.A.
- Report scores to school designee and media.
- Develop procedures for equipment collection.
- All equipment should be returned and lockers cleaned out two school days after the close of the season.
- No awards will be issued to students who have not returned their equipment.

**Assistant Principal**

- Maintain safe environment with assistance from school personnel.
- Arrange for crowd control.

**PREPARATION FOR AWAY GAMES****Site Athletic Director**

- Arrange for transportation.
- Ensure finances for trip.
- Make reservations for lodging and meals when necessary.

**Coach**

- Inform students of rules of travel, dress, and behavior on bus, in restaurants and in motels.
- Secure funds from Student Store manager.

**Assistant Principal**

- Arrange for crowd control.
- Accompany team when needed.

### **POST-SEASON RESPONSIBILITIES**

- Inventory of equipment - coach, site Athletic Director, athletic equipment manager.
- Requisition for awards - coach, site Athletic Director.
- Purchase of awards and trophies - site Athletic Director, student activities accountant.
- Award of letters and trophies - coach.
- Submit end of season report of sports records, letter winners, special awards and recommendations to the Athletic Director - coach.
- Prepare budget for supplies and equipment for next year - coach, athletic equipment manager, site Athletic Director.
- Turn in Parent Permission cards to site Athletic Director or activities Assistant Principal - coach.
- Ensure return of equipment by the students - coach, site Athletic Director, equipment manager.
- Attend district and regional coaches meeting and workshops.

### **OTHER COACH DUTIES**

- Coaches are to follow District policies and procedures should they wish to use athletic facilities to conduct any personal business not directly tied to their supplemental contracts for coaching (including, but not limited to personal training).
- Coaches who participate in personal training or other like activities for compensation may not coach players to whom they provide these services.
- Coaches are not to permit any individual to aid in coaching responsibilities without Board approval.
- Coaches shall NOT dispense or prescribe any medication or dietary supplements for their athletes. Coaches should suggest the athlete consult their physician before the use of any dietary supplements.
- Coaches shall prohibit athletes from using any equipment or facilities that pose a risk to the health or safety of the athletes.
- Coaches shall dress appropriately for all workouts and competitions.
- Head coaches shall hold regular staff meetings.
- Coaches shall follow District policy concerning gifts.
- Coaches shall adhere to the athletic trainers' decisions regarding sports injuries of team players.
- Coaches shall follow rules and regulations set by the trainer for the training room.
- Coaches shall comply with Title IX rules and regulations
- Coaches shall develop a plan to attract athletes in their schools' attendance zones (i.e. attend freshman nights, etc.). Initiating contact (e-mail, phone calls, flyers, etc.) with athletes residing outside the appropriate attendance zone is strictly prohibited.
- Coaches shall perform other duties as assigned by the Principal.
- Coaches are encouraged to obtain training in CPR, First Aid, the signs and symptoms of steroid use and the use of automatic external defibrillators (AED).
- Coaches should assign at least one adult at all athlete events on SUSD grounds to know where the closest automatic external defibrillator (AED) is kept and how to use it.
- Head Coaches, in cooperation with the Assistant Principal and site Athletic Director, shall evaluate all assistant coaches at the end of the season and submit copies of the evaluations to the Athletic Director and to Human Resources.
- Design and implement summer camps.
- Head Coaches, in cooperation with the Assistant Principal/Athletic Director, are responsible for compliance with the requirement for participation of students based upon the adoption of the 2.0 Grade Point Average standard. Compliance includes working with teachers and other staff members regarding support and intervention strategies for students.

## **Assistant Coaches Duties**

- Carry out the program responsibilities as outlined by the head coach.
- Assist the athletic equipment manager and head coach in controlling equipment. Be responsible for accurate and complete check of all equipment at the end of your season.
- Ensure that rules and policies are followed when traveling with a team.
- Ensure that athletes are never left in a locker room or on a field without a coach.
- Secure the facility before leaving.
- Follow District first aid procedures with all injuries. Check for injuries after each practice and contest.
- Express problems or needs to the head coach first. Preferably, all problems will be resolved by the head coach.

