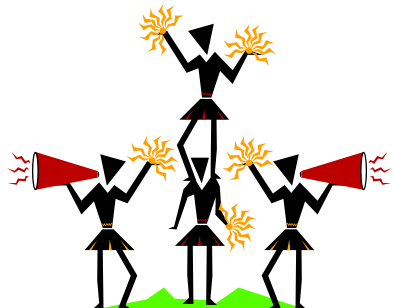


ADVISOR-COACH HANDBOOK 2016-17



WELCOME TO CRESCENT PUBLIC SCHOOLS

Welcome to an exciting new school year. I am pleased that each of you is a part of the LOGGER family. This year you are going to learn about the characteristics of LOGGER PRIDE. You are going to be challenged in the classroom and prepared for success and provided a safe and positive school environment. The Crescent School District team is dedicated to your academic, social emotional and physical development during the 2016-17 school year and beyond. Please take the time to read the information in the handbook and if you have any questions please contact us for the answers you need.

Mr. David Bingham, Superintendent/Principal



MISSION STATEMENT

In partnership with the community, we will create the stage for all students to acquire the skills, knowledge, attitudes and vision necessary to become *life-long learners* and contributing citizens prepared to meet the challenges of a diverse and changing society through our commitment to innovative and quality education.

HANDBOOK IMPLEMENTATION

The rules, procedures and information in this handbook are general guidelines to establish a quality standard of performance with the least amount of restrictions.

It is the duty of each staff member at Crescent School to maintain a safe and orderly educational environment for students. While it is expected that they will implement the handbook rules and procedures, the handbook, in no way, is intended to be all inclusive and Crescent staff may, from time-to-time, implement more restrictive rules and procedures in order to fulfill their duties and responsibilities.

Advisor/Coach Handbook

Table of Contents

Introduction	4
Eligibility Requirements	5
Meetings	6
Pep Assemblies.....	7
Dances.....	8
Field Trips	9
Purchase Requisitions	10
Fundraisers	11
Raffles	12
Awards and Honors	13
Van Use Procedures.....	14
Missing Student Procedures.....	15

Introduction

This handbook is designed for use by ASB club, activities and class advisors, coaches and anyone involved in supervising ASB activities.

Questions? At the end of each section we have suggested who to contact if you need help.

What makes it ASB?

The students that are involved spend their time and effort with one goal and purpose in mind: to provide leadership for student sponsored activities, programs, assemblies and dances. When working both on and off school grounds the ASB are always working together for a useful and helpful purpose.

Who is in charge?

All activities must be approved by the principal or superintendent. The ASB must approve all group ideas for fundraisers or group activities involving the student body. The club or class advisor is the direct supervisor of all activities. The business manager, secretary, ASB advisor, administration assistant, superintendent and principal all help to ensure correct procedures are followed. The club or student officers make sure the projects are a success.

Eligibility Requirements

Students wishing to participate in co-curricular activities must:

- Maintain a 2.00 GPA, unless a specific club criterion requires a higher GPA.
- Have no failures.
- Be in attendance on the day of practice, game or event.
- Be in attendance the day before a Saturday game or event.
- Travel to and from games or event in school transportation (students may be signed out to their parent only at an away game or event)

Students are subject to all school rules while participating in any school sponsored co-curricular activities. These rules apply to all non-classroom activities sponsored by the Crescent School. Non-classroom activities are all activities which take place outside the classroom, such as clubs (National Honor Society), ASB, sports, plays, concerts, programs, senior trip, sleepovers, and competitions (knowledge bowl, math bowl).

School Attendance

In order to participate in co-curricular activities (including practices) at Crescent, students need to be in all of their assigned classes during the day of the activity/event or the school day before if the activity/event is on Saturday unless pre-excused by the principal. In addition, students must also be in attendance on school days following a game or they will not be allowed to participate in the next scheduled game. **Students in Wednesday Extended School are not eligible to practice or participate in any game/event that day.**

Academic Eligibility

Students wishing to participate in co-curricular activities must maintain a 2.0 GPA and have no failures, including mid-quarter reports. Students are subject to school rules while participating in school-sponsored co-curricular activities.

*Fall activities use 2nd semester grades from the previous year. Students who are ineligible in fall must wait until mid-term report of 1st quarter before eligibility can be established, or be granted eligibility by the staff eligibility committee. For all other activity seasons, after the mid-term of 1st quarter has passed, eligibility shall be based on current progress grades.

