

# Cascade School District



## Coaches/Sponsors/Advisors/Activities/Athletic Handbook

### **MISSION:**

Promoting Excellence for All Students Through:

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

### **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.

Our Core Purpose is built on the Core Values and Beliefs that open lines of communication are essential to understanding, independent and creative thinking, and problem solving for the success of all; that in order for our students to succeed, it is essential that we promote an environment in which students love to learn; that showing respect for others, being accountable for one's own actions and always maintaining integrity is essential to the success of all; and that is imperative to maintain a positive, compassionate and safe school environment.

### **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 21<sup>st</sup> century.
- Strategically focus resources on student's achievement and identified wants and needs of the Cascade Community.
- Connect our curriculum and assessment data to common core standards.

## Table of Contents

<b>Introductory Statement .....</b>	<b>3</b>
ACTIVITIES PHILOSOPHY .....	3
<b>I. Supervisor Rules, Regulations &amp; Requirements .....</b>	<b>5</b>
EMPLOYMENT .....	5
KEYS/FOBS .....	7
ETHICS & ETIQUETTE.....	7
SUPERVISION.....	11
GRIEVANCE PROCEDURE.....	12
FINANCIAL RESPONSIBILITIES .....	12
COACH/SPONSOR ADDITIONAL RULES AND REGULATIONS.....	14
COACHES CHECKLIST FOR FINISHING YOUR SEASON.....	14
COACHES HALL OF FAME CRITERA .....	15
<b>II. Student/Season Rules, Regulations &amp; Requirements .....</b>	<b>16</b>
ELIGIBILITY FOR PARTICIPATION REQUIREMENTS .....	16
DUAL ACTIVITY IN A SEASON .....	17
PARTICIPANT SELECTION POLICY.....	17
ATTENDANCE THE DAY OF AN ACTIVITY .....	17
CODE OF CONDUCT - ACTIVITIES .....	18
CELL PHONE USE BY STUDENTS AND STAFF .....	20
SOCIAL MEDIA/NETWORKING POLICY.....	20
COMPETITIONS & PRACTICES.....	20
TRAVEL.....	21
<b>III. Awards &amp; Honors.....</b>	<b>24</b>
CRITERIA FOR ATHLETE OF THE YEAR.....	24
CRITERIA FOR INDUCTION INTO THE ATHLETES HALL OF FAME .....	25
LETTERING CRITERIA .....	25
<b>IV. Health, Safety &amp; Discrimination .....</b>	<b>26</b>
RULES & PROCEDURES .....	26
<b>Coach Acknowledgement Form: .....</b>	<b>34</b>

# Introductory Statement

This handbook is designed to acquaint coaches, sponsors and advisors (referred to as “supervisor” throughout this document) with Cascade School District 3 & B (referred to as “the District”). The District 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)**

A copy of the District’s Policy Manual is available in the District office, on the school website, and the school library. In case of conflict between Board policy or any provisions of student handbooks, the provision of Board policy is followed.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and may be contacted at the Cascade Superintendent office for additional information and/or compliance issues:

Title VI (Social Security): Karsen Drury  
Title VII, Civil Rights or Discrimination Issues: Levi Collins  
Title IX: Michelle Price  
Equal Employment Opportunities (EEO): Levi Collins  
Americans with Disabilities Act: Levi Collins

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 the 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 the District 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”.

# **I. Supervisor Rules, Regulations & Requirements**

## **EMPLOYMENT**

### ***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 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.

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 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 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.

### ***MHSA Certification Requirements***

- NHSF Coach Education Program: All Junior High and High School 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](http://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](http://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](http://www.mhsa.org) Rules Clinic (a coach in each sanctioned sport must attend annually)
- Current First Aid/CPR certification

