

## **PUYALLUP SCHOOL DISTRICT #3**

**Puyallup, Washington**

**2019-2020 School Year**

### **COACHES HANDBOOK**

#### **FOREWORD**

Athletics is an excellent means of bringing together home, school, and community, while contributing to the personal growth, and education of students. The interscholastic athletic program should provide the opportunity to compete in athletic contests with other schools; contribute in a positive way toward the total development of participants; aid the student in acquiring new friendships; further community spirit; and develop good sportsmanship.

The overall purpose of the Puyallup School District is academic growth and success. Athletics do not supplant this purpose. It is the Athletics Department's expectation that students will make appropriate progress toward academic expectations, requirement, and graduation.

Much of the success of the program depends upon the effective management and supervision of the program. To that end this manual should assist all personnel in interpreting the program in the proper perspective and serve as a reference source for carrying out responsibilities. An annual review of the policies and procedures in this manual require the need to alter or expand the document. The ultimate objective is the betterment of the athletic program.

#### **PUYALLUP SCHOOL DISTRICT ATHLETIC BELIEF STATEMENT**

The Puyallup School District believes that interscholastic athletics must provide the opportunity for students to develop physically, socially, and emotionally throughout their secondary school career. Athletics and participation in athletics is one of the primary reasons that students feel a kinship with their schools and is a contributing factor in both student classroom success and the desire to stay in school.

# Athletic Code of Ethics

## Code of Ethics/Expectations for Coaches

- Integrity – The coach must act with integrity in performing all duties owed to athletes, the sport, other members of the coaching profession, and the public.
- Competence – The coach must strive to be well prepared and current in order that all duties in the respective discipline are fulfilled with competence.
- Athlete’s Interest – The coach must act in the best interest of the athlete’s development as a whole person.
- Respect for the Rules – The coach must accept both the letter and the spirit of the rules that define and govern sport.
- Respect for Officials – The coach must accept the role of officials in providing judgement to ensure that competitions are conducted fairly and according to the established rules.
- Personal Conduct – The coach must maintain the highest standards of personal conduct and support the principles of fair play.

## Code of Ethics/Expectations for Student-Athletes

- Academic performance is your primary responsibility.
- Read, familiarize yourself and comply with policies outlined in the Student Athletic Handbook AND your coach’s specific set of team policies.
- Treat teammates, coaches and opponents with respect.
- Respect officials and accept their decision *without* argument or gesture.
- Exercise self-control, setting an example for others to follow.
- Win without boasting, lose without excuse, and never quit.
- Always remember that you represent the Puyallup School District, your school and the community, and it is a privilege.
- Return any equipment; uniforms issued to the participant must be returned in the same condition at the end of the activity. Equipment that is lost, damaged or stolen is the responsibility of the participant, and it is the responsibility of the participant to make restitution to the school.
- Report any injury to the coach no matter how slight the injury may appear. If the injury requires a physician’s care, the participant must have written permission from the doctor before returning to the activity.
- Attend classes the day of, and after, a competition.
- Extracurricular activities are not an excuse for being tardy on the day following a competition.

## Code of Ethics/Expectations for Spectators

- Attempts to understand and be informed of the playing rules.
- Appreciates a good play no matter who makes it.
- Cooperates with and responds enthusiastically to cheerleaders/dance team.
- Shows compassion for an injured player; applauds positive performance; does not heckle, jeer or distract players; and avoids use of profane and obnoxious language and behavior.
- Respects the judgment and strategy of the coach and does not criticize players or coaches for loss of game.
- Respects property of others and authority of those who administer the competition.
- Censures those whose behavior is unbecoming.
- Respects officials and accepts their decisions without gesture or argument.

# Legal Duties of Athletic Coaches

## 1. DUTY TO PLAN

- a. Have a yearly plan, keep it, and follow it.
- b. Follow all district and state guidelines relative to ASB funds and booster clubs.
- c. Prevent or reduce injury and loss by developing responsive strategies in:
  - i. Coaching competence and medical screening
  - ii. Appropriate activities that consider age, maturity, and environmental conditions
  - iii. Injury response
  - iv. Warnings to athletes and their families
  - v. Child advocacy in cases of alcohol and other drug abuse or family neglect or abuse

