



**Preston Joint School District #201  
Board of Education**

Regular Meeting

Wednesday, November 15, 2023  
7:00 PM

District Office  
105 East 2nd South  
Preston, ID 83263

Joy Christensen: Present  
Darren Cole: Present  
Dax Keller: Present  
Len Nelson: Present  
Susan Yardley: Present

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda - Action Item
4. Consent Agenda - Action Item
  - 4.A. Minutes of Regular Board Meeting - October 2023
  - 4.B. Financial Summary - October 2023
  - 4.C. Monthly Expenditures - October 2023
  - 4.D. Personnel Report - October 2023
5. Public Requests to Address the Board - Stakeholders may request to address the Board in open meeting by filling out the online request form at <https://psd201.org/en-us/meeting-minutes-agenda-691ac9e8>
6. Information Items
  - 6.A. December Board Meeting - Date Changed to Wednesday, December 13
  - 6.B. PSD Employee Gift from the School Board
  - 6.C. Student-Athlete Academic Team Recognitions
  - 6.D. School Report - Preston Junior High Behavior Learning Intervention
  - 6.E. District Technology Plan
  - 6.F. Athletic Handbook Update
7. Action Items
  - 7.A. Strategic Plan - PSD
8. Policy - Action Item
  - 8.A. Policy 1st Reading
  - 8.B. Policy 2nd Reading
  - 8.C. Policy 3rd Reading
9. Adjourn

## Behavior Learning Intervention and PBIS

Preston Jr. High data has shown a dramatic increase in behavioral and medical conditions which impede learning and have a negative impact on classroom environment. These conditions, such as ADHD, autism, anxiety, Adverse Childhood Experiences (ACEs), Social/emotional fallout from COVID, and physical aggression toward others, are manifested in the classroom. Most recently, schools/teachers have been asked to address the emotional wellness of their students. While many of these conditions are addressed in IEPs or 504s, many go undiagnosed. To meet our school's mission, "... to maximize every student's learning potential in a safe environment", we must systematically and purposefully teach appropriate skills to create the optimal learning environment.

Preston Jr. High uses as a foundational intervention practice Positive Behavioral Interventions and Supports (PBIS). PBIS is an evidence-based, nationally recognized, three-tiered framework to improve and integrate all of the data, systems and practices affecting student outcomes every day. PBIS creates a school environment where all students succeed. PBIS is a framework for supporting whole school practices (schoolwide) to promote a safe school setting by support social, learning, behavioral, and emotional needs of all students both with and without individualized educational programs (IEPs).

As part of the 2023 – 24 Professional development effort, Preston Jr. High has revisited Tier I PBIS strategies. This effort has increased the consistency of behavior expectations schoolwide. A Tier II intervention, the Skills Building Room (SBR), has been designed for students who need additional support. The purpose of the SBR is to target and reteach skills which will help students with self-management and social skills to allow the optimal learning to take place while they are in classroom.

The PBIS model calls for three levels (tiers) of intervention:

1. Tier I: Practices and systems establish a foundation of regular, proactive support while preventing unwanted behaviors. Classrooms provide these universal supports to all students, schoolwide. Parents/guardians will be notified about student behavior by the teacher.
2. Tier II: Practices and systems support students who are at risk for developing more serious problem behaviors before those behaviors start. These support help students develop; the skills they need to maximize their learning in an optimal classroom environment. Parents/guardians will be notified about student behavior and the plan to help by the teacher.
3. Tier III: At this level, students receive more intensive, individualized support to improve their behavioral and academic outcomes. Schools rely on formal assessments to determine a student's need. Special Education teachers may also be asked to perform a function behavior analysis to further evaluate the students for addition help and resources. Parents/guardians will be notified about student behavior and the plan to help and test by the teacher.

### **SMART Goal**

Specific: Preston Jr. High will create an optimal learning environment through a systemic use of interventions designed to build a student's capacity for self-monitoring abilities and academic focus.

Measurable: Preston Jr. High will see a decrease of 20% in anti-social referrals to the office during the 23 – 24 school year as compared to the previous year. SWIS data will be used to track this progress.

Achievable: Preston Jr. High will use CAT teams and Tier II social skill interventions to systemically support Tier I efforts.

Relevant: Preston Jr. High will implement learning enhancing interventions to align itself with the mission of maximizing the learning potential of every student in a safe environment.

Time –bound: This effort will be measured during the 23 – 24 school year.

**Tier I Outline:**

Teachers will set up their classrooms for successful student behavior management based on the “Essential Elements of Classroom Management” professional development provided on September 13<sup>th</sup>.

- Teachers will implement, with fidelity, their classroom routines, procedures, and expectations.
- These routines, procedures and expectations will be taught and retaught on a needed basis to the class as a whole and to each individual student.
- These routines, procedures and expectations will align with continuum of consequences outlined by PBIS, with consequences and positive behavior recognition and praise being consistent and constant.
- Undesired behaviors will be corrected, retaught, and logged into SWIS for data tracking.

Teachers will use the “Big Eight” student engagement strategies taught in professional development on October 11<sup>th</sup> to engage students in the classroom learning and help redirect inappropriate behavior and improve engagement.

The success of behavior management will be contingent on the fidelity and implementation of Tier I behavior management in the classroom.

**Tier II Outline:**

Students who continue to exhibit inappropriate classroom behaviors, as outlined above, will then move to Tier II. Classroom assignments will be provided to the students in Canvas for class missed.

The purpose of Tier II is to teach students the behavior and learning skills that are imperative to success in the classroom.

Once students have reached four (4) minor, logged behaviors in SWIS they will be sent to the Skill Building Room (SBR) until they have learned the skills necessary to return to the classroom and be successful. During their time in the SBR they will be taught appropriate skills and behavior throughout the day. They will be given points based on their successful implementation of those skills and their time on task and getting schoolwork completed. Once they have earned the designated number of points, they will return to the regular classroom. This point system is outlined on the attached papers.

There will be a teacher/paraprofessional assigned to the SBR to teach necessary classroom behavior skills and monitor progress throughout the day.

A camera will be mounted in the SBR to monitor all student and teacher/paraprofessional activity.

**Tier III Outline:**

Students who are consistently unsuccessful in the SBR will be moved up to Tier III.

This tier is to further help the students be successful in the classroom by adding additional supports. These supports may include testing for learning gaps or for possibility of an individualized education plan, behavior contracts with the student and the parents/guardians, check-in and check-out each day, or other behavior plans or contracts to help the student and our classrooms be successful. Special Education teachers may also be asked to perform a function behavior analysis to further evaluate the students for additional help and resources.

## **Student Tier II Skill building Scoring Sheet (level 3 Infractions)**

**Tier II (Level 3) Referral procedures:** These are students who have commit a level 3 behavior infraction or have had 4 documented minor infractions in a time period that the school has agreed upon.

- Send student to ISS with appropriate paper work and class assignments
- Notify Administration
- Notify Parents

### **Procedure in entering Tier II skill building setting:**

- Review of Skills Building room rules, procedures, expectations, and point system
- Give student skills Building scoring sheet
- Give student reflection sheet and have them fill it out
- Restorative justice sheet completion
- Begin class assignments
- Lessons (minimum of 3) on appropriate school behavior
- Reflection paper at the end of the day on what they did to get in the SBR and what they will do different in the future to change their behavior

### **Skills Building Room rules and expectations:**

- Arrive at school 10 minutes after starting time - report straight to ISS (cannot be on campus until arrival time)
- Dismissal will be 10 minutes after end of the school day.
- All students will have assigned seating in a cubicle.
- No food or drink is allowed – exceptions will be breakfast and lunch.
- Privileges will be earned on a point basis.

- Breakfast will be given in the ISS room
- Raise hand for supervisor's attention.
- Students will eat lunch in the ISS room.
- When all class assignments are completed at a satisfactory level, students may read a library book.
- All general school behavior expectations will be followed.

**When students have scored 10 non-compliant points to ISS rules and expectations, parents are called and students are sent home for the balance of the day.**

**Absolutes: Students will be sent home for the following behaviors:**

- Safety concerns
- Insubordination (getting up and walking out of SBR, ect.)

#### **ISS Points earned and taken**

**1 point given every 15 minutes for compliance in each area - - 1 point taken off for every violation to each rule.**

- 1 point for on time Check in and rules
- 1 point for self-reflection sheet
- 1 point restorative justice completion
- 1 point for Behavior review and expectation review compliance promise
- 1 point for Voices off at all times –
- 1 point for being on task at all times –
- 1 point for No physical contact, verbal interaction, or eye contact with other students in ISS.



### **Skills Building Room Points earned and taken**

**1 point given every 15 minutes for compliance in each area - - 1 point taken off for every violation to each rule.**

- 1 point for on time Check in and rules
- 1 point for self-reflection sheet
- 1 point restorative justice completion
- 1 point for Behavior review and expectation review compliance promise
- 1 point for Voices off at all times –
- 1 point for being on task at all times
- 1 point for progress made on assignment
- 1 point for No physical contact, verbal interaction, or eye contact with other students in ISS.

### **Earned privileges:**

Points needed for each earned privilege

- 5 points for restroom – 3 minutes
- 10 points for exercise break – 4 minutes
- 4 points for drink break – 2 minutes
- 5 points teacher interaction – 3 minutes
- 5 points for cleaning paper from hallway – 3 minutes
- 1 point stretch break – 30 seconds

# TECHNOLOGY 1 – 5 YEAR PLAN

By: Aaron L. Keele

Title: IT Director

# YEAR 1: SECURITY IMPROVEMENT

## Linewize

Added further Filtering to not allow Gaming, Other E-mail Providers, and Social Media

Surface Laptops added to MDM to allow installation of Applications. So Linewize is now functioning on nearly all devices

## E-Mail

Added External Block to disallow well known domains from sending e-mails to students

Added further language filtering to current e-mail filter

## Network

Segmentation of the network to diversify the various traffic.

Removed old PSD201 Wi-Fi and incorporated the newly transmitted

PSD201 – Student

PSD201 – Faculty

PSD201 – Lab Network (Used to segment devices for specific testing)

PSD201 – IoT (For Devices that shouldn't be touching the rest of the network)

PSD201 – Guest (Coming soon but will be severely throttled for those use their Mobile phones on.)

# YEAR 1 – PC IMPROVEMENT

## Security Part 1

Restricted access to MS Store so students can't install apps from it anymore.

