



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

BAKER SCHOOL DISTRICT



Academic School Year 2023-2024
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BAKER SCHOOL DISTRICT ACTIVITIES-ATHLETIC HANDBOOK 2022-2023

Baker Public Schools (School District No.12) 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. **(School Board Policy 3210)**

PURPOSE

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

GENERAL INFORMATION RELATING TO POLICIES

1. ACADEMIC ELIGIBILITY FOR PARTICIPATION

Baker 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.
- 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.

Baker Schools further stipulate:

3) Baker Junior/High School Requirement:

- Grade check will be conducted every three (3) weeks. At the end of the three (3) weeks any student with an F in any class will be marked ineligible.
- The ineligible students will be checked weekly following the three (3) week grade check. If a student raises that F by the end of the week, they will become eligible the following Tuesday. At minimum a student could be ineligible for only one (1) week. Ineligible students will have weekly grade checks and ineligibility will persist as long as the students grades are deficient.
- At the end of first and third quarter and the end of first and second semester if a student is failing based on the previous quarter and/or semester grades the student will be ineligible for ten (10) school days into the next consecutive quarter.
- At the end of the 4th quarter, grades will be pulled and if there are any students with an F these students will be ineligible for ten (10) school days to start the following year.
- Administration will be in constant communication with teachers regarding students with F's to verify grades.



- Grades will be pulled on Monday at 3:30 p.m. Eligibility will run from Tuesday at 8:00 a.m. to the following Tuesday at 8:00 a.m.
- A weekly D and F list will also be sent to advisors and coaches Tuesday mornings.

2. Participation in District Extracurricular Activities by Unenrolled Children

- a. Any child who is a resident of the District who is attending a nonpublic or home school meeting the requirements of section 20-5-109:
 - i. Is eligible to seek to participate in any extracurricular activity of the District that is offered to pupils of the district who are of the same age.
 - ii. Is subject to the same standards for participation as those required of full-time pupils enrolled in the school and the same rules of any interscholastic organization of which the school of participation is a member as specified in Section 3.a. and 3.b. of this policy and any related student or activity handbook provisions.
 - iii. Will be assessed for purposes of placement, team formation and cuts using the same criteria as used for full-time pupils enrolled in the District.
- b. In cases where there is more than one school serving the same age group within District boundaries, a child participating under this provision shall be subject to the same school zone rules applicable to full-time pupils of the District. Participation for one school for one sport and another school for another sport is prohibited.
- c. The academic eligibility for extracurricular participation for a student attending a nonpublic school as specified under this provision shall be attested by the head administrator of the nonpublic school. No further verification shall be required.
- d. The academic eligibility for extracurricular participation for a student attending a home school as specified under this provision shall be attested in writing by the educator providing the student instruction with verification by the school principal for the school of participation. The verification may not include any form of student assessment.
- e. Students participating in extracurricular activities under this provision may be considered part-time enrollees for purposes of ANB in accordance with Policy 3150, 3121, and 3121P.

3. 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 School District No. 12 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".

4. Accident Report Form and Procedure

All injuries are to be reported immediately to the coach/advisor regardless of the nature of the injury. The coach/advisor will fill out an accident report form and file it in the principal's office within one (1) school day of the accident. The coach/advisor will also inform the Activities Director of the injuries sustained by the student.

5. Awards

The District will host an awards banquet during which coaches will present awards to players based on criteria established by the coach and/or program.

6. 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.

7. Assumption of Risk Statement

Liability: The coach/advisor/director, any other member of the school staff, or any member of the Board of Trustees will not be held liable or responsible in case of an accident incurred during practice, games, meets, matches, tournaments, concerts, or trips supervised by Baker 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]

8. 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 part of the day you must attend at least two (2) class periods in order to practice, play, or participate in performances. It is not in the best interest of our participants to be practicing when sick. If we are traveling out of town for activities you must be present for at least two (2) class periods prior to departure.
- 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.

