# Woodburn
## HIGH SCHOOL

# ATHLETICS
## HANDBOOK

**2026–2027**

*Our promise is to engage, inspire, and prepare each student to learn, lead, and contribute towards an equitable community, both local and global.*

## A Message to Student-Athletes and Families

Welcome to Woodburn High School Athletics!

We are proud to provide athletic opportunities that enrich the educational experience, strengthen school and community connections, and help students grow as people, teammates, and competitors. Athletics is about more than wins and losses. It is an opportunity to build confidence, discipline, resilience, leadership, accountability, and lasting relationships.

Our goal is to create a positive and meaningful experience for every student-athlete. We expect our programs to value preparation, effort, sportsmanship, respect, and personal growth. Coaches are educators and mentors who help students learn the skills and habits that support success in athletics, in the classroom, and throughout life.

Families are essential partners. When students, parents and guardians, coaches, teachers, and school administrators communicate respectfully and work toward shared goals, we create an environment where student-athletes can thrive. We ask families to support their students, encourage good sportsmanship, and work through concerns using the communication process in this handbook.

**Please read this handbook carefully** and refer to it throughout the year. It explains the expectations and procedures that guide participation in Woodburn High School Athletics. Some administrative details—such as current processes, registration instructions, and district contact information—are maintained by the district and may be updated separately.

Thank you for being part of Woodburn Athletics. We look forward to a great year representing our school and community.

Sincerely,

Woodburn High School Athletic Department

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# 1. Philosophy and Purpose

Athletics at Woodburn High School are an extension of the educational program. Our programs are designed to develop the whole student—academically, socially, emotionally, physically, and ethically. Participation gives students opportunities to learn lessons that extend beyond competition: commitment, perseverance, teamwork, humility, leadership, resilience, and respect.

We believe relationships matter. Coaches should intentionally build positive relationships, establish clear expectations, teach the fundamentals of their sport, and hold students accountable in a fair and consistent manner. Competition is important, but the way we prepare, compete, respond to adversity, and treat others is equally important.

## Woodburn Athletics seeks to:

- Develop character, leadership, discipline, and personal responsibility.
- Support academic achievement and regular school attendance.
- Build meaningful relationships among student-athletes, coaches, families, and the community.
- Provide equitable opportunities for students to participate, improve, and contribute.
- Promote sportsmanship, integrity, resilience, and respect.
- Encourage multi-sport participation and a positive connection between middle school and high school athletics.
- Create pride in Woodburn High School and the broader Woodburn community.

Participation in athletics is a privilege and carries responsibilities. Student-athletes represent themselves, their families, their teammates, Woodburn High School, and the district at school and in the community.

## Program-Level Emphasis

### Junior Varsity 2 Levels

The primary emphasis is skill development, learning, participation, confidence, and establishing habits that support long-term growth. Coaches should provide meaningful opportunities for athletes to learn and gain experience while considering safety, attendance, effort, and team needs.

### Junior Varsity Levels

Junior varsity provides a bridge between developmental and varsity competition. Coaches continue to emphasize fundamentals, decision-making, conditioning, teamwork, and preparation while introducing increased competitive expectations.

### Varsity Level

Varsity represents the highest level of high school competition. Student-athletes are expected to demonstrate commitment, discipline, preparation, leadership, and advanced understanding of team responsibilities. Competitive decisions are made to support team success while continuing to promote individual development.

## 2. Athletic Programs and Staff

Woodburn High School offers athletic opportunities across the fall, winter, and spring seasons. Offerings and team levels may vary from year to year based on participation, staffing, facilities, and district or OSAA requirements.

Current coaching assignments, schedules, and contact information are available at [osaa.org](http://osaa.org) and on the WSD website: https://www.woodburnsd.org/

WHS Athletic Department:

Chad Waples/Athletic Director:  cwaples@woodburnsd.org (503) 980-6208

Karen Ramos/Athletic Secretary: kramos@woodburnsd.org (503) 980-6284

Matt Bowman/Athletic Trainer: mbowman@woodburnsd.org (503) 980-6284

## 3. Student-Athlete Expectations

Woodburn student-athletes are expected to:

- Remain academically eligible under OSAA, district, and school requirements.
- Attend school regularly and arrive on time.
- Demonstrate commitment, effort, coachability, and a positive attitude.
- Follow team rules, coach instructions, school expectations, and district policies.
- Treat teammates, coaches, officials, opponents, staff, and spectators with respect.
- Represent Woodburn with integrity, sportsmanship, and good citizenship.
- Promptly report injuries, illnesses, or health concerns to a coach or athletic trainer.
- Communicate honestly, respectfully, and promptly with coaches and teammates.
- Care for school-issued equipment and return all items at the end of the season.
- Make decisions that support personal health, safety, and the positive reputation of the team and school.