Added restriction that only apps from MS Store can be installed. Which results in they can't install anything without Admin credentials or being pushed from Intune

Enforced Machine lock out timer to ensure machines do not remain unlocked when unattended

Enforced restriction to Admin tools even if they can't run them as admin

## Security Part 2

Updates install on scheduled times to ensure machine corruption is lowered and Security Loopholes found are patched

Placed restrictions on various system settings to disallow tampering with the operating system

## Data Retention

OneDrive enabled to auto login for Faculty and Students

OneDrive configured to auto pull unused documents from the machine after 30 days of no use

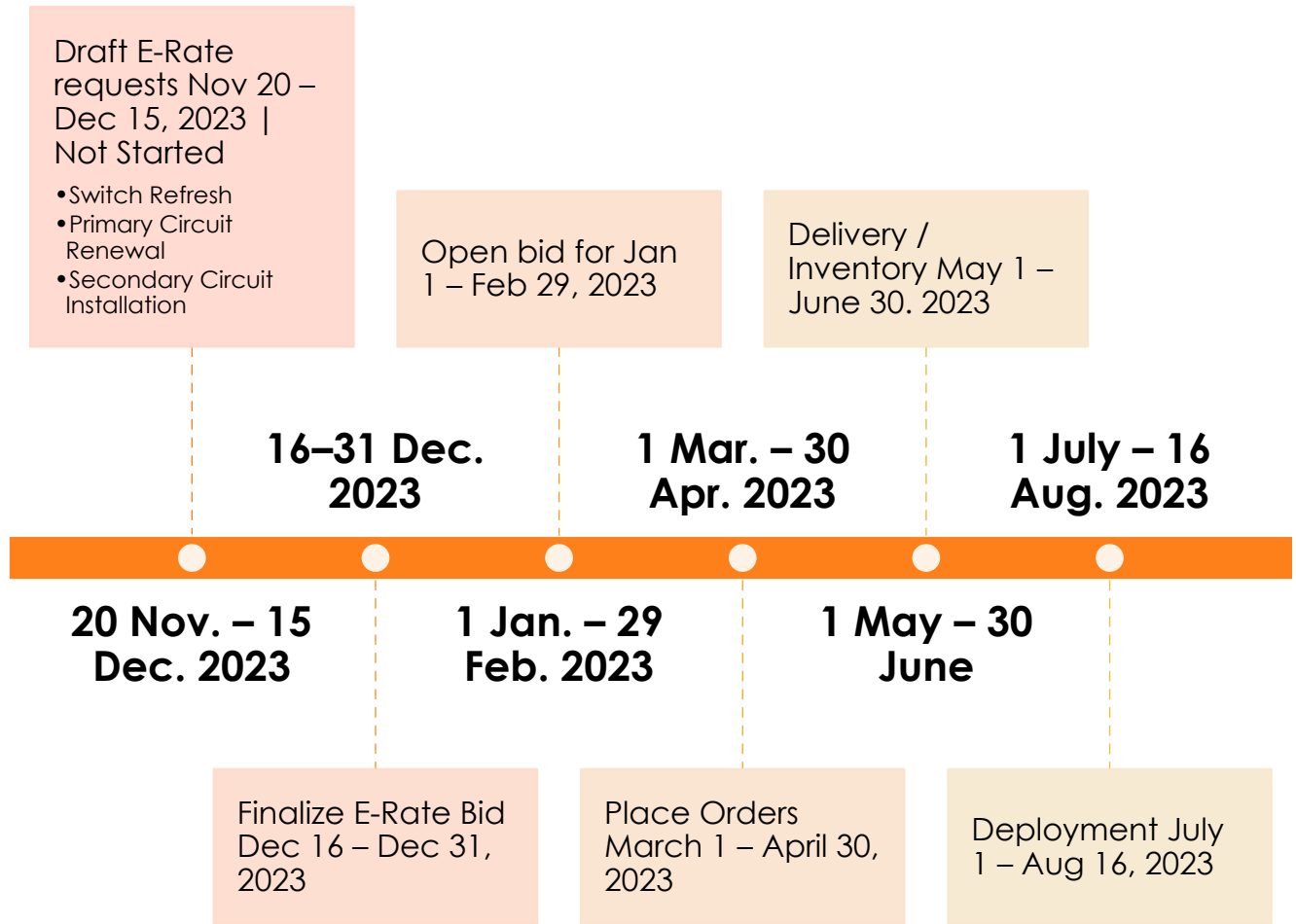
# YEAR 1 – NETWORK IMPROVEMENT

- Began Centralizing network by increasing the number of devices dropped to Network Closets verse the number of Devices on Mini Switches
- Moved most of the cameras to new VLAN
- Repaired Network congestion being caused by the increased number of Devices on our Phone System
- Increased our current Internet Circuit from 450mbps to 1gpbs
- Replaced older faulting cabling at various devices and re-ran wire where needed
- Removed duplicate Wi-Fi broadcasting that was causing massive conflicts

# YEAR 1: CENTRALIZATION NETWORK



# YEAR 1 - 2: NETWORK REFRESH



# YEAR 1 – 2: EVALUATE OS

## Route A:

- Evaluate GOOGLE Transition Oct 1 – Nov 30, 2023 | In Progress
- Evaluate possible path for replacement process Oct 1 – Nov 30, 2023 | In Progress
- Beginning Prepping Move Dec 1, 2024 – May 30, 2024 | Not Started
- Devices Prepped for School year 2024 – 2025 June 1 – Aug 16, 2024 | Not Started

## Route B:

- Evaluate Current Microsoft Models for Use Oct 1 – Nov 30, 2023 | In Progress
- Look into Grant replace majority of deployed machines Oct 1 – Nov 30, 2023 | In Progress
- Evaluate replacement process Oct 1 – Nov 30, 2023 | In Progress
- Order Replacement machines June, 2024 | Not Started
- Devices prepped for School year 2024 – 2025 July 1 – Aug 16, 2024 | Not Started

# YEAR 2: IF GOOGLE IS CHOSEN

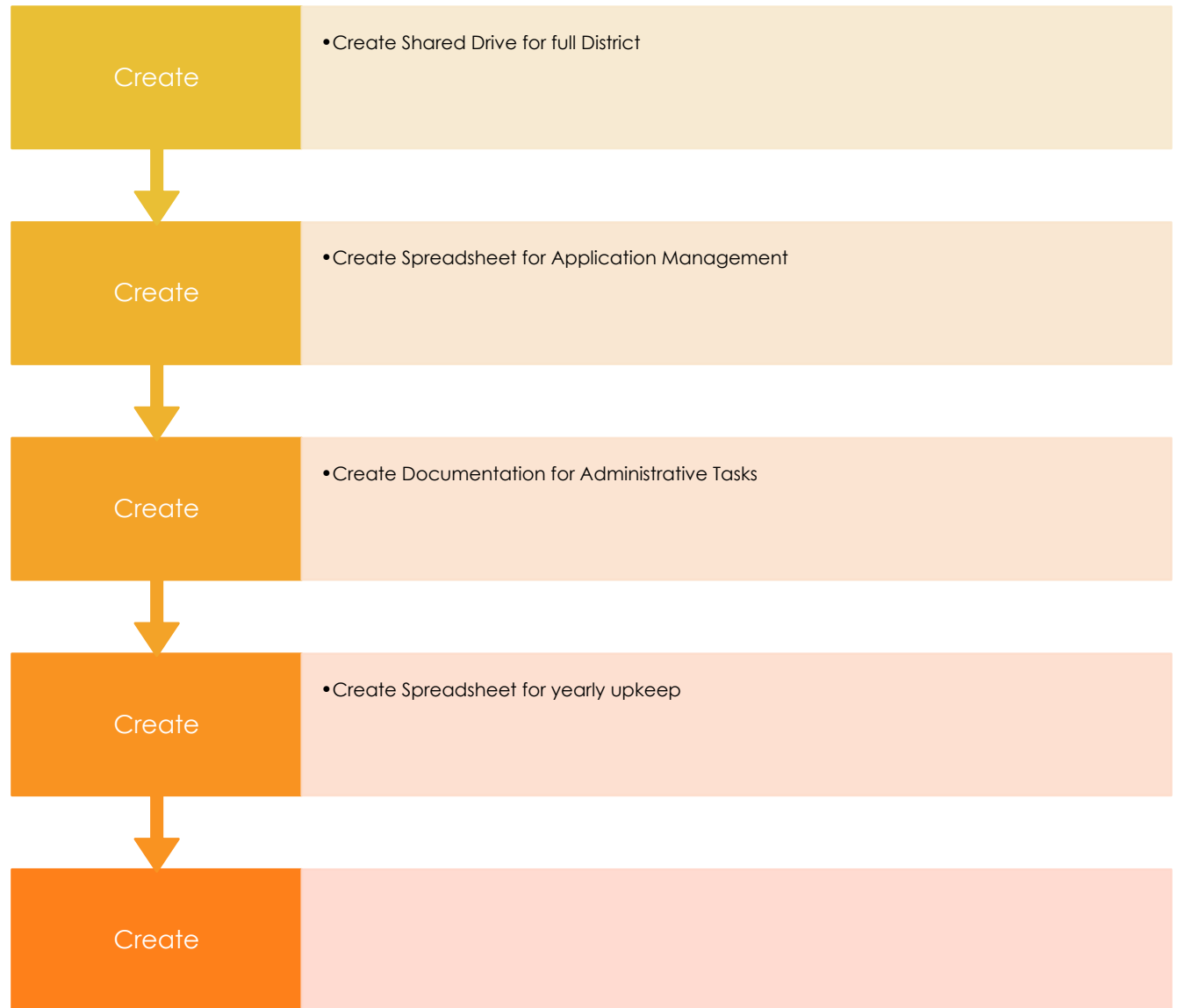
## Route A:

- Grant procured to replace all Student devices and Labs
- Devices Procured
- Prepped for Deployment

## Route B:

- Replenishment Devices Order of 600 Chromebooks and 100 Chrome Desktops
- Devices Procured
- Prepped for deployment
- All other Student devices re-imaged into Chrome Flex OS

# YEAR 2: CREATE PROCESS / PROCEDURES





# YEAR 4 – DEVICE REFRESH CYCLE 1 TO 1 DEVICES ROUTE A CHROMEBOOKS

- Year 2 - 4 after full replacement- Each year we will order devices for 6<sup>th</sup> Grade plus device replacement based on prior years
- Year 4 We will Order 6<sup>th</sup> Grade, Device Replacement estimation, 2 Computers Labs, and then cycle through grades
  - Example Year 4 would include Kindergarten
  - Year 5 would include 1<sup>st</sup> grade
- This plan is based on various schools indicating with Google OS and/or Chromebooks they are getting 7+ Years out of each device.

# YEAR 4 – DEVICE REFRESH CYCLE 1 TO 1 DEVICES ROUTE B CHROMEBOOKS

- Year 1 – All current lab and student devices be converted to Google Flex Operating system
  - Begin Device refresh by Ordering 6th Grade, 2 Labs, and Kindergarten, and estimated device replacement
  - By year 5 we have cycled all the devices in the district and continue on this path to ensure we have adequate stock and refresh of entire district.

## YEAR 2 – 5: MONITOR AND FORMALIZE TECH UPKEEP AND REFRESH

- Develop Yearly upkeep for Computers
- Develop Yearly upkeep for Networks
- Create Network Diagram
- Upkeep Network Documentation
- Streamline Processes
- Evaluate Staffing needs. Making formal plans for Summer Help and having 2 Deskside Techs during school years.







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To the Preston community,

As part of our commitment to maintaining a safe, inclusive, and productive educational environment, we have diligently worked on consolidating essential guidelines and protocols that will assist our educators, coaches, and advisors in navigating their roles effectively. This guide is intended to provide clear instructions, best practices, and insights to foster a cohesive educational and extra-curricular experience for both students and staff.

The policies and procedures outlined in this guide encompass a wide range of critical areas, including student welfare, communication protocols, ethical conduct, student-teacher interactions, safety measures, and overall professional expectations. Our aim is to align our practices with state regulations and educational standards, ensuring a high level of consistency and excellence throughout the district.

We believe that a well-informed and well-equipped team of educators and facilitators contributes significantly to the holistic development of our students. By providing a structured framework for day-to-day operations, decision-making processes, and collaboration among staff members, we strive to enhance the overall experience within our district.

Thank you for your time and effort. We look forward to fostering a collaborative and informed educational and extra-curricular environment that empowers both our educators, advisors, coaches, and students.



## INTRODUCTION

PACE includes policies and procedures for athletics and other extra-curricular activities in Preston School District. It is the responsibility of the Assistant Superintendent to annually educate administrators, athletic directors, advisors and coaches on all policies and procedures found in PACE. Coaches and advisors will acknowledge their training/education of PACE through communication with the athletic director.

*For questions about PACE contact:*

Brent Knapp (HS - Athletic Director) – [brent.knapp@psd201.org](mailto:brent.knapp@psd201.org)

Clint Peery (HS - Principal) – [clint.peery@psd201.org](mailto:clint.peery@psd201.org)

Brady Garner (Asst. Superintendent) – [brady.garner@psd201.org](mailto:brady.garner@psd201.org)

## PSD ATHLETIC/ACTIVITY MISSION STATEMENT

To create an inclusive environment that develops passionate leaders committed to growth and the promotion of change.

