Aberdeen School District
2019-2020
Our Children, Our Schools, Our Future

The mission of the Aberdeen School District is to be a strong, inspirational learning community that empowers students to embrace life's opportunities.

Vision Statement:
Our graduates are goal-oriented, independent and capable; passionate in pursuit of their aspirations, resilient and adaptable risk takers, and fully engaged in improving their lives and the lives of others.

Our Goals:

- **Teaching and Learning**
  Develop critical thinking skills in every student through instruction that is rigorous and individually relevant, supplemented by technology that is bold, intentional and seamless. Recruit and retain inspirational teachers, providing ongoing training that is adaptive and professionally focused.

- **School Climate**
  Promote a safe and welcoming learning environment that emphasizes mutual respect and cultural awareness within a collaborative and accountable framework.

- **Community and Parent Engagement**
  Communicate effectively through varied media, celebrating student success and encouraging participation. Promote partnerships with families and our community that enhance student learning.

- **Empowerment**
  Instill confidence and pride in education, enable pathways and remove barriers, while advocating for students and their families.

- **Creative Independence**
  Strengthen character development by encouraging and facilitating student independence, self-motivation and creativity, a willingness to take risks and embrace change while laying an effective foundation for lifelong learning.

- **Stewardship**
  Maintain trust and ensure the optimal use of district resources through transparent governance and responsible administration.

School Board: 08/05/15
BOARD OF DIRECTORS AND ADMINISTRATORS

SCHOOL BOARD MEMBERS
Sandra Bielski
Jennifer Durney
Erin Farrer
Jeff Nelson
Bill Dyer

DISTRICT ADMINISTRATORS
Dr. Alicia Henderson, Superintendent
Elyssa Louderback, Executive Director of Business and Operations
David Glasier, Director of Human Resources
Dr. Rick Bates, Director of Special Education
Traci Sandstrom, Director of Teaching and Learning/Technology
Lynn Green, Director of Career and Technical Education
Aaron Roiko, 7-12 Athletic Director
Cindy Lee, Risk and Benefits Manager
Ernest Lott, Transportation Manager
Jaime Matisons, Food Service Manager
Michael Pauley, Maintenance/Custodial Manager

DISTRICT SUPPORT STAFF
Dee Anne Shaw, Superintendents Office
Christi Sayres, Human Resources-Salary Placement/Contracts
Lindsey Williamson, Human Resources-Credits/Clock Hours
Julie Minsker, Substitute Coordinator
Terri Borgens, Special Services
Nancy Benner, Payroll-Timesheets/Paychecks
Carla Copeland, Accounts Payable
Amber Diel, Purchasing Coordinator

SCHOOL ADMINISTRATORS
Sherri Northington, Principal, Aberdeen High School
Lonni Tegelberg, Assistant Principal, Aberdeen High School
Lisa Griebel, Principal, Miller Junior High School
Joan Hoehn, Assistant Principal, Miller Junior High School
Derek Cook, Principal, Harbor High School,
Hopkins Preschool, and Grays Harbor Detention Center
John Meers, Principal, A. J. West Elementary School
John Crabb, Principal, Central Park Elementary School
Bryan McKinney, Principal, McDermoth Elementary School
Jamie Dunn, Principal, Robert Gray Elementary School
Arnie Lewis, Principal, Stevens Elementary School
The Aberdeen School District has a population of approximately 3100 students. There are three P-6 and two K-6 elementary schools. The district has one 7-8 junior high school, one 9-12 high school and an alternative high school. The Aberdeen staff is comprised of 220 certificated and 220 classified employees who are dedicated to providing the best education possible for students.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Phone</th>
<th>Principal</th>
<th>Secretary</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. J. West Elementary School</td>
<td>1801 Bay Avenue</td>
<td>(360) 538-2130</td>
<td>John Meers</td>
<td>Kim Malizia</td>
</tr>
<tr>
<td>Central Park Elementary School</td>
<td>601 School Road</td>
<td>(360) 538-2170</td>
<td>John Crabb</td>
<td>Geri Scott</td>
</tr>
<tr>
<td>Robert Gray Elementary School</td>
<td>1516 North B Street</td>
<td>(360) 538-2140</td>
<td>Jamie Dunn</td>
<td>Jeannie McNeal</td>
</tr>
<tr>
<td>McDermoth Elementary School</td>
<td>409 North K Street</td>
<td>(360) 538-2120</td>
<td>Bryan McKinney</td>
<td>Gayle Anderson</td>
</tr>
<tr>
<td>Stevens Elementary School</td>
<td>301 South Farragut</td>
<td>(360) 538-2150</td>
<td>Arnie Lewis</td>
<td>Josie Micheau</td>
</tr>
<tr>
<td>Aberdeen High School</td>
<td>410 North G Street</td>
<td>(360) 538-2040</td>
<td>Sherri Northington</td>
<td>Debbie Copland</td>
</tr>
<tr>
<td>Miller Junior High School</td>
<td>100 East Lindstrom</td>
<td>(360) 538-2100</td>
<td>Lisa Griebel</td>
<td>Joan Hoehn</td>
</tr>
<tr>
<td>Harbor High School</td>
<td>300 North Williams</td>
<td>(360) 538-2180</td>
<td>Derek Cook</td>
<td>Gina Salick</td>
</tr>
<tr>
<td>Hopkins Preschool</td>
<td>1313 Pacific</td>
<td>(360) 538-2190</td>
<td>Derek Cook</td>
<td>Cyndy Mitby</td>
</tr>
</tbody>
</table>
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1. J.M. Weatherwax High School 410 North G Street
2. Harbor High School 300 North Williams
3. Miller Junior High 100 East Lindstrom
4. McDermont Elementary 409 North K Street
5. A.J. West Elementary 1801 Bay Avenue
6. Central Park Elementary 601 School Road
7. Alexander Young Elementary (closed) 1700 Cherry Avenue
8. Stevens Elementary 301 South Farragut
9. Robert Gray Elementary 1516 North B Street
10. Hopkins Preschool 1313 Pacific Avenue
11. Stewart Building 900 Cleveland
12. Administration Building 216 North G Street
The district posts information regarding school delays/closures with local media outlets and on our district website. In the case of power outages, please listen to local radio stations for information.

