

**COACHES/SPONSORS/ADVISORS
ACTIVITIES/ATHLETIC HANDBOOK
CASCADE PUBLIC SCHOOLS DISTRICT 3 & B**



Academic School Year 2019-2020

CASCADE SCHOOL DISTRICT ADVISORS ACTIVITIES-ATHLETIC HANDBOOK 2019-2020
HANDBOOK INDEX

Equal Education Opportunities	Page 4
Purpose of Handbook	Page 4
Activities Philosophy	Page 4
Academic Eligibility for Participation	Page 5
Accident Report Procedure	Page 5
Awards Criteria	Page 5
Age Rule – MHSAA	Page 7
Assumption of Risk Statement	Page 7
Attendance the Day of an Activity	Page 7
Booster Organization Procedure	Page 8
Bullying, Harassment, Intimidation, Hazing	Page 9
Cell Phone Use	Page 11
Child Abuse	Page 12
Clinics	Page 12
Coaches Checklist for Finishing your Season	Page 13
Coaches Guiding Principles	Page 13
Coaches Code of Ethics	Page 14
Coach/Sponsor/Advisor Rules and Regulations	Page 17
Code of Conduct-Athlete	Page 17
Code of Ethics	Page 19
College Recruiting	Page 19
Concussion Education and Compliance	Page 19
Corporal Punishment	Page 24
Criminal Record Checks/Fingerprinting	Page 24
Cut Policy	Page 24
District Mission, Goals, Philosophy	Page 24
Drug-Free Workplace	Page 25
Discipline and Discharge	Page 25
Dress for Activities	Page 25
Evaluation	Page 26
Facility Supervision	Page 33
Family Night	Page 33
Fundraising	Page 33
Grievance Procedure	Page 34
Insurance and Injury	Page 35
Inventory	Page 35
Job Descriptions (Head and Assistant)	Page 35
Job Descriptions (Assistant High School/Middle School Coaches)	Page 37
Keys/Swipe Cards/Codes	Page 37
Lettering Criteria	Page 38
Meal Procedure	Page 38
Medical Information Form	Page 38
Medication Policy	Page 38
MHSAA Certification Requirements	Page 38
Open Gym	Page 39

Out-of-State Trips	Page 39
Overnight Policy	Page 39
Participation Fee (Collection and Tracking)	Page 41
Physical Exams (MHSA)	Page 42
Permission to Participate	Page 42
Procedure for Handling Injuries	Page 42
Purchasing Procedures	Page 44
Rosters	Page 44
Scheduling Practice Times and Contests	Page 44
School Sponsored Trips	Page 44
Social Media/Networking Policy	Page 44
Sportsmanship	Page 45
Student Sign-out Sheet	Page 47
Supervision of Facilities	Page 47
Supervision of Athletes	Page 47
Suspension or Exclusion from Team	Page 47
Student and Parent/Legal Guardian Due Process	Page 47
Tobacco Free Workplace	Page 48
Travel Rules, Regulations and Procedures	Page 48
Travel List	Page 49
Uniform/Equipment Replacement/Rotation Procedure	Page 49
Volunteer/Chaperone Procedure	Page 49
Video Surveillance	Page 50
Accident Report Form	Page 51
Permission to Participate Form	Page 52
Medical Release Form	Page 53
Student-Athlete & Parent/Legal Guardian Concussion Statement	Page 54
Advisor Travel Release From Activities	Page 55
Coach/Sponsor/Advisor Acknowledgment Sign-off	Page 56

CASCADE PUBLIC SCHOOL ACTIVITIES-ATHLETIC HANDBOOK 2019-2020

Cascade Public Schools District 3 & B will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity. School Board Policy 3210

PURPOSE

The purpose of this guide is to establish rules, procedures, policies, and philosophy as it pertains to the Cascade Public Schools Athletic and Activities Programs. The fundamental purpose of the athletic/activities program is to facilitate development of:

- Sportsmanship,
- A sense of responsibility to themselves and others,
- A devotion to an athletic and/or activities assignment,
- Pride of accomplishment of a job done to the best of one's ability,
- Sense of belonging to a group,
- Social values derived from contact with students and adults from other communities and
- Healthy behaviors of participants.

ACTIVITIES PHILOSOPHY

It is our philosophy that participation in co-curricular activities is an integral and vital part of the total educational program.

The clubs, activities, and athletics provided by Cascade Public Schools District 3 & B shall afford opportunities for students to involve themselves outside the classroom. Besides providing these programs, the District encourages student involvement because it benefits both the individual student and the school. The student derives cooperation, dedication, personal pride and ownership, sense of purpose, enhanced self-worth, loyalty, success and recognition, physical and social development, and a wholesome use of time.

Student interest leads to pride in school, citizenship, leadership, democratic experience, and character development. Teamwork, sportsmanship, and respect for others' rights and views are advanced.

Therefore, we believe it is the responsibility of the District to identify and maintain a mix of activities that motivates an optimum number of students without encroaching on one another. It is further incumbent upon the District to encourage participation by students for the above-mentioned reasons and their synergistic effect on the school community.

Finally, we believe that these activities are not an end in themselves, but vehicles to work with students. We want to "win" not for "winning's sake," but because the desire to excel is a worthwhile lifetime goal. We do not subscribe to a "winning at all costs" philosophy. We value the importance of good sportsmanship, giving one's best effort, winning humbly, and losing with grace. We believe it is not the score that makes one a "winner" or a "loser".

GENERAL INFORMATION RELATING TO POLICIES

ACADEMIC ELIGIBILITY FOR PARTICIPATION

Cascade Public Schools eligibility rules apply to all extracurricular (athletics) and co-curricular (clubs, organizations, Science Fair, Pep/Cheer, band, choir, etc.) activities. Students not meeting Cascade Public School eligibility requirements may be allowed to participate in practice or in-school activity requirements at the discretion of the coach or advisor; however, they will not participate in any activity or contest representing Cascade Public School.

Cascade Public Schools will follow the eligibility rules as set forth by the Montana High School Association which reads as follows:

1. **MHSA Requirement:** A student must be enrolled and have received a passing grade in at least twenty (20) periods of prepared class work or its equivalent in the last previous semester in which the student was in attendance. Failure to meet this requirement will result in one (1) semester of ineligibility. Middle school students will be required to receive a passing grade in ten (10) periods of prepared work per week. A homeschool student is not eligible to participate for an MHSA member school. (Article II, Section (2) Eligibility, MHSA handbook)
2. No student who is enrolled in a grade below the ninth shall be eligible to participate in a MHSA Association Contest, except as established in Section (5) of the MHSA handbook.
3. Academically ineligible participants will be expected to practice, but will not be allowed to participate in games, meets, or performances or travel with the team or group. Students who are ineligible to participate in activities due to inadequate grades, as outlined, will not be allowed to sit with the team at competitions or events.
4. **Weekly "F" Policy:** A student must be receiving a passing grade in ALL classes. Eligibility for passing will be determined weekly beginning on the third week of each quarter. The Principal will send out an Activity Eligibility Report every Tuesday during the season. This report will show all participants with a failing grade in any classes. If a participant appears on this report, they will have one probationary week to pull up their grade from an "F" to a passing grade. If their name appears on the list the following week, in any class, they will be ineligible for participation in any activities until the following Tuesday when the next report is run. Students and parents should continually monitor "Infinite Campus" so they are aware of what their student athletes grades are in each class. **Any student in grades 9-12 who receives three or more F's in a quarter or semester will be ineligible for an entire semester as per MHSA rules. Students involved in High School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.**

Cascade Public Schools further stipulate:

5. **Transfer Rule:** A student of any grade level who changes high school districts, except upon a corresponding change of residence of parent or legal guardian shall be ineligible to compete on a varsity team for a period of 90-days. (See MHSA Official Handbook for waiver requirements)

Accident Report Form and Procedure

Injuries: All injuries are to be reported immediately to the coach/advisor/activity director regardless of the nature of the injury. The coach/advisor/director will fill out an accident report form and file it in the AD's office within one (1) school day of the accident. The AD will file a copy in principal's the office. See appendix for Accident Form.

Awards

Each Boys and Girls sport will be provided with Three (3) post-season awards paid for by the school. Awards may be the Head Coach's choosing.

Criteria for Athlete of the Year

An athlete must participate in at least three sports and be nominated by two or more head coaches to be considered for "Athlete of the Year". Once nominated, the determination of one male and one female "Athlete of the Year" will be based upon the total points gained from the following four categories:

1. TEAM AWARDS

Each individual sport will have 15 points to be issued towards team awards: captain, MVP, Most Improved, etc. No one award or selection of the athlete will be made by the varsity head coach without recommendation from the support coaching staff.

2. ATHLETIC ACHIEVEMENT

Specific point totals will be made according to athletic achievements at the highest levels of competition; conference and district, then divisional, then state. The abbreviations following the description of the point requirement indicate the sport(s) which apply*.

- | | |
|----------|---|
| 1 point | An individual or team member achieving a 2 nd place finish at district (GVB, T, BBB). |
| 2 points | An individual or team member achieving a 3 rd place conference win (BFB), a 1 st place district win (BBB, GBB, T, GVB), or a 4 th place divisional win (W, G). |
| 3 points | An individual achieving a 3 rd place divisional finish (W, G). |
| 4 points | An individual or team member achieving a 2 nd place conference or divisional title (BFB, BBB, W, G, T, GBB, CC, GVB). |
| 5 points | An individual or team member achieving a 1 st place conference or divisional title (BFB, BBB, W, T, G, CC, GBB, GVB) |
| 6 points | An individual or team member achieving a 4 th , 5 th or 6 th place State Title (BFB, BBB, W, T, G, CC, GBB, GVB) |
| 7 points | An individual or team member achieving a 2 nd or 3 rd place State Title (BFB, BBB, W, T, G, CC, GBB, GVB) |
| 8 points | An individual or team member achieving a 1 st place State Title (BFB, BBB, W, T, G, CC, GBB, GVB) |

3. ATHLETIC HONORS

These are honorary certificates determined by various coaches (MCA) outside the district for, and at, different levels of competition; again, any athlete can only acquire the points obtained at his or her highest level of competition.

- | | |
|----------|--|
| 1 point | An individual or team member achieving an Honorable Mention at the conference or divisional level (BFB, BBB, GBB, GVB) |
| 2 points | An individual or team member nominated to a 2 nd Team all Conference or Division. (BFB, BBB, T, GBB, GVB) |
| 3 points | An individual or team member nominated to a 1st Team all Conference or Division. (BFB, BBB, T, GBB, GVB) |
| 3 points | An individual or team member achieving an Honorable Mention at the State level (BFB, BBB, GBB, GVB) |
| 4 points | An individual or team member nominated to a 2 nd Team All State (BFB, BBB, T, W, G, GBB, GVB, CC) |
| 5 points | An individual or team member nominated to a 1 st Team All State (BFB, BBB, T, W, G, GBB, GVB, CC) |

4. ACADEMICS AND CITIZENSHIP

Because an athlete is a role model on, as well as off, the field of play, academics and citizenship must be encouraged, To this end the following points will be assigned to each nominee.

6 points Academic All-State

0-4 points Citizenship: this point total will be determined from the average value of the points cast by all coaches.

In the event of a tie between two or more athletes of the same gender, the **Activities Director (all occurrences of athletic director have been changed to Activities Director)** will either recommend the title be shared or will assign one point to break the tie.

* BFB – Boys Football

BBB – Boys Basketball

W – Wrestling (Boys and Girls)

T – Track (Boys and Girls)

G – Golf (Boys and Girls)

GBB – Girls Basketball

GVB – Girls Volleyball

CC – Cross Country (Boys and Girls)

Criteria for Induction into the Athletes Hall of Fame

1. All nominations for election must be made to the Activities Director
2. Must have graduated from Cascade Public Schools
3. A minimum for 1 and a maximum of 2 athletes will be elected each year representing each sport and gender
4. Final selection into Athletes Hall of Fame will be made by:
 - A. Activities Director
 - B. Committee appointed by the Activities Director
 - C. Principal

Criteria for Induction into the Coaches Hall of Fame

1. A minimum of five years coaching in this school district
2. Active in promoting athletic activities in the school district
3. Demonstrated competitive excellence at district, divisional, and state competitions
4. Nominated by Activities Director or by two other coaches in this school district
5. Final selection into Hall of Fame will be made by:
 - a. Activities Director
 - b. Principal
 - c. Senior coach on staff (if not related or being nominated)

Age Rule – MHS

Section (7) AGE RULE

7.1 No student is eligible to participate in an Association contest who has become nineteen (19) years old on or before midnight, August 31, of a given year. Therefore, a student who becomes nineteen (19) years old after midnight, August 31, of a given year, will be permitted to compete in all Association contests throughout that school year, under the provisions of this section.