## ATHLETIC VALUES

We will:

Unite instead of divide

Have uncompromising integrity

Be proud of our effort and discipline

Commit to a growth mindset

Exhibit strength and resilience



# -SECTION 1-

# FINANCES

GENERAL FINANCIAL INFORMATION  
SCHOOL FEES  
FUNDRAISING GUIDELINES  
RESOURCES  
DONATIONS





## SECTION 1 - FINANCES

### GENERAL FINANCIAL INFORMATION

*Advisors, coaches, and educators may not at any time purchase items for personal use with school funds.*

### SCHOOL FEES

1. It is the intent of Preston School District to disclose all required fees to parents and students before participation in an activity.
2. Fees approved by the school board are subject to fee waivers.
3. All money directed toward activity fees collected from parents will go through the finance office. Parents are encouraged to keep receipts as proof of purchase.
4. Advisors, coaches, and educators should not handle money or accept money from participants.
5. The coach or advisor is responsible for ensuring that students have paid required fees prior to participation.
6. Advisors will monitor their accounts with the assistance of the school financial secretary and are responsible for ensuring that fees charged are sufficient to cover expenses.

### DONATIONS

Donations are defined as a voluntary gift or contribution. These unsolicited contributions are given to and managed through the Preston Education Foundation and dispersed appropriately. Donations given to the foundation becomes property of the district and may not be removed without permission.

Donations cannot be directed toward an individual student, but may be given to a specific program or purpose. A donor may express the desire for funds to be directed toward a specific purpose and will work with the foundation to use donations in accordance with the donors' instructions as long as it is in compliance with district regulations. If no instructions are provided, donations are relinquished to the control of the district in partnership with advisors, coaches, and educators.

Outside groups or donors cannot purchase items to circumvent District purchasing procedures. For example, a donor cannot:

1. Pay a vendor directly for items purchased for a program.
2. Purchase equipment from a vendor to avoid receiving bids from competing companies.



3. Fund construction projects or field improvements by paying a vendor directly.

## FUNDRAISERS

A Fundraiser is defined as a legitimate process of collecting money by soliciting or requesting donations from individuals/businesses. Each sport or activity may participate in one fundraiser per school year. The fundraiser guidelines are as follows:

Approved by the building principal and superintendent.

Complete fundraising form at least three (3) weeks prior to the event.

<https://form.jotform.com/222294153056048>

Provide detailed explanation of the purpose of fundraising.

Develop fundraising that is service oriented.

No door to door soliciting.

Fundraisers should break even or show a profit.

If merchandise is to be sold, it must be purchased from local vendors, if possible.

Each organization will be limited to four (4) fundraisers per school year.

All funds must be deposited in school accounts.

All money will be disbursed through school accounts.

## RESOURCES

Dear Parent(s)

Your child has the opportunity to fundraise for the \_\_\_\_\_ program at Preston High School. Fundraising is an important part of running many school programs here at PHS. The funds raised will be used to improve the experience for your child within the program and help sustain the program into the future. We want all students to have as good of an experience as possible in all of the programs offered here at Preston High School.

Your coach/advisor will hand out an information sheet with all of the details for their specific fundraiser.

A couple of rules that you should understand with any school fundraiser at Preston High School:

1. Door to Door sales are not allowed. We are asking that all students participating in the fundraiser to only talk to friends and family members.
2. There are no punishments for students who choose not to be a part of the fundraiser.
3. The student's standing in the organization will not be affected in any way due to fundraising.



Under school board direction we ask for your approval to allow your child(ren) to participate in this fundraising activity. If you have any questions or concerns, please reach out to your student's coach/advisor or the schools administration.

Thank you

Preston High School Administration

Student Name \_\_\_\_\_ Date \_\_\_\_\_

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

All general financial donations to the school or contributions to a specific program will be given to the Preston Education Foundation...

#### PURCHASING ADVISORIES

- A person is guilty of receiving or soliciting a bribe if that understanding or agreement that the purpose or intent is to influence an action, decision, opinion, person asks for, solicits, accepts, or receives, directly or indirectly, any benefit with the recommendation, judgment, vote, nomination, or exercise of discretion, of a public servant, party official, or voter.
- As per district policy, employees of PSD shall neither offer nor accept gifts which might reasonably be interpreted as an attempt to influence the conduct of district business.
- Promotional items or advertising items may be accepted provided the item is widely distributed to other individuals, district and firms having essentially the same business relationship with those offering.
- When any reasonable doubt or question exists about the acceptance of a gratuity, speak with the administrator.
- When a gratuity is offered under circumstances which might reasonably be interpreted as an attempt to influence the conduct of district business, it should immediately be reported to the school administration.
- As per state law, a coach/advisor should not accept gifts, food, clothing, services or payments from vendors or potential vendors in excess of \$50 total during a single calendar year.
- A coach/advisor may receive a gift in any form from a student, team member or their families as long as it does not exceed \$50 in value.
- District employees may not use the district as a purchasing agent for personal purchases even if the employee intends to reimburse the district.





# -SECTION 2- PURCHASING

GENERAL PURCHASING  
EMOLUMENTS  
PURCHASE CARDS?





## SECTION 2 - PURCHASING

A Purchase Request(PR) must be completed before purchasing anything with District or PHS funds. You are not allowed to go over the amount on the PR without submitting a new PR. Once the PR is submitted, it will go through the approval process.

The only exception to this is special/emergency use of classroom funds. If classroom funds are used without a PO and approval, sales tax will not be reimbursed.

If purchasing from a website or an entity that won't take a purchase order, a school credit card will be checked out to you after the PO process is approved. You will also be given the District's Tax Exempt number. You can then use them to make the purchase.

If you wish to purchase something from Amazon, a school account must be used. You will receive an email from Amazon to finish setting up your account. It will require the PO and Name as part of the checkout process.

Please plan on 48 hours from the time you turn in your purchase request to complete your purchase.

### [Large Purchases???](#)

It is against District policy and unlawful to split purchases to avoid bid thresholds or bypass individual card limits.

### Contracts

Only the Business Administrator, in coordination with Purchasing and the School Supervisor, is authorized to enter in and sign any type of contract involving incentives or rewards based upon past purchases. Do not accept gifts, food, clothing or payments from vendors or potential vendors in excess of \$50 total during a single calendar year.

Contact the Purchasing Department for directions on how to use the current State contracts for athletic equipment and uniforms.



## Emoluments

It is unlawful for an employee engaging in obtaining a procurement item to ask, receive, offer to receive, accept, or ask for a promise to receive, an emolument, gratuity, contribution, loan, or reward for the employee's own use or benefit.



# - SECTION 3 - TRAVEL

TRAVEL GUIDELINES  
SPONSORED EVENTS  
RESOURCES





## SECTION 3 - TRAVEL

### PSD Travel Guidelines

School transportation may be used in connection with the operation and support of extracurricular and student activities upon approval of the superintendent or designee. A use charge will be charged against the activity or sponsoring student group requesting the Transportation.

Students are expected to ride the bus to and from scheduled activities. (The building administrator can make an exception.) Students on such trips are required to comply with the rules and regulations governing daily school transportation.

1. Transportation will be provided by the school/district for all sponsored activities. Students will not transport themselves to district sponsored activities. Parents may transport their own child to or from an event or activity and will coordinate with school officials. Coaches may require student-athletes to ride with the team.
2. Students are prohibited from transporting themselves to or from sponsored activities.
3. Roll will be taken by the supervisor on all trips to make sure students are accounted for.
4. The supervising teacher/coach is to be on the bus to monitor and respond to student misbehavior.
5. Coaches and Advisors have options for transportation besides using a school bus. Details and guidelines for those options may be discussed with school and district administration.
6. Overnight trips within the state of Idaho:
  - A. Trips within the state of Idaho are approved by the school principal.
  - B. Students are not to remain overnight if it is practical to return home.
7. Family Members accompanying coaches/advisors on out of state trips:
  - A. *Coaches/Advisors are expected to accompany their group and therefore should not bear the financial burden of paying for their associated trip expense. If you choose to bring a family member on a trip, the advisor/coach must pay for any expense related to that family member.*
  - B. *Coaches/Advisors should not use any money raised by student fundraisers or other means to obtain a partial or entire free trip for a family member.*

### Transporting Students



Individuals who transport students to or from a school-related activity in a CDL Activity Bus must hold a valid Commercial Driver's License with a Passenger (P) and School Bus (S) endorsement (CDL-P/S) as required by the Division of Motor Vehicles.

All individuals who transport students to or from a school-related activity in a district van/car are required to complete the district-approved vehicle safety training prior to operating a district vehicle with students inside. This training must be renewed yearly.

#### Extra Trip Assignments

While assigning trips, the Transportation Supervisor will do so in a manner making sure all transportation laws can be followed.

The buses and vehicles used to transport students and staff will be assigned by the transportation supervisor based upon safety, available drivers, equipment needing to be transported, available vehicles in the fleet, and cost.



# - SECTION 4 - CAMPS/CLINICS

SCHOOL SPONSORED EVENTS  
NON-SCHOOL SPONSORED EVENTS





## SECTION 4 - CAMPS AND CLINICS

The purpose of these guidelines is to provide direction and procedures for camps and clinics. These guidelines define when a coach is acting within the scope of employee duties with respect to school district activities (sponsored duties) and when an employee provides or participates in private but public education related (non-sponsored) activities outside of their public education employment. These guidelines also define the employee's responsibility, whether these activities occur on or off school premises, and identifies when an employee does not represent the school district, and provides notice to employees regarding disclosure duties.

**School Sponsored Activities** include activities, fundraising events, clubs, camps, clinics or other events or activities that are authorized by a specific school which supports the District or an authorized school club, activity, sport, class or program that also satisfies at least one of the following conditions:

1. It is managed or supervised by the District or public school, or District or public school employee.
2. It uses the District or public school's facilities, equipment, or other school resources.
3. It is supported or subsidized by public funds, including the public school's activity funds.

Any team camp is school sponsored and must follow school sponsored procedures.

**Non-sponsored activities** include activities in which a Preston School District employee participates and may/may not receive compensation directly from current or prospective students of the school district.

Such activities include but are not limited to:

- a. Tutoring
- b. Lessons
- c. Travel opportunities
- d. Independent Contractor
- e. Camps and Clinics (non-team camps)

## SCHOOL SPONSORED EVENTS

Camps, clinics, and other activities involving school sanctioned groups such as teams, performing arts, or other school employee groups, must be handled as "District Sponsored Events." When an event is



sponsored by a coach or instructor at the school, the public believes that the event is sponsored by the school.

- All district sponsored events must be pre-approved by school administration. Employees must submit planned events well in advance, preferably on an annual basis. Pre-approval must be obtained before any public or parent meetings.
- Merely having a key does not grant permission to use facilities.
- The school's financial secretary must collect all fees for camps, clinics, or other activities sponsored by the school district. Teachers or coaches that collect fees must turn them in as soon as possible. All costs associated with camp, clinic or other activity must also be submitted to the financial secretary for payment.
- Coaches, teachers, and advisors should avoid being alone with money given to them as a protection to their integrity and future with the district.
- Fee waiver procedures apply to all activities sponsored by the district.
- A roll with attendance must be kept for all camps and clinics.
- Out-of-State, overnight activities must have the approval of the administration. If funds are provided by the district, the Board must approve the event.
- Any non-district employee must be fingerprinted before performing services for the district if the employee will be working one-on-one with the students and must abide by district guidelines.
- Coaches, advisors and other school personnel cannot increase vendor fees for camps, clinics, workshops, etc. to help increase personal remuneration.
- School sponsored activities shall be reasonably equal for boys and girls.



# -SECTION 5- FACILITY USE

BUILDING RESERVATION REQUIREMENTS  
FACILITY RENTAL  
RESOURCES





## SECTION 5 - FACILITY USE

Coaches, teachers, and advisors must communicate their desire to utilize school facilities in advance. Practices, games, performances, and other events must be scheduled in advance with the front office.

### RESERVING FACILITIES AT PRESTON HIGH SCHOOL

As part of the Preston community, we are excited to make our building available to other district and community groups. Because of the numerous activities held in the high school and sport facilities, the scheduling of the high school is a complicated task. To prevent double scheduling and to make the process as simple and as efficient as possible; please contact the high school office by phone at 208-852-0280 during school hours (Monday-Thursday from 7:30 AM to 4:30 PM).