Failure to meet these expectations or additional program expectations may result in consequences, up to and including removal from a team, consistent with district policy and applicable law.

## 4. Participation Requirements

Before participating in any practice, tryout, or contest, students must complete all requirements established by Woodburn School District and OSAA. Requirements may include:

- Complete the athletic registration and required parent/guardian and student acknowledgments. Submit the athletic registration form and have it processed before any participation in practice or program activities.
- Submit a current OSAA-approved physical examination form, within the required 2 year validity period (9th/11th grade) or as necessary.
- Provide proof of health/accident insurance.
- Complete required concussion education and any other safety education at the required intervals.
- Meet all OSAA, district, and school academic and participation eligibility requirements.

The athletic office must verify that all required forms and clearances are complete before a student participates.

## 5. Athletic Fees

Woodburn School District does not charge athletic participation fees.

## 6. Academic Eligibility, Attendance, and Behavior

Students who participate in co-curricular activities will adhere to all Oregon School Activities Association (OSAA) policies, rules, regulations, and guidelines.

**OSAA Academic Eligibility Policy**

**Rule:** An eligible student must be enrolled full time and making satisfactory progress as defined in this rule.

**Full-Time Enrollment.** For purpose of this rule, a full time student is one who is enrolled in high school, attending regularly and passing in courses offered by a high school, college, work experience or other school-approved educational activities (including summer school or night school) equivalent to at least the quantity listed on the appropriate line of the chart below. In addition, a fulltime student shall have been enrolled in school, attended regularly and passed subjects equivalent to at least the quantity listed on the appropriate line of the chart below during the immediately preceding transcripted grading period.

| Number of Classes Offered | Minimum Number Passed | Minimum Credits Earned |
|---|---|---|
| 4 | 3 | 1.5 |
| 5 | 4 | 2.0 |
| 6 | 5 | 2.5 |
| 7 | 5 | 2.5 |
| 8 | 5 | 2.5 |

**Satisfactory Progress Toward Graduation**.

In addition to the specific credit requirement identified in Rule 8.1.1, to be scholastically eligible, a student must be making satisfactory progress towards the school's graduation requirements by earning a minimum of the quantity of credits indicated on the chart below for the specified year.

| Credits to Graduate | 24 |
|---|---|
| Credits Per Year | 6 |
| Required Prior to Year 2 (75%) | 4.5 |
| Required Prior to Year 3 (85%) | 10.0 |
| Required Prior to Year 4 (95%) | 17.0 |

**Eligibility:** Eligibility for participation will be determined by OSAA policy on credit accumulation and student grades. (see above)

**Academic Status**

**Good Standing:**

Student has the required credits and grades to meet all OSAA requirements.

**Ineligible:**

A. Student is either credit deficient or does not have sufficient grades to meet OSAA requirements.

B. Student has not fulfilled required Study Hall requirements

**Probation:**

Students who do not earn C's or better, as documented at each grading period, will be required to attend WHS Study Hall. Failure to complete this requirement will result in a student's status being changed to ineligible until they attend the next Study Hall. (This is not offered every week, so it is vital that students attend the next scheduled date.) Eligibility concerns will be directly handled by the Athletic Department.

**Academics and Behavioral Expectations:**

Students participating in school athletics are expected to pass and successfully meet all OSAA eligibility guidelines. Students are also expected to meet the behavioral standards of their classes, their school, and the district.

Students who fail to meet appropriate academic or behavioral standards may be withheld from or dismissed from participation in school activities. (i.e., excessive tardiness, disorderly conduct, insubordination)

OSAA Ejection: Student athletes who are ejected from an athletic contest will be required to pay the OSAA $75 fine and serve a two game suspension

For all activities held away from Woodburn High School, students will ride to and from the activity on school transportation.

Students are personally responsible for all school equipment issued to them and must return it in good condition and on time. Students will pay for equipment lost or damaged at replacement cost.

**Students are ineligible to participate in practice or in an activity/contest if they skip class or if they have been placed on suspension or expelled. Students must be in school all day in order to participate. Exceptions include prearranged absences, doctor appointments, school-related absences, or administrator approval.**

If a student turns out for a sport/activity and quits or is dismissed because of disciplinary reasons, the student is ineligible to turn out for another sport/activity for the remainder of the school year without the approval of the WSD administrative team.

