

COACHES HANDBOOK



CIRCLE SCHOOL DISTRICT

CIRCLE SCHOOL DISTRICT ACTIVITIES-ATHLETIC HANDBOOK 2020-2021

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

PURPOSE

The purpose of this guide is to establish rules, procedures, policies, and philosophy as it pertains to the Circle School District 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
- Healthy behaviors of participants.

Activities Philosophy

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

The clubs, activities, and athletics provided by Circle 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.

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

GENERAL INFORMATION RELATING TO POLICIES

ACADEMIC ELIGIBILITY FOR PARTICIPATION

Circle Public School 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 in 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 MHS Association Contest, except as established in Section (5) of the MHS handbook.

Circle Schools further stipulate:

Extracurricular Activities

A variety of activities are offered on an interscholastic basis and all students are encouraged to participate. Sports offered on a varsity level are football, basketball, volleyball, track, cross country, and wrestling. All discipline policies apply to students in extracurricular. Students may participate in these activities if they meet all eligibility rules of the Montana High School Association, of Circle Public Schools, and have a signed waiver from their parents. A student may only participate in extracurricular activities if he/she is enrolled in Circle High School. To be considered enrolled; a student must enroll in the required courses for each grade and electives. Thus students should be taking at least six courses in the building unless otherwise specified by an IEP.

Students participating must have satisfactorily passed a doctor's examination. Copies of the above mentioned documents will be on file in the activities director's office before the student can participate, or partake in, any athletic contests. The school does not provide insurance. The student and his/her family is responsible for all medical costs. All activity and participation fees must be paid before the first contest event of the student's activity.

According to MHS rules a student must be passing on a semester basis in at least four (4) subjects to qualify to represent the school. In addition, Circle Schools have established the following rules to participate in activities.

A two (2) week "F" eligibility list:

1. Student eligibility will run from Tuesday through Monday. All student work must be turned in by the close of school the previous week. Teachers will submit their list of ineligible students Monday.
2. If a student appears on the list the first time they have until the close of school in their probation week to become eligible. If they fail to do so they would be ineligible from Tuesday through Monday for extracurricular events. In other words, if a student appears on the list two (2) weeks in a row in the same subject they are ineligible. This means that they are ineligible to compete, perform, and travel with the team. They will be allowed to practice in most cases. In some cases the principal may suspend the right to practice.
3. Once a student goes off the list his/her two (2) weeks starts all over again.
4. If a student does not get his/her name off the list the second week, ineligibility will continue weekly until his/her name is off the ineligible list.
5. This eligibility list will be for all *ungraded* extracurricular and co-curricular activities, i.e. sports, cheerleading, plays, music (Blue Teens, Blue Bards, etc.), FFA, Speech and Drama, BPA, and Student Council.
6. No student shall participate in an activity unless he/she has been in school for the entire day of the activity unless excused for medical reasons supported by documentation from a medical facility, bereavement, or administrative discretion.
7. If a student fails a class for the quarter and/or semester, he/she will be ineligible to participate in any extracurricular activities for two competitive weeks into the next quarter. This eligibility will carry over from quarter to quarter. Fourth quarter eligibility will carry over to the first quarter for the upcoming school year.

Age Rule – MHSA

Section (7) AGE RULE

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

Physical Exams

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. The cost of the physical exam is the responsibility of the student athlete and his/her parents.

Student Illness During Activities/Events (including travel to and from)

The coach will take the necessary steps to isolate the student from the rest of the group as best as circumstances allow, while still having the student under the supervision of a coach or chaperone. The student's parents/guardians must be contacted as soon as the situation allows. The parents/guardians or emergency contact should pick up the student as soon as possible. Once all arrangements have been made, the coach must contact the Superintendent or K-8 Principal to notify them of the situation.

Student 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.
- High School/Middle School-If you are more than 15 minutes late to any period you will be marked absent and will not be able to practice, play, or participate in performances. 4th-6th-A Student will be counted absent for the morning if he/she does not arrive at school by the morning recess time. Also if a student leaves school after the noon hour, but before the afternoon recess they will not be able to practice, play or participate in performances.

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.

