

MODEL MTSBA

**COACHES/SPONSORS/ADVISORS
ACTIVITIES/ATHLETIC HANDBOOK**

Cascade Public Schools



2017-2018

Academic School Year 2017-2018
Coaches/Sponsors/Advisors Activities/Athletic Handbook Index

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CASCADE PUBLIC SCHOOLS ACTIVITIES-ATHLETIC HANDBOOK 2017-2018

Cascade Public Schools, District No. 3 & B, will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity.

Purpose

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

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

Objectives

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

The objectives of the activities program

1. To provide, promote and direct Activities that will project a positive image and contribute to the educational philosophy of the total school.

2. To provide an equal opportunity for boys and girls to participate in the activities program that will teach students to cope with problems and handle a variety of situations. The program should provide adequate opportunities for:

- A: Physical, mental and emotional growth and development.**

- B:** Acquisition and development of special skills in activities of each student's choice.
- C:** Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
- D:** Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
- E:** A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity.
- F:** Achievement of initial goals as set by the school in general and the student as an individual.
- G:** Provisions for worthy use of leisure time in later life, either as a participant or spectator.

3. To strive for excellence that will produce success and ensure that the program is conducted in such a manner as to develop the best possible educational results in sportsmanship, citizenship and character development.

4. To provide a program which encourages participation by all students and at the same time provides for the development of those students with special skills or talents.

5. To promote desirable school publicity and public relations by keeping the media and the community informed of the school's accomplishments and responsibilities and by cooperating with outside groups that are willing to contribute to school activities.

Academic eligibility for participation

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

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

- 1) **MHSA Requirement:** A student must be enrolled and have received a passing grade in at least twenty (20) periods of prepared class work or its equivalent in the last previous semester in which the student was in attendance. Failure to meet this requirement will result in one (1) semester of ineligibility. Middle school students will be required to receive a passing grade in ten (10) periods of prepared work per week. A homeschool student is not eligible to participate for an MHSA member school. (Article II, Section (2) Eligibility, MHSA handbook)
- 2) No student who is enrolled in a grade below the ninth shall be eligible to participate in a MHSA Association Contest, except as established in Section (5) of the MHSA handbook.
- 3) 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 or colds, flu-like illnesses, fever, respiratory illness, chicken pox, pink eye), he or she is not permitted to attend after school practices or participate in the event. If a student is not well enough to attend school, he/she is not well enough to attend a team practice or competition either. Documentation from a doctor's appointment office stating the student is not contagious to others must be provided in order to excuse him/her from this requirement. This does not apply to contests or events held on Saturdays. Students participating in events that return home

late at night (after 12:00 midnight) must be in school the following day at the regular starting time unless prior approval is given by the principal. In such cases, arrangements should be made by the coach or advisor with the principal ahead of time. Senior students will be allowed TWO days to attend college related activities and these days will not be counted against them.

- 4) **Physical Examination and Parents' Permit:** A physical examination is required for each student in order to participate in practice or competitions. A doctor for the current school year must certify this examination. The forms are available in the High School office, in the CHS Activities office, or on the district website, www.cascade.k12.mt.us. Family or individual medical insurance is required of all participants. Physical examination conducted before May 1 is not valid for participation the following school year.
- 5) **Parent Student Concussion Information:** MHSAs will require that schools distribute information to each student athlete and his/her parents or legal guardians before the student participates in an MHSAs sport. The student athlete and parent/legal guardians must sign the front page after verifying they have read and understand the information regarding concussions.
- 6) **Participation Policy:** All parents and students must read, review, and sign the Cascade High School Participation Policy Handbook.
- 7) **Age:** No student is eligible to participate that has become nineteen years old on or before midnight, August 31, of a given year. Therefore, a student who becomes nineteen years old after midnight, August 31, will be permitted to compete in activities throughout that school year.
- 8) **Transfer Rule:** A student of any grade level who changes high school districts except upon a corresponding change of residence of parent or legal guardian shall be ineligible to compete on a varsity team for a period of 90-days. (See MHSAs Official Handbook for waiver requirements.)

Cascade Public Schools further stipulate:

- 2) **Cascade High School Requirement:** 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.
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.
- 3) **Weekly "F" Policy:** If a student receives an F or F's during weekly eligibility they be ineligible for the following week and must make arrangements with their teacher to work extra to raise the grade to passing. Students who are habitually on the F list will be assigned a semester long Title I class. Students who fail a class at the end of the quarter will be ineligible for four weeks and must make arrangements with their teacher for extra help. Any student grades 9-12 who receive three or more F's for a quarter or semester will be ineligible for an entire semester as per MHSAs rules.
Ineligible students will be allowed to practice (at coach's discretion).
Ineligible students will not be allowed to travel with the team until eligible.
Ineligible students will not be allowed to compete at any level until eligible.
- 4) In order to be eligible for activities a student must be in regular attendance at school.

Acknowledgement of Risks

The coach/advisor/director, any other member of the school staff, or any member of the Board of Trustees will not be held liable or responsible in case of an accident incurred during practice, games, meets, matches, tournaments, concerts, or trips supervised by Cascade Public Schools. Each parent or guardian will be responsible to sign an "assumption of risk" statement indicating that the

parents/guardians assume all risks for injuries resulting from such participation. [Board Policy 2151]

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

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

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

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

STUDENTS

Extra and Co-Curricular Chemical Use Policy

Students participating in extra and co-curricular activities, whether sponsored by the MHSAA or not, shall not use, have in possession, sell, or distribute alcohol, tobacco, or illegal drugs, or abuse prescription or nonprescription drugs during their extracurricular seasons. These rules are in effect twenty-four (24) hours a day. If a student receives an 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 middle and high school students who are involved in the extra and co-curricular activities program.

Policy Duration

This policy is in effect each school year from the date of the first practice for fall activities, until the last day of school or activities, whichever is later. Violations are cumulative, through the student's period of attendance in grades 7-8 and in grades 9-12. The Administration shall publish the participation rules annually in the activities and student handbooks.