**Attendance Expectations:**

Students participating in athletics/activities are expected to attend all practices. If a student misses a practice/event, they must contact the coach/advisor in advance. Failure to meet this expectation may lead to the following:

Consequence for Unexcused Absence:

| | |
|---|---|
| First offense: | Player will be suspended for the next athletic contest |
| Second offense: | Player will be placed on an attendance contract |
| Third offense: | Player will be suspended from athletics for the remainder of the year. |

Programs may have additional expectations/policies. Signed copies to remain on file. *

## 7. Locker Rooms and Security

Student-athletes are responsible for keeping locker rooms clean, orderly, and respectful. Students should secure personal belongings and should not leave valuables unattended. Woodburn High School is not responsible for personal items that are lost, damaged, or stolen, except as required by law or district policy.

Food, drink, equipment, and personal items must be stored appropriately. Items left behind may be moved to lost and found or handled under school procedures.

Students may not access cell phones or other devices in bathrooms or locker rooms at any time

## 8. Team Selection and Roster Procedures

Team selection is the responsibility of the head coach, subject to district policy and oversight by the Athletic Director. Participation on a particular team is not guaranteed. Roster decisions may consider:

- Sport-specific skill and demonstrated performance
- Effort, work ethic, and coachability
- Attendance, punctuality, and commitment
- Academic and behavioral standing
- Team needs, position balance, and safety
- Understanding of team systems and responsibilities

When roster reductions are necessary, coaches should:

- Communicate expectations, tryout procedures, evaluation criteria, and roster needs clearly.
- Use consistent, sport-appropriate evaluation criteria.
- Provide multiple evaluation opportunities when reasonably possible.
- Keep appropriate notes supporting roster decisions.
- Communicate decisions privately and respectfully with students who are not selected.
- Offer constructive feedback when appropriate and explain available opportunities in other programs.

Returning athletes and previous varsity letter recipients are not guaranteed a roster position. Decisions involving significant safety concerns should be discussed with the Athletic Director when practicable. Students not selected for one team may try out for another sport if timelines and eligibility requirements permit.

Removal from a team for serious misconduct, insubordination, attendance issues, or significant violations may affect participation in another sport, subject to review by the Athletic Director and applicable district policy.

## 9. Multi-Sport Participation

Woodburn High School encourages students to participate in multiple sports. Multi-sport participation supports broad athletic development, school connection, and lifelong activity.

Student-athletes are generally expected to complete their current season before fully transitioning to the next season unless coaches and the Athletic Director approve a transition plan. When school-sponsored activities overlap, coaches should communicate and collaborate to support the student. Students are responsible for communicating conflicts as early as possible.

Participation in another school-sponsored activity is not automatically an unexcused absence. However, missed practices may affect preparation, team role, or playing time.

## 10. Playing Time

Playing time decisions are the responsibility of the coaching staff. These decisions are based on the level of competition, the goals of the program, athlete development, and what the coach believes best supports the team.

At developmental and sub-varsity levels, coaches are encouraged to provide meaningful opportunities for participation and skill development. At the varsity level, playing time is more directly connected to competitive performance and team needs.

Factors may include attendance, effort, attitude, coachability, skill development, performance, knowledge of systems, preparation, academic or behavioral standing, and team needs. Playing time is not guaranteed and is not determined by parent pressure or prior participation.

Coaches are encouraged to communicate role expectations and provide athletes with constructive feedback. Concerns should be addressed through the communication process in this handbook; playing-time decisions themselves are coaching responsibilities.

## 11. Athletic Training, Injury Management, and Return to Play

The health, safety, and well-being of student-athletes are the highest priority. Student-athletes must promptly report injuries, illnesses, pain, concussion symptoms, and other health concerns to a coach and athletic trainer.

Athletic trainers and qualified medical personnel may evaluate an athlete and recommend or require removal from practice or competition when participation may place the student at risk. Coaches must respect medical restrictions and may not direct an athlete to return against medical advice.

Written medical clearance from an appropriately licensed healthcare provider may be required before return to participation, particularly following concussion, significant injury, surgery, or a condition that limits safe performance. The athletic trainer and district procedures will guide return-to-play decisions.

Athletes are expected to honestly disclose symptoms, follow treatment and rehabilitation recommendations, and avoid concealing injuries. Coaches should report injuries that affect an athlete's ability to perform safely and should cooperate with the athletic trainer's documentation and return-to-play process.