## **Hiring Process for Head Coaches**

- The selection committee for head coaching positions in all sports should consist of the site Athletic Director, one or two parents, the District Athletic Director (when applicable) and other members as determined by the committee.
- The hiring committee for head coaching positions in Golf, Track, Swimming, Soccer, Badminton, Cross-Country and Wrestling will consist of the Athletic Director, one or two parents, and other members as determined by the committee.
- Advertise the opening with the school district and on the A.I.A. website.
- All applications must apply online through Human Resources. No candidates may be interviewed without an active application.
- Resumes and other appropriate materials shall be sent to Human Resources.
- Candidates are interviewed by the selection committee. Parents on the selection committee should be familiar with the sport, have a good reputation within the community and be willing to give their time to see the process through until the end.
- At the end of each day of interviews, the committee members will discuss those candidates who were interviewed that day and give input on whether the candidate should move on to the next round.
- At the end of the interview process, the committee will forward recommendations to Human Resources.

The Principal will interview the final candidates, and with the input that he or she received from the committee, will make the decision on the best person for the job.

- All out of state applicants who are selected for interviews should be interviewed by the committee via conference call. After this process, if the applicant is still a top candidate, arrangements should be made for that person to come for an in-person interview at the candidate's expense.

## **CONFLICTS OF INTEREST**

### **Employment of Close Relatives**

No person employed by the District, may be directly supervised by a close relative (father, mother, son, daughter, brother, sister, or spouse). This policy applies to paid or unpaid summer or part-time work as well as full-time employment. See Appendices B and C.

### **Non-School Employment**

Coaches who have any outside employment must declare this employment on the appropriate District form. See Appendices D and E. Coaches may not provide outside services to the athletes from their own team or program during the regularly scheduled season as delineated in AIA guidelines. In addition, coaches are prohibited from using District facilities or equipment for purposes other than District approved activities unless they follow District policies and received approval.



## **Supervision**

All athletic activities, wherever held, when conducted under the auspices of the school, shall be under the direct supervision of the Scottsdale Unified School District.

## **Staff at Athletic Practices and Contests**

Students are to be under the direct supervision of a District employee at all times while in school or while attending a school directed activity. The principal is responsible for the enforcement of this regulation. A faculty member must accompany all teams to all practices and contests and must remain until the practice or contest is over and all members of the team have left the premises. A visiting team shall not be recognized by the host school unless accompanied by such faculty representatives.

## **Event Control**

- Noisemakers of any kind (including, but not limited to, air horns, cowbells, thunder sticks, megaphones) are prohibited at indoor and outdoor athletic contests.
- Students and/or spectators may not display signs at any indoor athletic contest.
- The host school is responsible for the supervision and general conduct of all spectators.

## **Adding or deleting a program**

It is the responsibility of each school to establish its own program priorities subject to the following principles.

- A. As per A.I.A. guidelines, athletic programs are to provide equal opportunity to members of both sexes interested in participating in the athletic program.
- B. The activity must provide an experience that a group can achieve but an individual cannot; the achievement of goals depends on using the contribution of each member.
- C. Participation must encourage correct health practices and self-sacrifice in training, practicing, and similar routines.
- D. Sports in which there is little or no student participation should be eliminated from the individual school's program.
- E. Current sports and alternate sports will be selected according to the following criteria:
  1. Student interest
  2. Availability of facilities
  3. Availability of qualified coaches
  4. Availability of funding
  5. Availability of competition with other schools
- F. Funds for a sport may be used for another sport or athletic position if the original activity is dropped for one of the reasons stated in items A through E.
- G. Sports will be added/deleted according to the budget time-line developed for implementation of new programs for the following year.
- H. Minimum number standards apply for sports operation. The principal and athletic director will review sports at or below these standards.
- I. Additions and deletions of programs must follow Title IX guidelines and AIA rules

**Parent's Section  
Appendix A-KEB**

**PUBLIC CONCERNS / COMPLAINTS  
ABOUT PERSONNEL**

Trust in staff members and support for their actions should be such that employees are freed from unnecessary, spiteful, or negative criticisms and complaints.

