



CASCADE PUBLIC  
SCHOOLS  
COACH/ADVISOR  
HANDBOOK

2016-17

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**SECTION I**

## **PHILOSOPHY**

Athletics is an important part of the total educational program. Participation in a formalized athletic program contributes to health, happiness, physical skill, emotional maturity, social competence and sound moral values. Athletic involvement can help teach the values of cooperation as well as the spirit of competition. Coaches are to give full consideration to the development of the total athlete, including emphasis on academic performance. We adopt the philosophy of “athletes first, winning second”. Our goal is to win, but when an athlete’s well-being and winning come into conflict, the athlete’s welfare comes first. Participation and skill development are important at the lower levels with the activity becoming more selective and competitive as athletes progress through the program.

Athletes are representatives of Cascade Public Schools and are expected to behave in an exemplary manner.

## **OBJECTIVES**

1. Learning to compete within a given set of rules.
2. Learning how to maintain physical well-being.
3. Learning the importance of constructive release of energies.
4. Learning how to handle socially acceptable recognition.
5. Learning how to understand other people’s feelings and attitudes.
6. Learning emotional control.
7. Learning the importance of self-discipline.
8. Learning how to persevere toward a goal.
9. Learning to think under pressure.
10. Learning to accept the authority and direction of the coaching staff.
11. Learning the responsibility and privilege of representing Cascade High School.
12. Keeping in proper perspective, the importance of academics and athletics.
13. Learning good sportsmanship.

## **THE OBJECTIVES OF THE ACTIVITIES PROGRAM**

1. To provide, promote and direct Activities that will project a positive image and contribute to the educational philosophy of the total school.
2. To provide an equal opportunity for boys and girls to participate in the activities program that will teach students to cope with problems and handle a variety of situations. The program should provide adequate opportunities for:
  - A: Physical, mental and emotional growth and development.
  - B: Acquisition and development of special skills in activities of each student's choice.
  - C: Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
  - D: Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
  - E: A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity.
  - F: Achievement of initial goals as set by the school in general and the student as an individual.
  - G: Provisions for worthy use of leisure time in later life, either as a participant or spectator.
3. To strive for excellence that will produce success and ensure that the program is conducted in such a manner as to develop the best possible educational results in sportsmanship, citizenship and character development.
4. To provide a program which encourages participation by all students and at the same time provides for the development of those students with special skills or talents.
5. To promote desirable school publicity and public relations by keeping the media and the community informed of the school's accomplishments and responsibilities and by cooperating with outside groups that are willing to contribute to school activities.

## **DISTRICT 3 & B EQUAL EDUCATION & NON-DISCRIMINATION CONCERNING ACTIVITIES**

### Equal Education and Non-discrimination

The Cascade Public Schools, District No. 3 & B, is committed to equality of educational opportunity.

All students have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, extracurricular and other school-related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical, sensory or mental handicap, marital or parental status or other protected class is prohibited unless based upon reasonable grounds as provided by law.

Inquiries regarding discrimination should be directed to the Cascade Public Schools Title IX/Section 504 Coordinator. Specific written complaints should be directed to the Cascade Public School's Superintendent.

No person will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity.

The school district will provide a separate toilet, locker room, and shower facility on the basis of sex, but the facilities provided for students of one sex will be comparable to those provided for students of the other sex.

The school district will not provide any course or carry out any education program or activity separately, or require or refuse participation there, by any of its students on the basis of sex. This includes health, physical education, industrial, business, vocational, technical, home economics, music and adult education courses.

Students in physical education classes may be grouped by ability as assessed by objective standards of individual performance developed and applied without regard to sex. Students may also be separated by sex in physical education classes during participation in sports that involves bodily contact.

Where the use of a single standard of measuring skill or progress in a physical education class has an adverse effect on members of one sex, the school will use appropriate standards that do not have that effect. A vocal range may group students in choral groups.

The district shall not discriminate against any person on the basis of sex in any interscholastic club, or intramural athletic program offered by the school.

However, the district may approve or sponsor separate teams for members of each sex where selection for the teams is based on competitive skill, or the activity involved is a contact sport. In non-contact sports, however, where the school sponsors a team for one sex but not for the other, and athletic opportunities for the other have previously been limited, members of the excluded sex will be allowed to try out for the team offered.

The district shall comply with all sex equity provisions in interscholastic activities as provided for by law and/or the MHSAA settlement agreement of 1984.

### **COACHING COURSE REQUIREMENTS**

Prior to each sports season ALL High School Head Coaches, Assistant Coaches, and Volunteers must take the required courses or have current certification in the following (administrative workshop needs only to be done by administrator):

- **Complete NFHS Fundamental of Coaching course online at [www.nfhslearn.com](http://www.nfhslearn.com). (good for 5 years)**
- **Complete NFHS "Concussion in Sports" course online at [www.nfhslearn.com](http://www.nfhslearn.com). (good for 1 year)**
- **MOA Rules Clinic for your specific sport (s) at [www.mhsa.org](http://www.mhsa.org). (good for 1 year)**
- **Need to have current 1<sup>st</sup> Aid certification. (good for 2 years)**
- **Complete the MHSAA New Administrators Workshop (1 administrator from each district must complete)**

### **MONTANA HIGH SCHOOL ASSOCIATION CODE**

IT IS THE DUTY OF ALL CONCERNED WITH HIGH SCHOOL ATHLETICS:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.