### RESERVATION REQUIREMENTS

Steps:

1. Make a Reservation Via Phone (208-852-0280) school hours.
2. Make entrance and custodian arrangements.
3. Supervise participants until they leave the school grounds.
4. Clean up all areas used (vacuum, sweep, mop, empty trash).

The district athletic director must approve all in-district reservations to confirm their district affiliation, as it waives the need for liability insurance.

The Preston School District recognizes the taxpayers have provided school facilities. The first priority is to use these facilities for the public education process of students within its boundaries. Second priority is to work with the public in using the facilities to further the educational, emotional, physical, and social development of the school community. The District's philosophy is to discourage commercial use of facilities.

*Fees for rental use are:*

- No hour cost to rent a facility
- Custodial cost is \$15 per hour
- Sound and Light crew cost is \$10 per hour



Renter must provide proof of liability insurance as outlined in the attached agreement. A school district employee must be present when buildings are in use. Facilities are not available on Sundays, Thanksgiving Day, Christmas Day, New Years Day, and Easter, or the first and last days of school.

The Preston Board of Education reserves the right to approve or disapprove any request.  
See attached Rental Agreement.



**PRESTON JOINT SCHOOL DISTRICT NO. 201  
BUILDINGS AND FACILITIES WAIVER OF LIABILITY  
AND INDEMNITY AGREEMENT**

On this \_\_\_\_ day of \_\_\_\_\_, 2007, \_\_\_\_\_, an agent or officer, acting for and on behalf of \_\_\_\_\_, (hereinafter referred to as "Renter") enters into this Agreement for the use of facilities owned by Preston Joint School District No. 201 (hereinafter referred to as "School District"), located at 120 East 2<sup>nd</sup> South Preston, Idaho 83263 on the \_\_\_\_\_ (date(s)) of 20\_\_\_\_. Time needed \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

The Renter represents that the use of the School District's facilities is for the following purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**There is no rental fee for the facility. Custodial and Sound and Light fees will be assessed. Custodial fee is \$15 an hour and Sound and Light Crew is \$10 an hour.** In consideration for the rental of the School District's facilities, the Renter agrees to fees in the sum of \_\_\_\_\_ for custodial and/or Sound and Light services.

The Renter agrees to comply with the School District's Rental Policy, policy #910, at all times relevant hereto.

**FURTHER, The Renter Agrees as Follows:**

1. To indemnify and hold harmless the School District, and its agents, employees, officers, whether elected or appointed, and assigns from all manner of action or actions, cause or causes of action, suits, injuries or any other claims or demands that may arise from any act or omission by an employee, agent, representative or any person acting for or on behalf of said School District concerning any claim, cause or causes of action, suits, injury, or demand arising out of the organization's use of the facilities of said School District.
2. To provide the School District with proof of insurance in the form of a Certificate of Insurance. The Certificate of Insurance must show a minimum limit of liability coverage of \$500,000 per occurrence and must also name the School District as an Additional Insured. A copy of the Certificate of Insurance must be attached to this agreement prior to using or occupying the premises.
3. To waive any claims of contribution or indemnification, and reimburse the School District for legal fees and/or expenses for any claim, cause of action, injury, or other demands brought against the organization arising out of its use of the School District's facilities.
4. To immediately notify the School District of any conduct or circumstances which occurs while using School District facilities and causing injury to any person(s) or damage to School District property, and providing such information regarding the injury or damage as requested by the School District.
5. To reimburse the School District for any and all damages or losses caused by the organization's use of the school facilities, and promptly pay for said damages within thirty (30) days of receiving notice.



6. To reimburse School District for all legal expenses and costs reasonably incurred in the event the School District initiates legal action to enforce any and all terms of the agreement.
7. This Agreement may be modified, but only by a written agreement, signed by the party against whom enforcement of any waiver, change, modification, or discharge is sought.
8. The agreement shall be governed by the laws of the State of Idaho.
9. In the event any provision of this agreement shall be held invalid or unenforceable by any by any court of competent jurisdiction, such ruling shall not invalidate or render unenforceable any other provision of this agreement.
10. This agreement shall be binding on the heirs, personal representative, successors, and assigns of the parties to this agreement.

DATED this \_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_.

\_\_\_\_\_  
Preston School District No. 201

\_\_\_\_\_  
Signature of Person Responsible

\_\_\_\_\_  
Renter Organization



# -SECTION 6-

## STUDENTS & ATHLETES

ELIGIBILITY REQUIREMENTS  
ATTENDANCE POLICY  
IHSAA ELIGIBILITY  
REGISTER MY ATHLETE





## **SECTION 6 - STUDENTS AND ATHLETES**

### **ELIGIBILITY AND PARTICIPATION IN INTERSCHOLASTIC AND EXTRACURRICULAR ACTIVITIES**

All students at Preston High School are encouraged to participate in some extracurricular activities. All students will be able to find an area of interest whether that is a sport or a club and will be able to make a contribution and develop their talents. This district will follow all current and subsequent eligibility requirements as set forth by the Idaho High School Activities Association (Board Policy 572).

According to the Idaho High School Activities Association for a student to be academically eligible to participate in high school sports or activities, a student must be enrolled full-time and have received passing grades and earn credits in at least six (6) full credit subjects, or the equivalency, in the previous semester/trimester or grading period for which credit is earned. If a student receives a “No Credit” or “NC”, the student has not received credit and the NC will be considered as a failing grade. If a student does not meet this requirement, he/she automatically will sit out the entire semester. An approved course is one that is taken for credit toward graduation. Released Time does not count as a class. For example, if 7 classes are available, the student must pass at least 5.

These are the state rules, and schools may adopt more strict policies. All students wishing to participate in extracurricular activities must meet the eligibility requirements.

Academic eligibility for activities at PHS falls into two categories:

Category 1: Students who represent Preston High School must have a minimum 2.0 grade point average and no F's. They also need to conform to the attendance guidelines. This applies to athletics, clubs, music, and school plays.

Category 2: Included in this category are non-school time activities that are associated with and considered an essential part of classes taken during regular school hours. Students may not be failing any class to miss instruction time. This includes such classes as Art, Band, FCCLA, Orchestra, Vocal Music etc. The organization advisor has discretion as to whether a student may participate during non-school hours.



All competitors and performers are required to be in attendance at school all day on the day of the game/performance or he/she will not be allowed to participate in the event. To miss any school or class periods on the day of a game or event, the athlete must clear through the Athletic Director/Administration his/her absence before missing school.

#### Preston High School Eligibility Standards

- a. To be eligible for athletics and extra-curricular activities at Preston High School a student must meet the eligibility standards as set by the IHSAA as previously outlined
- b. Eligibility is based on weekly grade checks conducted by the coaches/advisor of each activity assisted by the Athletic Director and the Athletic Secretary
- c. To be eligible a student during weekly grade checks must have a 2.00 GPA and no F's in order to participate in athletic contests or games
- d. When a student raises his/her grades to the standards set by the PHS Athletic Department they will be eligible to play in games
- f. Students who are not eligible at the end of a semester, meaning their semester GPA is less than a 2.0 and/or they have any F's, the student will not be eligible to participate the first week of the new semester
- g. Coaches and advisors are responsible for confirming the eligibility of athletes before they participate in an extra-curricular activity. They are responsible to let the students know if they are ineligible and cannot participate.
- h. The Athletic Director and Athletic Secretary will monitor and provide information regarding grades to the coach or advisor
- i. With Athletic Director approval, the coach, if he/she deems it necessary, can develop contract with the student athlete at any time during the season for the purpose of eligibility or athletic code of conduct violations
- j. It is understood that the head coach/advisor of the sport or activity may establish higher standards for which the student athlete is accountable, as long as these standards are not in violation of the standards already established by the athletic department.
- e. With the approval of the coach or advisor, a student may practice with the team during the time while working on their grades. A student may not travel with, dress for, or participate in any school sponsored extra-curricular activity during the period of ineligibility



Eligibility checks at the beginning of each semester will be conducted by the coaches and will begin on the third week of the new semester. If grade check day falls on a game day, a 1-day variance will be given to get the grade up. In other words, the athlete would have until the next day to get it raised.

\*\*See athletic handbook for further information on athletic code of conduct and drug testing policies.

## **ATTENDANCE POLICY**

### **PHS Student Attendance for Success and Safety**

Attendance matters. Student success is most likely to be achieved with good attendance. We will do all we can to make school engaging. Students increase their chances at both academic and social success by being here every period. When a student misses class, it is impossible to recreate the discussion or activities that happened in class. In the past, learning content to pass a test has been too much the focus in school. To be future-ready, we must build the capacities of creativity, collaboration, critical thinking, and communication by using that content in class to go beyond just information that might be on a test. When a student misses class, they create gaps in these capacities.

Attendance also matters for student safety. The safest place a student can be is in class. If a student misses class for any reason it should be excused by a parent. When a student has an unexcused absence, we will work diligently to notify parents.

Therefore, for both student success and student safety, a student should NEVER miss school without their parent's knowledge, and we need parents to excuse their children when they know they are absent. We hope our whole community (students, parents, and teachers) can embrace the value in learning and knowing where students are throughout the school day.

### **CONSEQUENCES FOR POOR ATTENDANCE**

The biggest consequences for poor attendance are the learning gaps and safety issues that arise from missing class. But there are some other short-term consequences the school can enforce in situations where chronic unexcused attendance becomes a problem.



To be eligible for any extracurricular activity, club, team, or performing group: students cannot have more than 10 hours of accrued detention on the year or exceed 4 tardies in a single class.

Detention is accrued in the following ways:

1 hour - for any unexcused absence.

15 minutes for every tardy

15 minutes for every non-excused release early.

Every Monday, an attendance check will be run and communicated to students and parents if the student is on the attendance list. The student will have until the following Monday to work off the detention time. If they have not worked off the time, they will be ineligible until their total drops below required hours.

Detention time can be worked off in the following ways:

Working with any teacher before or after school

Attending lunch detention

Attendance school on Tuesday and Wednesdays at 7:00am.

Friday School

Administrative directed activities

## TRUANCIES

Students who receive a truancy will be considered ineligible for athletics and/or representation of Preston High School in competition of any kind. Upon receiving a second truancy, students will be ineligible for field trips and dances. A truancy is defined as a confirmed unexcused absence (skipping class) and cannot be excused by a parent. Upon the completion of required amount of attendance school, the student will regain eligibility.

Beyond being eligible to participate with school related functions, students will be held accountable for the attendance in the following ways.



- If a pattern of excessive excused absences occurs, administration, parents, and students will meet to develop attendance plan and contract.
- If students accrue a total of 25% absenteeism in any class for the semester (20 absences in a single class), an attendance council may be held that could include: teacher, administration, counselor, student, and/or parent. At the attendance council the group will decide if the student should stay enrolled in the current class and be placed on a strict attendance contract, or if the student should be removed and placed in a credit recovery class for the remainder of the semester.
- Before a student reaches the 25% level, the parents and student will be contacted at 10%, 15%, and 20% absenteeism. This contact may be as a PowerSchool notification, email, phone call, or administrative meeting.

## EXCUSING ABSENCES

As previously mentioned, anytime that the student is not in attendance at school their parents/guardians should be aware and excuse the absences through the front office.

- After 8 school days an unexcused absence (A) will be inexcusable by a parent/guardian.
- Parents may call or email the Attendance Office to check a student out. We discourage parents from contacting a student directly via cell phone/text, because this will disrupt learning for other students.
- Leaving campus without parental permission and without going through the proper check-out procedure in the Attendance Office for any reason will be considered an Unexcused Absence (U).
- When parents are writing a note, please include the date it is written and parent signature. Fraudulent excusing of absences may result in loss of privileges for all involved.
- Preston School District board policy considers a student habitually truant if attendance drops below 90% (8 absences per semester). If a parent excuses a student more than 8 times, they are in violation of State and board code and further absences may not be excused unless approved by administration.

Students are always responsible to make up any work, quizzes and/or tests missed during their absence. Students have the responsibility to arrange for makeup work and due date for the work with their teachers.