**Media**

Information regarding school delays or closures will be announced on the following radio stations:

- **Aberdeen (Radio)**
  - KSWW 102.1
  - KJET 105.3
  - KGHO 95.3 FM
  - KAYO 99.3 FM
  - KXRO 1370 AM
  - KANY 93.7
  - KBKW 94.7 FM, 1450 AM
  - KWOK 1490 AM

- **Seattle (Television)**
  - KIRO 7, KING 5, KOMO 4

**FlashAlert**

If you haven’t already done so, now is a good time to activate a FlashAlert Newswire account so that you receive a text message on your cell phone or via email every time the district posts an emergency notice on the Internet.

All you need is an e-mail address and you can register up to three e-mail or text message addresses. You’ll need your cell phone in hand when you begin because a secure code will be sent before activation to verify that you are the holder of the cell phone being registered.

- Go to [www.flashalert.net](http://www.flashalert.net). On the map, click the Seattle/Washington State button
- Choose “Grays Harbor Schools”
- Then choose “Aberdeen”
- You should see a window for “new subscribers”
- Enter your e-mail address and follow the prompts to set up your account.

**Staff Report Times**

On days when school opening is delayed, employees are encouraged to report to their buildings at their regular time. Employees are required to be in their buildings thirty minutes before the opening of school.
The Aberdeen School District has chosen to participate in a workers’ compensation self-insurance cooperative with 44 neighboring school districts. The cooperative is self-administered and self-insured under the Washington State Industrial Insurance Laws. A self-administered, self-insured employer has total responsibility for the processing and payment of workers’ compensation claims for their employees. If you are injured on-the-job or become ill because of an occupational exposure, the staff at Capital Region ESD 113 Workers’ Compensation Trust, from their Tumwater office, will handle your claim.

The Workers’ Compensation program is funded by your school district. The only charge to you, as an employee, is a Supplemental Pension Fund Assessment. This assessment is mandated by Washington State Law and is matched by your district dollar for dollar. The money is sent to the Department of Labor and Industries. This pension fund is used to pay benefits to injured workers in the state and should not be confused with any other pension funds you may participate in.

The self-insured status of this school district does not change the benefits you are entitled to if you are injured on-the-job. Workers’ compensation benefits are determined by statute and not by who’s responsible for your claim. If you are injured on-the-job, you can expect timely payment of your medical bills and time-loss from work when certified by your doctor. During periods of extended time-loss, a Certification of Disability form, which is to be completed by the disabled employee and attending doctor, will periodically be included with a time-loss payment.

You should immediately report any accident you are involved in, or any safety hazard you observe to your supervisor. If you are injured, your supervisor will explain the claims reporting procedure and provide you with the necessary forms to report your claim to the Capital Region ESD 113 Workers’ Compensation Trust.

The District Safety Committee forms the hub of our safety efforts. It is comprised of school district employees and representatives of the administration, and has responsibility for investigating accidents and reported hazards, performing scheduled inspections, making recommendations and developing and maintaining a written accident prevention program necessary to maintain a safe and accident free work environment.

The District Safety Committee is a very important element in providing you with a safe place to work, but it’s important to remember that ‘you’ are your own safety committee. You need to be constantly aware of the dangers inherent in your work environment and take appropriate actions to protect yourself and your co-workers.

A safety bulletin board is located in each building. There you will find current information pertaining to the safety committee’s activities and other items of interest. Check the bulletin board regularly. A list of the Safety Committee members is also posted on the safety bulletin board.