## 2. DUTY TO SUPERVISE

- a. A coach must:
- b. Be physically present
- c. Provide competent instruction
- d. Structure practices that are appropriate for the age and maturity of players
- e. Prevent foreseeable injuries and respond to injury or trauma in an approved manner
- f. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise
- g. A coach must also supervise the condition, safe usage, maintenance and upkeep of equipment and facilities

## 3. DUTY TO ASSESS AN ATHLETE'S READINESS FOR PRACTICE AND COMPETITION

- a. Coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes
- b. A progression of skill development and conditioning improvement should be apparent from practice plans
- c. Athletes must be medically screened in accordance with WIAA and PSD regulations before participating in tryouts, practice, or competition
- d. Injured athletes who require the services of a physician may not return to practice or competition without written permission of the Athletic Trainer

## 4. DUTY TO MAINTAIN SAFE PLAYING CONDITIONS

- a. Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective equipment or hazardous environments
- b. Weather conditions must be considered, and athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity or during unhealthy air quality
- c. A plan for monitoring and responding to dangerous weather conditions is necessary

## 5. DUTY TO PROVIDE PROPER EQUIPMENT

- a. Coaches must ensure that athletes are properly equipped with clean, durable and safe equipment
- b. Protective equipment must carry a NOCSAE (National Operating Commission on Safety in Athletic Equipment) certification and must be checked for proper fit and wearing
- c. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition

**6. DUTY TO INSTRUCT PROPERLY**

- a. Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill and capability
- b. Instruction must demonstrate appropriate and safe technique and must include warning about unsafe technique and prohibited practices

**7. DUTY TO MATCH ATHLETES DURING PRACTICE**

- a. Athletes in practices should be matched with consideration for maturity, skill, age, size, speed. To the degree possible, mismatches should be avoided in all categories.

**8. DUTY TO CONDITION PROPERLY**

- a. Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities
- b. Consideration must be given to weather, maturational and readiness factors

**9. DUTY TO WARN**

- a. Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death
- b. A generic warning and sport specific warnings should be included at the parent meetings and online clearance forms for specific sports. Both athletes and parents should be required to provide written certification of their comprehension.

**10. DUTY TO ENSURE ATHLETES ARE COVERED BY INSURANCE**

- a. Athletes must be cleared through the athletic office prior to participation and should not be allowed to participate without this clearance

**11. DUTY TO PROVIDE EMERGENCY CARE**

- a. Coaches are expected to be able to administer approved, prioritized, standard first aid procedures in response to a range of traumatic injuries

**12. DUTY TO DEVELOP/FOLLOW AN EMERGENCY CARE PLAN**

- a. Plans must be in place to:
- b. Manage uninjured team members while emergency care is being administered to an injured athlete
- c. Ensure access to a stocked first aid kit, spine board and other emergency response equipment
- d. Access to a telephone and ensure a timely call to EMS
- e. Expedite rapid access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors and remote hallways

**13. DUTY TO PROVIDE PROPER TRANSPORTATION**

- a. District transportation should be utilized as much as possible for travel to athletic events
- b. Ensure that all athletes are on the bus before it departs from an away contest

**14. DUTY TO SELECT, TRAIN and SUPERVISE COACHES**

- a. Administrators have responsibility to ensure that appropriate skill and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and well-being among athletes.

## Sports Offered in the Puyallup School District

High school sports teams participate in the 4A South Puget Sound League (SPSL) of the West Central District (WCD) and the Washington Interscholastic Association (WIAA) and are subject to their rules, expectations, and scheduling/playoff structures.

There are THREE athletic seasons in high school athletics: Fall, Winter, Spring

<b>Fall Athletics</b> Starts in Mid-August	Cross Country (B/G), Football, Golf (B/G), Girls Soccer, Girls Swim and Dive, Boys Tennis, Volleyball, Boys Water Polo
<b>Winter Athletics</b> Starts in Early to Mid-November	Girls Bowling, Gymnastics, Boys & Girls Basketball, Boys Swim, Boys & Girls Wrestling Cheer and Dance competitive season during the winter
<b>Spring Athletics</b> Starts in Late February	Baseball, Fastpitch, Boys Soccer, Girls Tennis, Track (B/G), Girls Water Polo
<b>Unified Sports</b> Seasons vary	ERHS: Bowling, Basketball, Soccer PHS: Bowling, Basketball, Soccer, Softball Skills, Cycling, Golf RHS: Flag Football, Basketball, Soccer

Junior high sports teams participate in the Puyallup Athletic League (PAL) and are subject to their rules, expectations, and scheduling structures.