## REGISTER MY ATHLETE



## Instructions for Parents

Register My Athlete allows parents to register their student-athletes for sports online. Here are some basic steps to follow when registering your athlete for the first time:

1. Find Your School: Find your school by going to <http://registermyathlete.com/schools/>, selecting your state, and finding your school. Click on the school to continue to the next step. Schools are encouraged to make a direct link from their school's website.
2. Create an account: Now begin creating your account by clicking the “Create An Account” button. After filling in the required information the system will automatically log you in and you will be required to accept the terms of use.
3. Add a new athlete: The next step is to add an athlete. You can do so by click the “My Athletes” tab on the left-hand side of the page or by clicking “Add Athlete” underneath the “My Athletes” tab. This only needs to be done once during your athlete's entire career. The information entered here will carry over from year to year. This information includes your athlete's contact information and medical information.
4. The athlete's profile: After you've created your athlete you will be brought to their Profile page. This page is a summary of their info and involvement.
5. Register for a sport: Click “+ Register For A Sport” to begin registration, you will be asked to choose which sport your athlete is registering for.
6. Your registration checklist: This page shows the status of your athlete's registration. You will be asked to complete several steps to complete registration including agreeing to documents, completing the physical, and answering the UHSAA's tryout checklist.
7. Physicals: The IDHSAA requires physical exams annually. Parents may download the appropriate physical form from RegisterMyAthlete, take it to a physician, and then upload it onto RegisterMyAthlete or turn it in to the school in person.
8. Complete registration: Your registration is complete once all items on the checklist have been completed.



9. After registration: After registration is complete, you can login at any time to view the Status of your athlete and their participation on the team.

#### *Additional Athletes*

If you have additional student-athletes to register, you can repeat steps 3-8 for them under your same account.

#### *Future Seasons & Years*

During the following years, once your athlete has been added to your account, you only need to follow steps 5-8 to register for sports.



# -SECTION 7- COACHES & ADVISORS

COACH/ADVISOR EXPECTATIONS  
REQUIRED TRAINING  
ATHLETICS CONTRACT  
OUT OF SEASON FACILITY USE





## SECTION 7 - COACHES AND ADVISORS

### EXPECTATIONS

Expectations for high school coaches and advisors should encompass a combination of professional, ethical, and leadership qualities. Including:

#### Commitment to Student Development:

- Demonstrate a commitment to the overall development of students, focusing on academic, athletic, or extracurricular achievements, as well as personal growth.

#### Adherence to Policies and Regulations:

- Abide by all school, district, and relevant association policies, rules, and regulations governing their specific sport or activity.

#### Role Modeling and Sportsmanship:

- Serve as positive role models for students by exhibiting exemplary sportsmanship, ethical behavior, and respect for all participants, officials, and spectators.

#### Effective Communication:

- Maintain open and clear communication with students, parents, school administrators, and fellow coaches or advisors to ensure everyone is well-informed about schedules, expectations, and any relevant information.

#### Safety and Well-being:

- Prioritize the safety and well-being of students, ensuring that practices and activities are conducted in a manner that minimizes risks and adheres to safety protocols.

#### Skill Development:

- Focus on the continuous improvement of students' skills, providing constructive feedback and designing effective practice sessions or activities.

#### Academic Emphasis:

- Encourage and support academic achievement by monitoring students' academic progress, promoting the importance of balancing sports or extracurricular activities with academics.

#### Inclusivity and Diversity:

- Foster an inclusive and diverse environment that welcomes students of all backgrounds, abilities, and skill levels.

#### Team Building:



- Facilitate team-building activities and promote a positive team culture that emphasizes collaboration, respect, and mutual support among students.

Professional Development:

- Stay current with coaching or advising best practices, attend relevant workshops or training sessions, and pursue professional development opportunities to enhance coaching or advising skills.

Ethical Conduct:

- Uphold high ethical standards, displaying integrity and honesty in all interactions with students, parents, colleagues, and officials.

Conflict Resolution:

- Effectively address conflicts or concerns that may arise among team members, parents, or others involved in the program, seeking resolutions in a fair and timely manner.

Community Engagement:

- Actively engage with the school community, participating in school events, and collaborating with other educators and stakeholders to enhance the overall school experience.

By setting and adhering to these expectations, high school coaches and advisors contribute not only to the success of their specific programs but also to the holistic development of the students they serve.

**REQUIRED CERTIFICATIONS:**

1. First Aid/CPR Certification (One Time Only)
2. Concussion, Sudden Cardiac Arrest, Mental Health - All of these courses are free and can be found online. First time coaches are required the first year and then every two years after on even numbered fall years.
3. Head Coaches Only (are required to take the fundamentals of Coaching course) (1 time)
4. Preston School district also requires: Implicit Bias (NFHS Course)

**PRESTON PRIDE ATHLETIC CONTRACT**

I understand that a fulfilling educational sport experience requires the exercise of responsibilities on the part of both personnel associated with the athletics program and student-athletes. As a student-athlete, I understand my responsibility to commit to the values of PHS athletics: To unite instead of divide, have



uncompromising integrity, be proud of my effort, commit to a growth mindset, and exhibit strength and resilience.

### **Academic/Attendance Standards**

I understand that PHS athletes are students first and foremost and that all student-athletes must exhibit behaviors that demonstrate a commitment to maximizing academic success as their first priority. I understand that the athletics department has created the following standards, strategies, and policies to maximize the possibility of student-athletes meeting their academic goals. I understand that I am obligated to comply with these standards:

### **Behavioral Expectations**

I understand that student-athletes and their families are visible representatives of the institution both on campus and off-campus whose behaviors are often closely scrutinized by the media and general public. Student-athlete behavior affects public perception of institutional ethos, athletics department standards, and the character of the student body. Therefore, it is expected that student-athletes will demonstrate consistent role model behavior, sportsmanship and self-control. More specifically:

Student-athletes and their families are expected to remain positive and to not use social media as a platform to share personal frustrations about the team, coaches, athletics department, the institution, opponents, or officials.

All post-competition concerns or complaints should be communicated to the coach 24 hours after the game has occurred to prevent emotional outburst and/or public conflict.

Families will follow the communication "chain of command." Frustrations should first be communicated to the coach. Upon failure to reach an agreement, the athletic director may be notified of the grievance. If further assistance is needed, the athletic director will communicate with school administration.

Resolutions to conflict are matters that require collaborative effort between the coach, student-athlete, parents, and (if necessary) school personnel.

Violations of these standards may result in a variety of sanctions by the athletics department including, but not limited to restriction, suspension from, or termination of participation in practices, games, and/or the athletics program.

### **Physical Conditioning and Training**



I understand that conditioning and training programs in preparation for athletics performance requires intense physical activities, constant feedback, and creating benchmarks to maximize each athlete's potential and team success. Participation in training and instruction is an educational process that requires collaboration between athletics staff and student-athletes. Therefore, I understand the need for and accept the following participation responsibilities:

Student-athletes will report to the coach or an athletics trainer, any change in physical, mental or emotional well-being that may affect ability to participate safely.

Student-athletes will commit to completing conditioning activities and practice sessions asked to perform to ready them for the physical, mental, and emotional stress associated with their sport.

Student-athletes will refrain from activities that enhance risk of unsafe participation and poor lifestyle such as alcohol consumption, vaping/smoking, and other performance enhancing or illegal drugs. Doing so will influence the student-athlete's eligibility status as follows: *First offense/ A 2-week suspension from competition and enrollment in a substance abuse prevention course. Second offense/ A 6-week suspension from competition. Third offense: Immediate removal from PHS athletics programs.*

Students will follow the guidelines given to by coaches and trainers regarding hydration, sleep, and nutrition.

Student-athletes will communicate with the coach or trainer any abnormal or labored physical response to exercise or the incapacity to continue to participate due to any physical, mental, or emotional distress.

Recognize that participation decisions must be made by athletics staff members. Parents may not override these decisions, but may engage in respectful conversation about participation.

Students, parents, and coaches may not override decisions made by medical personnel but can be involved in the return-to-play protocol..

### **Teamwork and Team Expectations**

I understand that team unity and team chemistry are key variables for a positive and successful athletics experience. Commitment to team goals is essential which, at times, may take precedence over individual goals. However, I understand that the athletics department does not subscribe to a team culture based on intimidation or mandatory allegiance to questionable practices and requires that all student-athletes be treated fairly by coaches, support staff, and teammates. Under these conditions, I understand that student-athletes are expected to exhibit a level of selflessness that promotes team goals. More specifically:

Student-athletes are expected to abide by team rules that have been constructed by the team, approved by the coaches and administrator, and attached to this agreement.



Student-athletes are expected to abide by all athletics department policies that are contained in the Student Handbook; including, but not limited to the policies that prohibit sexual harassment, bullying, drug use, gambling, and tobacco use and is expected to honor and contribute to a culture of respect of self and others.

Student-athletes are expected to report hazing, initiations, and/or bullying to their coach immediately.

### **Agreement**

As a parent/guardian and/or student-athlete, I agree to accept the participation standards and policies listed above. I knowingly accept that violations of these standards may result in a variety of sanctions developed and implemented by each individual program and their associated coaching staffs and the athletics department. This includes, but is not limited to team action, restriction, suspension from, or termination of participation in the athletics program.



### QUICK START GUIDE FOR HEAD COACHES/SPORTS ADMINISTRATORS

1. All Head Coaches must create an account and be in the system before they can be made a Head Coach of a particular team. Click “Create An Account” at the Login page and complete the registration process.
2. Once your account is created, an administrator in the system, usually your Athletic Director, will make you the Head Coach of your sport.
3. When you login, your home page will have options on the left; Store, Announcements, Sports, and Transfers. Click on the “Sports” tab, if your sport is football, then click on “Football” and you will be taken to the Football home page. From here, you will have complete access to manage your various teams within football such as Varsity, JV, Freshmen, etc.
4. Under “Athlete Options” you can view team member injuries and health concerns, as well as print your team roster, and emergency contact lists.
5. At the top, you can click “Create New Team”, which is where you can create teams such as Varsity, JV, Freshmen, etc. You will only need to do this once.
6. Under “Admin Options” you can make one of your coaches a “Sport Admin” which means they will have the same access as the Head Coach and are able to manage day to day maintenance as required.



7. Under “Sport Options” you will be able to view required documents for your sport that parents will read and agree to, as well as view current athletes who have registered, and view their progress in the registration process.

8. “ADD ATHLETES TO A TEAM” is where you can now create your team rosters. After clicking on a roster such as Varsity or JV, all students who have completed the registration process (esigned docs, turned in physical, paid fees) may now be added to the team. Check the players you want to add, and then click “Add Selected Athletes”, and they will be added to that teams roster. You can also add their team number and position when ready.

\* Custom emails are only enabled for schools paying an annual subscription fee



# -SECTION 8- TRAINERS

DUTIES  
HOURS  
SPORT COVERAGE  
SUMMER EXPECTATIONS  
TRAVEL





## SECTION 8 - ATHLETIC TRAINERS

Preston High School in connection with Franklin County Medical Center provides a Certified Athletic Trainer free of charge to the athletes of Preston High School. Services provided include:

- Injury recognition and evaluation
- Rehabilitation and treatment of sports injuries
- Injury prevention and sports training
- Education for coaches (CPR, etc)

Training Room Hours:

Training room hours are from 3:00 PM until approximately 30 minutes after the conclusion of the last athletic competition or varsity practice on school days. During none school days, training room hours are 30 minutes pre and post varsity practices.

\*During fall and spring Athletic Trainer may be at athletic competitions and not always in training room.

Sport Coverage:

Athletic Trainer will be present at practices held after school and on Friday; additional coverage for morning practices will be on an individual basis subject to availability. Coverage is provided for 8 fall, 5 winter, and 3 spring sports/activities as listed in table below.

*Fall:*

Football (3 levels), Boys Soccer (2 levels), Girls Soccer (2 levels), Volleyball (3 levels), Cross Country (B/G), Golf (B/G), Cheer, Dance

*Winter:*

Boys Basketball (3 levels), Girls Basketball (3 levels), Wrestling (2 levels), Cheer, Dance

*Spring:*

Track (2 levels), Baseball (2 levels), Softball (2 levels)

In addition, athletic training coverage will prioritize coverage in the following order: varsity competitions, junior varsity competitions, freshman competition, and then practice. In the event there are multiple



competitions at the same time, coverage will be based on risk of injury (see following table). However, if there is an injury at a different event then where coverage is being provided, the coach can still contact the athletic trainer.