5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game—not a matter of life or death for player, coach, school, official, community, state or nation.

### **MHSA SPORTSMANSHIP GUIDELINES**

**The MHSA Coaches' Sportsmanship Code of Conduct will be in effect. A coach will be in violation of the standards of good sportsmanship established by the MSHA if he/she is involved in any of the following actions:**

- 1. Making degrading/critical remarks about officials during or after a contest**
- 2. Arguing with officials or going through motions indicating dislike/distain for a decision**
- 3. Detaining the officials following a contest to argue a ruling**
- 4. Being ejected from a contest**
- 5. Physically assaulting an official.**

**Article VIII, Section (2) General Penalties, page 34 MHSA Handbook**

**“Any student or coach...who is ejected from an interscholastic athletic competition will not participate for the remainder of the day and will be ineligible for the next regularly scheduled or rescheduled competition at that level of competition and all other games/meets in the interim at any level of competition. A second violation...will result in a four (4) competition suspension by the offending student/coach...”**

#### 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 of both teams before and after the contest.
6. Respect the official's judgment 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 judgment 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.

### **ACTIVITY ELIGIBILITY INFORMATION**

#### **TO: CANDIDATES FOR CASCADE HIGH SCHOOL ATHLETIC TEAMS, CHEERLEADERS, THEIR PARENTS AND GUARDIANS.**

This bulletin contains basic regulation from the Montana High School Association (MHSA) and Cascade High School (CHS) which students, parents/guardians should understand. Other regulations are by Cascade School Board Policy and/or Administrative Directives.

#### **1. Enrollment/Attendance**

To be eligible to participate in a MHSA sponsored contest, a student must be in regular attendance, and must be receiving a passing grade in at least twenty periods of prepared classwork or its equivalent in the last previous semester. A student must be enrolled in twenty hours per week and in regular attendance in ten hours per week at the school where the student participates. Regular attendance is defined as actual physical presence in the building (bricks and mortar). A home school student is not eligible to participate for an MHSA member school.

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 appointment office stating the student is not contagious to others must be provided in order to excuse him/her from this requirement. This does not apply to contests or events held on Saturdays. Students participating in events that return home late at night (after 12:00 midnight) must be in school the following day at the regular starting time unless prior approval is given by the principal. In such cases, arrangements should be made by the coach or advisor with the principal ahead of time. Senior students will be allowed TWO days to attend college related activities and these days will not be counted against them.

## **2. Physical Examination and Parents' Permit**

A physical examination is required for each student in order to participate in practice or competitions. A doctor for the current school year must certify this examination. The forms are available in the High School office, in the CHS Activities office, or on the district website, [www.cascade.k12.mt.us](http://www.cascade.k12.mt.us). Family or individual medical insurance is required of all participants. Physical examination conducted before May 1 is not valid for participation the following school year.

## **3. Parent Student Concussion Information**

MHSA will require 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 parents/legal guardians must sign the front page after verifying they have read and understand the information regarding concussions.

## **4. Participation Policy**

All parents and students must read, review, and sign the Cascade High School Participation Policy Handbook.

## **5. Age**

No student is eligible to participate that has become nineteen years old **on or before** midnight, August 31, of a given year. Therefore, a student who becomes nineteen years old after midnight, August 31, will be permitted to compete in activities throughout that school year.

## **6. 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.)

## **STUDENT ELIGIBILITY**

**General:** In order to be eligible for activities a student must be in regular attendance at school.

**5-12 grade:** A student must be receiving a passing grade in ALL classes. Eligibility for passing will be determined weekly.

Cascade Public Schools eligibility rules apply to all extracurricular (athletics) and co-curricular (clubs and organizations, Science Fair, band, choir, etc.) activities. Students not meeting Cascade 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 School.

If a student receives an F or F's during weekly eligibility they will be ineligible for the following week and must make arrangements with their teacher to work extra to raise the grade to passing. Students who are habitually on the F list will be assigned a semester long Title I class.

Students who fail a class at the end of the quarter will be ineligible for four weeks and must make arrangements with their teacher for extra help.

**Any student grades 9-12 who receive three or more F's for a quarter or semester will be ineligible for an entire semester as per MHSA rules.**

*Ineligible students will be allowed to practice (at coach's discretion).*

*Ineligible students will not be allowed to travel with the team until eligible.*

*Ineligible students will not be allowed to compete at any level until eligible.*

Cascade High School offers many different activities and clubs for interested students, including student government and service organization. A staff member must supervise all student activities.

Students participating in school activities and riding the activity bus must depart and return on the activity bus. Parents may pick up their child at the activity site provided the parent or guardian signs a note relieving the school of all transportation liability and responsibility.

### **School Curfew**

Any student involved in extra-curricular or co-curricular activities shall adhere to the following curfew schedule:

Sunday through Friday 10:00 P.M.