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. Students receiving OSS may not



attend practice, games or performances until their suspension has been fulfilled. Students in ISS may attend practice but may not play in games/performances until their suspension is fulfilled. Students who are unsure need to speak with administration to know exactly when they may return to play/performances.

9. 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 a 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.

10. 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:

1. Physically harming a student or damaging a student's property;
 2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 3. 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.

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 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-Mr. Dom Vergara, located in Baker High School Office.

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

The District encourages staff support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and staff will discuss their questions or concerns about the expectations in this area with Mr. Dom Vergara who serves as the District Title IX coordinator.

For purposes of this section and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;



2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or;
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

All staff are expected to treat each other and students with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student or staff member will result in appropriate disciplinary action, according to the nature of the offense. Supportive measures are available to all parties involved in Title IX investigations.

The District will notify all parties involved in sexual harassment allegations. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment or sexual discrimination by a staff member will result in an investigation in accordance with Policy 3225 and 3225P or Policy 5012 and 5012P. A student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory, the decision may be appealed in accordance with Policy 3225P or 5012P.

For more information about the District's complaint procedure, see Policy 3225, 3225P, 3225F or Policy 5012, 5012P, 5012F.

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

Equal Employment Opportunity and Non-Discrimination

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

The employment procedures of School District No.12 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

11. 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 have their cell phones so long as they are following the guidelines for cell phone use at the event/activity. On overnight trips, devices should be turned off and/or not accessible after 10:00 p.m. in accordance with our curfew and out of respect for other students in the room (it's bedtime).



Employee Use of Mobile Devices (Policy 5630 & 8123)

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

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

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

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

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

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

12. Child Abuse (MCA 41-3-201)

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

Recognizing the potential harmful effects of child abuse and neglect, **Baker** 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: 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)



13. Coaches Code of Ethics

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

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

- **The coach** shall uphold the honor and dignity of the profession. In all personal contact with students, officials, 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 students 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 Baker Public Schools District No.12.

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 myself, and to teach players to do the same.

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 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 Baker 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.
- Teaching and requiring 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. o 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.

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

I acknowledge that I have read the Baker School District Coaches Code of Conduct and will do my best to fulfill the promises made herein.

Signature

Printed Name

Date



14. Coach/Sponsor Additional Rules and Regulations

A coach/sponsor may elect to have additional rules/regulations beyond those addressed in the handbook. The coach/sponsor must provide a 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 them 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.

15. Code of Conduct—Training Rules for Extracurricular, Co Curricular, Clubs & Organizations

- Participation in extracurricular activities is an extension of a normal school day – thus all school policies and rules apply.
- Penalty for violations in one school year. Students will be suspended for the remainder of the season for any two (2) infractions of training rules, rules 1 through 16, in a single season. (Example—Sept. 2, destruction of property, Sept. 30, MIP Violation—done)
- Use or possession of and/or association with someone using or possessing tobacco, electronic nicotine delivery systems, vaping in any form, alcoholic beverages, inhalants, intoxicants, and non-prescription drugs is prohibited.
 - 1st offense – The student will be suspended for two weeks of competition. (10 school days) and students will be required to successfully complete (2) two counseling sessions with a school counselor or district psychologist before being allowed to represent BHS in any of the activities covered by this policy.
 - 2nd offense – The student will be suspended for twenty (20 school days and must successfully complete three (3) counseling sessions with school counselor or district psychologist (one of which the student’s parents/guardian should attend) before being allowed to participate or represent BHS in any of the activities covered by this policy. If the 2nd offense occurs within the same season and the student is to be removed from activities for the remainder of that season (and the removal would be more than twenty (20) days) then there will be a recommendation before the Board of Trustees at a regular and/or special board meeting to consider removal for the remainder of the season. Parents will be notified of the time and location of the disciplinary hearing.
 - Any student participating in mandatory counseling will be required to have a release form filled out by the counselor that the requirements have been met by the student.
 - If a student chooses to use a counselor of their choice under 1 or 2 he or she must be approved by the administration.
 - 3rd offense—Students will not be allowed to participate in any activities that are covered under this policy for the remainder of the school year. The penalty of removal from activities for the remainder of the school year will be a recommendation before the Board of Trustees at a regular and/or special board meeting to consider removal from activities for the remainder of the school year. Parents will be notified of the time and location of the disciplinary hearing.
 - Seek and complete a drug evaluation