Your immediate supervisor will provide information about the proper use and care of the equipment, tools and chemicals specific to your job, as well as the use and care of personal protective equipment. Your immediate supervisor will also inform you of the nearest first aid station and exit routes in the event of an emergency.

If you have any questions about Aberdeen School District’s Industrial Insurance program or the Safety Committee, do not hesitate to ask your supervisor or call the Capital Region ESD 113 Workers’ Compensation Trust in Tumwater at 360-464-6880.
WORKERS’ COMPENSATION FILING INFORMATION

If a job injury or illness occurs:

Aberdeen School District, as a member of Capital Region ESD 113 Workers’ Compensation Trust (WCT), is subject to Washington Industrial Insurance laws and has been approved by the state to cover its own workers’ compensation benefits. Self-insured employers must provide all benefits required by the laws. The Department of Labor and Industries regulates your employer’s compliance with these laws. If you become injured on the job or develop an occupational disease, you will be entitled to industrial insurance benefits. Your claim will be handled and benefits paid by the district through ESD 113 WCT.

In case of job injury or disease:

- **Report Your Injury or Disease To Your Immediate Supervisor**
  - Your employer will provide you with an “Employee Incident Report” from Capital Region ESD 113. You must complete this form and submit it to the district. If you seek medical treatment, call ESD 113 Workers’ Compensation Trust at (360) 464-6880 to file a claim, and you will receive a “Self-Insured Accident Report (SIF2)” from Workers’ Compensation.

- **Get Medical Care. You have the right to go to the doctor of your choice.**
  - Complete a “Physician’s Initial Report” form at your doctor’s office. Have your doctor mail this form to your employer’s claims administration office listed below. The claims administrator will evaluate your claim for benefits. All medical bills that result from an allowable on-the-job injury or occupational disease will be paid by your employer. You may be entitled to wage replacement or other benefits. Your employer will explain this to you.

**Important:**

- **Your employer cannot deny you the right to file a claim, and your employer cannot penalize you or discriminate against you for filing a claim.** Every employee is entitled to workers’ compensation benefits for any injury or illness that results from his/her job.

- **Any false claim filed by a worker may be prosecuted to the full extent of the law.**

If you have any questions or concerns, contact your employer’s representative (at the claims administration address or phone number below), or call the Department of Labor and Industries, Self-Insurance Section (360) 902-6901. Injuries shall be reported to your supervisor and:

**CAPITAL REGION ESD 113 WCT CLAIMS AND ADMINISTRATION ADDRESS CONTACT INFORMATION:**

ESD 113
Claims Administration Address:
Workers’ Compensation Trust
6005 Tyee Drive SW
Tumwater, WA 98512
(360) 464-68
All Aberdeen School District policies and procedures are located on the district website at [www.asd5.org](http://www.asd5.org), Our District tab. New staff are required to review the policies and procedures listed below. It is the responsibility of new staff to become familiar with all district policies and procedures.

Policy 2022 – Electronic Resources
Policy 2025 – Copyright Compliance
Policy 3207 – Prohibition of Harassment, Intimidation, and Bullying
Policy 3421 – Child Abuse, Neglect, and Exploitation Prevention
Policy 4007 – Use of Social Media to Represent the District
Policy 4210 – Dangerous Weapons on School Premises
Policy 4215 – Use of Tobacco on School Property
Policy 5010 – Nondiscrimination and Affirmative Action
Policy 5011 – Sexual Harassment
Policy 5201 – Drug-Free Schools, Community, and Workplace
Policy 5253 – Maintaining Professional Staff/Student Boundaries
Policy 5281 – Disciplinary Action and Discharge
Policy 6512 – Infectious Disease Control
Policy 6895 – Pesticide Notification, Posting, and Record Keeping
Obligation to Report Abuse or Misconduct
First of all, thank you for your dedication to Aberdeen Athletics and the students of Aberdeen High School and Miller Jr. High. The values and life lessons that are learned through participation in school activities and athletics are immeasurable. Influential coaches always seem to have a mission that truly matters. The mission is always centered on building character and adding meaning to our athlete’s lives— you truly are making a difference in the lives of our student/athletes.

It is the duty of every assistant coach to be familiar with the expectations outlined in this handbook, thus ensuring all district policies and procedures are followed. The purpose of this handbook is to provide you with a resource and promote **consistency** throughout our athletic program.

**Philosophy of ASD Athletics and Activities**

Aberdeen School District provides our students with the opportunity to participate in athletics and activities with the intent of developing the whole student. The same high standard that our students are held to in the classroom should apply towards our extra-curricular activities. Coaches, staff, and parents must know and understand the positive impact they can have on a student/athlete.