Assumption of Risk Statement

Liability: The coach/advisor/director, any other member of the school staff, or any member of the Board of Trustees will not be held liable or responsible in case of an accident incurred during practice, games, meets, matches, tournaments, concerts, or trips supervised by Cascade Public Schools. Each parent or guardian will be responsible to sign an "assumption of risk" statement indicating that the parents/guardians assume all risks for injuries resulting from such participation. [Board Policy 2151]

Attendance the Day of an Activity

Students must be present for a FULL day (present in seven periods) of school in order to participate in ANY extracurricular activities, including practices. Exceptions may be granted for reasons such as bereavement, a family emergency, court appearance, or a doctor/dentist appointment, as long as the student returns to school with official documentation from the medical/dental office. In cases where a medical note can not be provided (ie: bereavement or family emergency) the student must receive **prior approval from the administration**. A student who leaves school early or arrives to school late due to an illness, not feeling well, or too tired is considered too ill to participate in athletics that day and shall not be allowed to attend a practice or contest.

Students must not leave school during class periods or between classes unless they have reported to the office and received permission from the administration. Students who leave the school building without checking out will accrue an unexcused absence and will be subject to the consequences as for any other unexcused absences. The Cascade County Sheriff's Department will be called to locate any student who cannot be located within 30 minutes of being reported as missing from an assigned class or area.

If a student is absent any portion of a school day in which a team practice or extracurricular contest is scheduled, and the absence is caused from an illness (especially contagious coughs and colds, flu-like illnesses, fever, respiratory illness, chicken pox, pink eye), he or she is not permitted to attend after school practices or participate in the event. If a student is not well enough to attend school he/she is not well enough to attend a team practice or competition either. Documentation from a doctor's office stating the student is not contagious to others must be provided in order to excuse him/her from this requirement.

If a student athlete is injured during an athletic practice or event, and seeks medical advice, that student athlete may not return to practice or contests until Cascade Public Schools receives documentation from a doctor releasing that student to full participation.

Students participating in events that return home late at night must be in school at the regular time the following day unless prior approval is given by the administration. In such cases, arrangements should be made by the coach or advisor with the administration ahead of time.

School Suspension: School suspension means the exclusion of a student from attending individual classes or school **and participating in school activities** for an initial period not to exceed ten (10) school days. This will be treated as an unexcused absence from the activity. [School Board Policy 3300]

Booster Organization Procedure

BOOSTER CLUBS (Policy #4210/4210P)

Donations and support from Booster Clubs, whether actual or "in-kind", should be coordinated with special projects from the district so that the result is balanced and equitable for boys' and girls' programs.

BOOSTER CLUBS

Booster Clubs exist as organizations of parents and interested community persons for the purpose of supporting, encouraging, and advancing the activities program through financial team support. They are responsible for promoting clean-wholesome school spirit, sportsmanship, and high ideals of character. Booster Clubs should operate under the structure of the following guidelines:

1. Clubs should operate according to written constitution and set of bylaws.
2. Clubs should promote projects to improve facilities and equipment necessary to provide adequate activities programs.
3. Clubs should not seek to influence or direct the technical activities of the school administration or of the school officials who are charged with the responsibility of conducting the district activities.
4. Clubs must do nothing, which violates the rules of the Montana High School Association or in any way jeopardizes the membership of the school or district, or the eligibility of any participant, in MHSAA.
5. Clubs should work closely with the building principal/superintendent and athletic/activities director.
6. All funds spent by Booster Clubs in support of activities are subject to the equity requirements of the MHSAA and Title IX. All monies spent must be approved by the building principal and the Activities Director.

Bullying, Harassment, Intimidation, Hazing Policy

HAZING, BULLYING, HARASSMENT & INTIMIDATION

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. **(School Board Policy #3226)**

1. "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
2. "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
 - a. Physically harming a student or damaging a student's property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;

- c. Creating a hostile educational environment, or;
 - d. Substantially and materially disrupts the orderly operation of a school.
3. Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, PDA, social media or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board. Persons who feel they are being harassed or intimidated should take the following steps:

1. Inform the individual that his/her behavior is unwelcome, offensive, or inappropriate. DO NOT assume the problem will go away.
2. Notify a counselor, the Title IX Coordinator, or an administrator right away.
3. Early reporting assists in any investigation.
4. Request a copy of the district’s sexual harassment policy so that reporting processes are clear.
5. Keep notes. Keep a record of dates, times, places and witnesses and descriptions of each incident.
6. Save all notes or records in a safe place.
7. Complainants are permitted and encouraged to have a friend or advisor present with them for moral support during any stage of the investigation of the report. Once a report has been filed with an administrator, Title IX Coordinator or EEO Officer, a confidential and expeditious investigation shall begin following the procedures as outlined in board policy.

Exhaustion of Administrative Remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

SEX BASED DISCRIMINATION AND TITLE IX

No student, on the basis of sex or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX’s sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination on the basis of sex should be directed to the District Title IX Coordinator, located in the Cascade Public School District Administration Office.

Sexual Harassment Policy (B.P. 3225)

Cascade Public Schools is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The district prohibits sexual harassment or intimidation of its employees or students, whether committed by a coworker, supervisor, subordinate, contractor, volunteer, or students, and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the district will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the district prohibits retaliation against any employee or student because he/she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender. This policy applied to individuals attending any events on district property, whether or not district sponsored, and to any school sponsored events regardless of locations.

Definitions: Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical, and/or visual contact of a sexual nature when:

- Submission is made either explicitly or implicitly a term or condition of an individual's employment or education:
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That the conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education;
- Creating an intimidating, hostile or offensive employment or educational environment.
- An intimidating hostile or offensive employment or educational environment or educational environment means an environment in which:
- Unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student or employee feel uncomfortable; or
- An aggressive, harassing behavior in the workplace or school that affects working or learning, whether or not sexual in connotation, is directed toward an individual based on their sex
- FOR A COMPLETE DESCRIPTION of the Cascade District 3B Sexual Harassment Policy refer to Policy Descriptor Code: BP 3225 and 5012 and/or contact the Superintendent.

Title IX and Non-Discrimination Policy (B.P. 5010)

Equal Employment Opportunity and Non-Discrimination

The District will provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work physical or mental disability, if otherwise able to perform essential functions of a other legally protected categories.

The employment procedures of Cascade Public School District 3 & B will be in compliance with all appropriate State and Federal law. LEGAL REF: Constitution of State of Montana; 1972 Education Amendments, Title IX; 1964 Civil Rights Act, Title VI; 1973 Rehabilitation Act, Section 503 and 504; Age Discrimination Act of 1975; Vocational Education Guidelines

Cell phone use by students and staff

Cell Phones and Other Electronic Equipment (Students)

Student possession and use of cellular phones and other electronic mobile devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. At no time, will any student operate a cell phone or other electronic mobile devices with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

The use of cellular phones and other electronic mobile devices at school sponsored activities will be at the discretion of the coach and/or advisor. ~~At no time will video and/or pictures be taken of other individuals without their knowledge or consent.~~

Employee Use of Mobile Devices (Policy 5630 & 8123)

There is an inherent risk of using any mobile device while driving.

The Board recognizes that the use of mobile devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities.

District employees are prohibited from using mobile devices while driving or otherwise operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles for school district purposes. If an employee needs to use their mobile device for an emergency, the employee should pull over to a secure area and park the vehicle. Absolutely **NO** texting is allowed while operating a District owned vehicle.

Staff is encouraged to use any available mobile device in the event of an emergency that threatens the safety of students, staff, or other individuals.

~~A school bus driver is prohibited from operating a school bus while using a cellular phone, including hands-free cellular phone devices, except: during an emergency situation; to call for assistance if there is a mechanical breakdown or other mechanical problem; and/or when the school bus is parked. [Board Policy 8123]~~

Failure to comply with the conditions set forth may result in disciplinary action.

Child Abuse (MCA 41-3-201)

Abused and Neglected Child Reporting (B.P. 5232)

Recognizing the potential harmful effects of child abuse and neglect, Cascade Public Schools here by support those sections within the Montana Criminal Act, which are concerned with the reporting of suspected cases of child abuse and neglect.

A District employee who has reasonable cause to suspect, as a result of information they receive in their professional or official capacity, that a child is abused or neglected by anyone regardless of whether the person suspected of causing the abuse or neglect is a parent or other person responsible for the child's welfare, they shall report the matter promptly to the department of public health and human services through the Child Abuse Hotline 1.866.820.5437. An employee does not discharge the obligation to personally report by notifying the Superintendent or principal.

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

The law provides for all records concerning reporting of child abuse or neglect to be confidential and immunity from any liability, civil or criminal, that might otherwise be incurred or imposed, unless the person acted in bad faith or with malicious purpose. (MCA 41-3-203)

Confidentiality:

The school does not investigate suspected abuse; therefore, discussion of such matters is strictly prohibited. Student information should be kept in confidence and only discussed on a need to know basis. Staff should refrain from any discussion of student confidential information publicly. (MCA 41-3-205)

Clinics

Coaches desiring to attend coaching clinics must do so through the Activities Director's office requesting leave and finances. The Activity Director will determine if budget restraints will allow for ~~the number of~~ coaches to attend. ~~A rotation system for determining leave requests will be established.~~

Coaches Checklist for Finishing your Season

1. INVENTORY complete, up to date, and turned in to the activities director.
2. SELF EVALUATION AND EVALUATION complete (if you are a head coach, you need evaluate your assistant coaches and make recommendations for the next season).
3. EQUIPMENT returned to storage. Equipment needing repair and reconditioning must be separated out, boxed, listed, and turned in to the activities director to be repaired or reconditioned. VIDEO EQUIPMENT must be turned in at the end of each season for cleaning and inspections. Coaches are responsible for all district-owned equipment. You must instruct athletes about the care and cleaning of equipment.
4. AWARDS need to be turned in to the Activities Director during your evaluation. Each varsity sport is allowed up to three speciality awards to be chosen by the coach. Turn in a ROSTER (alphabetical and by grade) of all athletes that participated and all athletes receiving a varsity letter and other awards (indicate the number of years the athlete has received the award) to Activities Director.
5. Turn in a priority list of BUDGET REQUESTS for next season, including recommendations for facility and equipment repair or replacement.
6. Evaluate your part of the program (head coach evaluation form) and make recommendations to the head coach if you are an assistant, and to the Activities Director if you are head coach. Recommendations may involve equipment, schedule, staff, budget, etc.
7. It is recommended that you collect UNIFORMS at the last event and wash them yourself. This will save you time and the frustration of trying to track kids down after the season is over. You will also be assured that the uniforms get washed.
8. Coach's OFFICE CLEANED out, ~~as well as athletic lockers,~~ so they can be readied for the next sport and coach.
9. Record boards and any Hall of Fame, -and trophy engraving completed.
10. Keys must be turned in to the Activities Director during your evaluation. If keys will be needed during off-season training, they must be checked out again.
11. The coaching binder, containing emergency plan, alternative travel forms and physicals must be turned in the day following your last day of competition.

COACHES CHECK-OUT

_____	Keys
_____	Storage of all equipment
_____	Wish List for following season
_____	Physical forms
_____	Inventory
_____	Evaluation
_____	Top 10 List
_____	Spring Order

Coaches Guiding Principles

The health and safety of the athletes MUST come first.

Treat all players as if he/she were your own child- “would I want my child treated in this fashion?”

You and your coaches are in a position to give parents the two things they want most:

They want their child to be happy, and they want their child to be successful.

Athletes FIRST, winning SECOND

Help parents redefine “competition”

Help parents understand what it means to be a winner

Be sure that everyone understands their role and how they can best contribute to the success of the program.

PARENTS ROLE: **Guests** vs. Coaches

Support the coach vs. challengers

Support the program- become ADVOCATES

Be their child’s **best fan**

Support and root for **all members** of the team

Take concerns and problems directly to the coach (**only if you have a child’s permission**). **Follow the chain of command: Coach-A. D.-Principal-Superintendent-School Board**

Understand and **display** appropriate game behavior

Monitor your child’s stress levels at home

Monitor eating and sleeping habits

Help your child keep their **priorities straight**

“Reality test” for your child

Keep sports in its **proper perspective**

Be an appropriate **liaison** to the coach

24-hour rule: Allow time for emotions to cool, fully reflect on the issue you may have, and talk to your student-athlete regarding their feelings on the matter.