There are FOUR athletic seasons in junior high athletics: Fall, Winter 1, Winter 2, Spring

<b>Fall Athletics</b> Starts in Early September	Girls Cross Country, Football, Volleyball
<b>Winter 1 Athletics</b> Starts in Early to Mid-November	Boys Wrestling, Girls Basketball
<b>Winter 2 Athletics</b> Starts in Early February	Boys Basketball, Girls Soccer
<b>Spring Athletics</b> Starts in April	Boys and Girls Track

## Athletic Fees

Student-Athletes are expected to purchase a yearly ASB Card and pay the PSD Athletic Fee per sport in which they participate. Ninth grade student-athletes should purchase the high school ASB card through their bookkeeper. Refer to the PSD Student Athletic Handbook for specific guidelines and expectations.

# High School Playing Time Expectations

## Varsity Teams

Varsity competition is the culmination of each sport program. Squad size at the varsity level is limited. The number of participants on any given team is a function of the number needed to conduct an effective and meaningful practice and to play the contest. It is vital that each team member has a role and is informed of its importance as it relates to the pursuit of the team's goals. While contest participation over the course of a season is desirable, a specified amount of playing time at the varsity level is never guaranteed. It is the coach's responsibility to make clear to the student athlete what his/her role is on the team.

An advanced level of skill is a prerequisite for a position on a varsity team, as is the realization that a varsity sport often requires a five or six-day-a-week commitment. This commitment is often extended into vacation periods for all sport seasons, the dedication and commitment needed to conduct a successful varsity program should be taken seriously by all involved.

## Junior Varsity Teams

This level of competition has an increased emphasis upon team play, physical conditioning, and refinement of basic skills. Although being successful on the JV level is important, winning is not the sole objective. This is the level at which the athlete displays his/her readiness for the execution of skills at game speed. Athletic abilities, commitments, and positive attitudes will be rewarded and tested in competitive game situations.

An attempt will be made to allow as many participants as possible to play but not all will play equally. At the JV level, playing time will be based on team commitment (attendance) and the degree of effort, skill improvement, ability to compete and execution of skills at game speed demonstrated by the student athlete in practice and during games.

## C Teams

At this level, students become accustomed to interscholastic practice and play. For many, it is their first introduction to competitive sports, different from recreation in its demands and philosophy.

Gaining experience through training and play should be paramount, not the win/loss record. At this level of play, the focus is on learning athletic skills and game rules, fundamentals of team play, social-emotional growth, physiologically appropriate demands on the adolescent body, and healthy competition.

All players will receive fair playing time (not equal), as safety, team commitment (attendance) and positive participation in practice allow.

## Junior High School Playing Time Expectations

### 8<sup>th</sup> Grade/Varsity Teams

All eligible students are expected to participate in the contest, though playing time for athletes on 8th grade or Varsity level teams may not be equal. (Similar to High School JV Teams on previous page)

### 7<sup>th</sup> Grade/JV Teams

Athletes on 7th grade teams or JV level will participate in all contests if eligible. Equitable participation time should be a goal at this level. (Similar to High School C Teams on previous page)

## Policy for Team Selection:

**Philosophy-** In accordance with our overall athletic philosophy and our desire to see as many student-athletes as possible participate in the athletic program, coaches are encouraged to keep as many student-athletes as they can without affecting or compromising the integrity of their sport. Obviously time, space, facilities, personal attention and individualized instruction, equipment, along with other factors, are necessary for team development and will affect squad size. However, when developing the individual sport policy in this area, coaches are encouraged to maximize the opportunities for our student-athletes without diluting the quality of their program.

**Limitation of Team Membership Policy** - the coaches (in consultation with the athletic director) of the respective sports will determine minimum and maximum team membership limits, taking into consideration the criteria listed above. In cases when the "Squad Reduction Policy" is used, the coach will keep the athletic director informed concerning the method and time of "cuts."

**Squad Reduction Policy** - Teacher Coach and/or Teacher Supervisor Responsibility:

- The choice of membership for each athletic team will be determined by the coach of that team.
- Junior varsity and C-team coaches are expected to take into consideration the policies established by the head coach in each program.
- There is no such thing as a final team cut. The athlete's membership on any team is always subject to proper behavior as outlined in specified school and team guidelines.
- Prior to tryouts, the coach shall provide the following information to all candidates for the team and their parents:
  - a. Extent of the tryout period.
  - b. Criteria used to select the team.
  - c. Approximate number of students to be selected.
  - d. Practice and game commitments for those who make the team.