Student and Parent/Legal Guardian Due Process

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

APPEAL PROCESS: Any parent or legal guardian and student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

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

Policy History:

Adopted on: May 15, 2001

Revised on: V

VIOLATION OF RULES

FIRST VIOLATION-After confirmation of the first offense the student will be suspended from all extracurricular activities for a period of 15 calendar days -including 5 days for practice and forfeit all team awards for that activity. This shall include the right to be considered for athlete of the year. During the 14-day period the student will:

FIRST VIOLATION

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

SECOND VIOLATION

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

THIRD VIOLATION

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

PARENT DUE PROCESS

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

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

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

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

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

Activities Philosophy

ACTIVITIES PHILOSOPHY

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

The clubs, activities, and athletics provided by Cascade Public Schools 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.

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

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

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

Was first aid administered? Yes No By whom? _____

Was the student Sent home Sent to physician Sent to hospital

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

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

Name and address of doctor or hospital _____

Witnesses (Name, Address, and Phone) _____

Signature/Name of Person Completing the Report **Date**

Awards

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

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.

Attendance the Day of an Activity

School Absences: Absences from school and participation in practices, games, meets or performances.

- If you are absent from school for a school sponsored event you can practice, play in a game, or take part in a performance that day.
- If you are absent from school for a limited number of periods for a medical, dental, optometrist, etc. appointment you can participate with approval from the administration (principal, vice principal, or the activities director). A written excuse from the doctor is required.
- You may attend practice, play in games, or participate in performances with administrative approval if absent for a court appearance, bereavement, a family emergency, or some other reason deemed acceptable by the administration.

- If you are home sick and do not come to school for all or part of the day or are absent from any class (excused or unexcused) you cannot practice, play, or participate in performances. It is not in the best interest of our participants to be practicing when sick.
- If you are in school but are absent from class for reasons deemed unexcused, you may not participate in games, practices, or performances that day.

➤

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

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

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.

Booster Organization Procedure

BOOSTER CLUBS (Policy #4210/4210P)

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

BOOSTER CLUBS

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

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

Bullying, Harassment, Intimidation, Hazing Policy

HAZING, BULLYING, HARASSMENT & INTIMIDATION

The Board will strive to provide a positive and productive learning and working environment. Bullying,

harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. (School Board Policy #3226)

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

Reporting

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

1. Inform the individual that his/her behavior is unwelcome, offensive or inappropriate. DO NOT assume or hope that the problem will go away.
2. Notify a counselor, the Title IX Coordinator or an administrator right away.
3. Early reporting assists in any investigation.
4. Request a copy of the district's sexual harassment policy so that reporting processes are clear.
5. Keep notes. Keep a record of dates, times, places and witnesses and descriptions of each incident.
6. Save all notes or records in a safe place.

7. Complainants are permitted and encouraged to have a friend or advisor present with them for moral support during any stage of the investigation of the report. Once a report has been filed with an administrator, Title IX Coordinator or EEO Officer, a confidential and expeditious investigation shall begin following the procedures as outlined in board policy.

Exhaustion of Administrative Remedies

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

SEX BASED DISCRIMINATION AND TITLE IX

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

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

Sexual Harassment Policy (B.P. 3225 and 5012)

Cascade Public Schools is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The district prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, 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 applies 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 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 means an environment in which:

- Unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student or employee feel uncomfortable; or
- An aggressive, harassing behavior in the workplace or school that affects working or learning, whether or not sexual in connotation, is directed toward an individual based on their sex
- FOR A COMPLETE DESCRIPTION of the Cascade District 3B Sexual Harassment Policy, refer to Policy Descriptor code: BP 3225 and 5012 and/or contact Justin Barnes, Superintendent.

Title IX and Nondiscrimination Policy (B.P. 5010)

Equal Employment Opportunity and Non-Discrimination

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

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

Cell phone use by students and staff

Cell Phones and Other Electronic Equipment (Students)

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

Students may use cellular phones, pagers, and other electronic signaling devices on campus before and after school, and during student's designated lunch break. Students are not to have them out during class without the permission from the teacher. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized possession or use is grounds for confiscation of the device by school officials, including classroom teachers.

Confiscated devices will be turned into the student office.

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

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

TO THE PRINCIPAL IMMEDIATELY.

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

Employee Use of Mobile Devices (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. To this end, the Board authorizes the purchase and employee use of such devices, as deemed appropriate by the Superintendent.

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

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

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

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

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

Child Abuse (MCA 41-3-201)

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

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

A District employee who has reasonable cause to suspect, as a result of information they receive in their professional or official capacity, that a child is abused or neglected by anyone regardless of whether the person suspected of causing the abuse or neglect is a parent or other person responsible for the child's welfare, they shall report the matter promptly to the department of public health and human services

through the Child Abuse Hotline 1.866.820.5437. An employee does not discharge the obligation to personally report by notifying the Superintendent or principal.

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

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

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

Clinics

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

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. Place awards for AWARDS NIGHT. Turn in a ROSTER (alphabetical and by grade) of all athletes that participated and all athletes receiving letter and other awards (indicate the number of years the athlete has received the award) to Athletic Director.
5. Turn in a priority list of BUDGET REQUESTS for next season, including recommendations for facility and equipment repair or replacement.
6. Evaluate your part of the program and make recommendations to the head coach if you are an assistant, and to the activities director if you are head coach. Recommendations may involve equipment, schedule, staff, budget, etc.
7. It is recommended that you collect UNIFORMS at the last event and wash them yourself. This will save you time and the frustration of trying to track kids down after the season is over. You will also be assured that the uniforms get washed.
8. Coach's OFFICE CLEANED out and readied for the next sport and coach.
9. Record boards, Hall of Fame, and trophy lettering completed.

COACHES CHECK OUT

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

Coaches Guiding Principles

The health and safety of the athletes **MUST** come first.

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

You and your coaches are in a position to give parents the two things they want most:
They want their child to be happy, and they want their child to be successful.

Athletes FIRST, winning SECOND

Help parents redefine “competition”
Help parents understand what it means to be a winner

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

PARENTS ROLE: Guests vs. Coaches
Support the coach vs. challengers
Support the program- become **ADVOCATES**
Be their child’s best fan
Support and root for all members of the team
Take concerns and problems directly to the coach (only if you have a child’s permission). Follow the chain of command: Coach-A. D.-Principal-Superintendent-School Board
Understand and display appropriate game behavior
Monitor your child’s stress levels at home
Monitor eating and sleeping habits
Help your child keep their priorities straight
“Reality test” for your child
Keep sports in its proper perspective
Be an appropriate liaison to the coach
24-hour rule: Allow time for emotions to cool, fully reflect on the issue you may have, and talk

to your student-athlete regarding their feelings on the matter.