When appropriate and medically permitted, an injured athlete may be expected to remain connected to the team through meetings, practices, or contests in a modified role. Expectations must account for the athlete's medical restrictions and recovery needs.

## 12. Awards and Recognition

Awards recognize achievement, improvement, commitment, leadership, sportsmanship, and contribution to the team. Coaches may consider character, integrity, attendance, effort, improvement, leadership, performance, and adherence to team expectations.

Each head coach establishes and communicates sport-specific varsity lettering criteria when possible. A varsity letter is not automatic based solely on roster membership; criteria may reflect the sport, participation opportunities, competitive schedule, and program standards.

All-league, conference, and special awards are governed by the applicable league or conference procedures. WHS athletic department provides each program with 3  plaques, WHS athletic participation certificates, All league certificates and OSAA All state certificates.

The WHS Athletic department will support all athletic programs in their last contest of the OSAA calendar year with a senior recognition.  Student-athletes will be given a small gift bag and rose. Student-athletes will be asked to submit a senior bio prior to the recognition.

## 13. Transportation

School transportation is provided to athletic contests when arranged by the district. Student-athletes are expected to travel with their team unless an alternative arrangement has been approved in advance by the Athletic Department.  Contact with the Athletic department and program coach should be made as soon as possible regarding this request.

Requests to leave with a parent/guardian need to follow the program check-out procedure. Parents/guardians will contact the program coach to sign-out the student athlete, acknowledging that the student will be traveling with their family.  Requests for student self-transport require advance approval and any required written parent/guardian authorization. Families should not assume that an alternative arrangement is approved until they receive confirmation directly from the athletic department.

Team transportation is an extension of the school environment. Student-athletes must follow directions from coaches, drivers, and chaperones; remain with the group; treat others respectfully; and help maintain a safe travel environment. Violations may result in loss of transportation privileges or other consequences consistent with district policy.

## 14. Equipment and Uniform Responsibility

Student-athletes are responsible for equipment, uniforms, and other school-issued property. Items must be returned by the program deadline and in acceptable condition, allowing for normal wear. Students may be held responsible for lost, damaged, or unreturned items as permitted by district policy.

Outstanding equipment obligations may affect future participation only as allowed by district policy. Coaches should maintain accurate inventory and communicate return deadlines and replacement procedures before the end of the season.

## 15. Communication, Complaints, and Conflict Resolution

Woodburn Athletics values open, respectful, timely, and solution-focused communication. Most concerns are best addressed first by the people closest to the situation. The shared goal is to support student-athletes and resolve misunderstandings constructively.

### Recommended Communication Process

1. Student-athlete and coach: When appropriate, the student-athlete should first speak directly with the coach. Self-advocacy is an important life skill.

2. Parent/guardian and coach: If additional support is needed, the parent/guardian may contact the coach to schedule a meeting. Please do not confront coaches immediately before, during, or after a practice or contest. A 24-hour cooling-off period after a contest is encouraged. Contacting the Athletic Department to help set-up the meeting is always an option.

3. Athletic Director: If the concern remains unresolved, request a meeting with the Athletic Director. The student-athlete should generally participate when appropriate.

4. School administration: The Athletic Director may refer a matter to the principal or district administration when needed or when district policy requires it.

**5.** Formal Complaint Process: If a student-athlete or parent/guardian feels their concerns have not been adequately addressed through the steps outlined above, they may pursue the district's formal complaint process in accordance with district policy.

### Topics Appropriate for Discussion

- Student-athlete development and well-being
- Team expectations and communication
- Academic, attendance, or health and safety concerns
- How families can support student growth
- Clarification of a policy or process

### Topics Generally Not Appropriate for Discussion

- Playing time or a guarantee of a particular role
- Team strategy, play calling, or game plans
- Position assignments or decisions involving another student-athlete
- Selection of captains or other competitive decisions

Formal reports involving discrimination, harassment, bullying, hazing, retaliation, Title IX, civil rights, suspected abuse, suspected criminal activity, or other serious misconduct should be reported promptly to the Athletic Director, principal, or appropriate district administrator. These reports may bypass the informal athletic communication process and will be handled under district policy and applicable law.

Nothing in this process prevents a student or family from making a formal complaint, contacting the appropriate district coordinator, or reporting an urgent safety concern to the appropriate authority.