### ***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 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.

<b>Extra/Co-Curricular Compensation</b>					
<b>Years of Continuous District Experience</b>	<b>0-3</b>	<b>4-8</b>	<b>9-13</b>	<b>14-18</b>	<b>19+</b>
<b>Longevity</b>	0%	5%	10%	15%	20%
<b>Activities Director</b>	\$10,000	\$10,500	\$11,000	\$11,500	\$12,000
<b>Head HS Varsity Coach - FB, BB, VB, WR, TR, GF</b>	\$2,997	\$3,147	\$3,297	\$3,447	\$3,596
<b>1st Assistant</b>	\$2,230	\$2,342	\$2,453	\$2,565	\$2,676
<b>2nd Assistant ("C" Squad)</b>	\$1,775	\$1,864	\$1,953	\$2,041	\$2,130
<b>Head Cross Country Coach</b>	\$2,807	\$2,947	\$3,088	\$3,228	\$3,368
<b>JH Head Coach</b>	\$1,514	\$1,590	\$1,665	\$1,741	\$1,817
<b>JH Assistant Coach</b>	\$1,058	\$1,111	\$1,164	\$1,217	\$1,270
<b>JH 2nd Assistant Coach</b>	\$918	\$964	\$1,010	\$1,056	\$1,102
<b>Annual</b>	\$1,165	\$1,223	\$1,282	\$1,340	\$1,398
<b>BPA</b>	\$2,997	\$3,147	\$3,297	\$3,447	\$3,596
<b>Band</b>	\$2,997	\$3,147	\$3,297	\$3,447	\$3,596
<b>Concessions</b>	\$2,100	\$2,205	\$2,310	\$2,415	\$2,520
<b>Choir</b>	\$1,474	\$1,548	\$1,621	\$1,695	\$1,769
<b>Drivers' Ed</b>	\$30/hr	\$31/hr	\$32/hr	\$33/hr	\$34/hr
<b>FFA</b>	\$2,997	\$3,147	\$3,297	\$3,447	\$3,596
<b>School Newspaper</b>	\$1,165	\$1,223	\$1,282	\$1,340	\$1,398
<b>Pep Club Advisor</b>	\$672	\$706	\$739	\$773	\$806
<b>JH/HS Science Fair</b>	\$1,775	\$1,864	\$1,953	\$2,041	\$2,130
<b>Elementary Science Fair</b>	\$619	\$650	\$681	\$712	\$743
<b>Academic Coach</b>	\$619	\$650	\$681	\$712	\$743
<b>National Honor Society</b>	\$1,165	\$1,223	\$1,282	\$1,340	\$1,398
<b>HS Student Council</b>	\$1,165	\$1,223	\$1,282	\$1,340	\$1,398

### ***Evaluation***

The Activities Director will evaluate each head coach using the enclosed form. The Activities Director will report and discuss the evaluations with the Superintendent. 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.

### ***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.

### ***Volunteer/Chaperone Policy***

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 Activities Director. Volunteer coaches will be required to submit a formal application to the 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. Individuals who volunteer to assist the 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.

### **KEYS/FOBS**

Keys and fobs will be issued at the beginning of the season. Staff must sign for keys/fobs and a record is kept. Upon termination of employment, the keys/fobs are to be returned. If coaches/sponsors/advisors are returning for another year of employment with the District, they will need to check out keys again.

Should the keys/ fobs become lost or stolen, it must be reported to the office immediately. Replacement keys/fobs 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/fobs specific to his/her area of need. Keys/ fobs will be checked out from the school secretary prior to the start of the season. School issued keys/fobs are for your use only and thus you are responsible for any and all assigned keys/fobs. DO NOT loan keys/fobs out to students or community members. Please lock and secure all doors prior to leaving the building. Keys/fobs are to be returned at the conclusion of the athletic season.

### **ETHICS & ETIQUETTE**

#### ***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 the District.

**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 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 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.

**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 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 District 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.

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

***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.

***Confidentiality: (School Board Policy #5223)***

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business. Employees are expected to hold confidential all information deemed not to be for public consumption as determined by state law and Board policy. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion should be used even within the school system's own network of communication.

The protection of confidential information is vital to the interests and the success of the students and staff of the District. Such confidential information includes, but is not limited to information about employees, students, and parents. Employees who improperly use or disclose confidential information will be subject to disciplinary action.

### ***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 requirements for attire in individual activities.

## **SUPERVISION**

### ***Facility Supervision***

One of the primary responsibilities of an advisor/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.

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.

It will be the responsibility of the coach of each sport to help get his/her area ready for a scheduled event.

### **Locker Room Rules**

1. Cleats or spiked track shoes are not to 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.

### **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. MHSA 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 request must

be submitted to the Activities Director.