99% of all parents out there are sane and workable.

Most parents, who push, do so because they don’t know HOW to be helpful and do not understand the effects that this has on you and their child.

The way that parents behave at their children's athletic events goes a long way toward teaching their children how to behave respectfully on and off the field.

Before parents can help their children get the most out of the sports experience, they must first ask themselves what they expect their children to get from sports.

It is important to understand that **upset** parents are different from difficult parents.

- A reasonable person may get upset and have a momentary lapse of unreasonableness, but are still basically rational and reasonable.
- Difficult people have a psychological need to get attention by disruptive and negative means. They chronically hard to communicate with.

Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times.

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

- **The coach** shall uphold the honor and dignity of the profession. In all personal contact with students, officials, Activities Directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- **The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- **The coach** shall avoid the use of drug, alcohol and tobacco products when in contact with players.
- **The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- **The coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- **The coach** shall exert his or her influence to enhance sportsmanship and professionalism at all times, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, other departments within the district, and administrators.
- **The coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- **The coach** should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- **The coach** shall not exert pressure on faculty members to give student special consideration.
- **The coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.
- **The coach** shall follow the policies and procedures set forth by Cascade Public Schools.

As a Coach:

- I understand that my responsibilities as a coach are of great importance and that my actions have the potential to significantly influence the young athletes whom I coach.

- I understand that many students participate in sports for numerous reasons, and that the number one reason is to have fun.
- I understand that as a coach I am obligated to honor the rules of the District, games, opponents, officials, teammates, staff, and self, and to teach players to do the same.

Therefore, by participating as Coach, I willing agree to adhere to the following Codes of Conduct. I will place the emotional and physical well-being of my players ahead of a personal desire to win.

Expected Behavior:

- Using appropriate language in appropriate tones when interacting with players, league officials, game officials, parents and spectators.
- Include all players in team activities without regard to race, religion, color, sex, sexual orientation, national origin, ancestry, mental or physical disability, economic or social condition, marital status, or any other legally protected classification.
- Conduct myself with the highest degree of integrity and professionalism during and off season.
- Treat all players, league officials, game officials, parents and spectators with dignity and respect.
- Play all players according to the equal participation rules established by the league and the spirit of those rules.
- Encourage players to participate in other sports and activities to promote all aspects of their development.
- Allow reasonable absences from practice.

I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.

Expected Behavior:

- Recognize the differences of each student and treating each player as an individual while demonstrating concern for their individual needs and well-being.
- Encourage all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
- Recognize that some physical tasks, drills and demands are not appropriate for all players.
- Recognize that players may vary greatly in physical, social and emotional maturation and considering these factors when setting up competitions and when interacting with players.

I will do my best to provide a safe playing situation for my players.

Expected Behavior:

- Maintain a high level of awareness of potentially unsafe conditions and report to the Activities Director all unsafe conditions.
- Protect players from sex based harassment, bullying, hazing, intimidation, assault and physical or emotional abuse.
- Correct and avoid unsafe practice or playing conditions.
- Using appropriate safety equipment necessary to protect all players.
- See that the players are provided with adequate adult supervision while under the coach's care.

I will promise to review and practice the basic first aid principles needed to treat injuries of my players.

Expected Behavior:

- Keeping basic first aid supplies available in all practice and game situations.
- Recognize and administer proper first aid to an injured player.

- Demonstrate concern for an injured player, notifying parents and cooperating with medical authorities.
- Protect the players' well-being by adhering to the concussion protocol, removing them from activity when injured and not returning them to activity if they are compromised by injury.

I will do my best to organize practices that are fun, all beneficial and challenging for all my players.

Expected Behavior:

- Establish practice plans that are interesting, varied and productive. Practices need to be aimed at improving all players' skills and individual abilities. Practice plans should be written out and available to view when requested.
- Devote appropriate time to the individual improvement of each player.
- Conduct practices of reasonable length and intensity appropriate for the age and conditioning of the players.
- Coaches should plan to have all members of the team begin and end practice at the same time.

I will lead by example in demonstrating fair play and sportsmanship to all my players.

Expected Behavior:

- Adopt the position, teaching and demonstrating that it is our basic moral code to treat others, as we would like to be treated.
- Abide by and supporting the rules of the game as well as the spirit of the rules.
- Provide an environment conducive to fair and equitable competition.
- Using the influential position of coach as an opportunity to promote, teach and expect sportsmanship and fair play.

I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all Cascade Public Schools sports events.

Expected Behavior:

- Be alcohol and drug free at all team activities or in the presence of players.
- Refrain from the use of any type of tobacco products at all team activities or in the presence of players.
- Refrain from providing any type of alcohol, drug or tobacco products to any of the players.
- Encourage parents to refrain from the public use of tobacco products or alcohol at team activities.

I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.

Expected Behavior:

- Become knowledgeable, understanding and supportive of all applicable game rules, league rules, regulations and policies.
- Teaching and require compliance of these rules among players.

I will use those coaching techniques appropriate for each of the skills that I teach.

Expected Behavior:

- Teaching techniques that reduce the risk of injury to both the coach's own players and their opponents.
- Discouraging illegal contact or intentional dangerous play and administering swift and equitable discipline to players involved in such activity.

I will remember that I am a sports coach and that the game is for children and not adults.

Expected Behavior:

- Maintain a positive, helpful and supportive attitude.
- Exercise authority/influence to control the behavior of the fans and spectators. Exhibit gracious acceptance of defeat or victory.
- Accept and adhere to all league rules and policies related to the participation of adults and youth.
- Allow and encourage the players to listen, learn and play hard within the rules.

Cascade Public Schools reserves the right to take appropriate disciplinary action, up to termination of the contract, involving any coach in violation of this code of conduct.

I acknowledge that I have read the Cascade Public Schools District 3 & B Coaches Code of Conduct and will do my best to fulfill the promises made herein.

Signature

Printed Name

Date

Coach/Sponsor Additional Rules and Regulations

It is **encouraged expected** that all coaches/sponsors develop a list of team rules and non-compliance consequences and distribute to all team members to be reviewed by the participants and parents at the first meeting of the team/group. This will include all common Activity Handbook rules and any additional rules/regulations, **including lettering policy**, the coach/sponsor deems appropriate. The parents and participant will sign the rules and return to the coach/sponsor. A copy of the rules must be on file in the activities office.

Code of Conduct - Athletes

Extra - and Co - Curricular Chemical Use Policy

Students participating in extra- and co-curricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, purchase, or distribute alcohol, tobacco products, alternative nicotine and vapor products, or illegal drugs or abuse prescription or non-prescription drugs during their extracurricular seasons. These rules are in effect twenty-four (24) hours a day. If a student receives a MIP or is seen using tobacco, alcohol, or illicit drugs, the student will forfeit the privilege of participating in accordance with the activities and student handbooks.

Policy Coverage

This policy applies to 6th grade through high school students who are involved in the extra- and co-curricular activities program.

Policy Duration

This policy is in effect each school year from the date of the first practice for fall activities until the last day of school or activities, whichever is later. Violations are cumulative, through the student's period of attendance in grades 6-8 and in grades 9-12. The Administration shall publish the participation rules annually in the activities and student handbooks.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone and mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent and student will be notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in extra- and/or co-curricular activities.

Legal Reference: § 20-5-201, MCA Duties and sanctions

Violation of Rules

First Violation

1. Meet with the parents, coach/advisor and school administrator.
2. Continue his/her involvement in the activity
3. Receive counseling through the district counseling services (minimum of two hours arranged by the student)
4. Complete a three-hour service program at the school

Second Violation

1. A meeting with the student, parent, coach/advisor, and school administrator
2. Suspension from activities for the current sports season
3. Student must obtain a professional drug/alcohol/tobacco evaluation and follow the evaluation recommendations. Upon completion of the evaluation, the student is then eligible to participate in the next sports season. Students with violations must complete the professional evaluation at the student's or parent's expense.

Third Violation

1. A meeting with the student, parent, coach/advisor, school administrator, and school chemical counselor. The purpose of the meeting will be to offer help to the student.
2. Student will be prohibited from participation in school activities (as defined in this policy) for one calendar year.
3. Referral for professional help will be at the expense of the student or parent.

Code of Ethics

ACTIVITY CODE OF ETHICS:

It is the duty of everyone involved in school activities, participant or sponsor, to:

1. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. Eliminate all possibilities, which tend to destroy the best values of the activity.
3. Stress the values derived from participating in activities.
4. Show cordial courtesy to visitors and officials.
5. Respect the integrity and judgment of sports officials.
6. Achieve a thorough understanding of the activity and its rules.
7. Encourage leadership and good judgment.
8. Recognize that the purpose of activities is to promote the physical, mental, social, and emotional well-being of all involved.

9. Remember ... no competition is a matter of life or death for participants, coach, school, official, fan or community.
10. Keep an open line of communication between participant and coach/sponsor.
11. Hazing, harassment, bullying, intimidation on the part of students, staff, or a third party (fan or student attending event) will not be tolerated. Activities are an extension of the classroom and a violation will be treated as such and dealt with as stated in the student and staff handbooks.
12. Realize that your failure as a student participant to abide by the code of ethics may result in your removal from the event, activity, and/or disciplinary action.
13. Students, who participate in athletics and/or activities where a student receives an award or advances as an individual or as part of team through levels of interscholastic competition, will be part of the drug testing program as outlined in Cascade Schools Policy.

College Recruiting

Coaches are encouraged to promote their athletes for scholarships whenever possible, however this should be done after consultation with parents. Documentation of all contacts with representatives of secondary institutions should be forwarded to the Activities Director. When counseling athletes or their parents, coaches should inform them of NCAA student athlete eligibility requirements.

Concussion Education and Compliance

MHSA requires that schools distribute information to each student athlete and his/her parents or legal guardians before the student participates in an MHSA sport. The student athlete and parent/legal guardians must sign the front page after verifying they have read and understand the information regarding concussions. Students in grades seven, nine, and eleven will take a concussion baseline test before starting practice. If a student is in grade eight, ten, or twelve and did not take the baseline test the previous year, that student must take the test.

Concussion Form: All participants and their parent/guardian must initial all the required information on the concussion form and have it completed before the student may begin practice.

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practices or games in any sport
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged"

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.
- **Get a medical checkup.** A doctor or health care professional can tell you if you have a

concussion and when you are OK to return to play.

- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:

- > The right equipment for the game, position, or activity
- > Worn correctly and fit well
- > Used every time you play

Remember, when in doubt, sit them out!
It's better to miss one game than the whole season.

A Fact Sheet for PARENTS

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily • Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussion.

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.

2. Keep your child out of play. Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

3. Tell your child's coach about any recent concussion. Coaches should know if your child had a recent concussion in ANY sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

Be Prepared

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious. Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.

SIGNS AND SYMPTOMS OF A CONCUSSION

SIGNS OBSERVED BY PARENTS OR GUARDIANS	SYMPTOMS REPORTED BY YOUR CHILD OR TEEN	
<ul style="list-style-type: none"> •Appears dazed or stunned •Is confused about events •Answers questions slowly •Repeats questions •Can’t recall events prior to the hit, bump, or fall •Can’t recall events after the hit, bump, or fall •Loses consciousness (even briefly) •Shows behavior or personality changes •Forgets class schedule or assignments 	<p><u>Thinking/Remembering:</u></p> <ul style="list-style-type: none"> •Difficulty thinking clearly •Difficulty concentrating or remembering •Feeling more slowed down •Feeling sluggish, hazy, foggy, or groggy <p><u>Physical:</u></p> <ul style="list-style-type: none"> •Headache or “pressure” in head •Nausea or vomiting •Balance problems or dizziness •Fatigue or feeling tired •Blurry or double vision •Sensitivity to light or noise •Numbness or tingling •Does not “feel right” 	<p><u>Emotional:</u></p> <ul style="list-style-type: none"> •Irritable •Sad •More emotional than usual •Nervous <p><u>Sleep*:</u></p> <ul style="list-style-type: none"> •Drowsy •Sleeps less than usual •Sleeps more than usual •Has trouble falling asleep <p><i>*Only ask about sleep symptoms if the injury occurred on a prior day.</i></p>

Corporal Punishment (Discipline and Punishment of Pupils M.C.A. 20-4-302)

For the purpose of this section, “corporal punishment” means to knowingly and purposely inflict physical pain on a pupil as a disciplinary measure. A person who is employed or engaged by a school district may not inflict or cause to be inflicted corporal punishment on a pupil.