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

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

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

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

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

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

Coach/Sponsor Rules and Regulations

A coach/sponsor may elect to have additional rules/regulations beyond those addressed in handbook. The coach/sponsor must provide copy to administration, parents and student athletes prior to the first practice.

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

Code of Ethics for Coaches

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, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of drug, alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship and professionalism at all times, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, other departments within the district, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach should meet and exchange cordial greetings with the opposing coach to set the correct

tone for the event before and after the contest.

- The coach shall not exert pressure on faculty members to give student special consideration.
- The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.
- The coach shall follow the policies and procedures set forth by Cascade Public Schools District No. 3 & B.

Coaches Code of Ethics

- I understand that my responsibilities as a coach are of great importance and that my actions have the potential to significantly influence the young athletes whom I coach.
- I understand that many students participate in sports for numerous reasons, and that the number one reason is to have fun!
- I understand that as a coach I am obligated to honor the rules of the District, games, opponents, officials, teammates, staff, and self, and to teach players to do the same.

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

Expected Behavior:

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

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

Expected Behavior:

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

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

Expected Behavior:

- Maintain a high level of awareness of potentially unsafe conditions.
- Protect players from sex based harassment, bullying, hazing, intimidation, assault and physical or emotional abuse.
- Correct and avoid unsafe practice or playing conditions.

- Using appropriate safety equipment necessary to protect all players.
- See that the players are provided with adequate adult supervision while under the coach's care.

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

Expected Behavior:

- Keeping basic first aid supplies available in all practice and game situations.
- Recognize and administer proper first aid to an injured player.
- Demonstrate concern for an injured player, notifying parents and cooperating with medical authorities.
- Protect the players' well-being by adhering to the concussion protocol, removing them from activity when injured and not returning them to activity if they are compromised by injury.

I will do my best to organize practices that are fun 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.
- 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.

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

Expected Behavior:

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

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

Expected Behavior:

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

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

Expected Behavior:

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

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

Expected Behavior:

- Teaching techniques that reduce the risk of injury to both the coach's own players and their

opponents.

- Discouraging illegal contact or intentional dangerous play and administering swift and equitable discipline to players involved in such activity.

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

Expected Behavior:

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

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

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

Signature

Printed Name

Date

Code of Ethics for Students:

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

- 1) Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.**
- 2) Eliminate all possibilities which tend to destroy the best values of the activity.**
- 3) Stress the values derived from participating in activities.**
- 4) Show cordial courtesy to visitors and officials.**
- 5) Respect the integrity and judgment of sports officials.**
- 6) Achieve a thorough understanding of the activity and its rules.**
- 7) Encourage leadership and good judgment.**
- 8) Recognize that the purpose of activities is to promote the physical, mental, social, and emotional well-being of all involved.**
- 9) Remember ... no competition is a matter of life or death for participants, coach, school, official, fan or community.**
- 10) Keep an open line of communication between participant and coach/sponsor.**
- 11) Hazing, harassment, bullying, intimidation on the part of students, staff, or a third party (fan or student attending event) will not be tolerated. Activities are an extension of the classroom and a violation will be treated as such and dealt with as stated in the student and staff handbooks.**
- 12) Realize that your failure as a student participant to abide by the code of ethics may result in your removal from the event, activity, and/or disciplinary action.**
- 13) Students, who participate in athletics and/or activities where a student receives an award or advances as an individual or as part of team through levels of interscholastic competition, will be part of the drug testing program as outlined in Cascade Schools Policy.**

College Recruiting

Coaches are encouraged to promote their athletes for scholarships whenever possible, however this should be done after consultation with parents.

Documentation of all contacts with representatives of secondary institutions should be forwarded to the Activities Director.

When counseling athletes or their parents, coaches should inform them of NCAA student-athlete eligibility requirements.

Concussion 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

healthcare professional can tell you if you have a concussion and when you are OK to return to play.

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

HOW CAN I PREVENT A CONCUSSION?

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

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

> The right equipment for the game, position, or activity

> Worn correctly and fit well

> Used every time you play

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

A Fact Sheet for PARENTS

WHAT IS A CONCUSSION?

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

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

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

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

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

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion

- Does not “feel right”

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

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

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

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

1. Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
2. Keep your child out of play. Concussions take time to heal. Don’t let your child return to play until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
3. Tell your child’s coach about any recent concussion. Coaches should know if your child had a recent concussion in ANY sport. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

Be Prepared

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

SIGNS AND SYMPTOMS OF A CONCUSSION

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

Student-Athlete & Parent/Legal Guardian Concussion Statement

Because of the passage of the Dylan Steigers’ Protection of Youth Athletes Act, schools are required to distribute information sheets for the purpose of informing and educating student-athletes and their parents of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. Montana law requires that each year, before beginning practice for an organized activity, a student-athlete and the student-athlete’s parent(s)/legal guardian(s) must be given an information sheet, and both parties must sign and return a form acknowledging receipt of the information to an official designated by the school or school district prior to the student-athlete’s participation during the designated school year. The law further states that a

student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the student-athlete has received a written clearance from a licensed health care provider.

Student-Athlete Name:

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

Parent/Legal Guardian Name(s):

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

If true, please check box

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

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

Signature of Student-Athlete _____ Date _____

Signature of Parent/Legal Guardian _____ Date _____

Conflicts Between Scheduled Extracurricular Contests and Events

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

The Cascade Public Schools believes dual participation in athletic activities often puts a strain on other areas of the student's involvement (academic, athletic, social/emotional). Therefore, at no time may students participate in dual MHSA activity seasons that run simultaneously with the exception of Cheerleading, Speech, Drama, Band, and Choir.

QUALIFYING ACTIVITY PREFERENCE

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.

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

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

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

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

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

Criminal Record Checks/Fingerprinting (prior to hire)

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

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

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who shall decide whether the applicant shall be declared eligible for appointment or employment in a manner consistent with the expectations and standards set by the board. The District will pay costs associated with fingerprinting, and/or background investigations.

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 teams awards: captain, MVP, Most improved, etc. No one award or selection of the athlete will be made by the varsity head coach without recommendations from the support coaching staff.