**Best Practice Tryout Procedure:**

- When a squad cut becomes necessary, the process should include these important elements. Best practice would recommend that each athlete should:
  - a. Be provided a minimum of three days of tryouts.
  - b. Be permitted, whenever possible, to compete in a scrimmage situation.
  - c. Be at all tryout days or provide written permission to the coach in advance for missing the tryout period due to extenuating circumstances. If permission is granted for an alternative tryout, the athlete must go through a similar criteria process as other team members.
- If an athlete is cut, the coach should inform him or her personally (via a face-to-face meeting or a personal letter/e-mail) as to the reason for the cut and the skills or techniques that they can work on for the next season.
- Coaches should take the opportunity to discuss alternative possibilities for participation in school athletics.
- If a coach foresees difficulties arising because of squad cuts, he or she will discuss the situation with the athletic director in advance.

## **PSD Parent/Coach Communication**

Parenting and coaching are extremely difficult vocations. By establishing and understanding each position, we are better able to accept the actions of the other and provide a greater benefit to our students. As parents, when your students express an interest in becoming involved in our programs, you have the right to understand the expectations of the increased demands on student-athletes. This begins with clear communication from your students' coach.

### **Communications you should expect from your student's coach**

1. Philosophy of coach and program
2. Expectations and goals the coach has for student-athletes, program, and team
3. Locations and times of all practices and contests
4. Specific team requirements, including special equipment, and team activities
5. Injury procedures for practices and contests
6. Team rules, guidelines, and consequences

### **Appropriate Discussion Topics**

- Treatment of your student athlete
- Strategies to assist your athlete
- Concerns about your athlete's behavior

It is very difficult to accept your student athlete not playing as much as you hope. Coaches make decisions based on what they believe to be the best for all student-athletes involved. As you have seen from the preceding lists certain topics can be discussed with your coach. Other things need to be left to the coaches discretion:

- Team Selection, Playing Time, Strategy, Play Calling, Team Members, Fellow Coaches and Programs

### **Next steps in communication**

Situations arise throughout the course of the year that may require a conference between the coach and player or coach and parent. It is important that all involved have a clear understanding of the other's position. Please do not attempt to confront a coach before, during, or after contests and practices. These can be emotional times and meetings of this nature usually do not promote positive resolutions. When a conference is necessary, the following procedures should be put in motion to arrive at a resolution.

Step 1: Player meets with coach

Step 2: Player/Parent meet with coach

Step 3: Player/Parent/Athletic Director meet with coach

If a non-satisfactory resolution is provided from meeting with the coach step 3 will be put into motion with a meeting between player, coach, parent, athletic director, and/or administrator. From this meeting appropriate next steps will be determined.

# Head Coach Checklist

## PRE-SEASON

Complete these items, review them with your Building Athletic Director **prior** to your **first practice**.

1. **Before coaches can participate in practice**, the head coach should verify that:

\_\_\_\_\_ a. Paid coaches that do not work in the PSD have completed the hiring process, including fingerprinting, and have been approved to coach by Human Resources through building admin/AD.

\_\_\_\_\_ b. Volunteer coaches have completed a Volunteer Coaching Application **prior** to season. This is a yearly requirement. Approval to coach will come from the district athletic office each year through building admin/AD.

\_\_\_\_\_ c. The entire coaching staff completes PSD required trainings (SafeSchools, Concussion, etc)

\_\_\_\_\_ d. ALL coaches have valid First Aid and CPR certifications on file with the district athletic office.

\_\_\_\_\_ e. The entire PAID coaching staff completes the WIAA Rules Clinics for your sport. Volunteers are highly encouraged to complete the rules clinics.

\_\_\_\_\_ f. You have reviewed the WIAA coaching regulations (in and out of season) and rule changes for your sport with all coaches.

2. \_\_\_\_\_ Finalize season practice and competition schedules with building Athletic Director.

3. \_\_\_\_\_ Request officials (with building Athletic Director) to the association assignor.

4. \_\_\_\_\_ Distribute season information packet which should include tryouts, season calendar, parent meeting, team expectations and requirements.

5. \_\_\_\_\_ Establish procedures for filling out student accident reports for appropriate injuries.