### ***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.

### **GRIEVANCE PROCEDURE**

#### **(School 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 disagreement with the District in a reasonable, businesslike manner or for using the grievance procedure.

### **FINANCIAL RESPONSIBILITIES**

#### ***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 coaches to attend.

#### ***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. Fundraisers must be for non-profit, student groups and specifically related to school activities. Fundraising request forms are available in the office. Final approval is given through a Fundraising Committee. The request must include an explanation or justification for the proposal, consistent with the organization and/or District goals.

Fundraising must not interfere with or disrupt the school day or instructional time. Individual students will not be dismissed from other classes for fundraising activities or preparation for fundraisers. Instructional time in other classes cannot be impacted by fundraising activities.

Approval of fund-raising requests will be based on the needs of the student group or organization; the time of the fundraising activity so that there are not multiple activities taking place; the nature of the sales activity (students going out into the community versus community coming to the students); and the commitment of the student group to conduct a successful fundraising campaign.

Profits from the school's concession stand benefit all student groups. All monies raised are divided among athletics, student publications, all student organizations, and elementary teachers. Advisors, coaches, and all other staff members support this process by working a shift when the concession stand is open for business. Sign-ups for working the concession stand are done through the principal at the beginning of the school year. Any fundraisers that compete with the sale of food items from the concession will not be permitted. Individual students wishing to raise funds for individual needs cannot conduct a sales campaign in competition with school concession stand.

The solicitation of staff and all District personnel by sales people, including student groups, is prohibited in the building before, during, and after school. 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.

The Activities Director will approve all Fundraising Requests.

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

### ***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.

### ***Student Activity Funds***

All money raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the activities director and person in charge of the student activities program.

All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff adviser. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those subjects currently in school who have contributed to the accumulation of the funds. (Board Policy #7425.)

### ***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.

## **COACH/SPONSOR ADDITIONAL RULES AND REGULATIONS**

It is expected that all coaches/sponsors develop a list of team rules and non-compliance consequences and distributed 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 participants will sign the rules and return to the coach/sponsor. A copy of the rules must be on file in the activities office.

## **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 specialty 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 HALL OF FAME CRITERIA**

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)

## II. Student/Season Rules, Regulations & Requirements

### ELIGIBILITY FOR PARTICIPATION REQUIREMENTS

#### **Academic Eligibility**

The District eligibility rules apply to all extracurricular (athletics) and co-curricular (clubs, organizations, Science Fair, Pep/Cheer, band, choir, etc.) activities. Students not meeting District eligibility requirements are allowed to participate in practice. Ineligible students will not participate in any activity or contest representing the District or any co-curricular activity taking place outside class time. Students in co-curricular activities are not allowed to participate in an activity that takes place outside the regularly scheduled class time.

The District will follow the eligibility rules as set forth by the Montana High School Association which reads as follows:

2. **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. Nonpublic or home school students who meet the requirements of 20-5-109 can participate in MHSA member school extra-curricular activities. Refer to MHSA handbook for full stipulations and requirements.
3. Students who are enrolled in the 8<sup>th</sup> grade may be eligible to participate in high school sports (excluding football) if and only if the varsity team cannot be successfully filled with the number of high school students participating in the sport. Coaches must file a petition with the Activities Director in order for their request to bring 8<sup>th</sup> grade students up to fill the team. The Activities Director will approve or deny the request. Upon approval, the request will be sent to the Superintendent for final approval.
4. 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.
5. **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 Activities Director 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 their name appears on the list, in any class, they will be ineligible for participation in any activities until they have a passing grade. It is the student’s responsibility to notify the principal during regular school hours of their improved grade. The improved grade will be verified by the principal before the student can participate. Students and parents should continually monitor “Infinite Campus” so they are aware of what their student athletes’ grades are in each class. Students involved in High School or Middle 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.
6. **Transfer Rule:** A student of any grade level who changes 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 half the school year. (See MHSA Official Handbook for waiver requirements)

#### ***Activity Fee***

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

#### ***Age Rule – MHSA***

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.

### ***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](http://www.cascade.k12.mt.us), or on the MHSA website.

### **DUAL ACTIVITY IN A SEASON**

At any time, a student is participating in multiple school-sponsored activities and more than one activity falls on the same day, the participant will attend and participate in the activity that is a state level competition or qualifying activity (districts/divisionals regionals) for future participation.