Summer: Athletic Trainer will provide coverage for home summer tournaments if proper advanced notice is given. Injury evaluation and rehabilitation during the summer will be made on an individual basis.

Travel: Athletic Trainer will travel to all Varsity Football games district and state competition for all sports unless there is a home competition that requires coverage. In addition, Athletic Trainer will travel with other sports on an individual basis subject to availability and within an approximate 60 mile radius.



-SECTION 9-  
MISCELLANEOUS

ATHLETIC DIRECTOR  
CHAIN OF COMMAND  
TITLE XI  
CANCELLATIONS





## SECTION 9 - MISCELLANEOUS

A high school athletic director plays a crucial role in overseeing and managing the athletic programs within a school. Their responsibilities extend beyond the realm of sports to encompass various administrative, organizational, and leadership duties. Here is a comprehensive description of the duties and expectations associated with the role of a high school athletic director:

### Program Management:

- Develop, implement, and evaluate the overall athletic program in alignment with the school's mission and goals.
- Coordinate and schedule athletic events, ensuring compliance with league regulations and school policies.
- Collaborate with coaches, staff, and administrators to create a comprehensive and balanced sports program that meets the needs and interests of students.

### Budgeting and Financial Oversight:

- Manage the athletic department budget, allocating resources efficiently to support various sports and activities.
- Assist programs in seeking and securing funding through fundraising initiatives to enhance the financial stability of the athletic program.

### Compliance and Regulations:

- Stay informed about and ensure compliance with local, state, and national athletic association rules and regulations.
- Oversee the eligibility of student-athletes, ensuring adherence to academic and athletic standards.

### Facilities Management:

- Maintain and manage athletic facilities, ensuring they are safe, well-equipped, and accessible for practices and events.
- Coordinate facility usage with athletics programs.

### Personnel Management:

- Hire, train, and evaluate coaches, athletic trainers, and support staff.
- Foster a positive and collaborative working environment among coaches and staff members.

### Student-Athlete Development:



- Prioritize the holistic development of student-athletes, emphasizing character, sportsmanship, and academic success.
- Implement programs to support the physical and mental well-being of student-athletes.

#### Communication and Community Engagement:

- Maintain open and transparent communication with parents, students, coaches, and the broader school community.
- Promote and market athletic events to boost attendance and community support.

#### Event Management:

- Coordinate logistics for athletic events, including transportation, officials, medical support, and security.
- Attend and oversee major athletic competitions, ensuring a positive and safe environment for participants and spectators.

#### Fundraising and Sponsorship:

- Develop and execute fundraising initiatives to support the financial needs of the athletic program.
- Cultivate relationships with local businesses and community members to secure sponsorships and donations.

#### Professional Development:

- Stay current with trends, best practices, and innovations in athletic administration.
- Attend workshops, conferences, and training sessions to enhance professional knowledge and skills.

In essence, a high school athletic director is a multifaceted leader who must balance administrative responsibilities, financial management, personnel development, and community engagement to create a thriving and successful athletic program within the school.

#### CHAIN OF COMMAND COMMUNICATION

There is a clear and organized chain of command for addressing concerns or inquiries related to the high school athletic program. This structured approach ensures efficient communication and resolution while respecting the roles and responsibilities of key individuals within the school community.

#### LEVEL 1/ Coach:



- In the event of concerns related to a specific athletic team or program, parents, students, or community members are encouraged to initiate communication with the respective coach first.
- Coaches are responsible for addressing and resolving team-specific issues, providing information, and maintaining open lines of communication with stakeholders.

LEVEL 1/ Athletic Director:

- If concerns persist or if the issue is not satisfactorily resolved at the coach level, individuals are encouraged to contact the Athletic Director.
- The Athletic Director will serve as the next point of contact for matters pertaining to overall athletic program management, compliance, and department-wide issues.

LEVEL 2/ Principal:

- Should concerns remain unresolved or if the matter requires escalation beyond the athletic department, individuals may contact the school Principal or file a patron complaint/grievance form (found on the district website).
- The Principal will review the concern, work collaboratively with the Athletic Director and coach if necessary, and provide a decision or further course of action.

LEVEL 3/ Superintendent:

- In rare cases where concerns cannot be adequately addressed by the coach, Athletic Director, or Principal, individuals may escalate the matter to the Superintendent.
- The Superintendent will conduct a thorough review of the concern, involving relevant parties as needed, and make a determination.

Guidelines:

Timely Resolution:

- Each level of the chain of command is expected to address concerns promptly and efficiently. Coaches, Athletic Directors, Principals, and the Superintendent are committed to resolving issues in a timely manner.

Respectful Communication:

- All communication at each level should be conducted with respect and professionalism. It is expected that individuals express their concerns in a constructive and courteous manner.

Documentation:

- Parties involved in the chain of command process may be required to provide relevant documentation to support their concerns or decisions. This may include emails, written statements, or other pertinent information.



Confidentiality:

- Information shared during the chain of command process will be treated with confidentiality to the extent permitted by law and district policies.

By adhering to this chain of command policy, the school community aims to foster effective communication, collaboration, and resolution within the framework of the athletic program's organizational structure.

## TITLE IX

### *Equal Opportunity in Education*

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

It is the policy in Alpine School district that school activities must be in compliance with Title IX in allowing equal opportunities for male and female students. Title IX specifically requires the following:

- Funds should be available on a substantially proportional basis to the number of male and female participants in the school's athletic program.
- Boys and girls shall have reasonably equal access to facilities, fields and equipment, scheduling of games and practice time, travel and per diem allowances, assignment and compensation of coaches, provision of locker rooms, awards and recognition, provision of medical and training facilities, provision of dining facilities and publicity.
- School sponsored activities shall be reasonably equal for boys and girls. Schools must provide both the opportunity for individuals of each sex to participate in interscholastic competition, and for athletes of each sex to have competitive team schedules which equally reflect their abilities.

Compliance with Title IX may be demonstrated by meeting any one of the following three things:

- Providing athletic participation opportunities that are substantially proportionate to the student enrollment.
- Demonstrating a continual expansion of athletic opportunities for the underrepresented sex. This is satisfied when a school has a history and continuing practice of program expansion that is responsive to the developing interests and abilities of the underrepresented sex.
- Accommodating the interest and ability of underrepresented sex. This is satisfied when an institution is meeting the interests and abilities of its female students even where there are disproportionately fewer females than males participating in sports.



## CANCELLATIONS

High school athletic events can be canceled for various reasons, and while each situation is unique, some common reasons for event cancellations include:

### Inclement Weather:

Adverse weather conditions, such as heavy rain, thunderstorms, lightning, snowstorms, or extreme heat, can pose safety risks for athletes and spectators, leading to the cancellation of outdoor events.

### Lightning

*The Guidelines on Handling Contests During Lightning Disturbances which appears in all NFHS Rules Books:*

- 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.
- 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.
- Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
- 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.

### Poor Field Conditions:

Inadequate playing surfaces, such as waterlogged fields, unsafe ice patches, or other field maintenance issues, may necessitate event cancellations to ensure the safety of participants.

### Facility Issues:

Unforeseen problems with the venue, such as power outages, facility damage, or other infrastructure issues, may lead to event cancellations.

### Transportation Problems:



Issues related to transportation, such as bus breakdowns, driver unavailability, or other logistical challenges, may lead to the cancellation of away games or competitions.

**League or Association Decisions:**

Decisions made by sports leagues, governing bodies, or school districts, such as suspensions, sanctions, or other administrative actions, may result in the cancellation of events.

**Protests or Disruptions:**

Protests, disputes, or other disruptions that compromise the integrity of the competition or the safety of participants may lead to event cancellations.

**Force Majeure Events:**

Unforeseen circumstances beyond human control, such as natural disasters, pandemics, or other emergencies, may necessitate event cancellations to ensure the well-being of everyone involved.

It's essential for schools and athletic programs to have contingency plans in place, communicate effectively with stakeholders, and prioritize the safety and well-being of participants when making decisions about event cancellations.

# Preston School District Strategic Plan

(DRAFT 9 Nov 2023)

## District Goal: Student Achievement and Advancement

Objective 1: Student Learning. All students will achieve success by meeting proficiency targets or showing learning growth.

Actions and Evidence:

- Meaningful Professional Development
- Rigorous and Relevant Instruction
- Progress Monitoring & Interim Assessments
- Use of Data for Focused Interventions

Objective 2: Behavior and Wellness. Student achievement and advancement will be enhanced through the cultivation of safe, supportive, and welcoming learning environments that promote not only academic, but also social, emotional, and physical health.

Actions and Evidence:

- Activities to Foster Relationships and Cultivate a Sense of Belonging
- PBIS Implemented in All Schools
- Tiered Behavior Supports

Objective 3: School Safety. Student achievement and advancement will improve through an increased sense of safety and security among students and staff brought about through the Implementation of safe school actions.

Actions and Evidence:

- Safety Team in Each School
- Emergency Response Drills
- Trained Threat Assessment Team at the School and District Levels
- Physically Secure Facilities

**Student Clubs: Equal Access**

The Board of Trustees regards student clubs and organizations as an important part of the education and development of students.

Preston Joint School District Board of Education maintains a “limited open forum” for clubs pursuant to the following guidelines.

Curriculum clubs are authorized in grades K – 12. Curriculum clubs are sponsored by District schools and may receive leadership, direction, and support from the school and the District.

Non-curriculum clubs are authorized in grades 6 – 12 under state and federal laws and regulations for the purpose of granting a place on the school’s premises for students to meet during non-instructional time. Non-curriculum clubs are student-initiated. Their meetings, ideas, and activities are not sponsored or endorsed in any way by the Board, the schools, or by school or District employees. The District does not accept any responsibility or liability for non-curriculum clubs. The District shall not sponsor clubs which advocate religions, political beliefs, or ideas.

**Authority**

This policy is authorized by and based on:

- A. Federal Equal Access Act, 20 U.S.C. §4071
- B. Idaho Code 33-1608 through 33-1612

**Definitions**

As used in this policy:

1. “Administrator” means the school principal or assistant principal.
2. “Advisor” means the faculty member working with curriculum or non-curriculum club to ensure compliance with this policy.
3. “Board” means the Preston Joint School District Board of Trustees
4. “Closed forum” means allowing only curriculum clubs.
5. “Club” means any student organization that meets during non-instructional time.
6. “Curriculum club” means a club:
  - i. Whose subject matter is taught or will soon be taught in a regular course;

- ii. Whose subject matter concerns the body of courses as a whole; or
  - iii. That may receive leadership, direction, and support from the school and the District
7. “District” means Preston Joint School District.
  8. “Limited open-forum” means allowing both curriculum and lawful non-curriculum clubs.
  9. “Non-curriculum club” means any club whose subject or purpose is not included in the definition of a curriculum club. Non-curriculum clubs are student initiated. Their meetings, ideas and activities are not sponsored or endorsed in any way by the Board, the school, or District employees.
  10. “Non-instructional time” means time set aside by the school before actual classroom instruction begins, at lunch, or after actual classroom instruction ends.
  11. “Non-participating capacity” shall mean a person may not promote or lead any meeting.
  12. “Superintendent” means the Superintendent of Preston Joint School District.

### **Application for Authorization for Curriculum and Non-Curriculum Clubs**

The following general guidelines will be observed in approving, establishing, and operating student clubs at Preston Joint School District schools.