A person who is employed or engaged by a school district may use physical restraint, defined as the placing of hands on a pupil in a manner that is reasonable and necessary to:

- quell a disturbance;
- provide self-protection;
- protect the pupil or others from physical injury;
- obtain possession of a weapon or other dangerous object on the person of the pupil or within control of the pupil;
- maintain the orderly conduct of a pupil including but not limited to relocating a pupil in a waiting line, classroom, lunchroom, principal's office, or other on-campus facility; or
- protect property from serious harm.

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

Criminal Record Checks/Fingerprinting (prior to hire)

Fingerprints and Criminal Background Investigations (B.P. 5122)

It is the policy of the Board that any finalist recommended for hire to a paid or volunteer position with the District involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a [name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board.

Cut Policy

If your program involves selections or “try-outs” for the team, you must provide the Activities Director with a copy of your criteria before your season begins. There will be no “selections” until you have 3 days of practice.

This can be one of the most difficult decisions a coach has to make but, good communication between coach, athlete, parents, and Activities Director can prevent a lot of problems.

If a coach/advisor feels it necessary to hold tryouts for his/her program, with the intent on cutting players, the coach will provide participants with the selection criteria on or before the first day of practice. There will be no selections until at least three days of practice.

Individual coaches will develop their criteria for selection of those participants who will be placed on a team and those who will not be placed on a team. These criteria will be made known to participants at the beginning of their season. These criteria may be more stringent than the baseline requirements contained in this handbook. The Activities Director prior to implementation will approve all team selection criteria.

Participant Selection Policy: In some activities, only a limited number of participants will be possible. Selections or auditions will occur and some participants will not be included on teams or selected for positions or roles. Coaches/advisors/directors are charged with the following responsibilities relating to these decisions:

1. The coach/advisor/activity director is responsible for making decisions about who is selected, keeping those participants who give the group the best chance of success.
2. The coach/advisor/activity director has the responsibility to meet with each participant who is not selected and explain the reasons for the decision.
3. The coach/advisor/director has the responsibility to meet with parents who would like to discuss a selection decision. **The coach/advisor/director will not meet with a parent until a 24-hour waiting period is observed.** A 36 to 48 hour wait is recommended.

District Vision, Mission & Goals

Cascade Public Schools Vision

Through collective efforts of our community and school, we strive to be an innovative educational system committed to excellence and focused on developing responsible citizens.

Cascade Public Schools Mission

Promoting Excellence For All Students Through.....

- Engaging Curriculum with Rigor and Relevance
- High Quality Instruction
- 21st Century Technology
- Personal & Academic Pride

Cascade Public Schools Goals

- To deliver an academic program that inspires and motivates every student to value education for his/her lifetime.
- Customize and individualize our educational program to meet every student's strengths and needs.
- Incorporate technology into all aspects of our education program in a manner that best prepares our students for the 21st century.
- Strategically focus resources on student's achievements and identified wants and needs of the Cascade Community.
- Connect our curriculum and assessment data to common core standards.

Drug-Free Workplace

Drug Free Workplace (B.P. 5226)

Because of the dangers of drug and alcohol in the workplace, all employees (including volunteers) of Cascade Public Schools District 3 & B are prohibited from:

1. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of a controlled substance while on District premises or while performing work for the District, including employees possessing a "medical marijuana" card.

2. Distributing, consuming, using, possessing, or being under the influence of alcohol while on District premises or while performing work for the District.

Reporting of the unlawful possession, use or distribution of illicit drugs or alcohol by employees is mandatory. Law enforcement officials will be notified. Violation of these standards of conduct will be considered grounds for disciplinary action up to and including termination action.

Employees seeking assistance may contact their family physician, a local hospital, or a social service agency. A list of resources may be found in the telephone directory under “drug abuse information and treatment.”

Employment will be terminated for employees convicted of a drug-related crime.

Legal Reference: 20 U.S.C.S. 3172 Safe and Drug-Free Schools and Communities Act

Discipline and Discharge

Failure of a coach to abide by the expectations and guidelines outlined in this handbook could result in disciplinary action ranging from a letter of reprimand to dismissal from the coaching staff.

Dress for Activities

Coaches/sponsors are hereby encouraged and authorized to establish exemplary standards and practices in fashion, grooming and taste that will tend to enhance the appearance of the group as a whole.

Such standards and/or practices must be of a reasonable nature, appropriate to the group’s activity and reflect positively on the image of the group and school.

Further, these standards and/or practices must be made known to all potential members at the beginning of the activity season for that group (or sooner if possible).

Any student involved in extracurricular activities is expected to dress according to school dress code while attending and while taking part in the activity. Coaches/Advisors may give specific requirement for attire in individual activities.

Evaluation

EVALUATION OF COACHES

The Activities Director will evaluate each head coach using the enclosed form. The head coach will be given a copy of the evaluation 2 weeks before the board meeting for Fall (December), Winter (April), and Spring (July). This will be followed by a conference between the coach and the Activities Director. The Activities Director will conduct coaching evaluations and bring recommendations to the Board of Trustees at the Board Meeting that falls after 30 days of the conclusion of the event.

Each head coach will evaluate his/her assistants using the enclosed form. The form should be submitted to the Activities Director at a post-season conference along with the Program Evaluation Form. Each Head Coach should meet with their Assistant Coach and go over the Assistant Coach Evaluation together. Once all items have been completed the Head Coach and AD will schedule an End of the Season Interview, during which time the AD will review the Head Coach Evaluation with the Head Coach. The Head Coach may take up to twenty days following the meeting to add any comments to the evaluation. At the conclusion of the End of Season Interview final coaches pay will be disbursed, but only if all items of the Check Out list have been completed.

Hiring

Head coaching assignments will be reviewed by the School Board at the conclusion of each season. Coaching assignments for Fall sports will be reviewed the first meeting in December; coaching assignments for Winter sports will be reviewed the first meeting in April; and coaching assignments for Spring sports will be reviewed the first meeting in July.

No head coach may be terminated in mid-contract without cause. If a mid-contract termination is performance related, the coach must have been notified of the specific deficiencies in his/her performance and given reasonable time to remedy the deficiencies. In the case of a serious breach of ethics, morale or professional conduct, no notice or opportunity for remediation is necessary.

Head Coaches will be subject to yearly hire by the School Board. The School Board may consider the evaluation and input from the public prior to hiring. Public input may be accepted by the School Board on properly signed official forms and/or oral presentation to the board.

If the AD, Vice Principal and Principal make a recommendation for the non-hire of a head coach, the School Board will act upon this recommendation prior to the position being posted as a vacancy.

Nothing in this policy creates any right or expectation of continued employment for coaches past the term of their yearly individual coaching contracts.

Hiring of assistant coaches will be made upon recommendation to the Activities Director from the head coach to the Board of Trustees of Cascade Public Schools School District 3 & B for hire. It is the head coach's responsibility to inform each prospective assistant coach they must complete a district application, resume, and a letter of interest before consideration on a yearly basis. Hiring of assistant coaches at both the middle school and high school level will be ongoing but is encouraged to be done by the month of June for Fall activities, September for Winter activities, and January for Spring activities.

Extra and Co-Curricular Compensation

Longevity payments will be paid in addition to and computed on the basic position salary of the current year. Longevity for purposes of eligibility to receive the longevity payment is defined as the number of years of continuous experience in the district for a particular activity (gender is not important). In the event that the individual moves to a position of lesser responsibility within the same activity, that individual shall retain their longevity. The following scale applies to extra and co-curricular positions.

Extra/Co-Curricular Compensation					
Years of continuous district experience	0 to 3	4 to 8	9 to 13	14 to 18	19+
Longevity percentage Increase	100.00%	105.00%	110.00%	115.00%	120.00%
Head High School Varsity Coach FB, BB, VB, Wrestling, Track, Golf	\$2,897.00	\$3,041.85	\$3,186.70	\$3,331.55	\$3,476.40

1st Assist	\$2,130.00	\$2,236.50	\$2,343.00	\$2,449.50	\$2,556.00
2nd Asst. Coaches, ("C" Squad)	\$1,675.00	\$1,758.75	\$1,842.50	\$1,926.25	\$2,010.00
Head Coach-Girls' Cross Country	\$2,707.00	\$2,842.35	\$2,977.70	\$3,113.05	\$3,248.40
JH Head Coach	\$1,414.00	\$1,484.70	\$1,555.40	\$1,626.10	\$1,696.80
Assistant JH Coach	\$958.00	\$1,005.90	\$1,053.80	\$1,101.70	\$1,149.60
Annual	\$1,065.00	\$1,118.25	\$1,171.50	\$1,224.75	\$1,278.00
BPA	\$2,897.00	\$3,041.85	\$3,186.70	\$3,331.55	\$3,476.40
Band	\$2,897.00	\$3,041.85	\$3,186.70	\$3,331.55	\$3,476.40
Choir	\$1,374.00	\$1,442.70	\$1,511.40	\$1,580.10	\$1,648.80
Drivers' Ed	\$25.00	\$26.00	\$27.00	\$28.00	\$29.00
FFA	\$2,897.00	\$3,041.85	\$3,186.70	\$3,331.55	\$3,476.40
School Newspaper	\$1,065.00	\$1,118.25	\$1,171.50	\$1,224.75	\$1,278.00
Pep Club Advisor	\$572.00	\$600.60	\$629.20	\$657.80	\$686.40
HS Science Fair	\$2,897.00	\$3,041.85	\$3,186.70	\$3,331.55	\$3,476.40
JH Science Fair	\$2,130.00	\$2,236.50	\$2,343.00	\$2,449.50	\$2,556.00
Academic Coach	\$519.00	\$544.95	\$570.90	\$596.85	\$622.80

Coaches will be reimbursed for clinics attended to improve coaching skills. School administration, principal or superintendent approval must be obtained prior to attendance at any clinic.

If attendance is approved coaches will be reimbursed for necessary expenses.

The school district will not encourage coaches or any other activity sponsor to drive students home and will not pay for any driving expenses incurred.

Teachers performing assigned, required support extra-curricular activities will be paid for their service on a case-by-case basis. Assignments will be authorized and approved by school principal or superintendent.

This appendix is not intended to prevent non-certified personnel from performing any extra-curricular activity. Non-certified salary will not exceed the salary listed in this appendix.

HEAD COACH EVALUATION FORM

Coach: _____ Sport: _____

Date: _____

~~1 -- Good 2 -- Needs Improvement 3 -- Unsatisfactory 4 -- Not observed~~

Rating Scale

Rating on each of the criteria will use the following scale:

5 -- Performance far exceeds job requirements. Excellent.

4 -- Performance is above average.

3 -- Performance is satisfactory.

2 -- Action should be taken to improve performance.

1 -- Performance does not meet job requirements.

NK -- Indicates No Knowledge of the area. Unable to evaluate.

ADMINISTRATIVE RESPONSIBILITIES:

- _____ Cooperates with athletic office regarding preseason paperwork (rosters & compliance lists) prior to first practice.
- _____ Communicates with assistant coaches in regards to roles, duties, and expectations.
- _____ Cooperates with requests for information from the athletic office on time.
- _____ Abides by all relevant Board of Education policies, administrative, MHSA, and Class C guidelines.
- _____ Attends MHSA rules interpretation and any Class C all-conference meetings.
- _____ Cooperates with team booster club to enhance the athlete's' experience as team members.
- _____ Recommends scheduling to the AD. Follows proper budget and purchase order procedures.
- _____ Maintains and updates team and individual records.
- _____ Supervises practice area and locker room when athletes are present.
- _____ Publicizes team and individual accomplishments to the media and school (daily announcements).
- _____ Demonstrates care of school facilities and equipment.
- _____ Prepares a detailed inventory of team equipment and updates it after each season.
- _____ Submits end-of-season list of award winners at least one week prior to the team banquet.

RELATIONSHIPS:

- _____ Demonstrates enthusiasm for working with high school athletes.
- _____ Communicates effectively with athletes and parents.
- _____ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- _____ Promotes all school activities and encourages students to participate in a variety of activities.
- _____ Maintains cooperative relations with the media regarding team information, statistics, and interviews
- _____ Keeps commitments and is punctual.
- _____ Shows an interest in the athlete's' academic experiences.
- _____ Supports team as well as individual accomplishments.
- _____ Cooperates with the athletic trainer in regards to athletes' physical well-being.
- _____ Works with coaches at levels below high school to develop athletes.