Saturday 12:00 A.M.

Head Coaches and Advisors will enforce and establish punishment for curfew violations.

## **Cell Phones and Electronic Devices**

*Cascade School recognizes the importance of cell and smartphones in students' lives. See Policy #3630.*

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of school 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 device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Students may use cellular phones, pagers, and other electronic signaling devices on campus before and after school, and during student's designated lunch break. Students may have their cellular devices on their person as long as they are kept on silent mode. If at any time they become a distraction, they may be confiscated. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized possession or use is grounds for confiscation of the device by school officials, including classroom teachers.

Confiscated devices will be turned into the student office.

- First offenses will be documented and the student will be allowed to pick up the device at the end of the school day.
- Second offenses will also be turned into the office, documented and the parent will be contacted.
- Third offenses will require students to turn in their cell phone and a parent will be required to come to the school and pay a \$15.00 fee to get the phone back. Which will be put into a special account to give out awards for attendance incentives.
- Additional offenses will follow the same steps as the third offense but the student will be required to turn the device in for the remainder of the school year. As above, students that do not comply with turning in the device will be suspended.

**IF A STUDENT REFUSES TO RELINQUISH HIS/HER CELL PHONE TO THE TEACHER, THEY WILL BE TAKEN TO THE PRINCIPAL IMMEDIATELY.**

Personal laptops will be permitted within certain parameters and conditions. Students wishing to use personal laptops during the school day must obtain a "Laptop Use Agreement" form from the front office or the Technology Director. The form is to be signed by the Principal, Technology Director, student, and parent/guardian/caretaker relative and returned to the office where it will be kept in the student's file. The form must be returned with the proper signatures before a laptop can be used.

## **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 recommendations 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<sup>nd</sup> place finish at district (GBB, GVB, T, BBB).

2 points           An individual or team member achieving a 3<sup>rd</sup> place conference win (BFB), a 1<sup>st</sup> place district win (BBB, T, GVB), or a 4<sup>th</sup> place divisional win (W).

3 points           An individual achieving a 3<sup>rd</sup> place finish (W).

4 points           An individual or team member achieving a 2<sup>nd</sup> place conference or divisional title (BFB, BBB, W, T, GCC, GBB, GVB).

5 points           An individual or team member achieving a 1<sup>st</sup> place conference or divisional title (BFB, BBB, W, T, GCC, GBB, GVB).

6 points           An individual or team member achieving a 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> place State Title (BFB, BBB, W, T, GCC, GBB, GVB).

7 points           An individual or team member achieving a 2<sup>nd</sup> or 3<sup>rd</sup> place State title (BFB, BBB, W, T, GCC, GBB, GVB).

8 points           An individual or team member achieving a 1<sup>st</sup> place State title (BFB, BBB, W, T, GCC, 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, an 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 Second Team All Conference or Division (BFB, BBB, GBB, GVB).

3 points An individual or team member nominated to a Second Team All Conference or Division (BFB, BBB,T, GBB, GVB).

4 points An individual or team member achieving an Honorable Mention at the State level (BFB, BBB, GBB, GVB).

5 points An individual or team member nominated to a Second Team All State (BFB, BBB, GBB, GVB).

6 points An individual or team member nominated to a First Team All State (BFB, BBB, T, W, GBB, GVB, GCC).

#### 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 For being chosen Academic All-State (one year).

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 Athletic Director will either recommend the title be shared or will assign one point to break the tie.

\*BFB: Boys Football

BBB: Boys Basketball

W: Boys Wrestling

GBB: Girls Basketball

GVB: Girls Volleyball

GCC: Girls Cross Country

T: Track (Boys and Girls)

#### **CRITERIA FOR INDUCTION INTO THE COACHES HALL OF FAME**

1. A minimum of five years coaching I this school district.

2. Active in promoting athletic activities in this 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)

#### **CRITERIA FOR INDUCTION INTO THE ATHLETES HALL OF FAME**

1. All nominations for election must be made to the Athletic Director.
2. Must have graduated from Cascade Public Schools.
3. A minimum of 1 and 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





**SECTION II**

## **JOB DESCRIPTION**

### **HEAD COACH**

- I. General responsibility
  - A. Following rules and regulations outlined in the Activities Handbook.
  - B. Advocating and following the Activities Program philosophy and the objectives of the activities program.
  - C. When organizing the total school program in your sport, be available to provide in-service workshops to all staff involved.
  - D. Providing for public relations between your program and:
    1. School
    2. Community
    3. Administration
    4. Conference
    5. Media
- II. Specific Duties
  - A. Assist Activities Director in:
    1. Assignment of staff
    2. Determining all schedules
    3. Purchases and budgeting procedures
    4. Getting game area ready for play
  - B. Provide Activities Director with an alphabetized list of participants and registration forms. This form is found in Appendix A of this handbook.
  - C. Loyally support the Activities Director in helping to carry out goals and objectives of the Cascade School athletic program
  - D. Delegate some of the responsibilities to assistant coaches.
  - E. Help Activities Director evaluate assistants each year.
  - F. The coach is responsible for:
    1. Coordinated all practice schedule and arranging adequate supervision at all practices, games and at all times when students from the program are in the building or facilities.
    2. Providing sound planning (practices and meetings) and using sound techniques and drills to condition the participants in ways that will be both effective and safe.
    3. Warning participants of inherent risks.
    4. Providing a safe environment.
    5. Issuing adequate and proper equipment and inventorying it each season.
    6. Evaluating participants for injuries or incapacitation.
    7. Matching participants of equal ability and size for competition.
    8. Holding a current first-aid card and providing proper first-aid.
    9. Making all necessary work assignments for home contestants in varsity contest.

