

**Greater Albany SD 8J
Administrative Regulation**

Code: **JFBA-AR(1)**
Adopted: 8/1/79
Revised/Readopted: 3/12/01; 8/13/07
Orig. Code(s): AR 5500-A

Activity Supervision Guidelines

The district will delegate to the advisor or coach the responsibility to set rules and standards for students who participate in an activity. Each student who participates must comply with the basic expectations of the advisor or coach. The following are guidelines for those rules and standards.

- I. The rules and expectations must be known to those involved.
 - A. The coach or advisor shall publish a list of standards. Methods of distribution shall include two or more of the following:
 - 1. Giving each student and/or parent/guardian¹ a copy;
 - 2. Posting a copy in a prominent position;
 - 3. Reading it at the first meeting of the year;
 - 4. Restating the rules periodically during the season.
 - B. Rules for training and conduct shall include statements about the following:
 - 1. Use of tobacco;
 - 2. Use of drugs, narcotics and alcohol;
 - 3. Team-related offenses (insubordination, fighting, unsportsmanlike conduct, misbehavior while on trips);
 - 4. School-related offenses (such as truancy, insubordination and breaking other school rules). Suspension from school will include suspension from activities and athletics;
 - 5. Community-related offenses (defacing property, stealing personal or public equipment);
 - 6. Other miscellaneous forms of misconduct as appropriate.
- II. The rules must outline consequences.
- III. If the discipline includes exclusion from the activity, the following steps should be taken:
 - A. The student must be told what the specific charges are against him/her;

¹As used in this document, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300-125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005(18).

- B. The student must be given a chance to explain his/her side of the incident;
 - C. The school administration shall be informed of all disciplinary action resulting in exclusion from activities/athletic participation;
 - D. A decision regarding continued exclusion will be made by the head coach or advisor of the activity within a reasonable time, generally 24-48 hours. The decision will be clearly communicated to the offender;
 - E. The head coach or advisor will notify the parents or guardians by phone and in writing, generally by the next school day, if the student will be excluded from the activity for the remainder of the season.
- IV. The discipline must be reasonable and the action should be consistently applied within a given activity.
- V. The offender, once he/she is excluded from the activity, must be informed that he/she has an opportunity to appeal the decision to a higher authority. The appeal process should include the following steps:
- A. An appeal to the athletic director in the case of sports or the administrator in charge of activities in the area of student activities;
 - B. If the student and/or parents/guardians are not satisfied, they must appeal to the principal;
 - C. A superintendent's hearing may be scheduled to appeal the principal's decision. The superintendent's decision may be appealed to the Board.