2. ATHLETIC ACHIEVEMENT

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

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

3. ATHLETIC HONORS

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

1 point	An individual or team member achieving an Honorable Mention at the conference or divisional level (BFB, BBB, GBB, GVB).
2 points	An individual or team member nominated to a Second Team All Conference or Division (BFB, BBB, GBB, GVB).
3 points	An individual or team member nominated to a Second Team All Conference or Division (BFB, BBB, T, GBB, GVB)

- 4 points An individual or team member achieving an Honorable Mention at the State level (BFB, BBB, GBB, GVB)
- 5 points An individual or team member nominated to a Second Team All State (BFB, BBB, GBB, GVB).
- 6 points An individual or team member nominated to a First Team All State (BFB, BBB, T, W, GBB, GVB, GCC).

4. ACADEMICS AND CITIZENSHIP

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

- 6 points For being chosen Academic All-State (one year).
- 0-4 points Citizenship: this point total will be determined from the average value of the points cast by all coaches.

In the event of a tie between two or more athletes of the same gender the Athletic Director will either recommend the title be shared or will assign one point to break the tie.

- *BFB: Boys Football
- BBB: Boys Basketball
- W: Boys Wrestling
- GBB: Girls Basketball
- GVB: Girls Volleyball
- GCC: Girls Cross Country
- T: Track (Boys and Girls)

Criteria for Induction into the Coaches Hall of Fame

1. A minimum of five years coaching 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)

Criteria for Induction into the Athletes Hall of Fame

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

Cut Policy

If your program involves selections or “try-outs” for the team, you must provide the Athletic Director

with a copy of your criteria before your season begins. There will be no “selections” until you have 3 days of practice.

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

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

Curfew

Students involved in extracurricular and or co-curricular activities shall adhere to the following curfew:

Sunday through Friday: 10:00 PM,

Saturday: 12:00 AM

Coaches and Advisors shall enforce and establish disciplinary actions for curfew violations.

Directory Information

Regarding student records, federal law requires that “directory information” on a child may be released by the District to anyone who requests it unless the parent/guardian/caretaker relative objects in writing to the release of the information. This includes release of directory information to post-secondary institutions and military recruiters. Directory information ordinarily includes [insert directory information that is consistent with policies 3600P-3600F1-3600F2]. Please make sure a parent/guardian/caretaker relative completes the Student Directory Information Notification as found in the Student Handbook.

Drug-Free Workplace

Drug Free Workplace (B.P. 5226)

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

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

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

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

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

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

Discipline and Discharge

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

A. If it becomes necessary to discipline a student while on a trip, do so, but do not send him/her home alone. Suspend the youngster and save further disciplinary action for the following week. Utilize the following procedures when disciplining a student:

1. Inform the student and whenever possible, the parents of the infraction.
2. Inform the student and whenever possible, the parent that some type of discipline will be administered.
3. Before a decision on the type of discipline is made, inform the principal and Activities Director of the infraction.
4. Before the administration of the discipline, a consultation between the student, parents, principal, Activities Director of the infraction.

B. Any dismissal of a student from an activity or athletic team should follow the following procedure:

1. Inform the student and, whenever possible, the parents of the reason for dismissal.
2. Before dismissal is effected, it is the responsibility of the coach or sponsor to inform the principal and Activities Director of the pending dismissal.
3. A consultation meeting between the student, parents, principal, Activities director and coach should take place before the dismissal if possible.

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).

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

Drug Testing for Athletes

DRUG AND ALCOHOL TESTING:

Cascade Public Schools District requires testing of student athletes and other participants in any athletic activity and/or extracurricular activity for illegal substance, including alcohol use, by administering analysis tests upon receipt of a parental or guardian consent form. This policy applies to all such School District 3 & B students participating in any athletic activity and/or extracurricular activity sponsored or sanctioned by the Montana High School Association (MHSA) and /or Cascade Public Schools.

A student participating in any athletic activity and/or extracurricular activity and his or her parent/guardian may sign a form consenting to drug/alcohol testing. If the parent signs the consent form, and the student refuses to submit to testing, he or she will not be allowed to participate in any

athletic activity and /or extracurricular activity for the remainder of that season. Signing the consent form is a commitment to be included in the random testing pool for the entire season.

FIRST CONFIRMED POSITIVE TEST:

The first time a student's test results are confirmed positive, the student's parent/guardian will be notified, and the principal or designee will convene a meeting with the student and parent/guardian. At that meeting, the student will be required to choose one of the following options:

1. Participation in a district approved substance and alcohol abuse assistance program, including weekly drug analysis (the cost of the assistance program will not be paid by the school district); the student will not be eligible to participate in any competition or performance for five (5) calendar days following the confirmed positive test. Before becoming eligible for full participation, the student must demonstrate a level of abstinence and maintain his/her participation in the prescribed substance abuse assistance program. (or)
2. Suspension from activities for the remainder of the current season and the next sports season for which the student would be eligible and qualified.

If the student should fail to select an option within seventy-two (72) hours after the notification of the test results, he or she will be deemed to have selected option number two (2) and therefore will be recommended to the school board for exclusion.

SECOND CONFIRMED POSITIVE TEST:

The second time a student's test results are confirmed positive, the student's parent/guardian will be notified and the principal or designee will convene a meeting with the student and parent/guardian to discuss the course of action to be followed.

A student's second confirmed positive test will result in the participant being suspended from participation in any athletic activity and/or extracurricular activity for not less than forty-five (45) calendar days, and/or depending on the recommendation from a licensed and approved substance abuse counselor. The suspension time will be applied to either the current season or the next season during which the student chooses to participate. Prior to reinstatement the student must show results from a program as approved by the district's service provider, (The school will not pay for expenses related to the substance abuse program.) The participant must also produce a test demonstrating a level of abstinence, prior to returning to full participation.

THIRD CONFIRMED POSITIVE TEST:

A student's third confirmed positive test in their high school career will result in automatic and immediate suspension from all activity programs for the remainder of the student's time within the Cascade Public Schools.

This form must be submitted to the office and must be on file in the office before a student will be allowed to participate in any scheduled contest/activity.

Evaluation

EVALUATION OF COACHES

The Activities Director will evaluate each head coach using the enclosed form. The head coach will be given a copy of the evaluation 2 weeks before the board meeting for Fall (December), Winter (April), and Spring (July). This will be followed by a conference between the coach and the Activities Director.

