Algoma Coaches/Advisors Handbook
2026-27

Revised June 2026
Board Approval July 2026

1. INTRODUCTION

1.1 Philosophy and Purpose

An individual's total education extends beyond the classroom. An effective co-curricular program provides students with opportunities for emotional, cultural, mental, physical, and social growth. This growth is achieved through activities that support and advance the curriculum, promote common interests, develop a sense of ownership in the school, and reflect and enhance the goals of the District.

Commitment to classroom learning must take precedence over involvement in activities. The specific purposes of activities should support and enhance the educational goals of the School District of Algoma, and the organizations of co-curricular activities will comply with Board policies and established administrative procedures.

1.2 Mission Statement

Each coach and advisor will make every effort to serve as a role model and play a positive role in the following areas for Algoma student participants:

- Character & Academics: Developing moral and positive character while maintaining high academic expectations as stated in the Co-Curricular Handbook.
- Nurturing Talent: Discovering and nurturing the special talents of individual participants.
- Values: Valuing citizenship, positive attitudes, and commitments.
- Leadership: Facilitating opportunities for team building, leadership, and problem-solving.
- Community: Building healthy and appropriate relationships with the families of participating students and community members.
- Wellness: Teaching the importance of wellness through activity.

2. NOTICE AND STATEMENT OF NONDISCRIMINATION

The Board of the Algoma School District does not discriminate on the basis of sex (including sexual orientation or gender identity) in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972 not to discriminate in such a manner. The requirement not to discriminate extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

Pursuant to its Title IX obligations, the Board will take appropriate action when an individual is determined responsible for violating this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities.

Title IX Coordinator: Marie Ott, *Director of Pupil Services and Special Education* 1715 Division Street, Algoma, WI 54201 mott@algomaschools.org | (920) 487-7001

Any inquiries about the application of Title IX may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both. The Board's nondiscrimination policy and grievance procedures (Policy 2266) can be located on the district website.

3. PROFESSIONAL ROLES AND EXPECTATIONS

3.1 Head Coach / Advisor Expectations

Coaches are considered employees of the Algoma School District and are expected to be familiar with and follow the Algoma School District Employee Handbook.

General Expectations & Safety

- Instruction & Safety: Coach participants in the skills necessary for safe participation. Oversee the safety conditions of the facility or area (locker room, weight room, classroom, auditorium) at all times when students are present.
- Certifications: All paid coaches must be CPR, First Aid, and AED trained within 12 months of hire (club advisors are strongly encouraged to do the same). Complete any mental health training required by the Packerland Conference.
- Supervision: Under no circumstance will students be left unsupervised during a scheduled practice or contest.
- Rule Competency & Enforcement: Maintain competency in rules, procedures, and coaching techniques. Adhere to in-season and off-season state association regulations (e.g., WIAA). Model and enforce honorable behavior, establishing penalties for breaches of such standards.
- Professional Conduct: Maintain personal conduct and professionalism on and off school grounds.
- Staff Meetings: Teachers coaching sports are expected to attend all staff meetings. Approval to miss staff meetings to attend practices/contests must be obtained ahead of time from the building principal.
- Publicity: Contact local media to promote the program as appropriate.

Pre-Season Duties

- Planning: Collaborate with Middle School coaches to develop a playbook and drill technique plan. Organize a meeting with all assistant/MS coaches to review goals and expectations.
- Inventory & Requisitions: Complete an equipment and uniform inventory. Prepare requisitions for the Activity Director (AD) and Principal. Request uniform purchases one year in advance when possible.
- Scheduling: Assist the AD in scheduling non-conference opponents (striving to stay within 60 miles). Arrange transportation times with AD/Principal approval.
- Compliance: Distribute the Co-Curricular Handbook to students. Ensure athletes complete online registration before the first practice. Complete the annual WIAA coach's exam prior to the first day of competition.

- Parent Communication: Attend a pre-season parent meeting (grades 7-12) to explain program goals and expectations. Exceptions should be approved by the AD.

Regular Season Duties

- Program Development: Become and remain active in feeder programs at the elementary and middle school levels.
- Scheduling Practices: Collaborate with the AD for facility scheduling. Check the school and facilities calendars before scheduling. All events must be entered into the facility scheduler. No practices/events may be scheduled during holidays/breaks without prior AD and Principal approval.
- Injury Reporting: Report all injuries in writing to the appropriate district staff within 24 hours. Incident report forms are located in the MS/HS office.