10. Encouraging members of the team to improve character traits, such as:
  - a. Industry
  - b. Loyalty
  - c. Cleanliness
  - d. Equipment
  - e. Dressing room
  - f. Training room
  - g. Self-respect
  - h. Punctuality

- III. In activities that use tryouts for participant selection a sponsor of that activity shall establish criteria on which selection will be based. Tryout evaluations resulting in cuts should be made by more than one coach/sponsor whenever possible. The coaches/sponsors should be able to objectively explain the reason for the cut and whenever possible, inform the person who has been cut of the reasons behind the coaches/sponsors decision.

## **JOB DESCRIPTION**

### **ASSISTANT COACH**

- I. General responsibility
  - A. Abide by the rules and regulations outlined in the Activities Handbook.
  - B. Attend in-service workshops provided by head coach (must not conflict with other coaching duties).
  - C. Coach at a level assigned by the head coach and the Supervisor of Activities.

### **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 student and/or student athletes...

Recommended Best Practice for dealing with students and social media:

- Email students through school controlled and monitored accounts;
- 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 occurrences;
- 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.

## **CELL PHONES**

The Board recognizes that the use of cellular telephones and other electronic communication 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. To this end, the Board authorizes the purchase and employee use of such devices, as deemed appropriate by the Superintendent. District-owned cellular telephones and other devices will be used for authorized District business purposes. Personal use of such equipment may be prohibited except in emergency situations.

Use of cellular telephones and other electronic communication devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal.

District employees are prohibited from using cell phones or other electronic communication devices while driving or otherwise operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles when transporting students on school-sponsored activities.

### Emergency Use

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

### Use of Personal Cell Phones and Communication Devices

Employees are strongly discouraged from using their personal cell phone during the school days. When necessary, employees may use their personal cell phones and similar communication devices only during non-instructional time. In no event shall an employee's use of a cell phone interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with the terms of the collective bargaining agreement and Board policies. (Board Policy #5630)

## **SEXUAL HARASSMENT, BULLYING, HARASSMENT, INTIMIDATION, HAZING, ETC.**

### **Sexual Harassment**

School District #3 & B has policy regarding sexual harassment and does not condone or allow harassment in the educational or employment setting.

**Definition:** Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal and/or visual contact of sexual or gender-directed nature when: 1) Submission is made, either explicitly or implicitly, as term or condition of an individual's employment or education. 2) 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 educational environment 3) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational environment. Prevention, reporting, confidentiality, investigation, sanctions, notification and redemption policy is available for review in the Cascade District 3B Board Policy.

### **Reporting Harassment**

Students or employees who believe they may have been harassed or intimidated should contact the counselor (Becky Satterwhite), the Title IX Coordinator (Kevin Sukut), the Equal Employment Opportunity Officer (Justin Barnes), or the first level supervisor who is not involved in the alleged harassment. 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 or hope that 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.

### **Violence/Disrespect/Hazing**

Cascade Public School continually works towards decreasing the amount of violence and disrespect in our building. By working towards this goal it is expected that students will find Cascade Public Schools a more inviting and pleasant place to be. Violence/disrespect is any mean word, sign, or act that threatens or hurts a person's body, feelings, or personal possessions.

No one is entitled to use violence/disrespect while in attendance at Cascade Public Schools. Those individuals who show disrespect and/or violence will be processed through the discipline policy.

### **Bullying Policy**

Bullying is strictly prohibited and shall not be tolerated in or on school facilities and property, including school buses or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of any student or staff member, including society's protected classes, or an interference with school purpose or function.

Cascade School District will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing by students, staff, or third parties (coaches, volunteers, parents, visitors or others engaged in business in the district) is strictly prohibited and shall not be tolerated in or on school facilities and property, including school buses 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.

Harassment, intimidation and bullying means any act that substantially interferes with a student's educational benefits, opportunities, or performance and has the effect of physically harming a student or damaging property; knowingly placing a student in fear of harm; or creating a hostile educational environment.

This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").

"Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Hazing includes 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 school sponsored activities or athletics.

Retaliation is prohibited against any person who reports or is thought to have reported a violation or files a complaint. Such retaliation shall be considered a serious violation and will result in disciplinary action. False charges shall also be regarded as a serious offense and will result in disciplinary action.