Extracurricular Chemical Use Policy

Students participating in extra- and co-curricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, purchase, or distribute alcohol, tobacco innovations, or illegal drugs or abuse prescription or non-prescription drugs during their extracurricular seasons. These rules are in effect twenty-four (24) hours a day. If a student receives a MIP or is seen using tobacco, alcohol, or illicit drugs, the student will forfeit the privilege of participating in all extra- and co-curricular activities, except school dances, prom, junior-senior banquet, awards night and graduation. (Board Policy 3340)

This policy applies to middle and high school students who are involved in the extracurricular activities program.

Policy Duration (School Board Policy 3340)

This policy is in effect each school year from the date of first (1st) fall practice of fall activities (August) until the last day of all school activities. Violations are cumulative, through the student's period of attendance in grades 4-8 and in grades 9-12. The Administration shall publish the participation rules annually in the activities and student handbooks.

Student and Parent/Legal Guardian Due Process:

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone when possible and by mail. Also at this time, the student and parent/guardian shall be notified of the type of discipline that will be administered. Administrator and/or Activity Director discretion is allowed in cases where social media is part of the evidence.

Appeal Process

Any parent/guardian and student who are aggrieved by the imposition of discipline, shall have the right to an informal conference with the principal to resolve the grievance. At the conference, the student and 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 extracurricular 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 extracurricular activities.

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

Suspension or Exclusion from Team

Suspension of any student from an extracurricular activity needs to be brought to the attention of the Activities Director in a timely fashion. Exclusion recommendations (permanent removal for the season/time period of the particular sport or activity) of any student from an extracurricular activity must be brought to the Activities Director in a timely fashion. The Activities Director will then take the topic to the Superintendent who will present it to the Board, as it requires Board action.

Assumption of Risk Statement

Liability:

The Board recognizes that certain risks are associated with participation in interscholastic activities. While the District will strive to prevent injuries and accidents to students, each parent or guardian will be required to sign an "Assumption of Risk" statement indicating that the parents assume all risks for injuries resulting from such participation.

(School Board Policy 2151)

Accident Report Form and Procedure

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

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.
 - a. Send someone to call for an ambulance (if necessary)
 - b. Keep student still, comfortable and reassured
 - c. When in doubt, do not move injured athlete
 - d. Stay with injured athlete
 - e. Contact Activities Director or Administrator on Duty
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 and brief the parent(s) or guardian(s) upon their arrival.
5. An Accident Report should be filed with the Activities Director and Principal's office for all injuries within one (1) 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:
4. Coach-in-charge will designate an assistant or responsible athlete/manager to call the ambulance.

5. Coach-in-charge will stay with the injured athlete.
6. Callers are to give the following information to the dispatcher:
 - a. Who is calling
 - b. Where you are calling from (building)
 - c. Phone number you are calling from
 - d. What has happened
 - e. Assistance being given
 - f. Where to enter facility, if known
 - g. Don't hang up until dispatcher does.
7. Callers report back to coach-in-charge.
8. Coach-in-charge will send a responsible person to meet the EMTs and guide them to the location of the injured person.
9. Coach-in-charge will continue to give proper basic first aid procedures until qualified medical staff arrives and relieves the coach of that responsibility.
10. A copy of the athlete's medical form should be available to be given to EMTs before leaving with the athlete.
11. Contact the parents/guardians and notify them of the injury.
12. Contact the Activities Director and notify him/her of the injury.
13. File an accident report with the Activities Director and principal within one (1) day.

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

Medication Policy (issuing meds to athletes)

ADMINISTERING MEDICINES TO STUDENTS (School Board Policy 2151)

Coaches and or trainers may not issue medicine of any type to students. This provision does not preclude the coach and/or trainer from using approved first aid items.

Insurance and Injury

Circle Schools requires that the parent, guardian, caretaker or relative of students participating in school sponsored activities (extracurricular, 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 (extracurricular, etc.). If the parent, guardian, caretaker or 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 (extracurricular, 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, Circle Schools does not provide student accident insurance coverage for students. Student accident insurance coverage may be purchased by parents through a private company for a fee. Student accident insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. This is an opportunity to provide student accident insurance coverage while your child is at school or participating in activities. A parent seeking coverage

must make sure the student accident insurance coverage is in place prior to the first day of practice and/or school. Please contact the coach or Activities Director for additional information.