Post-Season Duties

- Conference Duties: Attend (or delegate an assistant for) the end-of-season Packerland Conference meeting to vote on conference selections.
- Recognition: Develop and schedule an end-of-season recognition event with the AD.
- Inventory: Account for all equipment and turn in an updated inventory to the AD.

3.2 High School Assistant and Middle School Coaches

- Instruction & Alignment: Teach skills necessary for growth, self-worth, and academic advancement. Implement expectations and techniques that support the overall vision of the Head Coach.
- Communication: Communicate with student-athletes and their families in a positive and consistent manner. Assist the Head Coach with scouting, recording statistics, communicating scores to the media, and public relations.
- Administrative Support: Assume duties delegated by the Head Coach or AD. Ensure students complete online athletic registration before practicing. Assist in accounting for equipment and inventory at the end of the season.
- Injury Prevention: Be proactive with injury prevention and report injuries in a timely fashion to the Head Coach and Athletic Trainer.
- Staff Meetings: If you are a teacher, attend all staff meetings unless prior approval from the Principal is granted.

3.3 Athletic / Activity Director (AD) Expectations

- Program Oversight: Budget equitably, coordinate uniform purchasing, and schedule all contests and building rentals using the Facilities Scheduler. Approve transportation schedules for all away events.
- Enforcement: Monitor and enforce the Co-Curricular Handbook policies. Document and record code violations.
- Evaluation and Hiring: Observe practices and contests. Evaluate head coaches as directed by the principal. Conduct interviews for coaching candidates and make hiring recommendations.
- Communication: Disseminate WIAA bulletins, handbooks, and exams. Organize seasonal coach meetings and schedule award programs. Act on formal parent complaints if requested by the Principal.

3.4 High School Principal Expectations

- Final Authority: Holds final authority on all athletic/activity budgets, hiring recommendations, fundraising proposals, and formal parent complaints.
- Evaluation: Evaluates the Activity Director and assists in evaluating coaches as necessary.

4. TEAM TRAVEL, COMPETITION, AND FIELD TRIP PROCEDURES

All away games, tournaments, overnight events, and activity trips are considered school-sponsored field trips. Coaches and advisors must adhere strictly to the following travel guidelines to ensure student safety, proper supervision, and compliance with district liability policies.

4.1 Types of Travel and Approval Processes

While regular season athletic travel is coordinated directly through the AD, any special trips, tournaments, or non-routine travel must follow these approval levels:

- One-Day Trips: Requires Principal and AD approval.
- Overnight Trips: Requires Principal, AD, and Superintendent approval.
- Out-of-State Trips: Requires Principal, AD, Superintendent, and School Board approval.

4.2 Planning Timelines and Logistics

For non-routine schedule additions (special tournaments, state competitions, or activity trips), coaches must submit requests ahead of time to secure transportation and required approvals.

4.3 Transportation Regulations

- Approved Vehicles: Teams must use district school buses, district-owned vehicles, or contracted transportation providers.
- All drivers must submit a copy of their driver's license to the District's Business Office for bi-annual criminal background checks.
- Personal Vehicles: Personal vehicles may not be used to transport students or athletes.
- Student Drivers: Students may not drive themselves or other students to away events or field trips unless specifically authorized by district policy.
- Parent Transport: All participants are expected to ride the bus or other school-sponsored transportation to and from a contest. A participant may ride home with their own parent/legal guardian *only* if the parent personally confers with the coach prior to the trip and submits a written note to the coach and Principal.

4.4 District Vehicle Reservation and Usage

If a coach or advisor needs to utilize a district-owned vehicle (rather than a contracted school bus), the following procedures apply:

- Driver Eligibility: The individual must be an approved coach or advisor and possess an appropriate, valid driver's license, a copy of which must be on file with the district office.
- Reservation Process: Coaches must request vehicles using the facility request program on our website or by using this link. A login must be created if you do not already have one.
- Garage Access: Once approved, access to the school garage and vehicle keys should be obtained from the High School main office or by contacting Transportation Director Tracy Brunette at (920) 255-6074.
- Fueling Protocol: Whenever possible, fuel school vehicles at Graf's Mobil Station. The district has an active account and will be billed directly.