All complaints about behavior that may violate this policy will be promptly investigated. Any student who feels that he/she has been a victim of hazing, harassment, intimidation or bullying should immediately report incidents to the building principals. A student may also report concerns to a teacher who will be responsible for notifying the principal.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. **See District Policy #3226.**

### **HARASSMENT**

Harassment of staff members is strictly prohibited on district property, including non-district property, while a staff member is attending any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, marital status, disability, and sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. The staff member's submission to the conduct or communication is made a term or condition of employment;
2. The staff member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working environment.
5. Other types of harassment may include, but not be limited to jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. A student whose behavior is found to be in violation of Board policy may be subject to discipline up to and including expulsion.

Any staff member who is subject to, or knows of, such harassment is directed to notify the principal or superintendent immediately. If the complaint is not satisfactorily settled, the staff member may file a complaint directly with the Montana Human Rights Commission or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the district's complaint process, at any time, as provided by law.

There will be no retaliation by the district against any person who, in good faith, reports harassment. (Board Policies 5010 and 5012)

## **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 your 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 are chronically hard to communicate with.

## **CODE OF ETHICS FOR COACHES**

1. I will treat each player, opposing coach, official, parent, and administrator with respect and dignity.
2. I will do my best to learn the fundamental skills, teaching and evaluation techniques, and strategies of my sport.



3. I will become thoroughly familiar with the rules of my sport.
4. I will become familiar with the objectives of the sports program with which I am affiliated. I will strive to achieve these objectives and communicate them to my players and their parents.
5. I will uphold the authority of officials who are assigned to the contest in which I coach, and I will assist them in every way to conduct fair and impartial competitive contest.
6. I will learn the strengths and weaknesses of my players so that I might place them into situations where they have a maximum opportunity to achieve success.
7. I will conduct my practices and games so that all players have an opportunity to improve their skill level through active participation.
8. I will communicate to my players and their parents the rights and responsibilities of individuals on our team.
9. I will cooperate with the activities director in the enforcement of rules and regulations, and I will report any irregularities that violate sound competitive practices.
10. I will protect the health and safety of my players by insisting that all of the activities under my control are conducted for their psychological and physiological welfare, rather than for the vicarious interests of adults.

### **DUTIES AND RESPONSIBILITIES OF A HEAD COACH**

1. Conduct program within MHSAA and district rules and regulations.
2. Provide the necessary leadership for the overall program. Have a complete ORGANIZATIONAL PLAN for the total program. The plan will include fundamentals, strategy, rules, and safety procedures and techniques. It will also include describe the application of the program to the various grade and team levels. The plan will include description of drills as well as various offenses and defenses. It is the responsibility of the head coach to see that there is a detailed daily practice plan in evidence at every level and in the hands of every assistant coach before and during practice. Keep a copy on file for your protection. This is one of the legal duties of a coach – to have an organized practice plan.

### **KEYS**

All coaches will be assigned keys to areas specific to your area of need. Keys will be checked out through Becky Smith prior to the start of your season. Please be mindful that school issued keys are meant for your use only and thus you are responsible for any and all assigned keys. DO NOT loan keys out to students or community members. Please be mindful to lock and secure all doors prior to leaving the building. Keys are to be returned at the conclusion of your responsibilities. Keys may be checked out for summer use upon request.

### **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 to 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 inspection. Coaches are responsible for all district-owned equipment. You must instruct athletes about the care and cleaning of equipment.
4. Place awards for AWARDS NIGHT. Turn in a ROSTER (alphabetical and by grade) of all athletes that participated and all athletes receiving letter and other awards (indicate the number of years the athlete has received the award) to Athletic 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 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 and readied for the next sport and coach.
9. Record boards, Hall of Fame, and trophy lettering completed.

### **FAMILY NIGHT**

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

## **COACHES' DURING-THE-SEASON PROCEDURES**

### Bus Travel

See Student Handbook on bus travel (page 33-35). Students are expected to abide by the same rules expected in a classroom when traveling on buses contracted by the district. Coaches should make sure that buses are returned in a relatively clean condition following an out-of-town trip. The only passengers on activity buses shall be the team members, coaches, and/or sponsors and chaperones as approved by the building principal.

### Classroom Responsibility

The first responsibility of a coach is in the area that is being taught academically. Occasionally throughout the school year it is necessary for the building principal to call meetings of the entire faculty. Because of your teaching responsibility, it would be

proper that everyone attend all meetings. This is understandably impossible during some conditions. When the impossibility of attending a meeting presents itself, please discuss with the principal the alternatives concerning the meeting.

### Clinics

Coaches desiring to attend coaching clinics must do so through the Activities Director's office in requesting leave and finances. Budget restraints will determine the number of coaches that will be allowed to attend. A rotation system for determining leave requests will be established.

### Eligibility

Eligibility to participate in any athletic activity is a privilege that may be attained by meeting the standards set forth by the Montana High School Association and by the Cascade School system. Grades are a constant struggle with some students. Through constant checking with teachers, the coach can probably avert ineligibility with any of your student athletes that are in danger of failing.

### Facility Supervision

One of the primary responsibilities of a teacher/coach is the supervision of the class or team in an athletic 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
  5. Football, soccer, baseball, or spiked track shoes are not to be worn in the locker room or hallways.
  6. Do not throw or kick balls in the locker room or hallways.
  7. Keep tape, food wrappers, and other refuse picked up and in waste receptacles. No glass containers are permitted in the locker rooms.
  8. 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.
  9. 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. MHSAA 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.