6. \_\_\_\_\_ Establish emergency procedures. Create an Emergency Action Plan. Determine responsibilities for certain duties in an emergency.

7. \_\_\_\_\_ Notify the building AD, in writing, of any unsafe playing conditions in your area.

8. \_\_\_\_\_ Complete and verify transportation order for season transportation of all levels.

9. \_\_\_\_\_ Complete the Driving Abstract Form if using school vans.

10. \_\_\_\_\_ Complete any prior approval forms necessary for post-season competition. Forms need to be completed for all coaches on staff and it should be assumed that you will be competing on the last day of state competition.

\_\_\_\_\_ a. Request a Purchase Order for meal money, hotel or other needs for state competition.

\_\_\_\_\_ b. Reserve any hotel rooms that might be necessary for district and/or state competition. Assume you will be competing on the last day each tournament.

\_\_\_\_\_ c. Reserve a means of transportation (e.g. school bus, charter bus, rental car, school van).

Complete these items and review them with your Building AD prior to your **first contest**.

1. \_\_\_\_\_ **Confirm that all athletes are cleared by your building Athletic Director prior to their first practice.**
2. \_\_\_\_\_ Review the athletic code with your entire team and encourage parents to review it at your pre-season parent meeting.
3. \_\_\_\_\_ Review with your team and turn in to the building AD team rules other than those covered in the Athletic Code that could lead to suspension of team members. Any rules signed by parents and athletes that are kept on file by the head coach need to also be given to the building AD.
4. \_\_\_\_\_ Discuss hazing/harassment with your team, covering definition, examples, and District policy.
5. \_\_\_\_\_ Review with your team and coaches the updated lettering criteria and turn in to building AD.
6. \_\_\_\_\_ (High School Teams) Notify appropriate junior highs of ninth grade participants in your program and contest dates.
7. \_\_\_\_\_ Create an electronic roster that includes jersey number, name, grade, and position and forward it to the building Athletic Director.
8. \_\_\_\_\_ Practice the Emergency Action Plan with the team. Multiple practice times could be necessary.

Your signature below indicates that all the above items (pre-season/prior to first practice) have been completed.

Signature: \_\_\_\_\_ Sport: \_\_\_\_\_ Date: \_\_\_\_\_

## Head Coach Checklist

### MID-SEASON

Complete these items and return this form to your Building Athletic Coordinator **before the halfway point of your season** (or by the dates specified by sport commissioners):

1. \_\_\_\_\_ Obtain an electronic copy of a team picture
2. \_\_\_\_\_ Complete the team roster and photo page at the SPSL and WIAA/MaxPreps websites.
3. \_\_\_\_\_ Suggested to reserve a space and date for team banquet/celebration.

### POST-SEASON

Complete these items and return this form to your Building Athletic Coordinator **when your season concludes**.

1. \_\_\_\_\_ (High School Teams) Record the number of athletes competing beyond the regular season and the number of days they do so, as well as the number of days that each coach is coaching beyond the regular season.
2. \_\_\_\_\_ Submit a list of letter winners and award winners as well as a season summary to the Athletic Director.
3. \_\_\_\_\_ Request certificates and awards from Athletic Director and complete the certificates.
4. \_\_\_\_\_ Return clearance cards to the Athletic Director if requested.
5. \_\_\_\_\_ Schedule a facility for an awards ceremony/banquet if not already done.
6. \_\_\_\_\_ Collect equipment and uniforms from students that was checked out during the season. For any items not returned, submit a fine list to the bookkeeper. Submit an inventory of equipment to the building athletic director.
7. \_\_\_\_\_ Complete assistant coach evaluations, turn in to admin or athletic director.
8. \_\_\_\_\_ Complete Title IX form. Send to district Athletic Director

## Weather Related Issues

**Inclement weather:** In the event that PSD closes schools because of weather (snow, flood, lahar, earthquake) **ALL district activities** on that day are **ALSO canceled**.

### Air Quality

The Washington Department of Health and U.S. Environmental Protection Agency monitors air quality and makes determinations about the risk for certain groups to participate in outdoor activities. When the air quality becomes “Unhealthy” schools will move activities indoors and/or cancel events. As always in any weather condition, students with asthma, respiratory infections, lung or heart disease, or conditions like diabetes should follow their current Care Plans and any student with respiratory complaints should be sent to the health room to be properly assessed by the school nurse. WIAA has recommended using [www.airnow.gov](http://www.airnow.gov).