COACHING PERFORMANCE:

- _____ Conducts self in a professional and sportsmanlike manner at all times.
- _____ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- _____ Develops a well-organized practice schedule with specific objectives for each practice.
- _____ Uses personnel and strategies effectively in games.
- _____ Praises athletes for positive performances.
- _____ Offers constructive criticism for poor performances.
- _____ Maintains effective individual and team discipline at practice and in games.
- _____ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- _____ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.

Activities Director'S COMMENTS:

HEAD COACH'S COMMENTS:

Head Coach's Signature _____

Date _____

Activities Director's Signature _____

Date _____

The coach's signature indicates he/she has read this evaluation. The coach has twenty days to respond to any portion of this evaluation to which he/she does not agree.

HEAD COACH SELF-EVALUATION FORM

Coach: _____ Sport: _____
Date: _____

Assess the team's performance this season.

Assess your performance as a head coach this season.

What are your goals for the team next season?

What are your personal goals as a head coach next season?

What suggestions or recommendations do you have for the Activities Department that could help you achieve your team and personal goals?

Coach's Signature _____
Date _____

**CASCADE HIGH SCHOOL
ASSISTANT COACH EVALUATION FORM**

Coach: _____ Sport: _____

Date: _____

1 — Good 2 — Needs Improvement 3 — Unsatisfactory 4 — Not observed

Rating Scale

Rating on each of the criteria will use the following scale:

- 5 -- Performance far exceeds job requirements. Excellent.
- 4 -- Performance is above average.
- 3 -- Performance is satisfactory.
- 2 -- Action should be taken to improve performance.
- 1 -- Performance does not meet job requirements.
- NK -- Indicates No Knowledge of the area. Unable to evaluate.

ADMINISTRATIVE RESPONSIBILITIES:

- _____ Cooperates with head coach regarding preseason paperwork (rosters & compliance lists) prior to first practice.
- _____ Assists with the issuance and collection of player equipment.
- _____ Cooperates with requests for information from the athletic office on time.
- _____ Abides by all relevant Board of Education policies, administrative, MHSA, and CS8 guidelines.
- _____ Attends MHSA rules interpretation meetings.
- _____ Cooperates with team booster club to enhance the athlete's' experience as team members.
- _____ Publicizes team and individual accomplishments to the media and school (daily announcements).
- _____ Supervises practice area and locker room when athletes are present.
- _____ Demonstrates care of school facilities and equipment.
- _____ Assists in preparation of a detailed inventory of team equipment and updates it after each season.

RELATIONSHIPS:

- _____ Demonstrates enthusiasm for working with high school athletes.
- _____ Cooperates with head coach regarding team philosophies, guidelines, and player expectations.
- _____ Communicates effectively with athletes and parents.
- _____ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- _____ Promotes all school activities and encourages students to participate in a variety of activities.
- _____ Keeps commitments and is punctual.
- _____ Shows an interest in the athlete's' academic experiences.
- _____ Supports team as well as individual accomplishments.
- _____ Cooperates with the athletic trainer in regards to athletes' physical well-being.

COACHING PERFORMANCE:

- _____ Conducts self in a professional and sportsmanlike manner at all times.
- _____ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.

- _____ Develops a well-organized practice schedule with specific objectives for each practice.
- _____ Uses personnel and strategies effectively in games.
- _____ Praises athletes for positive performances.
- _____ Offers constructive criticism for poor performances.
- _____ Maintains effective individual and team discipline at practice and in games.
- _____ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- _____ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
- _____ Learns new strategies and trends in the sport by attending clinics and reading coaching publications.

HEAD COACH'S COMMENTS:

ASSISTANT COACH'S COMMENTS:

Assistant Coach's Signature _____
Date _____

Head Coach's Signature _____
Date _____

The coach's signature indicates he/she has read this evaluation. The coach has twenty days to respond to any portion of this evaluation to which he/she does not agree.

Facility Supervision

One of the primary responsibilities of a teacher/coach is the supervision of the class or team in an athletic/activity facility. We think that problems can be limited with a little precaution.

- A. Please comply with and notify your squads of the following rules:
 1. Check all facilities, which you will be using, for safety.
 2. No facility should be used **without school personnel supervision**. This includes weight room, gymnasiums, wrestling room etc.
 3. The supervisor/teacher must be the last person to leave the area and check to see that all lights are off and all doors are locked.
 4. Any damage to facilities or equipment is the responsibility of the person causing the damage.
 5. A coach will not leave school grounds until ALL students have left campus safely. Never leave students unattended.
 6. Report any damage to the Athletic/Activity Officer or the principal's office within 24 hours.
- B. It will be the responsibility of the coach of each sport to help get his/her area ready for a scheduled event.
- C. Locker Room Rules
 1. **Football, soccer, baseball, Cleats** or spiked track shoes are not be worn in the locker room or hallways.
 2. Do not throw or kick balls in the locker room or hallways.
 3. Keep tape, food wrappers, and other refuse picked up and in waste receptacles. No glass containers are permitted in the locker rooms.
 4. Each athlete is responsible for making sure that his/her locker is kept locked and is cleaned out immediately at the conclusion of his/her season.
 5. The locker room must be supervised at all times with a coach. The coach must make sure he/she is the last one out of the facility and that the room is clean.
- D. Open Facilities
 1. Open-gym refers to the use of school facilities for recreational activities.

The characteristics of an open gym are that:

 - a. The school facilities are available for students to participate in a number of activities.
 - b. The recreational activities are open to all students.
 - c. MHS A definition.
 2. The weight room will be open to all students throughout the school year. Students using the weight room must follow the policies and procedures established.
 3. No student may use the weight room unless supervised by an adult approved by a supervisor.
 4. **If coaches/advisors would like to use a facility, outside the regular season of sport, a facility request must be turned into the AD**

Supervision of Student-Athletes

Coaches/sponsors/advisors are responsible for the supervision of their student-athletes while engaged in school-sponsored practices, workouts and contests. This is particularly true of high-risk areas such as the weight room, whirlpool, etc. The coach/supervisor/advisor may be held liable for financial damages should an unsupervised student-athlete suffer an injury.

No coach/sponsor/advisor may leave their team/group unsupervised except as when in the case of an emergency and appropriate supervision arrangements have been made.

While engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

Coaches/sponsors/advisors should always be the last person to leave the facility after practice and when returning from away contests and competitions. Coaches/sponsors/advisors should never leave a student-athlete waiting for a ride after returning home from a contest or competition.

Coaches/sponsors/advisors are responsible for assuring their area is locked and secured before leaving.

Family Night

There will be no student ACTIVITIES scheduled after 6:30pm-6:00pm on Wednesdays. This includes practices, meetings, rehearsals, etc.

FUNDRAISING

Activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the Superintendent- Activities Director AND Principal prior to the activity being initiated. Fundraising must not interfere with or disrupt school.

Fundraising request forms are available in the office. All money raised must be receipted and deposited with the district. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time, should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

ACTIVITY/FUNDRAISER REQUEST FORM

This form must be filled out prior to any activity or fund raising event. Any group/club activity that will be charging a fee or selling products MUST fill out this form PRIOR to beginning the activity/fund raiser.

The following procedure will be followed when requesting an activity or fund raiser:

1. Secure activity/fundraiser request form from the office.
2. Completely fill out the activity/fundraiser request form, including an outline of the activity/fund raiser, the purpose or goal of the activity/fund raiser, any special equipment or areas that may be necessary to hold the activity/fund raiser, the type of cash needed if a cash box is requested.
3. Acquire the necessary signatures before presenting the form to the activities office for final approval.
4. All requests for activities/fundraisers will be completed and submitted to the activities office a minimum of five (5) school days prior to the date of the activity/fund raiser taking place.
5. At NO TIME will an activity be held without the prior approval of the activities director AND principal

To avoid problems associated with Requisition Procedures, Purchase Orders, Extra-Curricular Funds, Fundraising:

1. Follow proper protocol when requesting a fundraiser (clear through administration)
2. All fund-raising activities will align to district policies and procedures always (when in doubt clear through administration)
3. All monies collected in relation to any student activity will be turned into the (activities secretary/building secretary) daily AD with an Activities deposit receipt. In the event a money box will be used for multiple days; it should be locked in the vault each night. The money must be turned in by 3:45 each day or special arrangements should be made with the activities office in advance. Deposit all money at the office (do not keep in the coaches' office or your desk)

4. When accessing money a credit card from the Clerk, you must fill out paperwork requesting the funds before the credit card will be issued. The AD must sign the requisition prior to purchase.
5. Use of funds must align to Title IX and when in doubt contact MHSA

Grievance Procedure (Board Policy 1700)

As circumstances allow, the District will attempt to provide the best working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question is answered quickly and accurately by District supervisors or administration. The District will endeavor to promote fair and honest treatment of all employees. Administrators and employees are all expected to treat each other with mutual respect. Each employee has the right to express his or her views concerning policies or practices to the administration in a businesslike manner, without fear of retaliation. Employees are encouraged to offer positive and constructive criticism. Each employee is expected to follow established rules of conduct, policies, and practices. Should an employee disagree with a policy or practice, the employee can express his or her disagreement through the District’s grievance procedure. No employee shall be penalized, formally or informally, for voicing a disagreement with the District in a reasonable, businesslike manner or for using the grievance procedure. **An employee filing a grievance under a collective bargaining agreement is required to follow the grievance procedure for that agreement.**

Insurance and Injury

The School District requires that the parent, guardian, caretaker relative of the students participating in school sponsored activities (co-curricular, extra-curricular, etc.) provide verification of their child’s health insurance coverage status. The school district does not provide health insurance to pay for injuries of students while participating in school sponsored activities (extra-curricular, co-curricular, etc.). If the parent, guardian, caretaker relative elects not to provide private health insurance coverage for their child, they are accepting responsibility for any medical expenses incurred by their child in the event they are injured while participating in the school sponsored activities (extra-curricular, co-curricular, etc.) that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee, or agent of the School District.

Also, the School District does not provide student accident insurance coverage for students. Student accident insurance coverage may be purchased by parents through a private company for a fee. Student accident insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. This is an opportunity to provide student accident insurance coverage while your child is at school or participating in activities. A parent seeking coverage must make sure the student accident insurance coverage is in place prior to the first day of practice and/or school. Please contact the coach or Activities Director for additional information.

Inventory

Coaches/Sponsors/Advisors must collect ALL uniforms and equipment. Check that such uniforms and equipment are properly cleaned and stored prior to a final check off for your activity, turn in checked out equipment before receipt of final payment for coaching/sponsoring the group.

(Put Job Descriptions with contract)

Job Descriptions (Head and Assistant)

JOB DESCRIPTION

Title: High School Head Coach (Program Director)

Qualifications:

- 1) Possess current NFHS & MHSAA coaching certifications. (National Federation of State High School Association Coaches Education Program, Coaches Rules Clinic, and Concussion Education)
- 2) Successful coaching experience.
- 3) Specialized preparation emphasizing the coaching of the respective sport.
- 4) Good physical health.
- 5) Knowledge of the care and preparation of athletic injuries and current first aid/CPR card.
- 6) Such alternatives to the above as the board deems necessary and appropriate.
- 7) Pending hire will be determined by passing background check.
- 8) All hiring will be done by School District No. 3 on an annual basis.

Reports to: Activities Director

Supervises: Assistant coaches, players and managers

Job Goal: To develop a comprehensive program that will provide an opportunity for students to participate in wholesome and rewarding athletic experiences.

Performance Responsibilities:

- 1) To work closely with the Activities Director in program development and implementation.
- 2) To enforce MHSAA and local administrative policies relating to athletics.
- 3) To work closely with the Activities Director in the recruitment, assignment, supervision and evaluation of the other coaches in your program.
- 4) To monitor athletes academic progress and check on the eligibility of your players as per MHSAA and local eligibility requirements.
- 5) To hold regular staff meetings during the season to assure program coordination.
- 6) To work closely with the Activities Director in scheduling contests and practices.
- 7) To secure a completed Parental Approval/Physical Form from each player before they are allowed to participate. Secure an emergency treatment form to be available at all events.
- 8) To inform players of training rules and to enforce them consistently and uniformly. Notify the Activities Director of any violation immediately.
- 9) To inform players of the accident insurance coverage and file an Accident Report with the Activities Director immediately following an injury.
- 10) When it becomes necessary for travel, request an activities credit card from the District Clerk at least 48 hours prior to the trip.
- 11) Account for all receipts and expenditures during trips and turn into the Clerk with the requisition that was previously approved.
- 12) Prepare a program budget and submit to the Activities Director as requested.
- 13) Submit a written evaluation of program, personnel and recommendations for program improvement at the conclusion of each sports season.
- 14) Plan and implement a program to assist athletes in developing the knowledge, skills and attitudes necessary to successfully compete in interscholastic athletics.
- 15) Coordinate and actively supervise the total program.
- 16) Assist in preparing physical facilities for games and practices.
- 17) Be responsible for care and security of all equipment and submit an inventory to the Activities Director at the conclusion of the season.
- 18) Actively support the efforts of the Athletic Booster Club.
- 19) Work closely with the Activities Director to minimize lost school time.
- 20) Assist college bound athletes in obtaining college scholarships.
- 21) Instruct and supervise athletes/students during practices, games and trips, which includes locker rooms.