4.5 Supervision and Chaperone Guidelines

- The "No One-on-One" Rule: To protect both parties, an adult must never be alone with a single student. Acceptable configurations include one adult with two or more students, or two adults with one or more students.
- Continuous Supervision: Students must be actively supervised at all times and remain in groups of at least three.
- Chaperone/Volunteer Clearance: Any non-staff chaperone or volunteer traveling with the team must complete a background check, attend an orientation, and sign a chaperone agreement.
- Chaperone Conduct: Chaperones and coaches are strictly prohibited from consuming alcohol, using illegal substances, using tobacco/vaping products, possessing firearms, or communicating privately with students outside of official trip purposes.

4.6 Overnight, Hotel, and Rooming Procedures

For overnight tournaments, camps, or events:

- Supervision: At least two district-approved adults should be present. Male and female students must have access to same-gender supervision when practical.
- Rooming: Adults shall *not* share hotel rooms with students unless the student is their own child.
- Monitoring: Coaches and chaperones must conduct room checks, maintain hallway supervision, and enforce strict curfews.
- Documentation: Staff must have immediate access to room assignment lists, hotel emergency contacts, and student medical information.

4.7 Health, Medical, and Emergency Procedures

- Medical Review: Prior to travel, coaches must review Medical Plans with the School Nurse.
- Medication: Staff designated to carry or administer medications (EpiPens, inhalers, diabetic supplies) must receive appropriate training from the School Nurse.
- Emergency Protocol: In the event of an emergency during travel:
    1. Ensure student safety.
    2. Contact emergency services (911) if needed.
    3. Notify the Head Coach / Trip Leader.
    4. Notify school administration (Principal/Superintendent/AD).
    5. Notify parents/guardians.

6. Complete and submit official incident documentation.

4.8 Special Activities: Swimming and Water Restrictions

- Lifeguard Mandate: Any team trip or camp activity that requires students to immerse themselves in water strictly requires a certified lifeguard to be on duty. Without a certified lifeguard present, student immersion in water is completely prohibited.
- Parent Notification: Parents must be fully informed in writing prior to the trip if any swimming or water activities will occur.

4.9 Technology and Cell Phone Expectations

- Students must follow district acceptable use policies, use devices appropriately, and refrain from unauthorized photography.
- Staff must carry charged communication devices and maintain emergency contact access.
- Coaches and chaperones should not post student images on personal social media without authorization.

4.10 Travel Packing List for Coaches

The Head Coach or Lead Advisor must bring a dedicated travel bag containing:

- Fully stocked first aid kit.
- Complete student roster and emergency contact sheet.
- Student medical plans, medication forms, and authorized emergency medications.
- Fully charged cell phone and a portable backup charger.
- District administrator contact list.

5. SCHOOL BOARD POLICIES

5.1 Board Policies to Note

Coaches and advisors are expected to follow all school board policies. Complete policies are located on the Algoma School District Website and can be searched for in the policy portal. Policies of particular interest to coaches include, but are not limited to:

- Employment of Personnel for Co-Curricular/Extra-Curricular Activities (Policy: 3120.08)
- Student Supervision and Welfare (Policy 3213)
- Personal Communication Devices (Policy 5136)
- Staff and School Officials Use of Personal Communication Devices (Policy 7530.02)
- Use of Social Media (Policy 7544)
- Volunteers (Policy 8120)
- Reporting of Child Abuse and Neglect, and Sexual Misconduct (Policy 8462)
- Special Programs by Community Volunteers (Policy: 2430.01)
- Nondiscrimination and Access to Equal Educational Opportunity (Policy: 2260)
- Student Anti-Harassment (Policy: 5517)
- Student Fund-Raising (Policy: 5830)
- Crowdfunding (Policy: 6605)
- Interscholastic Athletics (Policy: 2431)
- District-Sponsored Clubs and Activities (Policy: 2430)
- Student Accidents/Illness/Concussion & Sudden Cardiac Arrest (Policy: 5340)
- District-Sponsored Trips (Policy: 2340)
- Reporting Accidents (Policy: 8442)
- Transportation for Field and Other District-Sponsored Trips (Policy: 8640)
- Use of Cameras and Other Recording Devices in Locker Rooms (Policy: 9151)

5.2 Communication between Employee and Students/Athlete (Act 89)

District-Approved PCD Platform - When communicating with students, Board members, staff, coaches/advisors, and approved volunteers are required to exclusively use the District-approved social media/communication platforms/sites. See Policy 1213/3213/4213 - Student Supervision and Welfare for specifics regarding appropriate discussion content when using PCDs as well as the approved PCD Platform.