### Heat Index

See the handout on the Coaching Resources web page regarding Heat Index and practice/competition. [www.OSAA.org/heatindex](http://www.OSAA.org/heatindex) is a good resource, put in our zip codes.

### Lightning

#### **NFHS GUIDELINES ON HANDLING PRACTICES AND CONTESTS DURING LIGHTNING OR THUNDER DISTURBANCES**

Revised and Approved March 2018

These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder. The preferred sources from which to request such a policy for your facility would include your state high school activities association and the nearest office of the National Weather Service.

#### PROACTIVE PLANNING

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
  - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
3. Develop criteria for suspension and resumption of play:
  - a. When thunder is heard or lightning is seen\*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
  - b. 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed\* prior to resuming play.
  - c. Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.

d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning-detection device.

– At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.

4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
5. Inform student-athletes and their parents of the lightning policy at start of the season.

## **PSD Social Media Policy**

[Policy 2022](#) and [Regulation 2022R](#), Electronic Resources, relate to all social media sites within the district. Staff members who have private personal social media pages must follow [Policy 5272](#) and [Regulation 5272R](#), Maintaining Employee/Student Boundaries. Below is an extract from this policy:

### **Unacceptable Conduct**

Examples of inappropriate boundary invasions by employees include but are not limited to the following:

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of students;
  - Showing pornography to a student;
  - Singling out a particular student or students for personal attention and friendship beyond the employee-student relationship;
  - Socializing where students are consuming alcohol, drugs or tobacco;
  - For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, employees are expected to refer the student to appropriate guidance/counseling staff. In either case, employee involvement should be limited to a direct connection to the student's school performance;
  - Sending students on personal errands unrelated to any educational purpose;
  - Banter, allusions, jokes or innuendos of a sexual nature with students;
  - Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
  - Addressing students, or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
  - Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking Internet sites, or letters (beyond homework or other legitimate school business) without including the parent/guardian.
  - Exchanging personal gifts, cards or letters with an individual student;
  - Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
  - Giving a student a ride alone in a vehicle in a non-emergency situation; and/or
  - Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom).

## Maintaining Employee/Student Boundaries [Regulation No. 5272R](#)

The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety. Whenever possible, employees should avoid these situations. If these activities are conducted, they should be pre-approved by the appropriate administrator or supervisor. If not pre-approved, the employee must report the occurrence, to the appropriate administrator or supervisor, as soon as possible.

- Being alone with an individual student out of the view of others;
- Inviting or allowing individual students to visit the employee's home;
- Visiting a student in the student's home; and/or
- Social networking with students for non-educational purposes.

### Reporting Violations

Students and their parents/guardians are strongly encouraged to notify the principal (or other administrator) if they believe a teacher or other employee may be engaging in conduct that violates this policy. Employees are required to promptly notify the principal (or supervisor) or the superintendent if they become aware of a situation that may constitute a violation of this policy.

### Disciplinary Action

Employee violations of this policy may result in disciplinary action up to and including dismissal. The violation will also be reported to the state Office of Professional Practices, if covered. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the Board's policy on Reporting Child Abuse and Neglect.

## Other Information on Coaches Resource Web Page

Coaches will find these documents on the PSD Coaches Resource web page under the Athletics Department. [www.puyallup.k12.wa.us/coaches](http://www.puyallup.k12.wa.us/coaches)

- **Handbook and Manuals:** PSD Coaches Manual, Student Athletic Handbook, SPSL and PAL handbooks, WIAA Coaches Standards
- **Health and Welfare of Student-Athletes, Emergency Planning:** Concussion information, Air Quality, Heat Index, Emergency Action Planning, WSRMP Athletic Liability Manual
- **ASB and Booster Clubs:** ASB Manual and Related Materials, SafeSchools ASB presentation, Booster Club info
- **District Forms:** Incident Form, Clarification of Forms for Athletics, PSD Frequently Used Forms, Field Trip and Prior Approvals, Accounting, Fundraising, annual Title IX form.
- **PSD School Board Policies that Relate to Athletics:** Electronic Resources and Safety, Interscholastic Eligibility, Field Trips, Student Incentives, Concussion and Sudden Cardiac Arrest, Maintaining Employee/Student Boundaries.
- **PECAAA and Human Resources Info**