- Enroll in a drug intervention/rehabilitation course before being allowed to return to participate or represent BHS in any of the activities covered by this policy.
- The period of suspension will start immediately upon final determination of a rule violation. Suspensions will run cumulative. For example, a student who receives a suspension due to training rule violations at the end of the season will serve the suspension during the next activity they choose to participate in, should the suspension not be completed during their current activity. This includes a suspension at the end of the current school year that may run into the next school year.
- All participants must attend all scheduled practices unless specifically excused by the coach.
- A student who is suspended from the team for an extra-curricular infraction must practice during the period of suspension according to a routine established by the coach. The student who fails to practice during this time period without permission of the coach and administration will be subject to increased suspension or eliminated from the team. Ineligible students are not allowed to travel to away games/events with the team or program.
- While attending overnight contests, participants may not change room assignments without permission of the coach or sponsor. Penalty for violation: 1st offense – the student will miss that week’s contest. 2nd offense – The penalty of removal from activities for the remainder of the school year will be a recommendation before the Board of Trustees at a regular and/or special board meeting to consider removal from activities for the remainder of the school year. Parents will be notified of the time and location of the disciplinary hearing.
- Any destruction of property when a student is representing Baker Public Schools in any activities under this policy will result in a suspension of no less than one week and student will be responsible for restitutions.
- Students representing Baker Public Schools in extra-curricular activities will be required to dress in an appropriate manner as determined by the sponsor and administration.
- Grades must be maintained in accordance with the Scholastic Eligibility policy (see above).
- Excessive tardiness to activities and practice could result in suspension from the team for the remainder of the season. The sponsor of the activity will warn the student once about excessive tardiness and after the warning the participant is subject to dismissal if tardiness continues.
- When a student has been engaged in such activities that he or she is given a sentence, suspended sentence, or is declared to be under the supervision of the court, the student shall be declared ineligible to represent Baker Schools. The period of ineligibility shall not be less than five (5) school days and not more than ninety (90) school days from the effective date of ineligibility. Students charged with serious misdemeanors and felonies may be suspended from the squad pending disposition of the case. Following a joint conference by the administration and sponsor, the individual cases shall be acted upon.
- Participants may be suspended from the team for any action unbecoming a student representing Baker Public Schools. Following a joint conference by the administration and sponsor, the individual cases shall be acted upon. Students should conduct themselves in an exemplary manner at all times.
- Hazing or harassment of any student or group of students is forbidden. This restriction applies to all individual students and all organizations of students in all Baker Schools. Penalty for violation: suspension from team for remainder of season following a joint conference of sponsor and administration.
- Any student given an out-of-school suspension shall not be allowed to practice during the suspension. A student may not participate in inter-scholastic contests during the time of



suspension. The second out-of-school suspension during a season shall make the student ineligible for the rest of the season. These rules do not apply for in-school suspension.

- No participants will be suspended from an extra-curricular activity until the coach or sponsor and the administration have a joint conference to determine the appropriate punishment if it is deemed that a violation of the above rules has occurred.
- Senior night – In-eligible student-athletes can participate in senior night events but not in the Senior night competition.
- Dual Participation will not be allowed for MHSAs sponsored activities in the same season (Fall, Winter, and Spring).

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 for each school year and as referenced above may be enforced in the next school year throughout the student's period of attendance in grades 6-8 and in grades 9-12. The Administration shall publish the participation rules annually in the activities and student handbooks.

Student and Parent/Legal Guardian Due Process

Any parent or legal guardian and student who are aggrieved by the imposition of any action should follow Board Policy 1700 – Uniform Complaint Procedure.