Complaints are best handled starting at the school level and, when necessary, should proceed through the various administrative levels.

All complaints shall be referred to the Superintendent for investigation. The employee involved shall be given an opportunity, at each administrative level at which the matter is reviewed, for explanation, comment, and presentation of facts, either formally or informally. The employee will be afforded elements of due process as provided in Arizona law.

Adopted:    date of manual adoption

CROSS REF.:    BBAA - Board Member Authority and Responsibilities  
                  BEDH - Public Participation at Board Meetings

**Parent's Section  
Appendix B – KEB-R  
REGULATION**

**PUBLIC CONCERNS / COMPLAINTS  
ABOUT PERSONNEL**

**Required Information:**

Any supervisor or administrator who receives a complaint from a member of the public regarding the conduct of a subordinate employee must record or receive in writing the following information. Any other employee who receives a complaint from a member of the public regarding another employee shall refer the complaint to the appropriate supervisor for collection of the following information:

- The name(s) of the person(s) making the complaint.
- Whether the person(s) making the complaint represents an individual or a group. If a group is represented, information shall be provided about the nature of the group and the manner in which the group has reviewed and taken a position on the matter.
- Whether the person(s) making the complaint has discussed the problem with the employee in question.
- A summary of the complaint(s).

This regulation applies only to complaints about specific incidents of conduct or misconduct by individual employees. It does not apply to complaints regarding, for example, services, materials, or facilities provided by the District or other aspects of District operations. See Policies KE, KEC, and KED.

**Processing of Complaint(s) Following Written Summation**

The complaint shall be presented to the employee toward whom it is directed, together with a suggested solution, personally and in writing, by the person(s) filing the complaint.

If the complaint is not resolved between the originator of the complaint and the employee within five (5) working days, the complaint shall be reviewed by the employee's supervisor. At that time, the supervisor shall inform the Superintendent or the Superintendent's designee of the complaint, and shall thereafter keep the Superintendent or designee informed as the matter is reviewed at the various administrative levels.

Until the matter is resolved, it may be reviewed at each successive administrative level. The employee will have a minimum of five (5) working days in which to reply to the complaint at each administrative level at which the matter is reviewed.

The Superintendent shall be the final administrative level.

Following the decision of the Superintendent, if any of the parties concerned deem it necessary, the matter may be referred to the Board within ten (10) working days following the Superintendent's decision. The Board shall consider all facts and provide the employee with all elements of due process in reaching a decision.



**Parent's Section**  
**Appendix D - KFA**  
**PUBLIC CONDUCT ON SCHOOL PROPERTY**

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of an educational institution by either:
- Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
- Threatening to cause damage to the District, the property of the District, or the property of any person attending the District.
- Intentionally or knowingly entering or remaining on the property of an educational institution for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Superintendent or a person designated to maintain order.

The above identified acts need not be directed at a specific individual, the District, or specific property of the District to constitute a violation of this policy.

Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. 13-2911.

A person may also interfere with or disrupt the District function by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by this Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the District or at supervised functions sponsored by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on District property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of District officials or of District security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a District rule and regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board.
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

## Additional Requirements of the General Public

The definition of general public is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval by the principal or the principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or the Superintendent's authorized representative.
- Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent, to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.
- The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.