Activities Offered

ELEMENTARY ACTIVITIES

4-6-Girls & Boys Basketball (Jamboree)

5-6-Football, Cross Country

6-Track, Volleyball

4-6-Wrestling

MIDDLE/JR HIGH SCHOOL ACTIVITIES

7-8-Girls & Boys Basketball (6th grade may move up when #'s are needed)

7-8-Football, Track, Volleyball, Cross-Country, Wrestling-5th & 6th may move up when #'s are needed

Music Festival

Pep Band

Cheerleading (7-8)

HIGH SCHOOL ACTIVITIES

Girls Volleyball

Boys Football

Girls & Boys Basketball (8th grade may move up when #'s are needed)

Wrestling (Girls & Boys)

Cross-Country (Girls & Boys)

Girls and Boys Track

Blues Choir

Pep Band

Speech & Drama

All Class Play

BPA

National Honor Society

Music Festival

Student Council

Cheerleading

Job Descriptions (Head and Assistant)

Title: High School Head Coach (Program Director)

Qualifications:

1. Possess current NFHS & MHSAA coaching certifications. (National Federation of State High School Association Coaches Education Program, Coaches Rules Clinic)
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 a background check.
8. All hiring will be done by Circle Public Schools on an annual basis.

Reports to: Activities Director and/or Superintendent

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. Lead and develop student athletes to become positive, productive and contributing members of our community and society through coach's examples
2. To work closely with the Activities Director in program development and implementation.
3. To enforce MHSA and local administrative policies relating to athletics.
4. To work closely with the Activities Director in the recruitment, assignment, supervision and evaluation of the other coaches in your program.
5. To monitor athletes academic progress and check on the eligibility of your players as per MHSA and local eligibility requirements.
6. To hold regular staff meetings during the season to assure program coordination.
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. If payment is needed at an event at least one week notice is given to the Activities Director
11. Account for all receipts and expenditures during trips.
12. Prepare a program budget and submit to the Activities Director as requested.
13. Discuss 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 and Superintendent 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. Develop, issue, and collect safety guidelines signed by athletes and their parents.
23. Managers will be students of Circle Public Schools
24. Promote your sport and sportsmanship at pep rallies and through the news media.
25. Develop itinerary for all overnight trips and give a copy to athletes and the Activities Director.
26. Improve professional development through reading, attending clinics, etc.
27. Develop performance goals and submit to the Activities Director prior to the beginning of the season.
28. Notify instructional staff well in advance of taking students out of school. Trip Slips are due to AD and secretaries as soon as possible PRIOR to the event.
29. Complete MHSA on-line rules clinic.
30. Review assistant coaches job responsibilities with assistant coaches annually.
31. To make sure all student-athletes adhere to all the expectations and rules in the high school handbook.
32. Use appropriate language and comments with student athletes at all times
33. Pre-approve ALL purchases over \$300 with the Superintendent BEFORE purchasing.

Evaluation: Job performance will be evaluated by the Activities Director in conjunction with the Superintendent 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. Lead and develop student athletes to become positive, productive and contributing members of our community and society through coach's/advisor's/sponsor's examples
2. The ability to work with young athletes.
3. Knowledge of the fundamentals of the sport.
4. Dedication to the program and loyalty to the head coach.
5. Current first aid card.
6. Completion of NFHS & MHSA coaches' certification programs. (National Federation of State High School Association Coaches Education Program, Coaches Rules Clinic)
7. Pending hire will be determined by passing a background check.

Reports to: Head Coach, Activities Director, and/or Superintendent

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. Use appropriate language and comments with student athletes at all times

Volunteer/Chaperone Policy

VOLUNTEERS (School Board Policy 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 must be cleared by the Activities Director. Volunteer coaches will be required to submit a formal application to the Activities Director and any offer of a volunteer coach position will be contingent upon successful completion of a background check per **(School Board Policy 5122)**.

Volunteer Coaches must abide by the same policies as paid coaches. Volunteer coaches are required to complete the coach's certification program just as paid coaches are. The Montana High School Association (MHSA) has indicated that any post graduate participants that come in to help must be considered a volunteer coach. They will be expected to complete coach's certification in order to instruct or compete with participants in practice, and must complete the NFHS concussion course 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 a Coach's Handbook, go over the expectations and require acknowledgement of the handbook.