## 16. Student-Athlete Code of Conduct

This rule is in effect from the first day an athlete begins participation in a high school sport throughout the remainder of the school year and all subsequent years of the student athlete's attendance in the Woodburn School District. **It is in effect 24 hours a day.**

The guidelines set forth in this rule have been established as a minimum code for athletes. This rule will be administered by the coach in conjunction with the building administration. This rule does not supersede the district's student discipline policy and rules.

Before participating in a sport, the student athlete and his/her parents or guardian are expected to sign this rule as part of the Woodburn High School Code of Conduct. By their signature, the student athlete and parent agree that the student athlete shall comply and abide by the terms and conditions of this rule immediately following the execution of this rule, at all times, throughout the remainder of the student athlete's high school attendance.

## Core Expectations

- Demonstrate honesty, integrity, accountability, and respect.
- Treat teammates, opponents, officials, coaches, staff, and spectators appropriately.
- Follow school, district, team, conference, and OSAA rules.
- Promote sportsmanship and positive citizenship.
- Make decisions that support personal health, safety, and well-being.
- Avoid conduct that brings discredit to the student, team, or school.

## Prohibited Conduct

Prohibited conduct may include, but is not limited to, the following, subject to district policy and applicable law:

- Use, possession, purchase, distribution, or being under the influence of alcohol or illegal drugs.
- Misuse or unauthorized possession or distribution of prescription medication.
- Use or possession of tobacco, nicotine, vaping products, or related paraphernalia.
- Hazing, bullying, harassment, discrimination, intimidation, retaliation, or threats.
- Fighting, violence, or conduct that jeopardizes the safety of others.
- Criminal conduct or significant violations of school, district, team, conference, or OSAA rules.
- Knowingly remaining at an event or gathering where prohibited activity is occurring, when district policy makes that conduct a violation.

## Consequences and Due Process

Athletic consequences may include education or restorative activities, a warning, probation, loss of leadership responsibilities, suspension from practice or competition, or removal from a team or athletic program. Consequences must be consistent with district policy, the student handbook, OSAA rules, and applicable law.

Before imposing a consequence, the Athletics Department will review the available information, consider the student's opportunity to respond, and consult the school administration as appropriate. Relevant factors may include the seriousness of the conduct, safety impact, prior history, honesty, accountability, cooperation, and mitigating circumstances.

The admission of facts which constitute a criminal offense or conviction of a criminal offense, either felony or misdemeanor (excluding minor traffic violations) may result in a suspension from game participation for a maximum of nine weeks from the date of the admission or conviction or the beginning of the competition season.

In-school suspension shall result in denial of participation in competition events, unless the student athlete attends, fully participates and completes the in-school suspension requirements

Accumulating two team suspensions by the coach during a sport season will result in dismissal from the squad for the duration of the sport season.

Athletes cannot participate in interscholastic practices, activities, or competitive events during a school suspension.

No student involved in an interscholastic athletic program shall knowingly possess, use, transmit, or be under the influence of alcohol, a tobacco product, performance-enhancing drugs, inhalants, or controlled substances of any kind (except as prescribed by a medical professional) during a school year.

The possession, use, or transmittal of alcohol, performance-enhancing drugs, inhalants, or controlled substances, or a determination by a school official that a student-athlete used either alcohol, tobacco, performance-enhancing drugs or controlled substances will subject the student athlete to consequences in accordance with board policy.

### Ejections and OSAA Penalties

Student-athletes ejected from a contest are subject to applicable OSAA rules and penalties, as well as any additional school or team consequences permitted by district policy. The Athletic Director will communicate applicable requirements. Any OSAA fine or financial responsibility must be handled in accordance with current OSAA and district procedures. Student-athletes who are ejected from an OSAA contest and are fined by the OSAA will be responsible for paying the ejection fee.

## 17. College Recruiting and Information Sharing

Student-athletes may receive communications from colleges, universities, military academies, and other post-secondary institutions regarding admission, academic opportunities, and athletic recruitment.

Woodburn High School may share directory information or athletic participation information only as permitted by law and district policy. Parents/guardians who wish to restrict the release of directory information should contact the district and follow its established procedures. Student-athletes are encouraged to communicate with the Athletic Director and school counselor when seeking guidance about college athletics and eligibility.

The WHS Athletic Department will offer a yearly “signing” day in May to recognize students who intend to participate in collegiate activities. All students are welcome to participate; simply contact the WHS Athletic Department or program coach.