16. 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.

17. Contact Numbers

- **Mr. Bill Brist, Associate Principal/Activities Director, 406.253.0815**
- **Mr. Dom Vergara, 7-12 Principal, 970.381.4350**
- **Mr. Aaron Skogen, Superintendent, 406.403.5506**
- **Mrs. Erin Nevers, K-6 Principal, 406.544.3163**
- **Baker 7-12 Office, 406.778.3329**
- **Lincoln & Longfellow Office, 406.778.2022**

18. Concussion Education and Compliance

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



WHAT IS A CONCUSSION?

A concussion is a brain injury that:

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

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

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

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

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.
- **Get a medical checkup.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?

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

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

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

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



WHAT IS A CONCUSSION?

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

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

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

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

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

Symptoms Reported by Athlete

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

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

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

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

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

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

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

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



Be Prepared

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a 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>



19. 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. 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.

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.

20. 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 national fingerprint-based criminal history record check 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.

21. 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.



22. District Mission

Our mission is to provide a safe, supportive, and intellectually stimulating environment built upon the foundation of a cooperative learning, partnership of parents, staff, students, and community. Our emphasis is upon the individual learner's development of social, emotional, physical, vocational, and intellectual skills necessary to succeed as a responsible and productive citizen. We will focus on developing within our students a desire to seek their fullest potential by becoming lifelong learners, recognizing individual learning styles and acquiring self-sufficient life skills necessary to succeed in an ever-changing global community.

23. District/Building General Office Hours

School Year (please reference the adopted School Calendar)

7:30 a.m. – 4:00 p.m.

Summer

9:00 a.m. – 2:00 p.m. [Main Office located at the High School]

Holidays

Please contact your building administration for emergencies.

24. 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 No.12 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

25. 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.



26. Dress and Grooming

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).

It is common for extracurricular activities to give students the option to purchase a sweatshirt, shooting shirt, T-shirt, etc. that has been approved by the coach as a means to identify as a TEAM. The cost is the responsibility of the students but the cost should be reasonable as nearly all programs have students purchase some type of TEAM gear. (\$40 is a reasonable cost)

27. 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 (June or July). This will be followed by a conference between the coach, Activities Director and 7-12 Principal.

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 either at a meeting in June or July.

No head coach may be terminated 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 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 must be submitted to the Activities Director at a post-season conference.

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.12** for hire. It is the head coach's responsibility to inform each new prospective assistant coach they must complete a district application, resume, and a



letter of interest before consideration. The Board of Trustees reserves the right to hire assistant coaches as they see fit. 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.

28. Extra-Curricular and Co-Curricular Activities Offered

ELEMENTARY ACTIVITIES

- **4th/5th Grade Boys and Girls Basketball**

MIDDLE/JR HIGH SCHOOL ACTIVITIES (6th–8th Grade)

- **Academic Olympics**
- **Basketball (Girls & Boys)**
- **Business Professionals of America (BPA)**
- **Football (7th/8th Grade)**
- **Volleyball**
- **Track (Girls & Boys)**

HIGH SCHOOL ACTIVITIES

- **Academic Olympics**
- **Basketball (Girls & Boys)**
- **Business Professionals of America (BPA)**
- **Cheerleading (Fall & Winter)**
- **Close-Up**
- **Cross Country (Girls & Boys)**
- **FCCLA**
- **FFA**
- **Football (9th-12th)**
- **Golf (Girls & Boys)**
- **Music**
- **National Honor Society**
- **PALS**
- **Spartanettes**
- **Speech & Drama**
- **Student Council**
- **Student Union (SADD)**
- **Tennis (Girls)**
- **Track & Field (Girls & Boys)**
- **Volleyball**
- **Wrestling (Girls & Boys)**

**8th grade students may tryout for MHSAA sanctioned activities with the exception of High School Football*



29. 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)

30. FUNDRAISING (BP 7225)

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. Fundraising must not interfere with or disrupt school.