#### **A. Authorization for Curriculum Clubs**

1. Curriculum clubs shall have a minimum of five (5) members.
2. Faculty members (curriculum clubs) or students (curricular or non-curriculum clubs) proposing clubs must submit a written application for authorization on the District Club Authorization Form no later than the end of the first semester of the year of the club’s inception.
3. Written application for authorization of curriculum clubs must include:
  - i. Proposed club name;
  - ii. Statement of the club’s purpose, goals, and activities indicating all of the following that may apply:
    - athletic
    - business/economic/technology
    - agriculture
    - art/music/performance
    - leadership
    - science
    - community service/social justice
    - professional technical
    - other
4. Proposed meeting times, dates, and places; and
5. The proposed club charter, constitution, or bylaws which shall include at least:

- i. The rules of organization,
  - ii. The election of officers,
  - iii. Voting procedures,
  - iv. Objective membership criteria,
  - v. Meeting rules of order,
  - vi. Procedures for amending the rules,
  - vii. Attendance requirements,
  - viii. Financial statement
6. A statement as to the identity and role of the faculty advisor.

B. Annual Authorization for Non-Curriculum Clubs

1. Non-curriculum clubs should have a minimum of five (5) members. Students proposing non-curriculum clubs must submit written application for authorization on the District Club Authorization Form no later than the end of the first semester of the year of the club's inception. Written application for authorization of non-curriculum clubs must include:
  2. Proposed club name;
  3. Statement of the club's purpose, goals, and activities indicating all of the following that may apply:
    - i. Athletic
    - ii. Business/economic/technology
    - iii. Agriculture
    - iv. Art/music/performance
    - v. Leadership
    - vi. Science
    - vii. Religious
    - viii. Community service/social justice
    - ix. Professional technical
    - x. Other
  4. Proposed meeting times, dates, and places; and
  5. The proposed club charter, constitution, or bylaws which shall include at least:
    - i. The rules of organization,
    - ii. The election of officers,
    - iii. Voting procedures,
    - iv. Objective membership criteria,
    - v. Meeting rules of order,
    - vi. Procedures for amending the rules,
    - vii. Letter award requirements, and
    - viii. Financial statement
  6. A statement as to the identity and role of the faculty advisor

Review and approval of a non-curricular club must occur on an annual basis. If a non-curricular club is seeking renewal for a third consecutive school year, those seeking to continue the club may submit the prior written application for authorization rather than submitting a new document. If the non-curricular club is proposing any modifications to its operations, a new written application shall be submitted.

If a faculty advisor chooses to discontinue association with the non-curricular club, no meetings of the non-curricular club may occur until such time as a new faculty advisor has volunteered for the position as is approved by the building principal. If no new faculty member is willing to assume this role, the club will discontinue operations.

## **Review of Applications for Curriculum and Non-Curriculum Clubs**

### **A. Application Approval**

Applications will first be reviewed by the Faculty Advisor.  
Final club approval is through the school administrator.

#### **1. Procedures for Reviewing Applications for Curriculum Clubs**

The administrator shall review applications for authorization of curriculum clubs on a case-by-case basis. Before granting authorization, the administrator must find: (1) that the proposed club would meet this policy's definition of curriculum club and (2) that the proposed club's purpose and activities comply with this policy.

The administrator may request additional information from the faculty advisor, or from students proposing the club.

#### **2. Determining Curriculum Relatedness**

The administrator determines curriculum relatedness by strictly applying this policy's definition of curriculum club to the club application. If the administrator finds that the proposed club is a curriculum club, the administrator shall continue to review the application as an application for a curriculum club. If the administrator finds that the proposed club is a non-curriculum club, the administrator may return the application to the faculty member or students proposing the club for amendment, or review the application as an application for a non-curriculum club.

#### **3. Purpose and Activities for Curriculum Clubs**

The administrator shall deny authorization to any club or require changes prior to granting authorization if the administrator finds that its purpose or activities would:

- i. Violate the law, regulation or administrative rules or advocate such imminent violation of laws, regulations or administrative rules or involving presentations in violation of laws, regulations or administrative rules or contrary to the District's curriculum or privacy rights of individuals or families. This restriction does not apply to:
  - Appropriate discussions concerning the changing of laws, regulations or rules, or to actions taken through appropriate channels or procedures to effectuate such changes.
  - Discussion as to Sexual Orientation including such subjects as combating unfair treatment, prejudices or stereotypes.
- ii. Harass or denigrate any person or advocate such imminent action.
- iii. Intend to cause a person to fear to freely exercise or enjoy any right secured by the Constitution or laws of the United States or the state of Idaho, or advocate such imminent action.
- iv. Include any effort to engage in or conduct mental health therapy, medical services, counseling, or psychological services for which a license would be required.
- v. The administrator may request information and shall require changes in a club's proposed purpose or activities which the administrator finds necessary to:
  - Prevent any material and/or substantial interference with the orderly operation of the school;
  - Protect the well-being of students and faculty;
  - Ensure compliance with all applicable state and federal laws, rules, regulations and policies;
  - Maintain order and discipline;
  - Protect the rights of parents and students;
  - Maintain boundaries of socially appropriate behavior; or
  - Restrict activities harmful to the school's educational mission
- vi. In deciding the purpose and activities of clubs, students should consider ways in which the club can be of service to the school or community.

4. Names for Curriculum Clubs

The administrator shall approve the proposed names of curriculum clubs, as stated in the club application, consistent with law and policy.

**Procedures for Reviewing Applications for Non-Curriculum Clubs**

The administrator shall review applications for authorization of non-curriculum clubs on a case-by-case basis. Before granting authorization, the administrator must find: (1) the proposed club's purpose and activities are lawful and comply with this policy and (2) the application otherwise complies with all other provisions and requirements of this policy. The administrator may request additional information from the individuals who are proposing the club.

A. Purpose and Activities of Non-Curriculum Clubs

The administrator shall deny authorization to any club or require changes prior to granting authorization if the administrator finds that its purpose or activities could:

1. Violate the law, regulation or administrative rules or advocate such imminent violation of laws, regulations or administrative rules or involving presentations in violations of law, regulations or administrative rules or contrary to the District's curriculum or privacy rights of individuals or families. This restriction does not apply to:
  - Appropriate discussions concerning the changing of laws, regulations, or rules, or to actions taken through appropriate channels or procedures to effectuate such changes.
  - Discussion as to Sexual Orientation including such subjects as combating unfair treatment, prejudices, or stereotypes.
2. Harass or denigrate any person or advocate such imminent action.
3. Intend to cause a person to fear to freely exercise or enjoy any right secured by the Constitution or laws of the United States or the state of Idaho, or advocate such imminent action.
4. Include any effort to engage in or conduct mental health therapy, medical services, counseling, or psychological services for which a license would be required.
5. The administrator may request information and shall require changes in a club's proposed purpose or activities which the administrator finds necessary to:
  - Prevent any material and/or substantial interference with the orderly operation of the school;
  - Protect the well-being of students and faculty;
  - Ensure compliance with all applicable laws, rules, regulations, and policies;
  - Maintain order and discipline;
  - Protect the rights of parents and students;
  - Maintain boundaries of socially appropriate behavior; or
  - Restrict activities harmful to the school's educational mission.
6. In deciding the purpose and activities of clubs, students should consider ways in which the club can be of service to the school or community.
7. The school or District will name will not be identified with the aims, policies, or opinions of the student organization or its members.
8. The District shall not be identified or associated in any way with the goals, objectives, activities, or opinions of non-curriculum clubs to raise money.

### **Names for Non-Curriculum Clubs**

The administrator shall deny authorization of a club's name, or require changes prior to granting authorization if the administrator finds that the proposed name:

- A. Does not reasonably reflect the nature, purposes, and activities of the club,
- B. Implies violation of (1)(A) of this section, or
- C. Implies inappropriate association with outside organizations or groups and/or engaged in a patent, copyright, or trademark infringement.

### **Granting or Denying Authorization**

The administrator shall grant authorization to proposed curriculum and non-curriculum clubs whose applications are found to meet the requirements of this policy and shall deny authorization to proposed clubs which do not. The superintendent or assistant superintendent will be notified of all clubs denied or approved.

### **Authorized Curriculum and Non-Curriculum Clubs**

#### **A. Faculty Oversight**

There must be a volunteer faculty member for each curriculum and non-curriculum club to provide oversight consistent with this policy and the needs of the school. If there is not any faculty volunteer the club may not exist.

#### **1. Curriculum Clubs**

Faculty advisors organize and direct the purpose and activities of the curriculum club and ensure compliance with the approved club charter, constitution or bylaws and with all applicable laws, rules, and policies of the District.

#### **2. Non-Curriculum Clubs**

Faculty advisors provide oversight and active supervision to ensure compliance with the approved club charter, constitution, or bylaws and with applicable laws, rules, and this policy.

#### **B. Insurance/High Risk**

If the District's insurance carrier considers the club or organization to be high risk and is likely to increase the district's insurance rate as a result of adding the club or organization, the administrator and/or director will not approve.

### **Facilities**

The administrator will determine and assign facilities for curriculum-related and non-curriculum-related clubs consistent with the facility availability and facility needs of the school.

A. Curriculum Clubs

1. In assigning facilities, the administrator may give priority to curriculum clubs over non-curriculum clubs.
2. The school may provide financial or other support to curriculum clubs.

B. Non-Curriculum Clubs

1. No preference or priority shall be given among non-curriculum clubs. All shall be treated the same and there shall be no discrimination between clubs in making such determinations.
2. The school shall provide only the space for non-curriculum club meetings. No other expenditure of public funds is authorized or will occur.

**Equal Access Regulations**

A. Student participation in club activities and attendance at club meetings shall be voluntary and shall be limited to those students who are currently enrolled in the School District. All student groups meeting on school premises are required to open membership to all interested and/or eligible students. Clubs shall be allowed to meet on school premises before school, during the noon hour, and after school on days when school is in session. The time and place of all club meetings shall be subject to available space, conflicting activities and programs, and the availability of the faculty sponsor or monitor. Students shall be responsible for ensuring the presence of a faculty sponsor or monitor prior to every meeting. Clubs will be allowed to meet on school premises during other times of the day only in extraordinary or exceptional circumstances as may be determined by the principal or designee.

- i. All clubs must comply with the provisions of the school's student constitution, if applicable.
- ii. No hazing of students shall be permitted.
- iii. The principal or designee may deny the opportunity of any club to meet on school premises and may deny permission of any non-school person to meet with or speak to a club on school premises, when there exists a substantial likelihood of material and substantial interference with the orderly conduct of educational activities within the school, or if the meeting or activities in the meeting are, or will be, in violation of any law or ordinance.
- iv. The principal or designee may temporarily or permanently terminate the opportunity of any club to meet on school premises in the future if the club has materially or substantially interfered with the orderly conduct of educational activities within the school, if the activities of the club have violated any law or ordinance, or if the club has violated any provision of this policy.

- B. Each approved curriculum and non-curriculum club must complete and submit a request form to the principal or designee stating the name of the club, meeting purpose, meeting dates, and meeting times before any meeting may occur.

## **Membership**

### **A. Curriculum Club**

1. Each student must meet all eligibility requirements including:
  - i. Academic,
  - ii. Drug and alcohol, and
  - iii. Student handbook regulations.
  - iv. Membership is limited to students who are currently registered in the District.
  - v. Parent or Guardian Permission
  
2. Membership in individual curriculum clubs is governed by the following guidelines:
  - i. Clubs may require that prospective members try out based on objective criteria outlined in the application materials.
  - ii. Try-outs shall not require activities that violate laws, policies, or regulations of the State or District.
  - iii. Membership may not be limited on the basis of race, religion, gender, ethnicity, national origin, disability, or any other state or federally recognized protected classification as such may change or grow from time to time.
  - iv.

### **B. Non-Curriculum Clubs**

1. Each student must meet all eligibility requirements including:
  - i. Academic,
  - ii. Drug and alcohol, and
  - iii. Student handbook regulations.
  - iv. Parent or Guardian permission.

### **C. Membership in individual non-curriculum clubs is governed by the following guidelines:**

1. Membership is limited to students who are currently registered in the school. Outside individuals may be granted membership depending upon administrator approval.
2. Clubs may require that prospective members try out based on objective criteria outlined in the application materials. Try-outs shall not require activities which violate laws, policies, or regulations of the State or District.
3. Membership may not be limited on the basis of race, religion, gender; ethnicity, national origin, or disability or any other state or federally recognized protected classification as such may change or grow from time to time.
4. Attendance or participation in club meetings or activities is limited to in-district students, except that non-school persons may attend on occasion to make presentations if approved in advance by the administrator. Non-school persons shall not direct, conduct, control, or regularly attend meetings or activities of clubs.