## 18. Equal Access, Section 504, ADA, and Title IX

Woodburn School District is committed to providing equal access and opportunity in its educational programs and activities. No student shall be excluded from participation in, denied the benefits of, or subjected to discrimination or harassment in an athletic program on a basis protected by applicable federal or state law or district policy.

Qualified students with disabilities may request reasonable accommodations through the district's established Section 504 and ADA processes. Families are encouraged to contact school administration early, so the district can work collaboratively with the student, family, coaches, and appropriate staff to consider access, accommodations, and safety.

Report concerns involving sex discrimination, sexual harassment, or other Title IX matters to the district's Title IX Coordinator or another designated district official. Reports will be addressed under current district policy and applicable law.

## Woodburn School District Nondiscrimination Notice and Coordinators

Woodburn School District does not discriminate and prohibits discrimination in any programs or activities based on a protected class, including age, citizenship status, color, disability, gender identity, immigration status, marital status, national origin, race, religion, sex, or sexual orientation. See Policies: **Nondiscrimination Policy**, **Policy KL Public Complaints** and related **Complaint Procedures.**

Complaints and/or inquiries regarding discrimination based on any protected class listed here may be directed to the appropriate Coordinator specified below. Unresolved complaints may be appealed to the Oregon Department of Education. Complaints and/or inquiries regarding discrimination based on age, color, disability, national origin, race, and/or sex may be referred to the U.S.Department of Education Office for Civil Rights (OCR).

The following employees are designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator (sex discrimination):**
Casey Woolley, Human Relations and Communication Director
1390 Meridian Dr, Woodburn, OR 97071
Phone Number: (503) 981-2702
Email Address: cwoolley@woodburnsd.org

**Section 504 Coordinator (disability discrimination):**
Michelle Murer, Student Services Director
1390 Meridian Dr
Woodburn, OR 97071
Phone Number: (503) 981-2726
Email Address: mmurer@woodburnsd.org

**ADA/Title II Coordinator (disability discrimination):**
Michelle Murer, Student Services Director
1390 Meridian Dr
Woodburn, OR 97071
Phone Number: (503) 981-2726
Email Address: mmurer@woodburnsd.org

**Civil Rights Coordinator (any discrimination):**
Casey Woolley, Human Relations and Communication Director
1390 Meridian Dr, Woodburn, OR 97071
Phone Number: (503) 981-2702
Email Address: cwoolley@woodburnsd.org

## 19. Parent Permission and Emergency Medical Authorization

By completing the district's athletic registration and authorization process, the parent/guardian gives permission for the student to participate in approved practices, contests, team travel, and other school-sponsored athletic activities.

The parent/guardian understands that athletic participation involves inherent risks, including the possibility of injury. The district and its employees take reasonable steps to provide a safe environment, but all risks cannot be eliminated.

Parents/guardians are responsible for maintaining accurate emergency contacts, medical information, insurance information, and required authorizations in the district registration system. In an emergency, when a parent/guardian cannot be reached, district personnel may seek emergency assistance and medical evaluation consistent with the authorization provided and applicable law.

Families are responsible for understanding the district's student accident/medical insurance provisions. The district's current insurance notice and emergency authorization language must be included in the official registration process.

## 20. Acknowledgment

By completing the Woodburn School District athletic registration process, the student-athlete and parent/guardian acknowledge that they have received or had access to the Woodburn High School Student-Athlete & Parent Handbook, understand that participation is a privilege, and agree to follow applicable school, district, team, conference, and OSAA expectations.

Student-athletes and parents/guardians are responsible for reviewing updates to district policies and athletic procedures. The district reserves the right to revise this handbook as necessary, consistent with law and district policy.

Student acknowledgment: Completed during pre-season meeting prior to the first athletic contest

Parent/guardian acknowledgment: Completed during pre-season meeting prior to the first athletic contest

### Handbook Disclaimer

This handbook provides general information about Woodburn High School Athletics. It does not create a contract, alter district policy, or supersede applicable law, OSAA rules, collective bargaining agreements, board policies, administrative regulations, or the Woodburn School District student handbook. The district may revise procedures and information as necessary. Where a conflict exists, controlling law, board policy, district administrative rules, and applicable OSAA requirements govern.

## 21. Athletic Event Management: Admission, Re-Entry, and Passes

Families and spectators should be able to find consistent information about admission and event-entry expectations before arriving at a contest. The Athletic Department will publish admission prices and procedures on the athletics website, in the applicable event information, and through

visible event signage, and also located in the league SOP document, which is posted on the district athletic website.