Adopted: date of manual adoption

LEGAL REF.:     A.R.S.     13-2905  
  13-2911  
  13-3102  
  15-341  
  15-507

CROSS REF.:    GBEB - Staff Conduct  
                  GCQF - Discipline, Suspension, and Dismissal of Professional Staff  
                  GDQD - Discipline, Suspension, and Dismissal of Support Staff  
                  JIC -     Student Conduct  
                  JK -     Student Discipline

**Coaches, Administrators, Athletic Directors and Staff**  
**Appendix F**  
**GBEA STAFF ETHICS**

(Statement of Ethics for School Employees)

All employees of the District are expected to maintain high standards in their school relationships. These standards must be idealistic and at the same time practical, so that they can apply reasonably to all staff members. The employees acknowledge that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, every employee assumes responsibility for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, associates, and students. To these ends, the Board adopts the following statements of standards. The school employee:

- Makes the well-being of students the fundamental value of all decision making and actions.
- Maintains just, courteous, and proper relationships with students, parents, staff members, and others.
- Strives for the maintenance of efficiency and knowledge of developments in the employee's field of work.
- Fulfills job responsibilities with honesty and integrity.
- Directs any criticism of other staff members or of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- Implements the Governing Board's policies and administrative rules and regulations.
- Refrains from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
- Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.
- Avoids using position for personal gain through political, social, religious, economic, or other influence.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Stresses the proper use and protection of all school properties, equipment, and materials.
- Honors all contracts until fulfillment or release.

In the performance of duties, employees shall keep in confidence such information as they may secure unless disclosure serves District purposes or is required by law.

Adopted:     date of manual adoption  
LEGAL REF.: A.A.C.             R7-2-205

**Coaches, Administrators, Athletic Directors and Staff**  
**Appendix A - GBEC**

**GIFTS TO AND SOLICITATIONS**  
**BY STAFF MEMBERS**

Students, parents and other patrons of the District shall be discouraged from the routine presentation of gifts to employees. This shall not be interpreted as intended to discourage acts of generosity in unusual situations, and simple remembrances expressive of affection or gratitude shall not be regarded as violations of this policy.

Gifts to students by staff members shall be discouraged. Simple remembrances on certain occasions to all students in a class or section shall not be regarded as a violation of this policy.

**Solicitations**

A school employee's position in the District shall not be used to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for use in the classroom.

Staff-member solicitation(s) of other employees and/or students for any profit, nonprofit or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance.

No other solicitations shall be made by or of employees during official duty time.

Adopted:     date of manual adoption

LEGAL REF.:   A.R.S.   15-321



**Coaches, Administrators, Athletic Directors and Staff Appendix B - GBEEA  
STAFF CONFLICT OF INTEREST**

**Employment of Close Relatives**

A close relative (father, mother, son, daughter, sister, brother, or spouse) may directly supervise no person employed by the District. This policy will apply for summer or part-time work as well as for full-time employment. A dependent of a Board member (a person more than half of whose support is obtained from a Board member) cannot be hired in the District except by consent of the Board. The spouse of a Board member cannot be employed by the District.

**Business Relations**

Any employee who has, or whose relative has, a substantial interest in any decision of the District shall make known this interest in the official records of the District, and shall refrain from participating in any manner as an employee in such a decision.

**Vendor Relations**

No employee of the District will accept gifts from any person, group, or entity doing, or desiring to do, business with the District. The acceptance of any business-related gratuity is specifically prohibited, except for widely distributed, advertising items of nominal value.

This policy should not be construed to deem unacceptable inexpensive novelty advertising items of general distribution. Acceptance of business lunches and holiday gifts for general consumption are acceptable under this policy.

*Adopted: date of manual adoption*

LEGAL REF.: A.R.S. 15-323

15-421

15-502

38-481

38-501 et seq.

38-503

CROSS REF.: BCB - Board Member Conflict of Interest

**Coaches, Administrators, Athletic Directors and Staff  
Appendix E – GCR-R  
REGULATION**

**NONSCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS**

Any full-time District employees who hold non-District jobs (including self-employment, family business, or any non-District employment) must submit Disclosure of Outside Employment forms to their supervisors within thirty (30) days of initial employment with the District or within thirty (30) days of accepting outside employment while employed with the District. These disclosure forms will be retained by the supervisor. Any employee who currently maintains outside employment, shall, in order to comply with District Policy GCR, file a Disclosure of Outside Employment form within thirty days.