**Athletic and activities participants in our district will demonstrate:**

1. A high level of character - through responsibility, accountability, work ethic, dedication, honesty and self-control.
2. A portrayal of CLASS by modeling respect, fairness and sportsmanship.
3. Good citizenship through loyalty, teamwork and role modeling.
4. An understanding of the importance of goal setting, commitment to team goals, and adherence to our athletic standards.
5. Competence in skill development, knowledge of the game and team strategies.
6. Dedication to their team and a “team first” attitude.
7. An enjoyment of playing, and a love and appreciation of the game.
RESPONSIBILITIES FOR ATHLETES, COACHES, AND PARENTS

A successful experience is the goal of all participants with an athletic program. It is the responsibility of many groups of people that will create an environment in which this goal is realized. Aberdeen School District is committed to providing a success experience for all participants. The individual responsibilities are listed below.

<table>
<thead>
<tr>
<th>HOME</th>
<th>Coaches</th>
<th>Parents/Guardians</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Get adequate rest</td>
<td>1. Set team goals</td>
<td>1. Provide a nutritious diet</td>
</tr>
<tr>
<td>2. Eat a nutritious diet</td>
<td>2. Organize and use good time management</td>
<td>2. Allow homework time</td>
</tr>
<tr>
<td>3. Follow all training rules</td>
<td>3. Keep current program rules</td>
<td>3. Encourage and support</td>
</tr>
<tr>
<td>4. <strong>Complete ALL homework</strong></td>
<td></td>
<td>4. <strong>Recognize the positive experience</strong></td>
</tr>
<tr>
<td>5. Maintain conditioning</td>
<td></td>
<td>of participating whether the student</td>
</tr>
<tr>
<td>during the off-season</td>
<td></td>
<td>is a starter or reserve.</td>
</tr>
<tr>
<td><strong>School</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Practice good citizenship</td>
<td>1. Pre-season parent meeting</td>
<td>1. Follow established procedures when</td>
</tr>
<tr>
<td>2. Maintain high academics</td>
<td>2. Communicate openly with Parents</td>
<td>communicating with school or coach</td>
</tr>
<tr>
<td>3. Promote team/individual accomplishments</td>
<td>3. Be a positive role model</td>
<td>2. <strong>Be an active volunteer</strong></td>
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<tr>
<td>4. Take pride in dress and</td>
<td>4. Push to improve program</td>
<td>3. Join or support a booster organization</td>
</tr>
<tr>
<td>Appearance</td>
<td>5. Participate in workshops</td>
<td>4. Support all academic efforts</td>
</tr>
<tr>
<td>5. Set academic goals</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Practice</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Meet all eligibility requirements</td>
<td>1. Display a positive attitude</td>
<td>1. Have transportation arranged in punctual manner</td>
</tr>
<tr>
<td>2. Make the time commitment</td>
<td>2. Organize and plan practices</td>
<td>2. <strong>Accept team discipline and support team rules</strong></td>
</tr>
<tr>
<td>3. Set goals and work to improve</td>
<td>3. Have informal meetings with coaches and parents</td>
<td>3. Work cooperatively with coach(s) to</td>
</tr>
<tr>
<td>4. Be prepared to practice, play, listen and take directions</td>
<td>4. <strong>Supervise athletes at ALL times</strong></td>
<td>encourage work ethic and accountability</td>
</tr>
<tr>
<td>5. Push self and others to reach full potential</td>
<td>5. Enforce rules about attendance for school and practice</td>
<td></td>
</tr>
<tr>
<td>6. <strong>Support team goals</strong></td>
<td>6. Teach fundamental skills</td>
<td></td>
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<tr>
<td>7. Be a positive team member</td>
<td>7. Explore avenues to take athlete to the next level</td>
<td></td>
</tr>
<tr>
<td>8. Follow all practice guidelines</td>
<td>8. Promote “team” activities</td>
<td></td>
</tr>
<tr>
<td>9. Know when to focus and when to have fun 😊</td>
<td>9. Discipline in appropriate, fair, and consistent manner</td>
<td></td>
</tr>
<tr>
<td>10. Accept accountability for results</td>
<td>10. Recognize contributions by all</td>
<td></td>
</tr>
<tr>
<td><strong>Games</strong></td>
<td></td>
<td>11. Make decisions based on what is best for team</td>
</tr>
<tr>
<td>1. Be a positive and supportive representative of AHS athletics</td>
<td>1. Have good control of team</td>
<td></td>
</tr>
<tr>
<td>2. <strong>Play hard and play to win</strong></td>
<td>2. Display good sportsmanship</td>
<td></td>
</tr>
<tr>
<td>3. Play fair and safely</td>
<td>3. Respect the decisions of officials</td>
<td></td>
</tr>
<tr>
<td>4. Accept your role within the team</td>
<td>4. <strong>Allow players to perform their best without fear or failure</strong></td>
<td></td>
</tr>
<tr>
<td>5. Demonstrate sportsmanship towards opponents and team</td>
<td>5. Coach in a positive manner</td>
<td></td>
</tr>
<tr>
<td>6. Be as positive on the court/field as on the bench</td>
<td>6. Inspire players and add meaning to their lives</td>
<td></td>
</tr>
<tr>
<td>7. Accept game results graciously, win or lose</td>
<td>7. Teach winning as an objective, but not the only measure of individual and team success</td>
<td></td>
</tr>
<tr>
<td>8. Respect decisions made by coaches and officials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Keep winning and losing in perspective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Keep winning and losing in perspective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. <strong>Maintain conditioning during the off-season</strong></td>
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</tbody>
</table>