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

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

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

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

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

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.

Hiring of assistant coaches will be made upon recommendation to the Activities Director from the head coach to the Board of Trustees of School District No. 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.

Each Head Coach should meet with their Assistant Coach and go over the Assistant Coach Evaluation together. Once all items have been completed the Head Coach and Athletic Director will schedule an End of Season Interview, during which time the Athletic Director will review the Head Coach evaluation with the Head Coach. The Head Coach may take up to twenty-days (20) following the meeting to add any comments to the evaluation. At the conclusion of the End of Season Interview final coaches pay will be disbursed, but only if all items of the Check Out list have been completed.

HEAD COACH EVALUATION FORM

Coach: _____ Sport: _____

Date: _____

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

ADMINISTRATIVE RESPONSIBILITIES:

_____ Cooperates with athletic office regarding preseason paperwork (rosters & compliance lists) prior

to first practice.

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

RELATIONSHIPS:

- Demonstrates enthusiasm for working with high school athletes.
- Communicates effectively with athletes and parents.
- Establishes and maintains good rapport with faculty, administration, and coaching staff.
- Promotes all school activities and encourages students to participate in a variety of activities.
- Maintains cooperative relations with the media regarding team information, statistics, and

interviews

- Keeps commitments and is punctual.
- Shows an interest in the athlete's' academic experiences.
- Supports team as well as individual accomplishments.
- Cooperates with the athletic trainer in regards to athletes' physical well-being.
- Works with coaches at levels below high school to develop athletes.

COACHING PERFORMANCE:

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

ATHLETIC DIRECTOR'S COMMENTS:

HEAD COACH'S COMMENTS:

Head Coach's Signature _____

Date _____

Athletic Director's Signature _____

Date _____

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

HEAD COACH SELF-EVALUATION FORM

Coach: _____ Sport: _____

Date: _____

Assess the team's performance this season.

Assess your performance as a head coach this season.

What are your goals for the team next season?

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

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

Coach's Signature _____

Date _____

**CASCADE HIGH SCHOOL
ASSISTANT COACH EVALUATION FORM**

Coach: _____ Sport: _____

Date: _____

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

ADMINISTRATIVE RESPONSIBILITIES:

_____ Cooperates with head coach regarding preseason paperwork (rosters & compliance lists) prior to first practice.

_____ Assists with the issuance and collection of player equipment.

_____ Cooperates with requests for information from the athletic office on time.

_____ Abides by all relevant Board of Education policies, administrative, MHSA, and CS8 guidelines.

_____ Attends MHSA rules interpretation meetings.

_____ Cooperates with team booster club to enhance the athlete's' experience as team members.

_____ Publicizes team and individual accomplishments to the media and school (daily announcements).

_____ Supervises practice area and locker room when athletes are present.

_____ Demonstrates care of school facilities and equipment.

_____ Assists in preparation of a detailed inventory of team equipment and updates it after each season.

RELATIONSHIPS:

_____ Demonstrates enthusiasm for working with high school athletes.

_____ Cooperates with head coach regarding team philosophies, guidelines, and player expectations.

_____ Communicates effectively with athletes and parents.

- Establishes and maintains good rapport with faculty, administration, and coaching staff.
- Promotes all school activities and encourages students to participate in a variety of activities.
- Keeps commitments and is punctual.
- Shows an interest in the athlete's' academic experiences.
- Supports team as well as individual accomplishments.
- Cooperates with the athletic trainer in regards to athletes' physical well-being.

COACHING PERFORMANCE:

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

HEAD COACH'S COMMENTS:

ASSISTANT COACH'S COMMENTS:

Assistant Coach's Signature _____
Date _____

Head Coach's Signature _____
Date _____

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

Facility Supervision

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

A. Please comply with and notify your squads of the following rules:

1. Check all facilities, which you will be using, for safety.
2. No facility should be used without school personnel supervision. This includes weight room, gymnasiums, wrestling room etc.
3. The supervisor/teacher must be the last person to leave the area and check to see that all lights are off and all doors are locked.
4. Any damage to facilities or equipment is the responsibility of the person causing the damage.
5. A coach will not leave school grounds until ALL students have left campus safely. Never leave students unattended.
6. Report any damage to the Athletic/Activity Officer or the principal's office within 24 hours.

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

C. Locker Room Rules

1. Football, soccer, baseball, or spiked track shoes are not be worn in the locker room or hallways.
2. Do not throw or kick balls in the locker room or hallways.
3. Keep tape, food wrappers, and other refuse picked up and in waste receptacles. No glass containers are permitted in the locker rooms.
4. Each athlete is responsible for making sure that his/her locker is kept locked and is cleaned out immediately at the conclusion of his/her season.
5. The locker room must be supervised at all times with a coach. The coach must make sure he/she is the last one out of the facility and that the room is clean.

D. Open Facilities

1. Open-gym refers to the use of school facilities for recreational activities.

The characteristics of an open gym are that:

- a. The school facilities are available for students to participate in a number of activities.
- b. The recreational activities are open to all students.
- c. MHSAA definition.

2. The weight room will be open to all students throughout the school year. Students using the weight room must follow the policies and procedures established.

3. No student may use the weight room unless supervised by an adult approved by a supervisor.

Family Night

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

FIRST AID/ CPR/COACHES CERTIFICATION:

All coaches, paid and volunteer, prior to the start of the season are required to be certified in the following:

- CPR and First Aid Certification (renewed every 2 years)

FUND RAISING

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

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

ACTIVITY/FUNDRAISER REQUEST FORM

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

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

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/fund raisers will be completed and submitted to the activities office a minimum of five (5) school days prior to the date of the activity/fundraiser taking place.
5. At **NO TIME** will an activity be held without the prior approval of the activities director **AND** principal

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

1. Follow proper protocol when requesting a fundraiser (clear through administration)
2. All fund-raising activities will align to district policies and procedures always (when in doubt clear through administration)
3. All monies collected in relation to any student activity will be turned into the (activities secretary/building secretary) daily 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 coach's' office or your desk)
4. When accessing money fill out paperwork requesting the funds
5. Use of funds must align to Title IX and when in doubt contact MHSA

Grievance Procedure (Board Policy 1700)

As circumstances allow, the District will attempt to provide the best working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question is answered quickly and accurately by District supervisors or administration. The District will endeavor to promote fair and honest treatment of all employees. Administrators and employees are all expected to treat each other with mutual respect. Each employee has the right to express his or her views concerning policies or practices to the administration in a businesslike manner, without fear of retaliation. Employees are encouraged to offer positive and constructive criticism. Each employee is expected to follow established rules of conduct, policies, and practices. Should an employee disagree with a policy or practice, the employee can express his or her

disagreement through the District's grievance procedure. No employee shall be penalized, formally or informally, for voicing a disagreement with the District in a reasonable, businesslike manner or for using the grievance procedure. An employee filing a grievance under a collective bargaining agreement is required to follow the grievance procedure for that agreement.