- 22) Make sure all students/athletes have turned in all required paperwork and completed concussion baseline testing before allowing to participate at practice or be present at practice. All cleared athletes will have a clearance paper issued by the AD or office. Do not allow students to practice if they do not have this paper.
- 23) Secure only high school managers and high school student assistants.
- 24) Promote your sport and sportsmanship at pep rallies and through the Ketchikan, Cascade Courier, social media and other applicable news media.
- 25) Develop itinerary for all overnight trips and give a copy to athletes and the Activities Director.
- 26) Improve professional development through reading, attending clinics, etc.
- 27) Develop performance goals and submit to the Activities Director prior to the beginning of the season.
- 28) Notify instructional staff well in advance of taking students out of school.
- 29) Turn in a travel roster (located on the school website: www.cascade.k12.mt.us) at least 48 hours prior to the scheduled departure time.
- 30) Prior to leaving for an activity, pick up Emergency Procedure Binders located in the attendance office. These binders contain permission to treat forms and important medical information. They need to be returned to the attendance office the next day.
- 31) Complete NFHS Fundamentals of Coaching; MHSAA Online Concussion Clinic; First Aid/CPR; and MHSAA online rules clinic.
- 32) Review assistant coaches job responsibilities with assistant coaches annually. Complete evaluation of assistant coaches for both high school and head middle school staff, when the Junior High school season of sport runs simultaneously with the high school season of sport.
- 33) To make sure all student-athletes adhere to all the expectations and rules in the high school handbook.

Evaluation: Job performance will be evaluated by the Activities Director at the conclusion of the sports season. The evaluation will be based on this job description and the coach's individual performance goal.

JOB DESCRIPTION (Assistant High School/Middle School Coaches)

Title: Assistant High School/Middle School Coaches

Qualifications:

- 1) The ability to work with young athletes.
- 2) Knowledge of the fundamentals of the sport.
- 3) Dedication to the program and loyalty to the head coach.
- 4) Current first aid card.
- 5) Completion of all NFHS & MHSAA coaches' certification programs
- 6) Pending hire will be determined by passing background check.
- 7) All hiring will be done by Cascade Public Schools on an annual basis.

Reports to: Head Coach and Activities Director

Supervises: Student athletes

Job Goal: To assist the Head Coach in developing a viable program.

Performance Responsibilities:

1. Assume full responsibility for the team you are to coach.
2. Instruct, prompt, and supervise student-athletes/students for whom you are responsible during practices, games and trips.
3. Inform student-athletes of scheduled practices and games.
4. Assume responsibility for the care of equipment issued to your team members.
5. File a completed Accident Report with the Activities Director for any injury to your team members.

6. Assume any additional responsibilities assigned by the head coach.
7. Abide by rules and regulations outlined in the Coaches Handbook
8. Attend in-service workshops provided by the head coach (must not conflict with other coaching duties)
9. Coach at a level assigned by the head coach and the Activities Director,

Keys/Swipe Cards/Codes, etc.

KEYS AND ACCESS CARDS

Keys and access cards will be issued at the beginning of the school year season. Staff must sign for keys/access cards and a record is kept. Upon termination of employment, the keys/access cards are to be returned. If coaches/sponsors/advisors are returning for another year of employment with the District, they may keep their keys over the summer months; they will need to check out keys again.

Should the keys/access cards become lost or stolen, it must be reported to the office immediately. Replacement keys/access cards and/or the cost of rekeying locks will be the financial responsibility of the staff member. Staff allowing unauthorized individuals access and/or use of their keys may be grounds for disciplinary action up to and including termination of employment.

All coaches will be assigned keys/access cards specific to his/her area of need. Keys/access cards will be checked out from the administrative assistant prior to the start of the season. School issued keys/access cards are for your use only and thus you are responsible for any and all assigned keys/access cards. DO NOT loan keys/access cards out to students or community members. Please lock and secure all doors prior to leaving the building. Keys/access cards are to be returned at the conclusion of the athletic season.

Lettering Criteria

Each head coach needs to communicate in writing specific policy regarding lettering criteria, specific to the individual sport. The lettering criteria will be outlined in the individual sport expectation handout given on the first day of practice.

Meal Procedure

Recommended Meal Allowances

When the District provides meals, the following meal allowances will be adhered to:

Breakfast	\$6.00
Lunch	\$8.00
Dinner	\$12.00

Gratuities: When appropriate (sit down meals), the coach/sponsor will include, but not exceed 15% of the total meal bill.

NOTE: Meal amounts MAY be accrued for ONE day. These amounts are MAXIMUM including beverage and/or dessert. Specialty drinks and or desserts are the student's responsibility.

Student Meals:

Team meals will be provided for post-season competition. Exceptions: sack lunches may be provided when mileage and time is a factor. This meal or meals will take place during or immediately following

the competition. Mileage will also be a factor in determining whether a meal is provided. All meals will be purchased according to School District Purchasing policy(s). Rates per meal will be in accordance with the School Districts per diem policies.

The district will not provide meals for regular season games, meets or tournaments.

Team meals will be provided for post-season competition and mileage will be a factor in determining whether a meal is provided.

The District will allow parents or others to provide packed meals for the team(s) while traveling. This would be known as a 'cooler clause'.

Medical Information Form (Updated Annually)

See Appendix

Medication Policy (issuing meds to athletes)

ADMINISTERING MEDICINES TO STUDENTS (SB Policy #3416)

Cascade Public Schools District 3&B recommends that medication be given at home whenever possible. Students requiring medication shall be identified by parents and/or physician and will be encouraged to notify coach/sponsor or Activities Director. Under no circumstances will school personnel provide aspirin, other over the counter medication or other patient's medication to students.

MHSA Certification Requirements

- NHSF Coach Education Program: All coaches must be certified through the National High School Federation. All coaches (paid or volunteer) must complete the program prior to contact with students. Certification for the NFHS Program is good for five (5) years and the cost is \$35. The test is found at www.nhsflearn.com
- NHSF Concussion Education: (Dylan Steigers Protection of Youth Athletes Act) All coaches (paid or volunteer) must complete the program prior to contact with students. Again, the program may be found at www.nhsflearn.com
- MHSA Sport Specific Rules clinic: All coaches must view the rules clinic specific to their sport. The clinic is found at www.mhsa.org Rules Clinic (a coach in each sanctioned sport must attend annually)
- Current First Aid/CPR certification

Open Gym

Coaches/sponsors/advisors are to be cognizant of MHSA rules governing "practices", "contests", "open gyms", and "student eligibility" when promoting their activity, conducting off season programs for training and conditioning, or when holding open gyms to assure that violations do not occur.

When scheduling any activity outside the scheduled season of sport, a facility request needs to be submitted to the Activities Director.

Out of State Trips [Board Policy 2320]

At any time, a coach/sponsor is planning travel out of the state of Montana, the coach/sponsor must first discuss the possible travel with the activities director prior to assembling travel plans. The coach/sponsor must fill out an Out of State Travel Request form.

After the coach/sponsor has consulted with the activities director a formal itinerary must be assembled and submitted to the activities director with a request that he/she place the request for travel on the next regularly scheduled Board of Trustees meeting for approval by the Trustees.

**** A request for placing travel on the Trustees Agenda MUST go through the activity director's office. DO NOT FORWARD REQUESTS TO BE PLACED ON THE BOARD AGENDA WITHOUT APPROVAL FROM THE ACTIVITIES DIRECTOR. ****

Submitting requests for travel to the activities director MUST be completed a minimum of 45 days prior to the intended travel. Following the approval of travel by the Trustees, the coach/sponsor may begin making appropriate travel arrangements.

Overnight Policy

OVERNIGHT POLICY

It is the policy of the school to schedule regular season contests so that the teams return home after each away contest. This policy extends to all tournament and postseason competition except where distance and tournament schedules make such practice less than reasonable. All overnight trips must be anticipated and budgeted in advance.

Overnight Trips: Includes tournaments, festivals, playoff games, and regular season overnight trips. The Principal, Activities/Activities Director, Transportation Director, Superintendent, or any combination of these can make the decision to suspend the travel policy and stay overnight if an emergency situation exists, or if they deem it reasonable to stay over because of the tournament schedule.

When on overnight trips, be sure your students know where the group will be staying and the approximate time of arrival in Cascade after the completion of the trip. A trip itinerary, such as the one below, might be used. The information on the itinerary can be helpful to parents, principal, Activities Director, transportation office and anyone else that is interested in the whereabouts of the people that will be making the trip.

Sample Trip Itinerary

November 4-5

Trip to Wibaux (State Football Playoff)

FRIDAY, Nov. 4

Leave Cascade	8:00 am
(Bring a sack lunch)	
Arrive in Lewistown	11:00 am
(Eat sack lunch and stretch)	
Leave Lewistown	11:30 am
Arrive at Circle High School	4:00 pm
(Practice and workout)	
Arrive in Glendive	7:00 pm
(Check into motel)	
Eat at Hardee's	7:30 pm
Arrive at motel	8:30 pm

Bed check and light out 10:00 pm

SATURDAY, Nov. 5

Breakfast 9:00 am
Back at motel 10:00 am
Relax and checkout of hotel 10:45 am
Leave for Wibaux 11:00 am
Arrive in Wibaux 11:30 am
Game time 1:00 pm
Leave Wibaux 4:00 pm
Arrive in Circle 5:30 pm
(Eat dinner)
Leave Circle 6:30 pm
Arrive in Cascade 1:00 am

Reminders:

1. Let's win a ballgame
2. Bring warm clothing for the bus ride
3. The cheerleaders will be riding on the bus with us

Coaches Name: _____

Phone # in case of emergencies: _____

Activity Fee (Districts Collection & Tracking)

A activity fee will be assessed to ALL students participating in middle school and high school activities. Fees will be assessed one (1) time per year, when the participant joins their first sport/club/group/etc.

****NOTE**** Any student unable to pay the activity fee due to financial constraints is encouraged to contact the activities director or building principal to make arrangements for an alternative method of payment of fees (ex. installment payments, work/participation). It is important to understand that Cascade Public Schools will make every effort to see that no student is eliminated from participation in activities due to financial constraints.

Students wishing to participate in any athletic, pep/cheer, band, chorus, FFA, BPA, JMG or FCS activity MUST purchase an activity pass. The money raised from this fee helps with the financial support of the activity that the student benefits from, though it pays for only a small portion of the actual expense of the activity. ~~(Scholarships are available. Please inquire at the Activities Office.)~~

The activity fee must be paid prior to any participation by students. The Activity Fee will be waived for those qualifying for free lunch.

Students may purchase an activity pass, which will admit them into all regularly scheduled home athletic contests. The activity pass does not include entrance into post-season tournaments, special invitational meets, or playoffs. Students who are not participating in activities or have not yet purchased an all-season activity pass will be charged gate prices for each event they attend as a spectator. Activity pass fees will not be refunded. Prices may be adjusted at the discretion of the administrator for special

events.

Activity Fees

Student All-Season Activity Pass

7 th -6 th 12 th grade	\$50.00
K-6 th 5 th grade	\$35.00

Family All-Season Activity Pass

(For Those Living in the Same Household/College Student) \$155.00

Adult All-Season Activity Pass

\$62.00

Senior Pass (62 and older)

FREE

HS/JH Football Combined Contests

Gate Price

K-12 th	\$5.00
Adults	\$7.00

Combined Contests (two high school level contests)

K-12 th	\$5.00
Adults	\$7.00

JV/JH Only Contests

K -12 th grade	\$3.00
Adults	\$5.00

Stacked Games (three or more games)

Tournament Games - boys and girls

K-12 th grade	\$6.00
Adults	\$8.00

Instrument Fee

Elementary students in 5th & 6th grade who participate in Band will be charged \$25 for the school year to cover maintenance and repair of instruments.

All students, in grades 7-12, electing to participate in Band, will be assessed an instrument fee. This fee can be paid each semester or a parent/student may elect to pay the entire fee for the year. This fee goes toward the maintenance and repair of instruments.