### **PARTICIPANT SELECTION POLICY**

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.

These criteria may be more stringent than the baseline requirements contained in this handbook.

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.
4. Follow chain of command and universal complaint procedure.

### **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. If an activity takes place on a non-school day, the student must be present for a FULL day (present in seven periods) of school on the school day prior to the activity. In cases where a medical note cannot be provided (i.e.: bereavement or family emergency) the student must receive **prior approval from the administration**. Exceptions may be granted by administration for extenuating circumstances. A student who leaves school early or arrives at school late due to an illness, not feeling well, or too tired, is considered too ill to participate in athletics/activities that day and shall not be allowed to attend a practice or contest. Any student who reaches 8 absence days per period per semester will not be allowed to travel on any trips outside of the school or participate in any extra-curricular or co-curricular activities without the principal's written approval.

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 the District 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)

## **CODE OF CONDUCT - ACTIVITIES**

### ***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 6<sup>th</sup> 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) Complete District arranged Drug and Alcohol class.
4. Complete a three-hour service program at the school
5. Suspension of Competition for 2 week
6. Athlete will not receive a varsity letter for that activity or be eligible for post season awards.
7. Participants who report to an administrator an offense of this policy within 48 hours, may have the 2-week suspension reduced to 1 week and an opportunity for a varsity letter and post season awards.

#### **Second Violation**

1. A meeting with the student, parent, coach/advisor, and school administrator
2. Suspension for five (5) weeks of competition which will carry over into the next activity or next school year as appropriate.
3. Athlete will not receive a varsity letter for that activity or be eligible for post season awards.

#### **Third Violation**

1. Suspension for fifteen (15) weeks of competition which will carry over into the next activity or next school year as appropriate.
2. Athlete will not receive a varsity letter for that activity or be eligible for post season awards.

#### **Further Violations**

1. Suspension for one (1) calendar year which will carry over into next school year as appropriate.
2. Athlete will not receive a varsity letter for that activity or be eligible for post season awards.

Coaches/Advisors policies may exceed these rules.

### ***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

## **CELL PHONE USE BY STUDENTS AND STAFF**

### ***Students Use of Mobile Devices***

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.

### ***Employee Use of Mobile Devices (School Board Policy #5630 & # 8123)***

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 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.

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

## **SOCIAL MEDIA/NETWORKING POLICY**

Per Policy 5460, The District staff shall not socialize with students on social networking websites (during school or out of school) in a manner contrary to this policy. Staff are reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, due to the vastly increased potential audience digital dissemination presents, extra caution must be exercised by staff to ensure they don't cross the line of acceptability.

Accessing social networking websites for individual use during school hours is prohibited, unless asked to do so by administration. Except in an emergency situation, staff shall not access social networking sites using District equipment or personal equipment, including during breaks or Preparation periods. All District employees who participate in social networking websites shall not post any District data, documents, photographs, logos, or other District owned or created information on any website. Further, the posting of any private or confidential District material on such websites is strictly prohibited.

Staff, students and parents are encouraged to communicate through the application set up by the AD for each individual sport.

## **COMPETITIONS & PRACTICES**

### ***Scheduling Practice Times and Contests***

1. 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.
2. **Facilities Use:** When there is conflict in prime-time use of a facility, the District 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.

### ***Family Night***

There will be no student ACTIVITIES scheduled after 6:00pm on Wednesdays, with the exception of State sponsored events. This includes practices, meetings, rehearsals, etc.

### ***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.

## **TRAVEL**

### ***Rosters***

Furnish the Activities Director and Attendance Secretary 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.

### ***Transportation to and from Contests:***

Because of the legal implications regarding 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, legal guardian or designee. Participants will be released to travel with their parent/guardian only after signing out with his/her coach/advisor on the Advisor Travel Release Form Activities form.

No student is 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 administration 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 School secretary. 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 School secretary.

It is the coach's responsibility to clean the school vehicle on the conclusion of each trip.

### ***Out of State Trips (School 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. The Out of State Travel Request form will be submitted to the Superintendent and Principal by the Activities Director.

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.

All travel must use the Great Falls International Airport when traveling by plane, unless otherwise approved by administration.

### ***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.

The Principal, 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.