Homeless Student Rights

Our school and school district provide equal access and comparable services to all students. A homeless student's residence is determined by the residence of the parent/guardian. A homeless student must meet all MHSA eligibility criteria for participation in any MHSA sanctioned activity. Contact the school district's Homeless Liaison and Activity Director for further assistance.

Insurance and Injury

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

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

Inventory

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

Job Descriptions (Head and Assistant)

JOB DESCRIPTION

Title: High School Head Coach (Program Director)

Qualifications:

- 1) Possess current NFHS & MHSA coaching certifications. (National Federation of State High School Association Coaches Education Program, Coaches Rules Clinic)
- 2) Successful coaching experience.
- 3) Specialized preparation emphasizing the coaching of the respective sport.
- 4) Good physical health.
- 5) Knowledge of the care and preparation of athletic injuries and current first aid card.
- 6) Such alternatives to the above as the board deems necessary and appropriate.

- 7) Pending hire will be determined by passing background check.
- 8) All hiring will be done by School District on an annual basis.

Reports to: Activities Director

Supervises: Assistant coaches, players and managers

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

Performance Responsibilities:

- 1) To work closely with the Activities Director in program development and implementation.
- 2) To enforce MHSA and local administrative policies relating to athletics.
- 3) To work closely with the Activities Director in the recruitment, assignment, supervision and evaluation of the other coaches in your program.
- 4) To monitor athletes academic progress and check on the eligibility of your players as per MHSA and local eligibility requirements.
- 5) To hold regular staff meetings during the season to assure program coordination.
- 6) To work closely with the Activities Director in scheduling contests and practices.
- 7) To secure a completed Parental Approval/Physical Form from each player before they are allowed to participate. Secure an emergency treatment form to be available at all events.
- 8) To inform players of training rules and to enforce them consistently and uniformly. Notify the Activities Director of any violation immediately.
- 9) To inform players of the accident insurance coverage and file an Accident Report with the Activities Director immediately following an injury.
- 10) Present an estimate of expenses and request the travel fund checkbook from the Business Manager one week in advance of any trip.
- 11) Account for all receipts and expenditures during trips.
- 12) Prepare a program budget and submit to the Activities Director as requested.
- 13) Submit a written evaluation of program, personnel and recommendations for program improvement at the conclusion of each sports season.
- 14) Plan and implement a program to assist athletes in developing the knowledge, skills and attitudes necessary to successfully compete in interscholastic athletics.
- 15) Coordinate and supervise the total program.
- 16) Assist in preparing physical facilities for games and practices.
- 17) Be responsible for care and security of all equipment and submit an inventory to the Activities Director at the conclusion of the season.
- 18) Actively support the efforts of the Athletic Booster Club.
- 19) Work closely with the Activities Director to minimize lost school time.
- 20) Assist college-bound athletes in obtaining college scholarships.
- 21) Instruct and supervise athletes/students during practices, games and trips.
- 22) Assist in supervising R-Club functions including Homecoming Dance.
- 23) Develop, issue, and collect safety guidelines signed by athletes and their parents.
- 24) Secure only high school managers and high school student assistants.
- 25) Promote your sport and sportsmanship at pep rallies and through the news media.
- 26) Develop itinerary for all overnight trips and give a copy to athletes and the Activities Director.
- 27) Improve professional development through reading, attending clinics, etc.
- 28) Develop performance goals and submit to the Activities Director prior to the beginning of the season.
- 29) Notify instructional staff well in advance of taking students out of school.
- 30) Complete MHSA online rules clinic.
- 31) Review assistant coaches job responsibilities with assistant coaches annually. Complete

evaluation of assistant coaches for both high school and middle school staffs.

32) To make sure all student-athletes adhere to all the expectations and rules in the high school handbook.

33) Following rules and regulations outlined in the Activities Handbook.

34) Advocating and following the Activities Program philosophy and the objectives of the activities program.

35) When organizing the total school program in your sport, be available to provide in-service workshops to all staff involved.

36) Providing for public relations between your program and:

1. School
2. Community
3. Administration
4. Conference
5. Media

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

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

JOB DESCRIPTION

Title: Assistant High School/Middle School Coaches

Qualifications:

- 1) The ability to work with young athletes.
- 2) Knowledge of the fundamentals of the sport.
- 3) Dedication to the program and loyalty to the head coach.
- 4) Current first aid card.
- 5) Completion of NFHS & MHSA coaches' certification programs. (National Federation of State High School Association Coaches Education Program, Coaches Rules Clinic)
- 6) Pending hire will be determined by passing background check.
- 7) All hiring will be done by School District on an annual basis.

Reports to: Head Coach and Activities Director

Supervises: Student athletes

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

Performance Responsibilities:

1. Assume full responsibility for the team you are to coach.
2. Instruct, prompt, and supervise student-athletes/students for whom you are responsible during practices, games and trips.
3. Inform student-athletes of scheduled practices and games.
4. Assume responsibility for the care of equipment issued to your team members.
5. File a completed Accident Report with the Activities Director for any injury to your team members.
6. Assume any additional responsibilities assigned by the head coach.
7. Abide by the rules and regulations outlined in the Activities Handbook.
8. Attend in-service workshops provided by head coach (must not conflict with other coaching duties.)

9. Coach at a level assigned by the head coach and the Supervisor of Activities.

Keys/Swipe Cards/Codes, etc.

KEYS AND ACCESS CARDS

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

Should the keys become lost or stolen, it must be reported to the office immediately. Staff allowing unauthorized individuals access and/or use of their keys could be grounds for disciplinary action up to and including termination of employment.