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

At NO TIME may an activity/program/club solicit sponsorship for uniforms, equipment, etc.

ACTIVITY/FUNDRAISER REQUEST FORM

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

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

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

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

1. Follow proper protocol when requesting a fundraiser (clear through administration)
2. All fund-raising activities will align to district policies and procedures always (when in doubt clear through administration)
3. All monies collected in relation to any student activity will be turned into the (activities secretary/building secretary) daily 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 p.m. each day or special arrangements should be made with the activities office in advance. Deposit all money at the office (do not keep in the coaches' office or your desk)
4. When accessing money fill out paperwork requesting the funds
5. Use of funds must align to Title IX and when in doubt contact MHSA



31. 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.**

32. Insurance and Injury

The School District requires that the parent, guardian, caretaker or 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.

33. 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.

34. Job Descriptions (Head and Assistant)

JOB DESCRIPTION

Title: High School Head Coach (Program Director)

Qualifications:

- 1) Possess current NFHS & MHSAA coaching certifications. (National Federation of State High School Association Coaches Education Program, Coaches Rules Clinic)
- 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 School District No. 12 on an annual basis.

Reports to: Activities Director

Supervises: Assistant coaches, players and managers

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

Performance Responsibilities:

- 1) To work closely with the Activities Director in program development and implementation.
- 2) To enforce MHSAA and local administrative policies relating to athletics.
- 3) To work closely with the Activities Director in the recruitment, assignment, supervision and evaluation of the other coaches in your program.
- 4) To monitor athletes academic progress and check on the eligibility of your players as per MHSAA and local eligibility requirements.
- 5) To hold regular staff meetings during the season to assure program coordination.
- 6) To work closely with the Activities Director in scheduling contests and practices.
- 7) To secure a completed Parental Approval/Physical Form from each player before they are allowed to participate. Secure an emergency treatment form to be available at all events.
- 8) To inform players of training rules and to enforce them consistently and uniformly. Notify the Activities Director of any violation immediately.
- 9) To inform players of the accident insurance coverage and file an Accident Report with the Activities Director immediately following an injury.
- 10) 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 it 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) Develop, issue, and collect safety guidelines signed by athletes and their parents.
- 23) Secure only high school managers and high school student assistants.
- 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.
- 29) Complete MHSA on-line rules clinic.
- 30) Review assistant coaches job responsibilities with assistant coaches annually. Complete evaluation of assistant coaches for both high school and middle school staff.
- 31) To make sure all student-athletes adhere to all the expectations and rules in the high school handbook.

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

JOB DESCRIPTION

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 a background check.
- 7) All hiring will be done by School District No. 30 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.

35. Keys, FOBs, Codes, etc.

KEYS AND FOB ACCESS

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.



36. Lettering Criteria

Basketball

- Participants must make the tournament team and/or be listed as a tournament alternate.

Cheerleading

- Participants must cheer on the varsity squad for at least three (3) home contests.

Cross Country

- Participants must earn a minimum of seven (7) varsity points during the season.

Football

- Participants must play in a significant number of snaps at the varsity level. Coach has the discretion to award a letter based on other criteria.

Golf

- Participants must pass a rules test, shoot lower than 100 for boys and 120 for girls, and compete at the divisional tournament. Coach has the discretion to award a letter based on other criteria.

Music

- Participants must perform a solo or perform as a member of a small ensemble at the District Music Festival. Additionally, they must receive a Superior (1) rating on the performance at the District Music Festival.

Volleyball

- Participants must make the tournament team at the end of the season.

Speech & Drama

- Participants must place at the Divisional Speech & Drama Meet.

Tennis

- Participants must compete in at least three (3) varsity meets. Coach has the discretion to award a letter based on other criteria.

Track & Field

- Participants must place at the District Meet and/or complete two (2) seasons.

Wrestling

- Participants must qualify for the state tournament and/or complete two (2) seasons.