**Notes:**
- **HOME** refers to responsibilities related to general living and health.
- **School** involves responsibilities related to the academic and athletic environment.
- **Practice** encompasses responsibilities during the season.
- **Games** cover the responsibilities during actual events.
- **Coaches** outline the duties of coaches.
- **Parents/Guardians** detail the responsibilities of parents and guardians.
HEAD COACH PRE-SEASON CHECKLIST

Please complete these items and review them with me prior to your first turnout:

(1)____ Check for valid First Aid and CPR Card. You are responsible for turning in a copy of your valid First Aid card to Human Resources Department.

(2)____ Keys have been checked out with AHS secretary (Debbie Copland).

(2)____ Complete the mandatory on-line rules clinic, sudden cardiac arrest and concussion training from WIAA (see training handout) and Safe Schools training video(s). Must do annually.

(3)____ Evaluate your facilities and notify AD in writing (email is acceptable) of any unsafe playing conditions.

(4)____ Establish a procedure for filling out student accident reports (see attached copy of report).

(5)____ Establish emergency procedures that follow ASD directives for your practice/game facility.

(6)____ Make certain you have read and understand the WIAA, Concussion, Sudden Cardiac Arrest and ASD Coaching handouts that are in this handbook.

(7)____ Make certain that all athletes have been cleared before being allowed to practice (BLUE CARD).

(8)____ Set a date for your parent meeting and advertise to parents and players (share with AD).

(9)____ Create a team schedule/calendar that shows all practice and event dates and times (share with AD).

(10)____ Review and approve departure times for away contests with AD or athletic secretary.

(11)____ Complete the mandatory courses (need to know, allergies, blood borne pathogens, diabetes and asthma) from safe schools website (see training handout). Must do annually.

(12)____ Establish and check on a regular basis an email account (make sure the AD has your email address).

(13)____ Take your driver’s license and proof of insurance to the district office to get cleared to drive (must be done annually for Type II). There will also be required paperwork to fill out. This is only necessary if you will be a driver for your sport. If you aren’t sure, contact the AD.

Your signature below indicates that all of the above items have been completed.

Print Name: ______________________________________

Signature: ______________________________________

Date: ______________________________________
HEAD COACH PRE-CONTEST CHECKLIST

Please complete these items and return this form to the AD prior to your first contest:

(1) Review WIAA coaching regulations (in and out of season) and league SOP’s with your staff.

(2) Review the athletic handbook and team rules/expectations with your entire team.

(3) Review with your team and turn in to AD any updated lettering criteria.

(4) Review with your team and place on file with AD a list of team rules/expectations other than those covered in the Athletic Handbook that could lead to suspension of team members. These rules must be signed by parents and athletes and kept on file.

(5) Discuss hazing/harassment and sexual misconduct with your team – covering definition, examples, and district policy and provide me with a copy of the practice plan that shows it was covered.

(6) Provide a schedule of contests and practices to athletes and parents.

(7) Be aware of athletes on academic probation/suspension.

(8) Read and understand the athletic and coaches handbooks.

(9) Be aware of athletes who have not met the minimum practice requirements (keep records).

(10) Cover all safety procedures specific to the sport you are coaching with your athletes and provide AD with a copy of the practice plan that shows that safety procedures were covered.

(11) Review concussion awareness and sudden cardiac arrest sheets (see attached) with your athletes and provide AD with a copy of the practice plan that shows it was covered.

(12) Conduct a player/parent meeting – discussing team rules, expectations, etc. Make sure to include the fact that you have been instructed to not discuss playing time – unless approached by the athlete.

(13) Provide complete roster to athletic secretary and AD.

(14) Ensure that all volunteer coaches have met necessary requirements.

(15) Once you’ve discussed concussion awareness, sudden cardiac arrest, safety procedures, our athletic code and inherent risk to your specific sport with your athletes, have each athlete sign the athlete consent page. Return them all at once to the athletic secretary.

Your signature below indicates that all of the above items have been completed.

Print Name: ____________________________________________

Signature: ____________________________________________

Date: ________________________________________________
HEAD COACH POST-SEASON CHECKLIST

Please complete these items and return this form to me at the conclusion of your season:

(1)____ All uniforms inventoried, recorded with AD, and stored in proper fashion in appropriate place.

(2)____ All equipment inventoried, recorded with AD, and stored in proper fashion in appropriate place.