Keys are not to be loaned to anyone, particularly students. Should anyone other than authorized personnel desire a key, he/she should be sent to the principal.

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

Meal Procedure

Recommended Meal Allowances

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

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

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

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

Student Meals:

Team meals will be provided for postseason competition. Exceptions: sack lunches may be provided when mileage and time is a factor. This meal or meals will take place during or immediately following this competition. Mileage will also be a factor in determining whether a meal is provided. The district will not provide meals for regular season games, meets or tournaments. All meals will be purchased according to School District Purchasing policy(s). Rates per meal will in accordance with the School Districts per diem policies.

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'.

Media

Work closely with the photographer, the Ketchi, the local newspapers, the radio and any other media

that can be beneficial to Cascade schools. The importance of public relations in activities cannot be over emphasized.

Medical Information Form (Updated Annually)
MEDICAL TREATMENT/RELEASE FORM (SAMPLE)

To: Parents and/or Guardians of Students Representing
School District No 3 & B in Activity Programs.

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

I hereby authorize School District No. 3 & B and its coaches/sponsors/advisors in charge of my child named below to obtain all necessary medical care for my child and I hereby authorize any licensed physician and/or medical personnel to render necessary medical treatment to my child.

Print Student's Name: _____

Signed: _____
(Parent and/or Guardian)

Address _____

Telephone No. _____

Date: _____

Emergency Contact (Within 15 miles of name of town)

Name: _____

Address: _____

Telephone No. _____

Relationship to Student: _____

Allergies? _____ YES: _____ NO

If "Yes" please list:

Medication Needed: _____ YES _____ NO

If "Yes" please list:

Special Medical Problems? _____ YES _____ NO

If "Yes" please list:

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

Medication Policy (issuing meds to athletes)

ADMINISTERING MEDICINES TO STUDENTS (SB Policy # 2151 and #3416)

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

MHSA Certification Requirements

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

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.

Out of State Trips [Board Policy 2320]

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

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

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

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

Overnight Policy

OVERNIGHT POLICY

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

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

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

Sample Trip Itinerary

November 4-5

Trip to Wibaux (State Football Playoff)

FRIDAY, Nov. 4

Leave Cascade	8:00 am
(Bring a sack lunch)	
Arrive in Lewistown	11:00 am
(Eat sack lunch and stretch)	
Leave Lewistown	11:30 am
Arrive at Circle High School	4:00 pm
(Practice and workout)	
Arrive in Glendive	7:00 pm
(Check into motel)	
Eat at Hardees	7:30 pm
Arrive at motel	8:30 pm
Bed check and light out	10:00 pm

SATURDAY, Nov. 5

Breakfast	9:00 am
Back at motel	10:00 am
Relax and checkout of 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 (Eat dinner)	5:30 pm
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: _____

Participation Fee (Districts Collection & Tracking)

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

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

All students participating in high school athletics will be required to pay a sport activities fee and non-athletic activity (manager, band, choir, speech/drama/debate). The money raised from this fee helps with the financial support of the activity that the student benefits from, though it pays for only a small portion of the actual expense of the activity. (Scholarships are available. Please inquire at the Activities Office.)

An athletic fee will be assessed to all 7th-12th grade students who choose to participate in any athletic activity (volleyball, football, cross country, basketball, track, and golf). The athletic fee must be paid prior to any participation by students. The Activity Fee will be waived for those qualifying for free lunch. Students may purchase an activity card which will admit them to all regularly scheduled home and co-op athletic contests but do not include post-season tournaments, special invitationals meets or playoffs. Students not purchasing this card will be charged gate prices for each event. Activity card fees will not be refunded when a student transfers to another school. Students wishing to participate in any athletic, band or chorus activity MUST purchase an activity card. Prices may be adjusted at the discretion of the administrator for special events. For girls and boys' basketball games, admission charging will begin at the start of preliminary games.

High School Sports	Gate Price
Adults	\$4.00*
6-12	\$3.00*
K-5	\$1.00

Junior High and Junior Varsity Contests

Adults	\$3.00
K-12	\$2.00

Student All-Season Pass

9-12	\$40.00
6-8	\$30.00
K-5	\$20.00

Family All-Season Pass

Family All-Season Pass	\$125.00
Adult Season Pass	\$50.00
Senior Pass	Age 62 and older are FREE

*Seniors may obtain a seasonal pass to all HOME Badger events by showing an ID to the gate keepers. Season Passes will be honored at all home games, co-op games, and tournaments excluding Districts and Divisional Tournaments.

Stacked Basketball Games (Boys and Girls):

Adults	\$6.00*
6-12	\$4.00*
K-5	\$2.00

Subject to change pending Northern Conference decision

Participation Requirements

All students participating in extracurricular activities must have the following prior to the first practice:

- A required physical documented on the official Montana High School Association (MHSA) Physical Form (at least for all MHSA sanctioned activities).
- An Assumption of Risk statement signed by the parent.
- A Permission to Participate form (sign-off).
- An updated Medical information form.
- A Concussion Education and Compliance form signed by the student athlete and parent.

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 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 Montana High School Association.

A physical examination is required for each student in order to be considered eligible to participate in an association contest. This exam must be certified by a medical doctor for the current school year." (MHSA Handbook Article II Section III). The cost of the physical exam is the responsibility of the student athlete and his/her parents.

Permission to Participate (Collected Annually)

STUDENT PERMISSION TO PARTICIPATE

I hereby give my consent for _____ (student) to participate for Cascade Public Schools in the following Activities: Please mark all boxes for activities you will be in for entire school year on the back of this form.

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

Date _____
Student Signature _____

Date _____
Parent/Guardian Signature _____

Student allergies to medication: _____

Student Date of Birth: _____

Home Phone: _____ Emergency Phone _____

Procedure for dealing with injuries

CARE OF THE INJURED ATHLETE

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

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

- 1) Notify parents, if possible.
- 2) Administer necessary first aid.
 - Send someone to call for an ambulance (if necessary)
 - Keep student still, comfortable and reassured
 - When in doubt, do not move injured athlete
 - Stay with injured athlete
 - Contact Activities Director
- 3) If, in the judgment of the coach, the injury is serious, the school will take the responsibility for calling an ambulance, if one is not present.
- 4) A coach will accompany the injured athlete to the hospital and arrange for treatment if the parents are not there. The coach should remain at the hospital with the injured athlete until the parents arrive. Brief the parents upon their arrival.