37. Meal Procedure

Meal Allowances

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

<u>Students</u>		<u>Adults</u>	
Breakfast	\$8.00	Breakfast	\$10.00
Lunch	\$10.00	Lunch	\$12.00
Dinner	\$15.00	Dinner	\$15.00
TOTAL	\$33.00		\$37.00

**These amounts are in accordance with District Policy*

Gratuities: Students and Adults MUST provide a minimum \$3.00 gratuity at all sit down restaurants.

NOTE: Meal amounts MAY be accrued for ONE day and per diem issued based on administrative approval only. However, that does *not* mean students and adults who didn't receive breakfast and lunch may spend their daily maximum at dinner. These amounts are MAXIMUM including beverages. Specialty drinks and/or desserts are the student's responsibility.

Regular Season Play:

The District will provide a meal when travel is more than 100 miles from Baker. Only administration may approve of a meal for travel less than 100 miles from Baker.

District, Divisional, State Tournament Play:

The District will provide a meal when travel is more than 100 miles from Baker. Only administration may approve of a meal for travel less than 100 miles from Baker. If activities are having to stay overnight, the District will provide lunch and dinner (breakfast will be provided if the Hotel does not have a continental breakfast available) for those days the activities are competing and traveling.

All meals will be purchased according to School District Purchasing policy(s). Rates per meal will be in accordance with the School Districts per diem policies. It is the responsibility of coaches/advisors to select restaurants that allow the District meal allowances to be met and exceeded. For example, an activity that goes to the Olive Garden or the Montana Rib and Chop House will most likely be in excess of the amounts the District has set in policy.

At NO TIME may a meal be sponsored/purchased by an individual and/or business for an activity.

38. Medical Information Form (Updated Annually)

MEDICAL TREATMENT/RELEASE FORM

To: Parents and/or Guardians of Students Representing
School District No. 12 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. 12 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



39. Medication Policy (issuing meds to athletes)

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

School District No. 12 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.

40. MHSА 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 (paid by the District). 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
- MHSА Cultural Diversity: Coaches must view the Cultural Diversity training clinic found on www.mhsa.org
- MHSА 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).
- All certificates of completion MUST be filed with the Activities Director annually.

41. Open Gym

Coaches/sponsors/advisors are to be cognizant of MHSА 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.

42. Transportation/Overnight Procedures and Expectations

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 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.

All students are expected to ride on the bus to and from the activity with the team/club.

The only exception is when the Activities Director (AD) has approved separate travel arrangements based on medical appointments and/or extenuating circumstances.

- A student may only be checked off the bus following the conclusion of an activity by their parent/guardian.
- Any other arrangement must be approved well in advance with the AD and must be substantially justified. The AD will communicate those changes to the coach/advisor.



- Students of opposite genders are not allowed to sit together on the bus.

Explicit curfew at hotels requires students to be in their rooms no later than 10:00 p.m. Arrival to hotel after 10 p.m., immediately to rooms and bed check. Coaches/Advisors will conduct bed checks every night.

Coaches/Advisors must have specific expectations for team/club meetings, including but not limited to; meeting location, meeting time, check-in time, etc.

At NO TIME are boys/girls allowed to be in the opposite gender's hotel room. There are absolutely NO exceptions to this rule. Failure to comply may result in removal from the team/club.

Pool/hot tub use is prohibited.

Students may have their cell phones so long as they are following the guidelines for cell phone use at the event/activity. At no time should students be taking photos/videos while in a locker room and/or hotel room. Devices should be turned off and/or not accessible after 10:00 p.m. in accordance with our curfew and out of respect for other students in the room (it's bedtime).

Damages to hotel rooms/property will be the financial responsibility of the student to render restitution for said damages.