(3)____ All athlete fines for missing uniforms or equipment have been turned into office (athletic secretary).

(4)____ Awards banquet completed and letters awarded (note: two week notice needed for awards).

(5)____ Complete Title IX annual self-evaluation (AD will get this to you at the end of your season) and return to me.

(6)____ Provide the AD with a completed Participation Summary Report (see attached).

(7)____ Work towards WIAA clock hour requirements – 30 contact/clock hours before your 3rd season – 15 contact/clock hours every 3 years after that (may go to tasks based).

(8)____ Keep your coaching file current – bring copies of all clinics/classes attended.

(9)____ Be aware of the out of season restrictions you must adhere to as a coach for our district (see attached).

(10)____ Complete and return the AHS Program Archive sheet and turn in to AD (see attached).

(11)____ Needs for upcoming season have been determined and plans for ASB purchase have been made.

(12)____ Meet with AD to reflect on the season (evaluation), review program evaluations and discuss the future of the program (Evaluations have to be completed within 30 days of end of season).

(13)____ Evaluate and meet with your coaching staff to discuss season, program, and future expectations.

Your signature below indicates that all of the above items have been completed.

Print Name:  _______________________________________

Signature:  _______________________________________

Date:  _______________________________________

WIAA PRACTICE/TURNOUT REGULATIONS

You need to read this carefully. You will be expected to adhere to the expectations listed on this page completely. One of the primary goals of the WIAA is to design all activities/sports to provide fair and equal opportunities for all participants and schools.

Philosophically, students should have the opportunity to participate in a variety of activities and should not be directly or indirectly coerced or unduly influenced to participate in a single activity/sport all year long.

Coaches are limited to working with their athletes only during the specific season that they coach and the defined summer period. If a coach uses school facilities for summer activities (fields, gymnasiums, etc.), they must enter into a contract with the school district like any other outside organization. The definition of summer activities is as follows:

SUMMER ACTIVITIES - summer is defined for high schools as the first day following the WIAA spring tournaments through July 31. Summer is defined for middle level schools as the first day following the final day of the spring sports schedules through July 31.

- 17.10.1 Coaches may conduct activities during the summer on their own, as individuals.
- 17.10.2 School districts may authorize the use of facilities, school equipment (such as football helmets and shoulder pads, balls, etc.), sport specific apparatus (such as batting cages, football sleds, nets, etc.), facilities, and/or transportation for individuals and/or teams during the summer if approved by the local school board.
- 17.10.3 School districts may provide liability insurance for summer programs.
- 17.10.4 School districts may not allow for the use of school uniforms during the summer. Uniforms are considered to be the school issued contest uniform (practice or shooting shirts are not classified as school uniforms) and are defined in the adopted rule book for each specific sport.
- 17.10.5 Participation in summer programs cannot be a requirement or condition of participation on a school team.

ASD Athletics Mission Statement

Dedicated to the conviction that athletic and academic success are intertwined, the mission of the Aberdeen School District athletic program is to achieve and maintain a culture of excellence and integrity through the growth of a diverse program of athletic activities. This ensures that all students, through participation and achievement, have unparalleled opportunities to extend their potential in skill development and preparation for the next level of athletic, academic, and social success. This is accomplished by fostering a disciplined spirit in a professional, caring, and fun environment in which there is open communication and enthusiastic teamwork among athletes, coaches, parents, peers and the community. Participants will be able to proudly represent their school and achieve personal athletic success, inspiring the highest level of respect and a positive impact on their lives now, and in the future.
DURING THE SCHOOL YEAR OUTSIDE THE DESIGNATED SPORTS SEASON AND DEFINED SUMMER ACTIVITY PERIOD

COACHES MAY:

1. Conduct practices and contests ONLY during the specific WIAA sport season.
2. Conduct practice on Saturdays during the specific sport season.
3. Have one meeting with his/her squad prior to the opening day of practice to issue equipment and explain insurance, physical exams, season plans, training regulations, etc.
4. Organize and supervise a year-around conditioning program which may include weight training, running and exercising, providing it is open to all students, does not include instruction in specific sport skills, and does not keep athletes from participating in other sports.

DURING THE SCHOOL YEAR OUTSIDE THE DESIGNATED SPORTS SEASON AND DEFINED SUMMER ACTIVITY PERIOD

COACHES MAY NOT:

1. DIRECT, COACH or SPONSOR practice or contests in the sport they coach to any of their squad members or future (grades 7-12) squad members.
2. COACH or TEACH any phase of a game or activity to any squad or part of a squad or potential squad members (grades 7-12) in the sport they coach.
3. Have any squad, part of a squad or potential squad members (grades 7-12) ENGAGE IN DRILLS, under supervision of a coach in the sport they coach.
4. Provide DIRECTION or INSTRUCTION to an individual to conduct any of the above in the sport they coach.
ASD Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sport concussions occur without loss of consciousness. Signs and symptoms of concussions may show up right after the injury or can take hours or days to fully appear.