### ***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 Activities Director, Attendance Secretary, JH/HS Principal, Food Service Manager, Transportation Director, and if applicable to the Ulm School.

### ***Meal Procedure***

#### **Recommended Meal Allowances**

When the District provides meals, using the state rate for meal allowance.

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:**

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'.

## *Sample Trip Itinerary*

### **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:** \_\_\_\_\_

### III. Awards & Honors

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 <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, GBB, T, GVB), or a 4 <sup>th</sup> place divisional win (W, G).
3 points	An individual achieving a 3 <sup>rd</sup> place divisional finish (W, G).
4 points	An individual or team member achieving a 2 <sup>nd</sup> place conference or divisional title (BFB, BBB, W, G, T, GBB, CC, GVB).
5 points	An individual or team member achieving a 1 <sup>st</sup> place conference or divisional title (BFB, BBB, W, T, G, CC, 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, G, CC, 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, G, CC, GBB, GVB)
8 points	An individual or team member achieving a 1 <sup>st</sup> 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 <sup>nd</sup> 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 <sup>nd</sup> Team All State (BFB, BBB, T, W, G, GBB, GVB, CC)
5 points	An individual or team member nominated to a 1 <sup>st</sup> 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 will either recommend the title be shared or will be voted on by the coaches.

### **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 the District
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

### **LETTERING CRITERIA**

#### ***Athletic Lettering***

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.

#### ***Band/Chorus Lettering***

In order to receive a varsity letter for participation in band or chorus, the student must do the following:

1. Must be enrolled in either band or chorus.
2. Participate in all concerts and festivals in which the school may be involved.
3. Must participate in a specified number of public performances by the band, chorus, pep band or any other performing groups.
4. Perform in one solo or ensemble performance, vocal or instrumental, depending on the activity in which you intend to letter, OR
5. Accompanying and/or piano solos/duets, OR
6. Audition for an honors ensemble such as North Central Honor Groups or All-State.
7. Students participating in any musical ensemble during the year, either for semester 1 or 2, will receive certificates of participation.

#### ***Academic Lettering***

Students may letter in academies based on their cumulative weighted grade point average and school attendance. To letter a student must have a cumulative weighted grade point average of:

- 9th Grade Students: 3.9 Cumulative Weighted GPA
- 10th Grade Students: 3.85 Cumulative Weighted GPA
- 11th Grade Students: 3.8 Cumulative Weighted GPA
- 12th Grade Students: 3.75 Cumulative Weighted GPA

#### **AND**

Must be a full-time student, having 95 percent attendance for the qualification period.

## IV. Health, Safety & Discrimination

### **RULES & PROCEDURES**

#### ***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 the District. 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. **(School Board Policy #2151)**

#### ***Accident Report Form and Procedure***

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 the principal's office.

#### ***Bullying, Harassment, Intimidation, Hazing Policy***

**Definition:** 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 gestures 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.

#### ***Child Abuse (MCA 41-3-201)***

##### **Abused and Neglected Child Reporting (School Board Policy #5232, 5232F)**

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Department of Family Services or local law enforcement agency. The building principal is also to be immediately informed. Staff member may be asked to complete written documentation of this report and submit to the building principal.

Failure to report suspected child abuse is a violation punishable by law and by District disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in the good-faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

#### ***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 guardian 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.

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

### *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 shall 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 the 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.

### ***Medication Policy***

#### **ADMINISTERING MEDICINES TO STUDENTS (School Board Policy #3416)**

The District 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 over the counter medication or other patient's medication to students.

### ***Drug-Free Workplace***

#### **Drug Free Workplace (School Board Policy 5226)**

Because of the dangers of drug and alcohol in the workplace, all employees (including volunteers) of the District 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

### ***Tobacco Free Schools/Workplace***

In the interest of having healthy employees and positive health models for students, the District 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 the District facilities, vehicles or grounds.
3. Prohibitions of tobacco use are applicable to all hours.

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

### ***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 District Administration Office.

### ***Sexual Harassment Policy (School Board Policy #3225)***

The District 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, innuendos, 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 District Sexual Harassment Policy refer to Policy Descriptor



***Title IX and Non-Discrimination Policy (School Board Policy #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 the District 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

***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 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.

# **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 employee's personnel file.