Students will respect coaches/advisors at all times and will comply with all directives. Failure to do so may result in discipline up to and including the possible removal from the team/club. All board policies and expectations outlined in the Student Handbook will be enforced at all times; student code of conduct, drug and alcohol policies, bullying/harassment policies, student dress code, etc. Failure to comply with board policies and/or the Student Handbook may result in parents/guardians being called and the student not being allowed to ride the bus back with the team/club. Parents must know and understand that based on discipline, they may need to arrange transportation for their student from the team's/club's location at the student/parents expense.

ONLY school personnel, coaches/advisors/sponsors, approved volunteers, approved chaperones, and team managers (maximum of two (2) managers per team) are allowed to be transported via the school sponsored transportation to and from contests.

Should an incident arise that violates board policy, the Student Handbook, and/or coaches/advisors expectations for student conduct, the coach/advisor must immediately call the AD—Mr. Bill Brist (406.253.0815). Additionally, Mr. Brist will inform Mr. Vergara that an incident has occurred.

If the AD is unavailable, please contact Mr. Vergara (970.381.4350).

If for any reason Mr. Vergara is unavailable, please contact Mr. Skogen (406.403.5506).

Postseason Schedule (Cheer & Band Attendance)

Volleyball—Band and Cheer will attend Districts when Districts is hosted in Baker. Only the Cheer team will travel with Volleyball to Districts and Divisionals. Neither Cheer or Band will attend State Volleyball.

Football—Band and Cheer will play for playoff games when hosted in Baker. Band and Cheer will not travel for playoffs outside of Baker.



Basketball–Band and Cheer will attend Districts, Divisionals and State.fn

43. 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. Fees will be as follows:

An activity fee will be assessed to all 6th-12th grade students who choose to participate in any activity (including Band). An individual choosing to participate will be charged \$25 for each activity. There will also be a \$100 max for each family per year. The activity fee must be paid prior to any participation by students.

****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 Baker Public Schools will make every effort to see that no student is eliminated from participation in activities due to financial constraints.

44. 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 High School Office.



45. Permission to Participate (Collected Annually)

STUDENT PERMISSION TO PARTICIPATE

I hereby give my consent for _____ (student) to participate for Baker 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.

- | | | |
|--|---|---|
| <input type="checkbox"/> Academic Olympics | <input type="checkbox"/> FFA | <input type="checkbox"/> Student Council |
| <input type="checkbox"/> Girls Basketball | <input type="checkbox"/> Football | <input type="checkbox"/> Student Union (SADD) |
| <input type="checkbox"/> Boys Basketball | <input type="checkbox"/> Golf | <input type="checkbox"/> Tennis (Girls) |
| <input type="checkbox"/> BPA | <input type="checkbox"/> Music | <input type="checkbox"/> Track & Field |
| <input type="checkbox"/> Cheerleading | <input type="checkbox"/> National Honor Society | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Close-UP | <input type="checkbox"/> PALS | <input type="checkbox"/> Wrestling |
| <input type="checkbox"/> Cross Country | <input type="checkbox"/> Spartanettes | |
| <input type="checkbox"/> FCCLA | <input type="checkbox"/> Speech & Drama | |

I also give _____ (student) permission to ride school-sponsored transportation to/from any activity taking place away from Baker. 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 Grade Level: _____ (entering Fall of current year)

Student allergies to medication: _____

Student Date of Birth: _____

Home Phone: _____ Emergency Phone _____



46. 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 the dispatcher does.
 - D. Callers report back to coach-in-charge.
 - E. Coach-in-charge will send a responsible person to meet the EMTs and guide them to the location of the injured person.
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 the 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.

47. Purchasing Procedure

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.

All orders must be placed through the Activities Director on the District Requisition Form. Failure to do so may result in the party placing the order being personally responsible.

48. 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, Baker 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.

50. Social Media

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

Specifically, the following forms of technology based interactivity or connectivity are expressly permitted or forbidden when used in a manner not related to the delivery of school athletic/activity services or district operations.