## Admission Fees and Accepted Payment

**TICKET PRICES – Per Greater Metro League SOPs**

$8 Adults

$5 Students without ASB

$4 Children K-8

Seniors 65+ & Kids under 4 FREE

Cash and card are accepted. Please note that card payment may be restricted at some events.

## Re-Entry Expectations/No Outside Food or Drink

To maintain a safe, orderly, and supervised environment at all athletic events, Woodburn School District enforces a **NO RE-ENTRY POLICY** at designated ticketed athletic competitions and events. Events will display clear signage at the ticketing table/booth.

- Once a spectator enters an athletic event, leaving the facility or designated event area constitutes the end of their admission.
- Spectators who exit the event for any reason, including going to their vehicle, visiting the parking lot, or leaving campus, will not be permitted to re-enter.
- This policy applies to all spectators, including students, parents, family members, and community members, regardless of whether they have purchased an admission ticket or entered using a pass.
- Purchasing an admission ticket provides admission for one continuous visit. It does not provide unlimited entry and exit privileges.
- Halftime, intermissions, and other breaks in competition do not create an exception to this policy.
- Exceptions may be authorized by the Athletic Director or designated event administrator for legitimate medical, disability-related, or emergency/extenuating circumstances.

To support our athletic programs and maintain appropriate facility standards, outside food and beverages are not permitted inside Woodburn School District athletic event venues.

- Spectators may not bring outside food, snacks, or beverages into athletic facilities or designated event areas. Due to the high volume of spectators and the nature of event operations, it may not be possible to identify every instance. All violations identified by event staff will be addressed to the best of our ability.
- This includes food and drinks brought from home, restaurants, convenience stores, or vehicles.
- Food and beverages purchased through the authorized event concession stand are permitted.
- Exceptions may be made for documented medical, dietary, disability-related, or other approved accommodations.
- Event staff reserve the right to deny entry with prohibited food or beverages or require those items to be returned to the individual's vehicle before admission.

## Hand Stamps

WHS athletic department may use hand-stamping during ticketed events. Stamping is used to track payment; it does not validate re-entry.

### Volunteer and Other Passes

WHS admissions accepts all OSAA passes and league passes for admission to ticketed events. Volunteer passes are offered to all interested individuals.

Steps for volunteer pass:

- Complete the WSD volunteer form located on the district website
- Contact the WHS athletic department about interest in volunteering with the department
- The WHS athletic department will verify district volunteer approval and provide a Greater Metro Conference (GMC) volunteer pass, along with a volunteer assignment.

## 22. Athletic Website and Event Information

The school athletics website will serve as a central location for current spectator information and links to governing procedures. It should include:

- Link to OSAA website for all program schedule information.
- Woodburn High School Athletic Handbook
- Links to Greater Metro Conference (GMC) league Standard Operating Procedures (SOP).
- Contact information for questions and complaints.
- Volunteer Application
- Woodburn School District Fundraising Application

## 23. Event Signage and Entrance Staff Procedures

Signs at athletic entrances will clearly explain re-entry expectations and other event-specific rules. Signage will be easy to locate, readable, and adequately lit. Key information will be available in languages accessible to Woodburn families, consistent with district communication practices.

## 24. Concessions, Fundraising, Donations, and Financial Transparency

WHS concessions stand is run on a volunteer basis and scheduled through the WHS concession coordinator. Interested people should contact the WHS athletic department for support.

***Allocations:*** Programs earn a minimum of $70 per event, plus 10% of the proceeds. Money is allocated to the ASB accounts for each group and the general concession stand ASB.

Fundraising and donations must follow district approval, accounting, and student activity fund procedures. Fundraising applications can be picked up at the WHS athletic department or on the district website. **Programs involved in fundraising must get approval from the Superintendent and all participation in any athletic fundraising or financial donation must be optional for Woodburn families.**

Woodburn school district and the WHS Athletic department are committed to financial transparency and responsible stewardship of athletic funds. Parents, guardians, and community members seeking detailed financial information, including athletic budgets, revenue, expenditures or accounting records, are encouraged to contact the District Business Office and follow the district's established public records request process. Financial records will be made available in accordance with applicable public records laws and district procedures.

## 25. Woodburn Athletics and the Bulldog Foundation

The Woodburn High School Athletics Department and the Woodburn Bulldog Foundation (WBF) are two separate organizations with distinct roles and responsibilities. The Athletics Department operates under the direction of the Woodburn School District and is responsible for administering and overseeing school athletic programs. The Bulldog Foundation is an independent, nonprofit organization governed by its own Board of Directors.