- 5) An Accident Report should 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. 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.
2. 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!!!**
3. If contacting the emergency medical staff:
 - A. Coach-in-charge will designate an assistant or responsible athlete/manager to call the ambulance.
 - B. Coach-in-charge will stay with the injured athlete.
 - C. Callers are to give the following information to the dispatcher:
 - ✓ Who is calling
 - ✓ Where you are calling from (building)
 - ✓ Phone number you are calling from
 - ✓ What has happened
 - ✓ Assistance being given
 - ✓ Where to enter facility, if known
 - ✓ Don't hang up until dispatcher does.
 - D. Callers report back to coach-in-charge.
 - E. Coach-in-charge will send a responsible person to meet the EMTs and guide them to the location of the injured person.
4. Coach-in-charge will continue to give proper basic first aid procedures until qualified medical staff arrives and relieves the coach of that responsibility.
5. A copy of the athlete's medical form should be available to be given to EMTs before leaving with the athlete.
6. Contact the parents/guardians and notify them of the injury.
7. Contact the AD and notify him/her of the injury.
8. File a written report with secretary.

The Athletic 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 Athletic Director, school administrator, or coach that immediate medical attention is required, an injured student/athlete may be taken directly to a hospital.

Purchasing Procedure

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 Fund Purchase Orders. Failure to do so may result in the party placing the order being personally responsible.

Rosters

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

Scheduling Practice Times and Contests

- A. The Athletic 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 Athletic Director. This includes summer camps.
- B. **Facilities Use:** When there is conflict in prime-time use of a facility, Cascade Public Schools will have those parties involved work out an equitable schedule for facility use. If this cannot be done, the Athletic Director will present the parties involved with an equitable schedule, which will be strictly adhered to. M.H.S.A. scheduled events take precedence over practice times.

Schools Sponsored Trips

(SAMPLE WORDING)

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

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

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

Social Media/Networking Policy

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

Recommended Best Practice for dealing with students and social media:

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

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

Special Events Insurance Coverage

The school district requires any coach, sponsor, or advisor to obtain special events insurance coverage prior to conducting any non-school sponsored events, such as summer camps, athletic tournaments for fundraisers, or other weekend contests. Contact the Athletic Director, Principal, or Superintendent for further information.

Sportsmanship (MHSA Handbook p. 26-27)

Section (33) SPORTSMANSHIP GUIDELINES

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

Coaching Staff

The coach bears the greatest burden of responsibility for sportsmanship. His/her influence upon the attitudes and behavior of the players, the student body and the community is unequalled. In order for

good sportsmanship to become a reality, it essential that the coach subscribe to the values of sportsmanship and teach its principles through word and deed. Specifically, it is recommended that the coach:

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

Player

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

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

Cheerleaders

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

bouncing

on the bleachers at any time.

Students

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

1. Know and demonstrate good sportsmanship.
2. Respect and cooperate with the cheerleaders.

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

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

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

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

Supervision

- a. Coaches are expected to supervise students at all times. Coaches are expected to report and identify hazing or bullying. If you see it, report it.
- b. Coaches will monitor locker rooms and practice areas.
- c. Coaches are expected to be on time for practice or competitions. Coaches are not to leave the building until all participants have left. When returning home from an event, the coach shall not leave until all participants have left the school premises.

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.

Suspension or Exclusion from Team –

Suspension 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

Thank you notes

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

Tobacco Free Schools/Workplace Policy

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

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

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

FOR A COMPLETE DESCRIPTION of the District 3 & B Tobacco Free Schools Policy, refer to Policy Descriptor code.

Transporting Students with Personal Vehicles

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff members may use a private vehicle for district business without written permission from Mr. Sukut. 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 seatbelts in his/her vehicle.

Transportation To/From a Contests

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior Mr. Sukut's approval.

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

A. Riding in private vehicles:

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

B. Riding with parents

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

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

Transportation To/From Practice (Co-ops)

TRANSPORTATION

- a. Practice: It will be the sole responsibility of the visiting school to ensure that students are transported to practice. School personnel must transport the students. Any Volunteer that is transporting students must be cleared through policy. At no time are students to themselves to/from practice. All practice trips will be equalized as close as practical between the two schools.
- b. Each school will be responsible for all costs for transporting the students to and from practice.
- c. All additional transportation costs will be split 50/50.
- d. Students are not allowed to ride to or from competitions with anyone but their own parents or guardians. They may ride with their parents or guardians only if they have asked for and been granted permission by the Administration by providing a note requesting permission to ride with parents, to the Activities office prior to the trip. Exceptions can be made on a case by case basis by

the Head Coach/Coach during a competition/away game if proper documentation is received to the Head Coach/Coach.

Travel List for Coaches

This form is to be filled out by the coach or organization sponsor NO LATER THAN 2 DAYS prior of the trip. The form may be found under the Athletics tab of the district website www.cascade.k12.mt.us. Attach the completed form and email to the following: Sonja Mazaira, Stephanie Perry, Kevin Sukut, Angela Johnson, Damon Schrecengost, Cascade staff, and if applicable to the Ulm School.

Travel Rules, Regulations and Procedure

Travel Requirements: See Student Handbook on bus travel. Students are expected to abide by the same rules expected in a classroom when traveling on buses contracted by the district. Coaches should make sure that buses are returned in a relatively clean condition following an out-of-town trip. The only passengers on activity buses shall be the team members, coaches, and/or sponsors and chaperones as approved by the building principal. All participants must travel to and return from all out of town activities with the team unless prior written permission is asked by their parents and granted by the administration. Participants will be released to travel with their parent/guardian only, after signing out with their coach/sponsor.

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

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

Uniform/Equipment Replacement/Rotation Procedure

UNIFORM/EQUIPMENT REPLACEMENT

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.

Video Surveillance

(SAMPLE WORDING)

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

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

entrance of all District buildings, and on all buses, indicating the use of video surveillance.

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

OPTIONAL: Audio shall not be part of the video recordings made, reviewed, or stored by the District.

Volunteer/Chaperone Policy

VOLUNTEERS (BP #5430)

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

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

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

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

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

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