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. 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)

First Aid/CPR 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)

Coaches Clinic

It is highly recommended that ALL head coaches attend the Montana coach's clinic in Great Falls, Montana. The school district will pay for membership and registration as well as accommodations. When available same gender coaches will share a room. It is recommended for the coach or sponsor to take a school vehicle in which gas will be paid by the district. If traveling in a private vehicle no reimbursement will be granted. Food is at the participant's expense.

Criminal Record Checks/Fingerprinting (prior to hire)

Fingerprints and Criminal Background Investigations (School Board Policy 5122)

It is the policy of the Board that any finalist recommended to be employed in 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 before consideration of the recommendation for employment or appointment by the Board.

Any requirement of an applicant to submit to a fingerprint background check will 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 will decide whether the applicant will be declared eligible for appointment or employment. (Board Policy 5122)

The District will pay costs associated with fingerprinting, and/or background investigations.

Keys/Swipe Cards/Codes, etc.

KEYS AND ACCESS CARDS

Keys will be issued at the beginning of the school year. Coach 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 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. If your key fob is being used you must be in the building.

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

Drug-Free Workplace

Drug Free Work Place (School Board Policy 5226)

All District workplaces are tobacco, drug and alcohol free. All employees are prohibited from:

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

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

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

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

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

Tobacco Free Schools/Workplace Policy

Tobacco Free Schools/Workplace (School Board Policy 8225)

The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco and smokeless tobacco.

Use of tobacco innovations in a public school building or on public school property is prohibited, unless the use of a tobacco product in a classroom or on other school property as part of a lecture, demonstration or educational forum sanctioned by a school administrator or faculty member concerning the risks associated with using tobacco products.

For the purpose of this policy, “public school building or public school property” means:

-Public land, fixtures, buildings or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Montana at public expense; and

-Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms and school buses.

Dress and Grooming-Dress for Activities

Dress for success!! Coaches and students represent our school and community.

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).

Sportsmanship (MHSA Handbook p. 26-27)

Section (33) SPORTSMANSHIP GUIDELINES

1. 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.
 - a. 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.
2. Code of Conduct: A coach will be in violation of the standards for good sportsmanship established by the Montana High School Association by:
 - a. 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;
 - b. Arguing with officials or going through motions indicating dislike/disdain for a decision;
 - c. Detaining the officials following a contest to request or argue a ruling or explanation of actions by the official;
 - d. Being ejected from a contest;
 - e. Physically assaulting an official.

Grievance Procedure (See School Board Policy 1700 for levels and procedures)

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.**

Evaluation

EVALUATION OF COACHES

The Activities Director in conjunction with the Superintendent will evaluate each head coach at the end of each season. 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).

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. Public input may be accepted by the School Board on properly signed official forms and/or oral presentation to the board.

If the Activities Director makes 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 handbook creates any right or expectation of continued employment for coaches past the term of their yearly, individual coaching contracts.

Hiring of assistant coaches will be made upon recommendation to the Activities Director, with Superintendent approval, from the head coach, and the head coach will take the recommendation to the Board of Trustees of Circle Public School 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.

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, correct the behavior and 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 are responsible for the supervision of their student-athletes while engaged in school-sponsored practices, workouts, open gyms and contests. This is particularly true of high-risk areas such as the weight room, whirlpool, etc.

No coach 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 should always be the last person to leave the facility after practice and when returning from away contests and competitions. Coaches should never leave a student-athlete waiting for a ride after returning home from a contest or competition. Coaches are responsible for assuring their area and doors used are locked and secured before leaving.

Scheduling Practice Times and Contests

- A. The Activities Director shall work with the coach 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 to schedule an event without prior knowledge and consent of the Activities Director and/or Superintendent. This includes summer camps.
- B. Facilities Use: When there is conflict in prime-time use of a facility, Circle Schools will have those parties involved work out an equitable schedule for facility use. If this cannot be done, the Activities Director will present the parties involved with an equitable schedule, which will be strictly adhered to. M.H.S.A. scheduled events take precedence over practice times.

Coach Rules and Regulations

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

It is encouraged that all coaches 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 deems appropriate. The parents and participants will sign the rules and return to the coach. A copy of the rules must be on file in the activities office.

Open Gym

Coaches 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.