**Symptoms** may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

**Signs** observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness
- Slurred speech

It is important that your athletes report any of these signs or symptoms to a coach if they are feeling them themselves or observe them in a teammate.
What is Sudden Cardiac Arrest?

Sudden Cardiac Arrest (SCA) is the sudden onset of an abnormal and lethal heart rhythm, causing the heart to stop beating and the individual to collapse. SCA is the leading cause of death in the U.S. afflicting over 300,000 individuals per year.

*SCA is also the leading cause of sudden death in young athletes during sports*

What causes sudden cardiac arrest?

SCA in young athletes is usually caused by a structural or electrical disorder of the heart. Many of these conditions are inherited (genetic) and can develop as an adolescent or young adult. SCA is more likely during exercise or physical activity, placing student-athletes with undiagnosed heart conditions at greater risk. SCA also can occur from a direct blow to the chest by a firm projectile (baseball, softball, lacrosse ball, or hockey puck) or by chest contact from another player (called "commotio cordis").

While a heart condition may have no warning signs, some young athletes may have symptoms but neglect to tell an adult. If any of the following symptoms are present, a cardiac evaluation by a physician is recommended:

- Passing out during exercise
- Chest pain with exercise
- Excessive shortness of breath with exercise
- Palpitations (heart racing for no reason)
- Unexplained seizures
- A family member with early onset heart disease or sudden death from a heart condition before the age of 40.

How to prevent and treat sudden cardiac arrest?

Some heart conditions at risk for SCA can be detected by a thorough heart screening evaluation. However, all schools and teams should be prepared to respond to a cardiac emergency. Young athletes who suffer SCA are collapsed and unresponsive and may appear to have brief seizure-like activity or abnormal breathing (gasp ing). SCA can be effectively treated by immediate recognition, prompt CPR, and quick access to a defibrillator (AED). AEDs are safe, portable devices that read and analyze the heart rhythm and provide an electric shock (if necessary) to restore a normal heart rhythm.

**Remember, to save a life: recognize SCA, call 9-1-1, begin CPR, and use an AED as soon as possible!**
SCA Helpful Tips

1. RECOGNIZE
   - Collapsed and unresponsive
   - Abnormal breathing
   - Seizure-like activity

2. CALL 9-1-1
   - Call for help and for an AED

3. CPR
   - Begin chest compressions
   - Push hard/ push fast/good rhythm (Do not panic)
   - 100 per minute

4. AED
   - Use AED as soon as possible

5. CONTINUE CARE
   - Continue CPR and AED until EMS arrives
ASD Coaching Handout

ASD BULLYING/HARASSMENT POLICY
No student or staff member should be subjected to harassment for any reason by any student or staff member. Therefore, it is the policy of the Aberdeen School Board that students and employees will deal with all persons in ways which convey respect and consideration of individuals regardless of race, color, marital status, national origin, religion, gender, age, or disability. Acts of harassment, hostility or defamation, whether verbal, written or physical (bullying), will not be tolerated, and will constitute grounds for disciplinary action, suspension, or expulsion from school. Legal agencies may be contacted. Sexual harassment includes all unwanted, uninvited, and non-reciprocal sexual attention, as well as the creation of an intimidating, hostile or offensive school or work environment. This can include:

* Sexually suggestive looks or gestures
* Sexual jokes, pictures or teasing
* Pressure for dates or sex
* Sexually demeaning comments
* Deliberate touching, cornering or pinching
* Attempts to kiss or fondle
* Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances.

For counsel and assistance in resolving matters of this nature, contact the administration or Title IX officer. Violations of this rule will be taken seriously, and violators will receive disciplinary action, which could include suspension from school.

ACCIDENTS
In the event of an accident that may cause injury to a student, guest, or volunteer during a school activity, the following procedures should be followed. You can handle minor incidents (for example, giving a student a Band-Aid or administering ice to a bump or bruise). If the injury is more serious, and it appears that the athlete may need to see a doctor and/or seek medical attention, you will be required to fill out an accident report form (available in the main office), and submit it to the athletic secretary within 24 hours. Do not admit fault on behalf of the school district or yourself. Do not imply to the injured party that the District is responsible for the accident. You must notify a parent or legal guardian of the situation.

Note: It is very important for you to understand that verbal commitments made to injured parties could jeopardize our defense and/or settlement.

CHILD ABUSE
Any staff member who becomes aware of child abuse or neglect is personally responsible by state law to inform Child Protective Services at the first opportunity, (within 48 hours). In order to coordinate building action, contact the appropriate counselor and make a joint phone call to CPS and complete a district referral form.
ASD Athletics
Coaching Course and Clinic Instructions

Instructions for **Safe Schools Online Safety Training** (one time for van safety, defensive driving and conflict management and annual for “What Every Employee Needs to Know”, diabetes, allergies and asthma).