#### Fees, Tickets, and Passes

- A. Student activity passes entitle the student to attend events at all CHS activities but do not include post-season tournaments or playoffs. The cost of the student activity card is \$40.00
- B. All student athletes must have activity card to participate.  
Grade school students may also purchase season passes for high school events for the price of K-5<sup>th</sup>/\$20.00 and grades 6-8<sup>th</sup>/\$30.00. This pass doesn't include admission to special invitational meets, tournaments or post-season tournaments.
- C. Admission prices for single events are as follows:
  1. High school sports \$4.00 adult/\$3.00 students 6-12/\$1.00 students K-5.
  2. Junior High sports \$2.00 adult/\$1.00 student K-12.
  3. 5<sup>th</sup> and 6<sup>th</sup> grade sports \$1.00 adult/\$.50 student K-12
  4. Prices may be adjusted at the discretion of the administrator for special events.
  5. For girls' and boys' basketball games, admission charging will begin at the start of preliminary games.
- D. Season passes:  
Adult All Season passes are \$50.00  
Family All Season passes are \$125.00
- E. Stacked Basketball Games (Boys and Girls)
  1. Adults \$6.00
  2. 6-12 \$4.00
  3. K-5 \$2.00

These passes do not include admission to tournaments or post-season tournaments. *Season Passes, School Board Passes and Senior Citizens will be honored at all home games and tournaments excluding Districts and Divisional Tournaments .All season passes will be honored at co-op activities.*

### Lodging and Food Reservations

Hotel and/or motel reservations should be made well in advance of the scheduled activity. Food arrangements can be done likewise. The Activities Director will make the reservations unless other arrangements are made with the coach. The District for post-season competition will provide meals only. Exceptions: sack lunches may be provided when mileage and time is a factor. This meal or meals will take place during or immediately following this competition. Mileage will also be a factor in determining whether a meal is provided. Meal allowance is \$6.00, \$8.00, and \$10.00.

### Media

Work closely with the photographer, the Ketochi, the local newspapers, the radio and any other media that can be beneficial to Cascade schools. The importance of public relations in activities cannot be over emphasized.

### Dress Code

To a great extent, personal appearance helps determine what others think of an individual and reflects what one thinks of himself/herself. A clean, neat appearance gives a good impression. Extremes may attract attention but do not enhance personal esteem.

Students must wear neat, clean, and tasteful clothing that is appropriate for school activities. Footwear is required for safety and sanitation.

### Conflicts Between Scheduled Extra-curricular Contests and Events

In any situation where a student must choose between two or more school sponsored events or contest scheduled for the same time period, it shall be the decision of the parent and student as to which event will take precedence, unless it is a District, Divisional or State competition. The decision of the student shall not result in a loss of grade or status in the class or on the team.

### Discipline

- A. If it becomes necessary to discipline a student while on a trip, do so, but do not send him/her home alone. Suspend the youngster and save further disciplinary action for the following week. Utilize the following procedures when disciplining a student:
  1. Inform the student and whenever possible, the parents of the infraction.
  2. Inform the student and whenever possible, the parents that some type of discipline will be administered.
  3. Before a decision on the type of discipline is made, inform the principal and Activities Director of the infraction.
  4. Before the administration of the discipline, a consultation between the student, parents, principal, Activities Director of the infraction.
- B. Any dismissal of a student from an activity or athletic team should follow the following procedure:
  1. Inform the student and, whenever possible, the parents of the reason for dismissal.
  2. Before dismissal is effected, it is the responsibility of the coach or sponsor to inform the principal and Activities Director of the pending dismissal.
  3. A consultation meeting between the student, parents, principal, Activities director and coach should take place before the dismissal if possible.

### Missed School Time

On any trip causing students to miss school time, a list of departure time, students involved, approximate return time, and destination, should be in each involved teacher's mailbox or emailed a minimum of two days in advance of the trip. If possible, inform all teachers of substitutions making the trip. Always be sure that the office knows of the substitution.

Students should be in school the day of a scheduled event. They should also be in school the day after a scheduled event. Participation gives no one a license to be absent from school. Only exceptions: Doctor's Note, Legal Matters (Court), or Funeral.

### Transportation To And From a Contest:

#### A. Riding in private vehicles:

Riding in private non-family vehicles – when on trips, Cascade students should not be allowed to ride around in other students' cars. Remember, each student is the coach's responsibility until arrival in Cascade after the trip is finished.

#### B. Riding with parents

Under no circumstances are students allowed to return home with anyone other than the coach or their parents or legal guardians, Written signatures are necessary for students to travel with their parents or legal guardians. No one is to leave a school trip with anyone other than their parents or legal guardian. If allowing the student to accompany his/her parents, visit with the parents and get a written request, with signature, before letting the student go.

### Missing Buses

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.

### 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.

### Thank you notes

Write letters of special thanks to groups or individuals that have assisted in any way during the season.