Appeals: All appeals may be heard by the staff eligibility committee. The Committee will consist of the Athletic Director and at least two other staff members. They shall have the authority to grant eligibility for students that have met WIAA requirements, but not the District requirements. Appeals will be granted only when there is clear evidence that academic ineligibility is the result of circumstances beyond the student's control.

Ineligible students may submit an appeal five days after being declared ineligible. Appeal forms are available in the school office. Failure to successfully appeal ineligibility status will keep a student from participating in school activities for five school days or until the student demonstrates they are eligible. The Athletic Director or designee will check grades each Tuesday and submit a list to coaches, teachers and administrative staff that will include any student that is not eligible based on the District policy or the criteria of the staff eligibility committee. If a currently ineligible student becomes eligible, the eligibility takes effect at the beginning of school on Wednesday morning. All students participating in co-curricular activities will be monitored each Tuesday.

Ineligible students may not ride to away activities or games on district transportation or be excused from school to attend an away game.

Questions? School Associate Principal

Meetings

If you want to call a meeting for a group or organization, these guidelines must be followed:

1. Daily, weekly or monthly meetings need to be cleared through the principal at least one week in advance.
2. The meeting location needs to be approved by the teacher or supervisor of that room.
3. The advisor must notify all teachers at least two days in advance if students will be missing class.
4. If the meeting ends before the next class starts, students are required to return to class.

Questions? ASB advisor
School Associate Principal

Pep Assemblies

Organization: Call a class meeting (see meetings) with class advisor and representatives. After you have decided what you would like to do, set a date and have it approved by the principal. The principal will only approve games that do not jeopardize student safety.

Setup usually takes place during most of fifth period. The sponsoring group is responsible for set up and clean up. BE ORGANIZED! If you are not, your pep assembly will not run smoothly.

You are allowed to have your assembly sixth period (one hour) unless further approval is obtained from the principal.

Questions? ASB advisor
Cheer advisor
School Associate Principal

Dances

Advisors should schedule dances as soon as possible in advance of the desired date. The dance packet must be completed and submitted to the principal at least 2 weeks prior to the dance date. Crescent School eighth grade students or Non-Crescent students may attend only as a guest of a Crescent High School student, a guest date form must be completed and returned to the office for pre-approval 3 days prior to the dance. No dances will be held off school campus (unless pre-approved by the principal) nor end later than 11:00 p.m. for high school students and 10:00 p.m. for middle school students.

- A. Dance packets are available in the school office and contain a check-off sheet.
 - 1. Request for fundraising (must be approved before any further plans are made.)
 - 2. Building use agreement (Sign & turn into office).
 - 3. Request form for chaperones (turn into principal).
 - 4. Dance request forms for non-Crescent dates are in the office. Fill out and submit to office.
 - 5. Decorations and cleanup committee form. (turn into advisor/coach in charge)
- B. DJ arrangements must occur well in advance. If services are to be paid for, a requisition must be completed at least two weeks in advance. Do not sign a contract for services; only the superintendent has the authority to sign contracts. The purchase order will serve as our agreement to pay.
- C. Advertising for the dance may be done by hanging up posters and flyers that give information about admission fee, date and time.
- D. The club having the dance must arrange for chaperones.
- E. At least one week in advance, arrange to get a sign-in sheet, money box and change from the business manager. No cash payments can be made out of the dance money. All payments must be made by requisition or reimbursement process.
- F. Decorations should be ordered by approved requisition only and well in advance of the dance to allow plenty of time for shipping. There must be enough money in your account for your purchases prior to placing an order.
- G. Plan set-up/decorating and clean-up crew ahead of time. Plan for food, pictures and keepsakes.
- H. Make sure cleanup is completed. This is to include the removal of all posters the day following your event.
- I. Thank chaperones, adults, volunteers and others who donated time, money or items by sending out thank-you letters that express your gratitude.
- J. **On the day of the dance, place all money and sign in sheet in the safe in the staffroom.**

Questions? School ASB Advisor
School Associate Principal

Field Trip Checklist

Plan in advance. Decide on an appropriate field trip and determine when, where, how and what the cost will be.