Open Gym cannot be required by the coach throughout the summer or school year as stated in the MHSA handbook. **A coach MUST be present for the entire time period of an open gym, including weight room time. Coaches must be the last person to leave Open Gym/weight room time to ensure all students are gone, lights are off and doors are shut.**

Special Events Insurance Coverage

The school district requires any coach 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 Activities Director, Principal, or Superintendent for further information.

Travel Rules, Regulations and Procedure

Travel Requirements: All participants must travel to and return from all out of town activities with the team unless prior written permission is asked and provided 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.** If a parent/guardian is requesting that the student leave an activity with someone other than themselves, a request must be made in writing prior to the scheduled activity and must be pre-approved at least a day in advance by the Activities Director or the Superintendent.

Transportation To/From 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 Administration 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 seat belts in his/her vehicle.

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 permission from the Superintendent or Administration. Before transporting any students, the owner of any private vehicle must provide proof of sufficient liability insurance, current registration and a current Montana driver's license. A driver may only transport the number of students as there are seat belts in his/her vehicle and a parent/guardian will be notified.

Overnight Travel

1. A chaperone for either/both genders of participants traveling will accompany groups when the activity requires an overnight stay.
2. At no time should students of the opposite gender be allowed in a room without the direct supervision of the coach/chaperone.
3. If both genders are traveling together, the groups will be separated by the aisle or one group will be seated at the front and the other at the back with the coach sitting between the groups.
4. Rotate the seating arrangement to allow each group equal opportunity to sit at the front and back of the bus.
5. Managers of opposite sex will sit near the coaches.
6. If a student becomes ill on an overnight trip, the parents must be notified immediately. The student should be separated from the rest of the group while still under the supervision of a coach or chaperone that is with the group. Arrangements should be made to have the student picked up by the parent, guardian or emergency contact as soon as possible. The coach must

then contact the Superintendent or K-8 Principal AFTER the arrangements to pick up are made AND then again once the student is picked up by the parent/guardian.

Out of State Trips

At any time, a coach is planning travel out of the state of Montana, the coach 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 has consulted with the Activities Director a formal itinerary must be assembled and submitted to the Activities Director. The request will then be submitted to the Superintendent and 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 and Superintendent's office. DO NOT FORWARD REQUESTS TO BE PLACED ON THE BOARD AGENDA WITHOUT APPROVAL FROM THE ACTIVITIES DIRECTOR AND SUPERINTENDENT. ****

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 may begin making appropriate travel arrangements.

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

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

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.

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.

Purchasing Procedure

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

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

Uniform/Equipment Replacement/Rotation Procedure

Each coach shall have on file with the Activities Director, an inventory of equipment being used. Each inventory is to be updated annually.

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

Inventory

Coaches 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 the group.

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.

Any coaches employed within Circle Public Schools outside of their regular coaching duties (Classroom Teacher, Aid/Para, Secretary, Admin, etc.) will need to submit a leave request for "School Related Activities" and "Professional Development" to the Superintendent for approval in order for the sub request/cost to be covered by the district.

Fundraising

ALL fundraising representing Circle Public Schools MUST go through the Superintendent's office, unless it is a Booster Club activity.

Sign and return the following pages to the Activities Director by August 24, 2020

Coaches Code of Ethics

It is the duty of all concerned with school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and standard of eligibility.
8. To encourage leadership, use of initiative, and good judgment.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game-not a matter of life or death for a player, coach, school, official, fan, community, state, or nation.

Therefore, by participating as Coach, I willingly 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 and comments 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 treat 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 support 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 Circle School District sports events.

Expected Behavior:

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

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

Expected Behavior:

- Become knowledgeable, understanding and supportive of all applicable game rules, league rules, regulations and policies.
- Teach 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.

Circle Public Schools reserves the right to take appropriate disciplinary action, up to termination of the contract, involving any coach in violation of this handbook and Code of Ethics.

Receipt of Handbook

I acknowledge that I have received the Circle Public Schools Coaches' Handbook and Code of Ethics and understand it is my responsibility to read it. I will do my best to fulfill the requirements made within.

Signature

Printed Name

Date

Sport/Activity

Coach Acknowledgement Form:

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

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

Signature

Printed Name

Date

Sport/Activity(s) - List all activities coached

Return acknowledgement form to the Activities Director by August 24, 2020. Form will be placed in the employees personnel file with the District and/or with the Activities Director.