**SECTION III**

## TRIP ITINERARY

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 in to motel)	
Eat at Hardees	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 motel	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 ball game
2. Bring warm clothing for the bus ride
3. The cheerleaders will be riding on the bus with us

Coaches Name: Jeff Grimes

Phone # in case of emergencies: 555-1212



## REQUIRED FORMS

### **Activity Trip Excused List-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](http://www.cascade.k12.mt.us). Attach the completed form and email to the following: Jeff Grimes, Tracy Taft, Kevin Sukut, Angela Johnson, Damon Schrecengost, Cascade staff, and if applicable to the Ulm School.

### **Alternative Travel Request**

Any time a student participates in school activities, they are required to travel in school-authorized vehicles, unless advanced approval is given for private transportation. To travel by private vehicle, the student must first obtain an alternative travel request form available online under the Athletics tab of the district website [www.cascade.k12.mt.us](http://www.cascade.k12.mt.us). Parents may fill it out and provide the needed signatures. This form is then turned into their coach/advisor prior to departure. You **may not** release a student to anyone else other than their parent/guardian.

### **Accident Report Form**

If a student is injured, an accident report form must be filled out as soon as possible. These forms are available in the top file drawer of the mailroom.

### **Bus Request**

All coaches/sponsors must fill out a Van/Car/Bus Request at least **5 days before** your scheduled trip. Fill out all relevant information and return the request to either the Transportation mailbox in the HS teacher workroom or directly to Damon Schrecengost. Any request turned in late are not guaranteed to have transportation.

## **End of Season**

At the conclusion of that sports season, each Head Coach will be sent a Self-Evaluation form, Assistant Coach Evaluation, and will be asked for all items listed, page 39, of the Check Out list. 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 Athletic Director will schedule an End of Season Interview, during which time the Athletic Director will review the Head Coach evaluation with the Head Coach. The Head Coach may take up to twenty-days (20) 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.

Each Boys and Girls sport will be provided with three (3) post-season awards paid for by the school. Any additional awards will be paid for by that sport's account, providing you have the funds available. Awards may be of the Head Coach's choosing. Give the name of the award and the recipient's name to the Athletic Director no later than two (2) weeks prior to the Awards Night. Athlete of the Year Award will be given during the Spring Awards Night.

## HEAD COACH EVALUATION FORM

Coach: \_\_\_\_\_ Sport: \_\_\_\_\_  
Date: \_\_\_\_\_

**1 – Good      2 – Needs Improvement      3 – Unsatisfactory      4 – Not observed**

### 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 athletes' 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 athletes' 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.

**ATHLETIC DIRECTOR'S COMMENTS:**

**HEAD COACH'S COMMENTS:**

Date \_\_\_\_\_  
 Head Coach's Signature

Date \_\_\_\_\_  
 Athletic Director's Signature

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**

**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, IHSA, and CS8 guidelines.
- \_\_\_\_\_ Attends MHSA rules interpretation meetings.
- \_\_\_\_\_ Cooperates with team booster club to enhance the athletes' 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 athletes' 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.

<b>CASCADE PUBLIC SCHOOLS</b>  321 CENTRAL AVENUE WEST PO Box 529 CASCADE, MT 59421 WEB: WWW.CASCADE.K12.MT.US		<b>DISTRICT NO. 3 &amp; B</b>  PHONES: 406-468-9383 406-468-2671 406-468-2672 FAX: 406-468-2212
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Dear Parents,

This letter is to inform you of the policy regarding the transportation of students to and from schoolsponsored 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 child home with you, then you must get an alternative travel request, and fill it out before the team or groups leaves for their competition. The coaches will not sign forms or release students at the event or after the competition. It should also be noted that parents could only sign for and transport their own children.

Responsibility for alternative travel requests now rests with the Head Coaches or Advisors. The administration will not sign or distribute forms. Please do not ask Coaches or Advisors to deviate from the prescribed policy or to make exceptions, it places them in a difficult situation.

If you have any questions regarding this issue, please contact me at the school at 468-9383 extension 140. Jeff Grimes, Athletic Director

**CHS ALTERNATIVE TRAVEL REQUEST**

I, the undersigned parent/guardian of understand the following CHS Policies and Procedures regarding student out of town activity travel:

1. Travel by private transportation rather than school assigned carriers is prohibited unless approved in advance.
2. When traveling out of town, students must travel on the bus or other official transportation to and from the event unless prior written arrangements have been made by the parent.
3. When out of town, a coach or advisor may release a student to parent, but only in a face-to-face meeting with parent after prior written approval has been granted.
4. Special circumstance travel requests by parents should be directed to the head coach.

I understand that if I have arranged, through prior written approval, to transport my son/daughter to or from any out of town site, the duty and responsibility of the school, coach/advisor, and School District 3& B has ended when my son/daughter is released 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.