- ___ Pick up excursion/sack lunch form and van/bus request form from workroom black rack.
- ___ Return completed forms to office to be reviewed for approval by the Administration 2 weeks in advance, return sack lunch form to head cook no later than 2 days prior to field trip.
- ___ Transportation Manager will confirm transportation availability for your date.
- ___ Advisor or lead Teacher responsible for holding a pre-trip chaperone meeting to discuss chaperone expectations.
- ___ If payments, like admission fees, are to be paid, complete a requisition form obtained from the business office. Determine if they will accept a purchase order or if they require a check.
- ___ Pick up field trip/medical emergency forms from workroom form rack for students to have signed by a parent (a new form is required for each event). This signed form must accompany you on the trip. **A phone call or note from the parent is not acceptable as permission to attend the event.**
- ___ Advisor or lead Teacher is responsible for contacting head cook to make notification of grade level and number of students attending field trip.
- ___ Advisor or lead Teacher is responsible for notifying staff members of entire grade level or individual students that will be absent from school well in advance of the field trip to aid them in any planning changes that they may need to make for their classes.
- ___ Advisor or lead Teacher is responsible for providing the office with a list of the students attending the event, the day of the field trip just prior to leaving.
- ___ Advisor or lead Teacher must check with office to see if any of the students attending the field trip will need to take their medication with them on the trip. Follow medication checkout procedures.
- ___ The van driver must check out van key folder with school secretary prior to departure. Check for ferry and gas card if needed. If taking more than one van, please make sure you use a separate ferry card per van, and that you are charged the correct passenger fees. Ferry and gas cards can only be used for school vehicles, not private vehicles.
- ___ Upon return, it is the coach, teacher, and driver responsibility to make sure the van is free of papers, garbage and any personal items left by the students.
- ___ Please make sure the van checkout sheet is completely filled out. Mark any problems you may have had with the van clearly so it may be checked by the maintenance department.
- ___ The driver must return van key folder to the school secretary with all receipts included as soon as possible. Please do not leave the folder in the van, unless you do not have access to Staff room.
- ___ Return any checked out medications to the office immediately upon return.

Questions? School Secretary

Purchase Requisitions & Purchase Orders

1. To insure proper approval, the Crescent School uses Purchase Orders to order services and supplies. To get a purchase order, advisors/coaches must complete a Purchase Requisition form and have it approved. The district will issue a formal Purchase Order.
2. Do not order or pick up any items until your purchase requisition has been approved.
3. Plan ahead: allow approximately one week for requisition to be processed before purchase is made.
4. Purchase requisitions are to be picked up in the office workroom.
5. The club, class or team must have the funds in their account to cover the amount of the items they are purchasing.
6. Please make sure to include full mailing address and phone numbers on your requisition or it will be return to you for completion.
7. Please mark if PO needs to be faxed or if it will be ordered online by you. **Otherwise it will be mailed.**
8. All purchase requisitions are to be put in the Business manager's mailbox for approval and signature. Purchase requisitions need the following signatures before a PO is approved: student ASB officer, advisor/coach, business manager and Administration.
9. Purchase orders are completed each Friday.

Questions? School Business Manager
School Secretary
School Principal

Fundraisers

An advisor must be in charge of all fundraising but students may be assigned responsibilities to help run it.

Before:

1. Meet with group and decide which fundraiser you would like to do (i.e. car wash, bake sale, lock-in, etc.) While planning, try asking these questions to see if this is what you really want to do:
 - Will the project be fun? Has this type worked before? If not, could it with a different approach? Are we all behind the idea? Can we accomplish our goals with this fundraiser? Do we have funds available to purchase sale merchandise?
2. After deciding on a fundraiser choose a date that gives enough time to get approval, place orders, and get organized for your fundraiser. Check with school secretary on the date you are choosing to avoid scheduling conflicts.
3. Get request for fundraising sheet from secretary in office.
4. Fill out and submit to ASB for approval within the requested time period.
5. Fill out building use form if event is to be on school grounds.
6. Check with ASB advisor to see if fundraiser has been approved and verify date.
7. Pick up appropriate checkout sheet from school business manager for your fundraiser. Arrange for a money box and change if needed well in advance

All forms must be completed and signed off on before you start advertising.

During:

7. Advertise: try posters, e-mail to staff, Logger News article, local paper.
8. Students must be informed that they are responsible for all merchandise or tickets that are checked out to them. Students must sign check-out sheet when they receive merchandise. The advisor is responsible for tracking merchandise with check-out sheets. **Hold students accountable.**
9. Turn in money to the office daily.
10. Store unsold merchandise in a secure area.
11. Don't check out new merchandise to students until they have successfully turned in money and reconciled their previous sales money.