1. Using your web browser, go to the web page [http://asd5.wa.safeschools.com/](http://asd5.wa.safeschools.com/) (No “www” is necessary.)
2. To access your assigned training, enter your username which is your email. If you have any issues contact Grace Hagen @ ghagen@asd5.org or 538-2037.
3. Your assigned course or courses will be listed on your personal Safe Schools home page under “Mandatory Training”. The mandatory classes for coaches, are van safety, defensive driving and conflict management.
4. Select any course by simply clicking on the name of the course. The courses have audio so turn up your speakers if you wish to hear the narration. Complete all the training scenarios and the assessment to receive completion credit for the course. **Print out a Certification of Completion once you complete the course.**
5. You can get up to two credits a year taking these courses (ask the AD how), as well as receive coaching clock hour credit for all courses that relate to athletics.

**Instructions for WIAA Online Rules Clinic (annually)**

2. To access your assigned training, enter your username and password. If you have lost or forgotten either username or password, email or call the AD and he/she can get you the information.
3. The online clinics are broken down into three stand-alone components:
   a. Sport Specific Section - needs to be taken yearly
   b. WIAA General Rules - needs to be taken yearly (**multi-sport coaches only need to take once**).
   c. Concussion Management – needs to be taken yearly

   **A certificate of completion will be generated for each section. The AD prints these off for your coaching file. You can keep one for your own coaching folder as well.**

4. If you coach sports at Miller and AHS, you have accounts for both schools, so login accordingly.

**Remember to give a copy to the AD and keep a copy for yourself of every class or clinic you complete**
ASD Athletic Emergency Plan Information Sheet
NAMES AND PHONE NUMBERS

<table>
<thead>
<tr>
<th>Name/Agency</th>
<th>Phone #</th>
<th>Cell #</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Emergencies</td>
<td>All first responders</td>
<td>911</td>
</tr>
<tr>
<td>Police Department</td>
<td>Aberdeen PD</td>
<td>360.533.8765</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Aaron Roiko</td>
<td>360.538.2065</td>
</tr>
<tr>
<td>HS Principal</td>
<td>Sherri Northington</td>
<td>360.538.2045</td>
</tr>
<tr>
<td>Asst. HS Principal</td>
<td>Lonni Tegelberg</td>
<td>360.538.2051</td>
</tr>
<tr>
<td>Comptroller/Athletics</td>
<td>Kim Edwards</td>
<td>360.538.2052</td>
</tr>
<tr>
<td>AHS Events Manager</td>
<td>Rick Stallo</td>
<td>360.538.7974</td>
</tr>
<tr>
<td>MS Principal</td>
<td>Lisa Griebel</td>
<td>360.538.2102</td>
</tr>
<tr>
<td>Asst. MS Principal</td>
<td>Joan Hoehn</td>
<td>360.538.2104</td>
</tr>
<tr>
<td>MS Athletic Secretary</td>
<td>Nikki Jelovich</td>
<td>360.538.2110</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Mike Pauley</td>
<td>360.538.2199</td>
</tr>
<tr>
<td>AHS Gyms</td>
<td>Peter Ross</td>
<td>360.538.2104</td>
</tr>
<tr>
<td>District Fields</td>
<td>Skeeter Benner</td>
<td>360.310.0365</td>
</tr>
</tbody>
</table>

GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Location of AEDs</th>
<th>Stadium storage, gym lobbies, office area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of phones</td>
<td>MS, HS, PE offices</td>
</tr>
<tr>
<td>Location of cell phones</td>
<td>Establish this before every game/practice</td>
</tr>
<tr>
<td>Keys for doors and gates</td>
<td>Varies by campus</td>
</tr>
</tbody>
</table>

Assign roles (emergency protocol form) with staff in advance – be prepared.

BASIC PROCEDURES

1. Person with highest level of first aid skills stays with the injured person.
2. Instruct someone on staff to call for assistance.
3. Remind caller to stay calm and tell him/her where the best entrance is to reach person.
4. This person can also notify school personnel such as the athletic director and principal. He/She can call injured person’s parents.
5. Send a person to meet the medical emergency care people at predetermined entrance. Obtain necessary keys if required.
6. Send school personnel with injured person to hospital if parent not present.
7. Record all information about the incident. (See Student Accident Report Form)
AHS/MJH Program Archive 2019-20

Head Coach

_____________________________________________________________________________________

Sport

_____________________________________________________________________________________

League Record

_____________________________________________________________________________________

Overall Record

_____________________________________________________________________________________

Place in league

_____________________________________________________________________________________

Place in district

_____________________________________________________________________________________

Place in state

_____________________________________________________________________________________

Team members selected all-league (H.M., Second, First)

_____________________________________________________________________________________

Team Awards (MVP, Most Inspirational, Coaches Award, etc.)

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

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