	Full year	One semester
Saxophones	\$75	\$40
Other brass / woodwinds	\$60	\$30
Percussion	\$30	\$15

Physical Exams (MHSA Form)

MHSA Handbook: ARTICLE II Section (3) Physical Exam

A physical examination is required for each student in order to be considered eligible and to be approved for participation in an Association Contest. Physical examinations must be completed prior to the first day of practice. This examination must be certified by a licensed medical professional, acting within the scope and limitations of his/her practice. This exam must be certified by a medical doctor, for the current school year. The cost of the physical exam is the responsibility of the student athlete and his/her parents. This certification is valid for a period of one school year. A physical examination conducted before May 1st is not valid for participation the following school year. The physical examination form developed by the MHSA Medical Advisory Committee and approved by the MHSA Executive Board must be used. A current form may be obtained from the school office, on the school website, www.cascade.k12.mt.us, or on the MHSA website.

Permission to Participate/Medical Release form

See Appendix

Procedure for dealing with injuries

CARE OF THE INJURED ATHLETE

- **REMEMBER - MOST IMPORTANT** - the injured athlete takes priority over everything!

Coaches are cautioned to exercise great care in dealing with all injuries. In all cases, the coach should assure himself/herself personally, that the injured athlete is receiving competent medical care. The following procedure should be followed:

- 1) Notify parents, if possible.
- 2) Administer necessary first aid.
 - Send someone to call for an ambulance (if necessary)
 - Keep student still, comfortable and reassured
 - When in doubt, do not move injured athlete
 - Stay with injured athlete
 - Contact Activities Director
- 3) If, in the judgment of the coach, the injury is serious, the school will take the responsibility for calling an ambulance, if one is not present.
- 4) A coach will accompany the injured athlete to the hospital and arrange for treatment if the parents are not there. The coach should remain at the hospital with the injured athlete until the parents arrive. Brief the parents upon their arrival.
- 5) An Accident Report **should needs** to be filed with the Activities Director for all injuries within one day.
- 6) The coach should follow-up on the progress of the injured athlete.
- 7) The coach should provide the parent or the person receiving the injured athlete with aftercare instructions.

The following basic emergency medical guidelines are to be implemented in the event of an athletic injury.

1. Follow all guidelines as outlined in the Emergency Action Plan located in the coaching binder
2. Coach in charge will make an immediate general assessment of the injury, checking for:
 - a. First, any sign of unresponsiveness
 - b. Second, ABCs (Airway, Breathing, Circulation)
 - c. Third, for gross deformities, i.e. apparent fractures
 - d. Fourth, for general athletic injuries.

3. In the event of a serious injury, the coach-in-charge must decide whether or not to call an ambulance. **DO NOT MOVE A SERIOUSLY INJURED ATHLETE!!!**
4. If contacting the emergency medical staff:
 - A. Coach-in-charge will designate an assistant or responsible athlete/manager to call the ambulance.
 - B. Coach-in-charge will stay with the injured athlete.
 - C. Callers are to give the following information to the dispatcher:
 - ✓ Who is calling
 - ✓ Where you are calling from (building)
 - ✓ Phone number you are calling from
 - ✓ What has happened
 - ✓ Assistance being given
 - ✓ Where to enter facility, if known
 - ✓ Don't hang up until dispatcher does.
 - D. Callers report back to coach-in-charge.
 - E. Coach-in-charge will send a responsible person to meet the EMTs and guide them to the location of the injured person.
5. Coach-in-charge will continue to give proper basic first aid procedures until qualified medical staff arrives and relieves the coach of that responsibility.
6. A copy of the athlete's medical form should be available to be given to EMTs before leaving with the athlete.
7. Contact the parents/guardians and notify them of the injury.
8. Contact the AD and notify him/her of the injury.
9. File a written report with the AD.

The Activities Director, school administrator, or Coach will call a parent or parental designee so that the parent may arrange for care or treatment of an injured student/player. When a parent/guardian cannot be reached, and it is the judgment of the Activities Director, school administrator, or coach that immediate medical attention is required, an injured student/athlete may be taken directly to a hospital.

Ordering, Purchasing, Requisitions, Purchase Orders

Coaches/sponsors are not permitted to order, purchase or acquire any item for their activity without receiving prior approval of the activities director and completing the appropriate requisition with all signatures in place on said requisition. This includes items on a preview or trial basis.

PURCHASING

All orders must be placed through the Activities Director on Student Activity/District Fund Purchase Orders. Failure to do so may result in the party placing the order being personally responsible.

Personnel will not be reimbursed for purchases - no exceptions. Coaches/Advisors must see the District Clerk to request a school activity card in order to make district purchases.

Rosters

Furnish the Activities Director with complete rosters of your groups. If this information is to be forwarded to competing schools, please have this information to the Activities Director at least one week in advance of the scheduled contest. As changes occur, be sure and bring the roster up to date.

Scheduling Practice Times and Contests

- A. The Activities Director shall work with the coach/sponsor/advisor in scheduling all practice times and M.H.S.A. contests. Every effort shall be made to keep prime time varsity scheduling for female and male activities equal. Under no circumstances is a coach/sponsor/advisor to schedule an event without prior knowledge and consent of the Activities Director. This includes summer camps.
- B. Facilities Use: When there is conflict in prime-time use of a facility, Cascade Public Schools will have those parties involved work out an equitable schedule for facility use. If this cannot be done, the Activities Director will present the parties involved with an equitable schedule, which will be strictly adhered to. M.H.S.A. scheduled events take precedence over practice times.

Schools Sponsored Trips

Student participation on intra and extracurricular trips is subject to eligibility requirements. (See Activity Eligibility.) Students participating in school sponsored trips, whether for the day or overnight, are regarded by Cascade School and the public as representatives of the school system. As representatives of the school system, public image is projected by the conduct, the attitudes and the reputations of those students who take a leading role in intra- and extra-curricular activities. Therefore, student participants must comply with rules of the school system, the rules of their coaches or advisors, and the civil laws of society.

Student conduct on any school sponsored trip that does not adhere to the reasonable standards established will be dealt with in a timely manner by the coach/advisor and administration. Student misbehavior on school sponsored trips may lead to student suspension from participating in school sponsored trips. Parents will be notified of any incident concerning their child on a school sponsored trip by the coach/advisor and/or administration.

Opportunities may occur for junior high students to attend high school co-curricular, intracurricular and/or extracurricular overnight events. Consideration for approval will be made on a case by case basis by administration at the request of the advisor or coach. An additional chaperone may be required in the event that junior high and high school students are traveling together overnight.

Social Media/Networking Policy

Use of social media to communicate...Facebook, text messaging, twitter, email, etc. should align to district standards. The best practice of staff (certified and classified), coaches, sponsors and advisors is to refrain from engaging in social networking with students and/or student athletes...

Recommended Best Practice for dealing with student and social media:

- Email students through school controlled and monitored accounts;
- Use school established communication applications;
- ~~If you need to communicate through Facebook, then contact administration and set up an account on the District server;~~
- Do NOT solicit students as friends or contacts on social networking sites;
- Do NOT accept the solicitation of students as friends or contacts on social networking sites;
- Do NOT share with students' access information to personal websites or other media through which a staff member would share personal information and occurrence;
- Refrain from accessing social networking websites for individual use during school hours, unless asked to do so by administration;

Except in an emergency situation, staff should not access social networking sites using district equipment or personal equipment, during instructional time.

Sportsmanship (MHSB Handbook p. 26-27)

Section (33) SPORTSMANSHIP GUIDELINES

- A. Statement of philosophy: The Montana High School Association has established policies, expectations and responsibilities which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the interscholastic program conduct themselves in a sportsmanlike manner. The coach represents the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.
- B. Code of Conduct: A coach will be in violation of the standards for good sportsmanship established by the Montana High School Association by:
 1. Making degrading/critical remarks about officials during or after a contest either at the competition site, from the bench, in the locker area or through any public news media;
 2. Arguing with officials or going through motions indicating dislike/disdain for a decision;
 3. Detaining the officials following a contest to request or argue a ruling or explanation of actions by the official;
 4. Being ejected from a contest;
 5. Physically assaulting an official.

Coaching Staff

The coach bears the greatest burden of responsibility for sportsmanship. His/her influence upon the attitudes and behavior of the players, the student body and the community is unequalled. In order for good sportsmanship to become a reality, it is essential that the coach subscribe to the values of sportsmanship and teach its principles through word and deed. Specifically, it is recommended that the coach:

1. Always set a good example for others to follow.
2. Instruct the players about their sportsmanship responsibilities.
3. Discipline those players who display unsportsmanlike behavior. If necessary, forfeit their privileges of representing the school.
4. Be a good host to opponents; treat them as guest.
5. Provide opportunities for social interaction among coaches and players both teams before and after the contest.
6. Respect the official's judgement and interpretation of the rules. Question them with respect and dignity only when the game rules permit.
7. Publicly shake hands with the officials and opposing coach before and after the contest.

Player

The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. Desirable behavior players would be to:

1. Treat opponents with respect that is due them as guests and fellow human beings.
2. Shake hands with opponents and wish them good luck before the contest.
3. Exercise self-control at all times, accepting decisions and abiding by them.
4. Respect the official's judgement and interpretations of the rules. Never argue or make gestures indicating dislike for a decision.
5. Do not communicate with the officials regarding the clarification of a ruling. This is the captain's responsibility.
6. Do not engage in celebrations/chants that will antagonize or embarrass an opponent.

Cheerleaders

1. Stimulate and control crowd response.
2. Choose the right cheers at the right time.
3. Be certain that words used in a cheer do not inflame an audience.
4. Avoid using bells, horns and noisemakers.
5. Use gestures that are resynchronized, pleasing to watch, and easy to follow.
6. Divert the crowd's attention by starting a popular yell if booing develops.
7. Do not conduct a cheer at the same time as the visiting cheerleading squad.
8. School flags cannot be paraded in front of the opposing fans' section.
9. School mascots cannot engage in antagonistic behavior and must remain in their own cheering section.
10. Do not lead fans in any cheer that poses a safety risk, including fans jumping or bouncing on the bleachers at any time.

Students

Students' habits and reaction as spectators determine the quality of sportsmanship, which reflects upon the reputation of the school. Profane and abusive language and obnoxious behavior have no place at an athletic contest.

1. Know and demonstrate good sportsmanship.
2. Respect and cooperate with the cheerleaders.
3. Respect the property of the school and the authority of the school officials.
4. Show respect for an injured player and do not heckle or jeer the opposing team.
5. Remember athletic contest and mood altering substance do not mix.
6. Do not use profanity in cheers or direct profane statements at officials, players, coaches, or opposing cheering sections.
7. Do not single out opposing players personally and heckle them by directing derogatory or profane statements/chants at them. This includes signs, posters, and clothing that would be deemed inappropriate. Racist remarks are never acceptable.
8. Do not advance on the court or field to protest or communicate with officials, coaches or players.
9. Do not direct offensive cheers/chants at opposing cheering sections.
10. Shirts must be worn at all contests
11. The student sections are prohibited from any activity that poses a safety risk or interferes with competition, including jumping or bouncing on the bleachers at any time.

Student Sign Out Sheet (protocol when students request to leave site)

Students are not permitted to leave the facility in which their coach/sponsor is present without specific permission from their coach/sponsor in advance of the student's departure. When permission is granted to leave the facility by the coach/sponsor, the student(s) must sign out with the coach/sponsor when leaving and sign back in upon their return.

Supervision statement to include all areas of athletics (locker room, weight room, gym, athletic fields, pool, etc.)

Supervision of Facilities

- a. Coaches are expected to supervise students at all times. Coaches are expected to report and identify hazing or bullying. If you see it, report it.

b. Coaches will monitor locker rooms and practice areas.

c. Coaches are expected to be on time for practice or competitions. Coaches are not to leave the building until all participants have left. When returning home from an event, the coach shall not leave until all participants have left the school premises.

Suspension or Exclusion from Team

Suspension or dismissal of any student from a co-curricular activity needs to be brought to the attention of the Activities Director in a timely fashion. Exclusion of any student from a co-curricular activity requires board action.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone and mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent and student will be notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in extra- and/or co-curricular activities.

Legal Reference: § 20-5-201, MCA Duties and sanctions

Tobacco Free Schools/Workplace Policy

Tobacco Free Schools/Workplace (B.P. 8225)

In the interest of having healthy employees and positive health models for students Cascade Public School District 3 & B maintains tobacco free facilities/vehicles and grounds.