After:

13. Turn in completed check-out sheet, all receipts, winning raffle tickets and prize list, etc. to the school business manager at end of fundraiser.
14. Secure and take care of any unsold merchandise. Return? Secure for future sale? Shred all unsold tickets, remove all posters or advertisements.

Questions? ASB Advisor
School Principal
School Business Manager

Raffles

An advisor must oversee all raffles.

Follow all procedures listed under fundraisers. Raffles have these additional steps:

1. Plan raffle with your club or class. The Crescent School cannot have more than two raffles during the same school year.
2. Get raffle approved by completing fundraiser request form.
3. When approved make a sample ticket containing the following information:
 - a) Raffle item(s): if there are several items each person selling tickets must have a detailed prize list.
 - b) Class or club name and Crescent School.
 - c) Ticket price (all tickets must be the same price). No free or discounted tickets may be given out.
 - d) Drawing date, place and time.
 - e) "Winner need not be present to win".
 - f) On stub: Name: _____
 Phone #: _____
 Address: _____
 - g) Ticket number on both ticket and stub. All tickets must be consecutively numbered.
4. Have school business manager approve sample ticket **before** printing real tickets.
5. Collect the raffle prizes
6. Pick up appropriate check out sheet from school business manager.
7. Only students from your class or club can checkout and sell tickets.
8. All ticket stubs and money must be turned in before more tickets can be checked out.
9. All money, ticket stubs and unsold tickets must be checked in before drawing can be held. Students are financially responsible for any lost tickets checked out to them.
10. Ticket must be drawn on date shown on tickets. Instructions printed on raffle tickets must be followed exactly.
11. Inform winner and distribute prizes. Turn in completed checkout form with winner's name(s) and winning stubs into business office manager.

Questions? School Business Manager
School Secretary
School Associate Principal

Awards and Honors

1. Any awards or honors that are to be given out to your team, club or class are at the coach's or advisor's discretion.
2. A coach or advisor may have the team, club or group vote if he/she so chooses. The coach or advisor also reserves the right to override that vote.
3. It is the coach's/advisor's responsibility to obtain, fill out and give out their awards and honors at the appropriate awards night.
4. If asking office staff to print award certificates for you, send an email request with date of presentation, athlete names and award type at least 1 week in advance.
5. Check with ASB Advisor if trophies or plaques are to be requested.

Questions? School Associate Principal

Van Use Procedure

1. Pick up van request form from black rack in office workroom as early as possible.
2. Check with office on drivers with a type II license; only type II drivers are authorized to drive vans with student passengers.
3. Complete van request and submit to transportation manager.
4. Transportation manager will send van use confirmation via e-mail if approved.
5. The driver must check out van key folder with school secretary prior to departure. Check for ferry and gas cards if needed. Ferry and gas cards can only be used for school vehicles, not private vehicles.
6. Upon return make sure the van is free of papers, garbage, clothing, etc.
7. The driver must return van key folder to school secretary with gas charge slips and ferry slips.
8. Report in writing any equipment problems to the transportation manager or behavior problems to the principal.

Questions? School Secretary
School Transportation Manager
School Superintendent

Protocol for Van Use when Transporting Students

- Each driver will fill out The Contact Information form prior to leaving campus and return it to the office. (If office is closed, slip form under front office door)
- All van trips will require a working cell phone in each vehicle.
- Each van must have an adult with a first aid card.
- A roster check will be made to insure complete student accountability prior to departure from any site. (Do not leave this responsibility to students.)
- Students cannot ride home with other families even with a note or phone call from their parent. **In special circumstances a parent may receive prior approval from the office to have their student ride home with another adult.** Parents who are at the event may sign out their student and take them with them.

Questions? School Associate Principal
School Secretary

Missing Student Procedures and Other Procedures

The responsible school staff member will:

1. Activate the 911 emergency systems to secure police assistance with finding students.
2. Call superintendent/principal to notify the school of missing student.
 - a. The principal or superintendent will become the incident coordinator and all search and recovery activities will flow through them.
 - b. The incident coordinator will make all necessary contacts to inform parents and ALL other interested parties.
4. Remain at their location until relieved of their responsibility or directed to relocate for further assistance by the incident coordinator.

Questions? School Superintendent/ Principal
School Secretary