Conducting District Business Using a PCD

Employees and school officials are permitted to use a Board-owned and/or personally-owned PCD to make/receive calls, send/receive e-mails, send/receive texts, send/receive instant messages that concern District business of any kind.

Individuals are responsible for retaining text messages, instant messages, and other written communications that are not archived by the District; such records shall be retained in accordance with State requirements.

Safe and Appropriate Use of a PCD

Employees and school officials whose job responsibilities include regular or occasional driving and who use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees and school officials should pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message or e-mail, or browsing the Internet using a PCD while driving is a violation of State law and is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options (e.g., headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In the interest of safety for employees, school officials, and other drivers, employees and school officials are required to comply with all applicable State laws and local ordinances while driving, including any laws that prohibit texting or using a cell phone or other PCD while driving.

In situations where job responsibilities include regular driving and accepting of business calls, the employee or school official should use hands-free equipment to facilitate the provisions of this policy.

Employees and school officials may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees and school officials are subject to all applicable policies and guidelines pertaining to protection of the security, integrity, and availability of the data stored on a PCD regardless of whether they are Board-owned and assigned to a specific employee or personally-owned by the employee.

PCD communications, including calls, text messages, instant messages, and e-mails sent or received may not be secure. Therefore, employees should use discretion when using a PCD to relay confidential information, particularly as it relates to students.

Additionally, PCD communications, including text messages, instant messages, and e-mails sent and/or received by a public employee or school official using a PCD may constitute public records.

Further, PCD communications about students, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using their PCD may constitute education records if the content includes personally identifiable information about a student.

Communications, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using their PCD, that are public records or student records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records. Cellular/Wireless communications that are student records should be maintained pursuant to Policy 8330 - Student Records.

It is the responsibility of the District employee or school official who uses a PCD for District business-related use to archive all text messages, instant messages, and e-mails sent and/or received using their PCD in accordance with the District's requirements.

Cellular/Wireless communications and other electronically stored information (ESI) stored on the staff member's or school official's PCD may be subject to a litigation hold pursuant to Policy 8315 - Information Management. Staff and school officials are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records or that constitute ESI that is subject to a litigation hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for verifying all public records, student records, and ESI subject to a litigation hold that are maintained on the employee's PCD are transferred to the District's custody (e.g., server, alternative storage device). The District's IT department/staff is available to assist in this process. Once all public records, student records, and ESI subject to a litigation hold are transferred to the District's custody, the employee is required to delete the records/ESI from the employee's PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from the employee's PCD.

Similarly, if an employee intends to dispose of, or otherwise stop using, a personally-owned PCD on which the employee has maintained public records, student records, and/or ESI that is subject to a litigation hold, the employee must transfer the records/ESI to the District's custody before disposing of, or otherwise ceasing to use, the personally-owned PCD. The employee is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the personally-owned PCD.

Failure to comply with these requirements may result in disciplinary action.

If a PCD is lost, stolen, hacked, or otherwise subjected to unauthorized access, the employee or school official must immediately notify the District Administrator so a determination can be made as to whether any public records, students records, and/or ESI subject to a litigation hold has been compromised and/or lost. Pursuant to Policy 8305 - Information Security and its accompanying guideline, the District Administrator shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

The Board prohibits employees and school officials from maintaining the following types of student, staff, or District records and/or information on their PCDs: social security numbers, driver's license numbers, credit and debit card information, financial account numbers, student personally identifiable information, information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA, personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

If an employee or school official maintains records and/or information on a PCD that is confidential, privileged, or otherwise protected by State and/or Federal law, the employee is required to encrypt the records and/or information.

It is required that employees and school officials lock and password-protect their PCDs when not in use.

Employees and school officials are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged, or otherwise protected by State and/or Federal law.

Privacy Issues

Except in emergency situations or as otherwise authorized by the District Administrator or as necessary to fulfill their job responsibilities, employees and school officials are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy

exists. These locations and circumstances include, but are not limited to locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Potential Disciplinary Action

Violation of any provision of this policy may constitute just cause for disciplinary action up to and including termination.

Use of a PCD in any manner contrary to local, State, or Federal laws may also result in disciplinary action up to and including termination.