I hereby request permission from the school, and grant my own permission, for the above listed student to use alternative transportation as outlined below:

Date of Trip \_\_\_\_\_ Event \_\_\_\_\_

Description of Alternative Transportation \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Coach/Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_



## COACHES CHECK OUT

- \_\_\_\_\_ Keys
- \_\_\_\_\_ Storage of all equipment
- \_\_\_\_\_ Wish List for following season
- \_\_\_\_\_ Physical forms
- \_\_\_\_\_ Inventory
- \_\_\_\_\_ Evaluation
- \_\_\_\_\_ Top 10 List
- \_\_\_\_\_ Spring Order/

SPORTS  
PARTICIPATION  
FORMS

Cascade School District #3 & B  
Cascade High School  
Grade 6-12  
ACKNOWLEDGEMENT OF RISKS

Participation in competitive athletics may result in severe injury, including paralysis or death. Changes in rules, improved conditioning programs, better medical coverage, and improvements in equipment have reduced these risks, BUT IT IS IMPOSSIBLE TO TOTALLY ELIMINATE SUCH OCCURRENCES FROM ATHLETICS.

Players can reduce the chance of injury by obeying all safety rules in their sport, reporting all physical problems to their coaches, following a proper conditioning program and inspecting their own equipment daily. DAMAGED EQUIPMENT MUST BE REPLACED IMMEDIATELY.

EVEN IF ALL THESE REQUIREMENTS ARE MET, AND EVEN IF THE ATHLETE IS USING EXCELLENT PROTECTIVE EQUIPMENT, A SERIOUS ACCIDENT MAY STILL OCCUR.

## **STUDENTS**

### Extra and Co-Curricular Chemical Use Policy

Students participating in extra and co-curricular activities, whether sponsored by the MHS or not, shall not use, have in possession, sell, or distribute alcohol, tobacco, 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 an IP, 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 middle and 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 7-8 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 or guardian shall be notified of the violation by telephone where possible, and also by mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered.

**APPEAL PROCESS:** Any parent or legal guardian and student who is aggrieved by the imposition of discipline 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.

Legal Reference: 20-5-201, MCA Duties and Sanctions

Policy History:

Adopted on: May 15, 2001

Revised on:

## **VIOLATION OF RULES**

**FIRST VIOLATION-**After confirmation of the first offense the student will be suspended from all extra-curricular activities for a period of 14 calendar days and *forfeit all team awards for that activity. This shall include the right to be considered for athlete of the year.* During the 14-day period the student will:

### **FIRST VIOLATION**

1. Meet with the parents, coach/sponsor 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/sponsor 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 the 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. Meeting with the student, parents, coach/sponsor, 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 on calendar year.
3. Referral for professional help will be at the expense of the student or parent.

## **STUDENT AND PARENT DUE PROCESS**

If determination is made that a student has violated this policy, the student, parents, and/or guardians shall be notified of the violation by telephone where possible and also by mail. Also at this time, the student, parents and/or guardians shall be notified of the type of discipline that will be administered.

**DUE PROCESS:** During the process the student remains suspended from participation in activities as defined in this policy.

### **DEFINITION:**

Terms used in this policy shall be given their ordinary and reasonable meaning except as defined below.

School Year: Means the period of time from the first day of regularly scheduled practices (usually in August or September) to the last day of regularly scheduled practices or contests (usually in the following May or June).

Sports Season: Means the time period for those activities which the MHSA establishes a starting and ending date, including MHSA sanctioned pre-season activities and post-season competitions. For those activities that are not defined by a MHSA starting and ending date, the time period for starting and ending dates will be the established including pre-season practices and post-season competition.

## **CURFEW RULES**

Curfew rules are as follows for all extra –curricular and co-curricular activities and are in effect for each particular season.

Sunday through Friday- 10:00P.M.

Saturday Night- 12:00A.M.

Each Head Coach or Advisor will deal with violation of curfew.

ATHLETES' NAME \_\_\_\_\_ GRADE \_\_\_\_\_

LIST ALL SPORTS PARTICIPATING IN:

\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the above regulations. I have furnished a copy to my parents or guardian, and have secured my parent or guardian's signature hereon which acknowledges reading of this copy.

By signing this one page I understand that I am agreeing to abide by all three areas covered in the Sports Participation Form:

- ACKNOWLEDGEMENT OF RISK
- CHEMICAL USE POLICY
- CURFEW RULES

I/WE herby certify the I/WE Recognize, Understand, and Assume the risks of Injury or Death which are inherent to athletic participation.

IF ONLY ONE PARENT/GUARDIAN IS LIVING OR HAS SOLE LEGAL CUSTODY, THEN ONLY ONE PERSON NEED SIGN. THE SIGNING PARENT/GUARDIAN , HOWEVER, IS OBLIGATED TO NOTIFY THE NON-CUSTODIAL PARENT/GUARDIAN OF THE CONTENTS OF THIS DOCUMENT.

\_\_\_\_\_  
STUDENT SIGNATURE

Date \_\_\_\_\_

\_\_\_\_\_  
1)PARENT/LEGAL GUARDIAN'S SIGNATURE

Date \_\_\_\_\_

\_\_\_\_\_  
2)PARENT/LEGAL GUARDIAN'S SIGNATURE

\_\_\_\_\_  
HOME ADDRESS

\_\_\_\_\_  
HOME TELEPHONE

**STATEMENTS TO BE SIGNED BY PARTICIPANTS AND PARENT OR GUARDIAN.**