## **Communications**

### **A. Curriculum Clubs**

Each administrator shall determine what access curriculum clubs shall be given to the school newspaper, yearbook, bulletin boards, public address system, etc. Access for all curriculum clubs shall be equal and there shall be no discrimination between clubs in making any such access or use determinations.

### **B. Non-Curriculum Clubs**

Access for all non-curriculum clubs shall be equal and there shall be no discrimination between clubs in making any such access or use determinations. Notices of meetings of non-curriculum clubs may be posted only on designated bulletin boards used by all non-curriculum clubs. No announcements shall be made over the public address system or in and school-sponsored publications.

## **Review of Authorization**

The administrator shall investigate any report or allegation that an authorized curriculum or non-curriculum club is participating in activities beyond the scope of its charter, constitution, or bylaws, or is in violation of any applicable law, rule, regulation, or policy. After meeting with the faculty advisor and the students involved, the administrator may do any of the following:

- A. Allow the original charter, constitution, or bylaws to be modified to include the activities if they are in compliance with the law, rules, regulations or policies;
- B. Instruct the advisor not to allow similar violations in future;
- C. Suspend the club's authorization pending further corrective action as determined by the administrator; or
- D. Terminate the club's authorization.

## **Appeal of Decisions Affecting Curriculum and Non-Curriculum Clubs**

Any student directly affected by a decision made under this policy may appeal the decision by writing to the District Assistant Superintendent.

## **Right to Close the Forum**

The Board reserves the right to create a "closed forum" at any time during the school year or at any other time by allowing curriculum clubs only. Closed forum would need a majority board vote during a public board meeting.

## **Preston Joint School District #201**

### **INSTRUCTION**

**2525**

#### Classroom Environment

Regarding the teaching of controversial issues, personnel are directed to Policy 644. The Code of Ethics for Idaho Professional Educators shall be read consistently with this policy. Nothing contained in this policy limits any employee or student of the District from exercising lawfully recognized independent speech or association rights, consistent with all other Policy and as appropriate in a limited public forum public school setting or engaging in instruction of subjects consistent with the District's Policy and approved curriculum. This provision is directed solely regarding the use of the District's physical property.

It is the desire of the District that the physical environment of District facilities be content neutral, conducive to a positive learning environment and not a distraction to the educational environment. Therefore, school property shall not be used by personnel for the advancement of individual beliefs and classroom decor shall be limited to materials that are related and relevant to the approved curriculum for the classroom where the curriculum is taught.

The Preston Joint School District, on behalf of its employees, students, and parents, consistent with Idaho Code, firmly believes the flag of the United States of America should be displayed in every classroom of its schools. The Board also believes that all physical property displayed in the District should encourage a positive learning environment, and the classroom arranged in such a manner to support the instructional goals and District-approved curriculum.

To foster these goals, the only other flags, or banners (including posters, signs, pictures or other digital or physical images) that may be flown, posted, or affixed to the physical property of the District will be content neutral and conducive to a positive learning environment.

Examples include, but are not limited to:

1. The current Idaho state flag;
2. Flags or banners used as part of a temporary unit of student instruction within the approved curriculum or school-approved clubs:
  - a. Such flag or banner shall present factually accurate historic events;
  - b. Flags of countries representing the nations of the world temporarily used for educational purposes as approved by the building principal or designee.
3. Virtual displays that are used as a routine part of the class-approved curriculum or in aid of learning – i.e., periodic table, mathematical equations, the U.S., or Idaho Constitution, motivational posters;
4. Displays that denote a recognition of achievement by the District, School., or class and approved by the building principal or designee;
5. School or District sports tournament flags or banners, recognizing the participation of a school team;

6. Content promoting post-secondary educational opportunities from colleges, or universities or professional sports teams;
7. Student works/student artworks may be used as part of a temporary display, so long as such artwork is not otherwise in violation of District Policy;
8. Information from Student Clubs in displays approved by the building principal or designee, consistent with Policy 3225;
9. Classroom activity photos, consistent with FERPA requirements;
10. Personal family photographs of school employees;
11. Promotional materials from athletic and activities sponsors as approved by the building principal or designee.

Any questions relating to the appropriateness of materials should be directed to the Building principal or designee. Any patron complaint shall be addressed by following the steps outlined in the Uniform Grievance Policy #476.

The Administration is delegated authority to develop procedures to implement this policy.

**Legal Reference:**

*Johnson v. Poway Unified Sch. Dist.*, 658 F.3d 954 (9<sup>th</sup> Cir.2011).

I.C. § 33-118

I.C. § 33-512A

**Policy History:**

Adopted on:

Revised on:

Reviewed on:

## **Preston Joint School District #201**

### **FACILITY NAMING RIGHTS:**

**9012**

There are two (2) circumstances in which naming rights may be granted: Naming Rights in Consideration and Naming Rights in Recognition. The Superintendent or designee shall create a committee to consider all requests for granting Naming Rights in Consideration or Naming Rights in Recognition in accordance with the criteria set forth below. Upon consideration, the Superintendent or designee shall make a recommendation to the Board of Trustees regarding the request for granting naming rights, based on the recommendation of the committee. An application for requesting naming rights will be used. The following criteria shall be considered when naming school facilities.

#### **Naming Rights in Consideration:**

“Naming Rights in Consideration” is in consideration of financial contributions, sponsorship or other commercial transactions. Naming rights may be granted in return for provision to the district of an appropriate financial contribution or sponsorship, including provision or supply of equipment, materials, land or services in cooperation with the district’s superintendent. The provision or supply of equipment, materials, land, or services in cooperation with the district superintendent that totals a value of 100,000 dollars or as negotiated reserves the naming rights for 5 years for larger facilities. The provision or supply of equipment, materials, land, or services in cooperation with the district superintendent that totals a value of 250,000 or as negotiated dollars reserves the naming rights for 15 years for larger facilities. The provision or supply of equipment, materials, land, or services in cooperation with the district superintendent that totals a value of 50,000 or as negotiated dollars reserves the naming rights for 5 years for smaller facilities. The provision or supply of equipment, materials, land, or services in cooperation with the district superintendent that totals a value of 150,000 or as negotiated dollars reserves the naming rights for 15 years for smaller facilities. The difference between larger and smaller facilities is determined by the school board.

It is expected that a specific agreement about the nature of naming right will be drawn up between the parties or their representatives, such agreement to be governed by the provisions of this policy.

All such agreements are subject to the district’s requirements for contracts, as set forth in the School Code and related regulations, including bidding requirements for district contracts. Nothing in this policy shall be construed as to provide a provider of goods, services or financial contribution as an automatic naming right. All such rights are subject to Board approval under the terms of this policy.

#### **Naming Rights in Recognition:**

“Naming Rights in Recognition” is in recognition of any significant contributions to the district that it wishes to honor. Such a contribution may be a gift, including financial or meritorious

service, from a donor and is at the sole discretion of the Board in agreement with the donor or a representative. Naming rights may be granted at the sole discretion of the Board in recognition of the party it wishes to honor.

One (1) of the following three (3) criteria must be fulfilled in order for the granting of naming rights in recognition to be considered:

1. Recognition of outstanding service to the district; or outstanding service to the Preston community.
2. Recognition of the achievement(s) of distinguished alumni.
3. Recognition of a noteworthy financial or other contribution from a donor (be it way of donation, bequest, sponsorship, etc.), such contribution being voluntary and not rendered in consideration of the granting of naming rights.

The district may solicit suitable donations from the advocates of such recognition, particularly if the request comes from other than family members.

Facilities will not be named for persons who are employed by the district or active in its operations or those who hold public office.

Special requests to name facilities in honor of persons who have made a significant contribution to the educational system or community of the Preston Joint School District, specifically to its educational programs, will not be considered until the person is five (5) years removed from active involvement with the Preston School District.

Existing facilities named for persons of honor in the Preston Joint School District shall remain perpetual unless changed in accordance with these guidelines.

The granting of naming rights in recognition is at the sole discretion of the Board, with the agreement of the party or their representatives.

### **Granting Naming Rights:**

In granting Naming Rights, either in Consideration or in Recognition, due regard should be taken of the need to maintain an appropriate balance between commercial considerations and the role which names of buildings and space play in contributing to the District's sense of identity as well as in assisting students, staff, and visitors to orient themselves within the campus/facility.

Any and all entitlements and attributions granted in conjunction with naming rights, including but not limited to signage, must be approved by the Board prior to installation in or on District property.

The granting of naming rights must always be consistent with the District's vision, mission, and shared purpose. The long-term effects of the naming rights must be considered. The

department/school affected by the naming right to be granted must be consulted before any decision is made.

The school board oard has the exclusive discretion to determine whether to pursue, accept or decline an opportunity to name facilities. In addition to the specific criteria identified for Naming Rights in Consideration and Naming Rights in Recognition, the patron/group making a recommendation to the Superintendent shall consider the following factors and the Superintendent shall consider these factors in making a recommendation to the Board of Trustees on granting a naming right:

1. The extent to which a naming opportunity limits or restrains the District's discretion or ability to pursue other opportunities;
2. The duration of the arrangement or agreement and the District's ability/discretion to terminate the arrangement/agreement;
3. The extent to which the naming opportunity imposes any obligation on the District, either presently or in the future, financial or otherwise and whether the opportunity is subject to conditions acceptable to the District;
4. The extent to which the naming opportunity constitutes a conflict of interest or creates the appearance of or potential for a conflict of interest;
5. The extent to which the naming opportunity affects the appearance of District property or disrupts the operation of the District; and
6. Any other information that may be relevant to the decision to whether to grant a naming right.

The patron/group shall include an explanation of how the request for granting a naming right satisfies these factors in making a recommendation to the Superintendent. The Superintendent shall include an explanation of how the request for granting a naming right satisfies these factors in making a recommendation Board. The Board has the right to reject the recommendation.

**Transferability:**

Naming Rights in Consideration may be traded upon agreement of the individual/entity and the Board. Traded means "to exchange or swap one naming right for another." For example, when a company changes its name, the naming right may be changed or "traded" to reflect the new name. Naming Rights in Recognition may not be traded. The District may, as it deems necessary, require the company to provide compensation for the costs of any such change. If the company refuses to or does not provide compensation for such costs, the district reserves the right to remove the name due to the fact that it no longer represents the company who received the naming rights.

**Limit of Naming Rights:**

On the part of the District –

The District's right to use the name and other brand elements of the named party shall only be permitted by express agreement with the named party.

On the part of the Named Party –

The named party after whom a building or facility is named shall have no rights to the purpose to which that building or facility is applied unless provided for in the specific contract between the individual/entity and the District. The contract shall not unnecessarily limit the following: progress towards the District's mission and purpose, statutory obligations, or the authority or control of the District or Board.

In turn, the named party shall bear no liability in respect of that building or facility unless provided for in the specific contract between the parties. Any such limits must be included in any naming right agreement.

### **Early Termination of Naming Rights:**

Termination by the District –

The Preston Joint School District shall have the authority to revoke the naming of a facility for compelling reasons as determined by the school board at any time. Any prepaid financial contributions will be proportionally refunded except in the case of termination prompted by a company or product's tarnished public image.

Termination by the Named Party –

The named party may without refund of consideration, at its sole discretion, terminate its acceptance of the naming rights prior to the scheduled termination date upon request to the school board.

### **Prohibited Commercial Activities:**

The above procedures notwithstanding, no naming rights shall be granted to support commercial activity associated with tobacco, alcohol, illegal drugs, or weapons; which contains vulgar and plainly offensive, obscene, or sexually explicit language; advocates the violation of law or District policy; advances any religious or political organization; promotes supporting or opposition of a candidate for elected office or a ballot measure; which is associated with any company or individual whose actions are inconsistent with the District's mission and goals or community values; is libelous; inhibits the functioning of the school and/or District; or is otherwise in violation of law.