1. All school buildings, vehicles and properties are hereby declared as tobacco free.
2. No use of tobacco will be permitted in Cascade Public School District 3 & B facilities, vehicles or grounds.
3. Prohibitions of tobacco use are applicable to all hours.

FOR A COMPLETE DESCRIPTION of the Cascade Public Schools Tobacco Free Schools Policy, refer to **Board Policy #8225.**

Travel Rules, Regulations and Procedure (Parent written request that their child allowed alternative transportation to and from site)

Transportation to and from contests:

Because of the legal implications regarding school district responsibilities and liability for any student involved as a participant in a school sponsored extracurricular activity, participating students will be required to ride school-sponsored transportation to and from any activity taking place away from Cascade. This will apply to any student who is a member of a team, music group, cheerleading squad, pep bus or any other school-sponsored activity involving students as assigned participants. It does not include student spectators, except those riding on a pep bus.

Transportation of students to and from school-sponsored activities is provided by the district transportation system in accordance with district policy. All participants must travel to all out of town activities with the group. If a situation develops where it becomes necessary for a parent/guardian to transport his/her child to an activity, an Alternative Travel Form to Activities must be submitted to the attendance office at least 48-hours prior to the activity. Prior permission needs to be granted by the administration.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on a field trip or other school activities only with prior administrative approval. Before transporting any students, the owner of any private vehicle must provide proof of sufficient liability insurance, current registration and a current Montana driver's license. A driver may only transport the number of students as there are seat belts in his/her vehicle.

Upon conclusion of an activity, and release from a coach/advisor, a student may travel home from an activity with his/her parents or legal guardian. Participants will be released to travel with their parent/guardian only after signing out with his/her coach/advisor on the Advisor Travel Release From Activities form. Under no circumstance are students allowed to return home with anyone other than the coach or their parents or legal guardians.

No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle, or a district-owned vehicle.

If a student misses the bus on a scheduled trip, it must be understood that participation by that student on that day will not be allowed. If an attempt is made to contact the school in case of an emergency, the head coach will view the situation and make a decision based on the information they receive. As the head coach, you may delay departure time as long as you want, short of creating a safety hazard for the bus driver in reaching your destination.

When using a school vehicle, be sure to request the vehicle far enough in advance. The key to the vehicle will need to be picked up during regular business hours from the Administrative Assistant. When the vehicle is returned, the gas tank needs to be filled and a receipt for the gas needs to be placed in the District Clerk's box. The key needs to be returned to the Administrative Assistant.

Travel List for Coaches

This form is to be filled out by the coach or organization sponsor NO LATER THAN 2 DAYS prior of the trip. The form may be found under the Athletics tab of the district website www.cascade.k12.mt.us. Attach the completed form and email to the Activities Director, Attendance Secretary, JH/HS Principal, Food Service Manager, Transportation Director, and if applicable to the Ulm School.

Uniform/Equipment Replacement/Rotation Procedure

Each coach shall have on file with the Activities Director, a five-year uniform/equipment replacement plan. Each plan is to be updated annually.

The Activities Director shall use these plans to anticipate program needs and coordinate uniform/equipment replacement on an equitable basis.

Volunteer/Chaperone Policy

VOLUNTEERS (BP #5430)

The District recognizes the valuable contributions made to the total school program by members of the community who act as volunteers. A volunteer by law is an individual who:

1. Has not entered into an express or implied compensation agreement with the District;
2. Is excluded from the definition of "employee" under the appropriate state and federal statutes;
3. May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
4. Is not employed by the District in the same or similar capacity for which he/she is volunteering.

District employees who work with volunteers shall clearly explain duties for supervising children in school, on the playground, and on field trips. An appropriate degree of training and/or supervision of each volunteer shall be administered commensurate with the responsibility undertaken. Volunteers who have regular unsupervised access to children are subject to the District's policy mandating background checks.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Volunteer coaches in your program must be cleared by the Athletic/Activities Director. Volunteer coaches will be required to submit a formal application to the Athletic/Activities Director and any offer of a volunteer coach position will be contingent upon successful completion of a background check per **School Board Policy, #5122**. Volunteer Coaches must abide by the same policies as paid coaches. Volunteer coaches are required to complete the coach's certification program just as paid coaches are. The Montana High School Association (MHSA) has indicated that any post graduate participants that come in to help must be considered a volunteer coach. They will be expected to complete coach's certification in order to instruct or compete with participants in practice, and must complete the NFHS concussion course **at their own expense**. Individuals who volunteer to assist the School District during meets, tournaments, etc. will not be subjected to a background check with the understanding these volunteers would **never** be in a one on one situation with a student in an isolated environment. The District will provide volunteers with an Athletic Handbook, go over the expectations and require acknowledgement of the handbook.

Video Surveillance

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video cameras.

The Superintendent will notify staff and students, through staff and student handbooks or by other means, which video surveillance may occur on District property. A notice will also be posted at the main entrance of all District buildings, and on all buses, indicating the use of video surveillance.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

Accident Report

**This form is to be completed by the appropriate employee(s) as soon as possible after an accident occurs.
Please Print or Type.**

District Name _____ School Name _____
 Principal's Name _____ School Phone _____
 Date of Accident: _____ Time: ____ AM PM Supervising Employee _____

Claimant's Name _____
Last Name *First Name* *Middle Initial*

Claimant's Address _____
City *State* *ZIP Code*

Claimant's SS # _____ Home Phone Number (____) _____
 Claimant's Age _____ Date of Birth _____ Sex _____ Grade _____
 Parent's Name (if student) _____ Work Phone Number (____) _____

<i>Nature of Injury</i>	
<input type="checkbox"/> Scratch	<input type="checkbox"/> Concussion
<input type="checkbox"/> Fracture	<input type="checkbox"/> Head Injury
<input type="checkbox"/> Bruise	<input type="checkbox"/> Sprain/Strain
<input type="checkbox"/> Burn	<input type="checkbox"/> Cut/Puncture
<input type="checkbox"/> Dislocation	<input type="checkbox"/> Bite
<input type="checkbox"/> Other _____	

<i>Place of Accident</i>	
<input type="checkbox"/> Classroom	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Hallway	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Bathroom	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Stairs
<input type="checkbox"/> Playground	<input type="checkbox"/> Athletic Field
<input type="checkbox"/> Other _____	

<i>Body Part Injured</i>		
<input type="checkbox"/> Ankle	<input type="checkbox"/> Foot	<input type="checkbox"/> Leg
<input type="checkbox"/> Arm	<input type="checkbox"/> Face	<input type="checkbox"/> Nose
<input type="checkbox"/> Back	<input type="checkbox"/> Finger	<input type="checkbox"/> Teeth
<input type="checkbox"/> Neck	<input type="checkbox"/> Hand	<input type="checkbox"/> Wrist
<input type="checkbox"/> Eye	<input type="checkbox"/> Knee	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Other _____		

Describe accident and injury in detail (attach additional description as necessary): _____

Were efforts made to contact the parent/guardian about the accident? Yes No

Was first aid administered? Yes No By whom? _____

Was the student Sent home Sent to physician Sent to hospital

Is student covered by Student Accident Insurance? Yes No If "yes," please list Company Name, address, and phone number _____

If medical or hospital treatment was required, please complete the following information. (Attach a copy of medical bills, if available.)

Name and address of doctor or hospital _____

Witnesses (Name, Address, and Phone) _____

Signature/Name of Person Completing the Report

Date

Permission to Participate (Collected Annually)

STUDENT PERMISSION TO PARTICIPATE

I hereby give my consent for _____ (student) to participate for Cascade Public Schools in the following Activities _____

I also give _____ (student) permission to ride school-sponsored transportation to/from any activity taking place away from Cascade Public Schools. I hereby also give the school permission to seek first aid treatment and medical services if necessary for the student listed above, should an emergency arise and with the understanding that there will be no financial obligation on the part of the school.

Date _____
_____ Student Signature

Date _____
_____ Parent/Guardian Signature

Student allergies to medication: _____

Student Date of Birth: _____

Home Phone: _____ Emergency Phone _____

MEDICAL TREATMENT/RELEASE FORM

To: Parents and/or Guardians of Students Representing Cascade Public Schools District 3&B in Extra Curricular and Co-Curricular Programs.

It has become exceedingly difficult to obtain medical services for students injured when competing, without first obtaining parental/guardian consent in writing. So that proper emergency assistance may be provided, we ask that you review the following statement, sign and return to the AD.

I hereby authorize Cascade Public Schools District 3&B and its advisors, in charge of my child named below, to obtain all necessary medical care for my child and I hereby authorize any licensed physician and/or medical personnel to render necessary medical treatment to my child.

Print Student's Name: _____

Signed: _____
(Parent and/or Guardian)

Address _____

Telephone No. _____ Date: _____

Emergency Contact (Within 15 miles of name of town)

Name: _____

Address: _____

Telephone No. _____

Relationship to Student: _____

Allergies? _____ YES: _____ NO

If "Yes" please list:

Medication Needed: _____ YES _____ NO

If "Yes" please list:

Special Medical Problems? _____ YES _____ NO

If "Yes" please list:

We have private health care coverage for our student? _____ YES _____ NO

Student-Athlete & Parent/Legal Guardian Concussion Statement

Because of the passage of the Dylan Steigers’ Protection of Youth Athletes Act, schools are required to distribute information sheets for the purpose of informing and educating student-athletes and their parents of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. Montana law requires that each year, before beginning practice for an organized activity, a student-athlete and the student-athlete’s parent(s)/legal guardian(s) must be given an information sheet, and both parties must sign and return a form acknowledging receipt of the information to an official designated by the school or school district prior to the student-athletes participation during the designated school year. The law further states that a student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the student-athlete has received a written clearance from a licensed healthcare provider.

Student-Athlete Name:

This form must be completed for each student-athlete, even if there are multiple student-athletes in each household.

Parent/Legal Guardian Name(s):

We have read the *Student-Athlete & Parent/Legal Guardian Concussion Information Sheet*.

If true, please check box

After reading the information sheet, I am aware of the following information:

Student-Athlete Initials		Parent/Legal Guardian Initials
	A concussion is a brain injury, which should be reported to my parents, my coach(es), or a medical professional if one is available.	
	A concussion can affect the ability to perform everyday activities such as the ability to think, balance, and classroom performance.	
	A concussion cannot be “seen.” Some symptoms might be present right away. Other symptoms can show up hours or days after an injury.	
	I will tell my parents, my coach, and/or a medical professional about my injuries and illnesses.	N/A
	If I think a teammate has a concussion, I should tell my coach(es), parents, or licensed healthcare professional about the concussion.	N/A
	I will not return to play in a game or practice if a hit to my head or body causes any concussion-related symptoms.	N/A
	I will/my child will need written permission from a licensed healthcare professional to return to play or practice after a concussion.	
	After a concussion, the brain needs time to heal. I understand that I am/my child is much more likely to have another concussion or more serious brain injury if return to play or practice occurs before concussion symptoms go away.	
	Sometimes, repeat concussions can cause serious and long-lasting problems.	
	I have read the concussion symptoms on the Concussion fact sheet.	

Signature of Student-Athlete _____ Date _____

Signature of Parent/Legal Guardian _____ Date _____

ADVISOR TRAVEL RELEASE FROM ACTIVITIES

2019-20 Activities/Athletic Year

Cascade Public Schools District 3 & B

Cascade Public Schools has a policy regarding the transportation of students from school sponsored activities while representing Cascade Public Schools. Due to liability concerns, the school is encouraging all students to ride home from activities with their team or group. This also works to promote team unity and is supported by the coaches.

If a situation develops where you must take your student home with you, then you must personally tell the coach/advisor and sign below in order for the coach to release your student athlete to you.

I, the undersigned parent/guardian of _____ (see below), understand that by signing below, the duty and responsibility of Cascade Public Schools, the coach/advisor of Cascade Public Schools, and School District 3 & B has ended when my son/daughter is released to my care.

I also release and discharge the school district, to the full extent permitted by law, from any and all claims arising out of the alternate transportation arrangements made by me for my son or daughter.

Date: _____ **Sport:** _____ **Level: JH or HS Coach:** _____

Student/Athlete **Released To (please print)** **Guardian Signature:**

Coach Acknowledgement Form:

Failure of a coach to abide by the expectations and guidelines outlined in this handbook could result in disciplinary action ranging from a letter of reprimand to dismissal from the coaching staff.

My signature below indicates that I have received the Coaches Handbook and I have read and understand the contents.

Coach Signature

Printed Name

Date

Sport/Activity(s) - List all activities coached.

Return acknowledgement form to the Activities Director within 5 days of hire date. Form will be placed in the employees personnel file.