The Bulldog Foundation does not directly fundraise on behalf of the Athletics Department, nor does the Athletics Department direct or manage the Foundation's fundraising activities. Rather, the Foundation independently raises funds through its own volunteers, activities, and initiatives to support extracurricular opportunities for Woodburn High School students, including athletics.

Through its independent fundraising efforts, the Foundation may provide financial support for athletic programs, clubs, and other extracurricular activities by helping purchase equipment, supplies, and improvements beyond what school budgets provide. The Foundation collaborates with coaches, advisors, and school administrators to identify opportunities for support while maintaining its independent governance and financial responsibilities.

## 26. Family Communication and Preseason Orientation

Coaches and the Athletic Department will share consistent information about schedules, event logistics, permission slips, team expectations, and changes affecting students and families. Families should receive timely notice of events, transportation and travel requirements, and special activities.

Woodburn School District has selected ParentSquare as a communication platform for program coaches. Preseason meetings will take place at the beginning of each season to review the athletic handbook, calendars, and program expectations.

## 27. Program Oversight and Follow-Through

The Woodburn High School Athletic Department is committed to maintaining consistent procedures, clear communication, and accountability across all athletic programs.

**Program Oversight**

The Athletic Director will:

- Ensure that coaches and event staff are informed of current district, league, and athletic department procedures.
- Review athletic program expectations with coaches before each season.
- Monitor the consistent implementation of athletic procedures, including event admissions, re-entry, transportation, communication, and student-athlete expectations.
- Coordinate updates to the athletics website, handbook, and other family communication materials.
- Address operational concerns and identify areas where additional clarification, training, or procedural improvements may be necessary.

**Concerns and Follow-Through**

When concerns regarding athletic procedures or program operations are brought forward, the Athletic Department will:

1. Review the concern and determine the appropriate person or department responsible for addressing it.
2. Communicate with the individuals involved to gather relevant information.
3. Identify any necessary corrective actions, clarification, or procedural improvements.
4. Assign responsibility for implementing those actions and establish appropriate timelines.
5. Follow up as needed to ensure that identified actions have been completed.

**District Oversight and Formal Complaints**

The Athletic Department operates under the supervision of Woodburn School District. Formal complaints will be addressed through the district's established complaint procedures and referred to the appropriate district administrator when necessary.

The Athletic Director will collaborate with the supervising district administrator to review significant operational concerns, identify needed improvements, and support consistent implementation of district expectations.

**Continuous Improvement**

The Athletic Department will periodically review its procedures, family communication practices, and program operations to identify opportunities for improvement. Updates will be communicated to coaches, staff, student-athletes, and families as appropriate.

## 28. Handbook Acknowledgment

# WOODBURN HIGH SCHOOL

## STUDENT-ATHLETE & PARENT HANDBOOK

## ACKNOWLEDGMENT OF RECEIPT AND AGREEMENT

Grade: _____ Season: _____ Sport / Activity:_____

Student-Athlete Name:_____

**Please read the statements below. This signed acknowledgment will be maintained by the Woodburn High School Athletic Department for the season identified above.**

• We acknowledge that we have received or have been provided access to the 2026–2027 Woodburn High School Student-Athlete & Parent Athletic Handbook and understand that we are responsible for reviewing its contents.

• We acknowledge that the handbook describes expectations, policies, procedures, and rules that apply to participation in Woodburn High School Athletics, including student-athlete conduct, academic eligibility, attendance, team expectations, safety, transportation, equipment, communication, and athletic event procedures.

• The student-athlete agrees to follow applicable school, district, team, conference, and Oregon School Activities Association (OSAA)rules and expectations. The parent/guardian agrees to support the student-athlete in understanding and following these expectations.

• We understand that participation in athletics is a privilege, not a right, and that failure to meet applicable expectations may result in consequences consistent with district policy, the handbook, OSAA rules, and applicable law.

• We understand that district policies, OSAA requirements, and athletic procedures may be updated. We are responsible for reviewing communicated updates and seeking clarification from the coach or Athletic Department when needed.

IMPORTANT: This acknowledgment confirms receipt/access to the handbook and agreement to follow applicable expectations. It does not replace athletic registration, parent permission, emergency medical authorization, required physical examination, insurance verification, or any other required district forms.

Student-Athlete Signature: _____ Date: _____

Printed Name: _____

Parent/Guardian Signature: _____Date: _____

Printed Name: _____