- Sharing personal landline or cell phone numbers with students for athletic/activity purposes (permitted)
- Text messaging students for non- athletic/activity purposes (prohibited)
- Emailing students other than through and to school controlled and monitored accounts (prohibited)



- Soliciting students as friends or contacts on social networking sites for non-athletic/activity purposes (prohibited)
- Accepting the solicitation of students as friends or contacts on social networking sites for non-athletic/activity purposes (prohibited)
- Creation of administratively approved and sanctioned “groups” on social networking sites that permit the broadcast of information without granting students access to staff member’s personal information (permitted with express permission from the Superintendent)

All school district employees who participate in social networking websites, shall not post any school district data, documents, photographs, logos, or other district owned or created information on any website without permission from the Superintendent. Further, the posting of any private or confidential school district material, including student academic or disciplinary records, on such websites is strictly prohibited in accordance with state and federal law and regulations and school district policy.

Staff should contact the Activities Director and the Superintendent if they would like to establish an athletic/activity related social media presence.

51. 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.

52 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.

53. 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. Permission may only be granted by the coach/advisor after the parents have signed out the student.



54. 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.

55. 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

Any parent or legal guardian and student who are aggrieved by the imposition of any action should follow Board Policy 1700 – Uniform Complaint Procedure.

56. 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, Baker School District No. 12 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 Baker School District No. 12 facilities, vehicles or grounds.
3. Prohibitions of tobacco use are applicable to all hours.

FOR A COMPLETE DESCRIPTION of the Baker School District No. 12 Tobacco Free Schools Policy, refer to Policy Descriptor code.



57. 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 explicit permission from the building principal. 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.

58. 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 building principal approval.

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

59. 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 transport 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 High School Office prior to the trip. Exceptions can be made on a case by case basis by the Activities Director during a competition/away game if proper documentation (confirmed note, email, phone call) is received by the Activities Director with adequate time to respond to the request.

60. 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 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. Only the Activities Director may, on a case by case basis, grant permission for a student



to be checked out by an individual other than the student's parent/guardian to be then transported by someone other than the parent/guardian. The Activities Director must be given adequate notice to approve such a request.

61. Uniform/Equipment Replacement/Rotation Procedure (updated annually)

UNIFORM/EQUIPMENT REPLACEMENT

The Activities Director shall maintain the following uniform rotation procedure. Major equipment replacement (ex. tennis nets) shall also be noted below for future reference.

Uniform rotation shall be at the discretion of the Activities Director and Administration based on wear and tear and a typical rotation of 4-5 years for Fall/Winter Activities and 8-10 years for Spring Activities.

Equipment upgrades/replacement will follow the normal requisition process and may be upgraded with current equipment that is deemed ineffective and/or obsolete for continued use within the Activity. Coaches/Advisor should report broken/malfunctioning equipment to the Activities Director upon inspection.

62. Coaches Clinic (BP 7336)

The head high school coaches will be allowed to attend the MHSA Coaching Clinic or State Tournament of their respective sport.

Or, the head high school coach may attend one other work session in lieu of the above, providing absence from school duties will last no longer than three (3) days and is within state or within six hundred (600) miles of Baker.

In certain cases the head coach may recommend assistant coaches to accompany them to the state tournament or clinics, but this must be cleared with the Superintendent.

The District business office is responsible for development of procedures and forms to be used in connection with travel expense claims and/or reimbursements.

The District will fund ONLY one (1) coaching clinic or state tournament per school year.

63. 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 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 the 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 Activities Handbook, go over the expectations and require acknowledgement of the handbook.



Student-Athlete & Parent/Legal Guardian Concussion Statement

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

Student-Athlete Name: _____

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

Parent/Legal Guardian Name(s): _____

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

If true, please check box

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

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

Signature of Student-Athlete

Date

Signature of Parent/Legal Guardian

Date



Coach/Advisor/Sponsor Acknowledgement Form:

Failure of a coach/advisor/sponsor to abide by the expectations and guidelines outlined in this handbook, district policy, and or state and federal law 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 Activities Handbook and I have read and understand the contents.

Coach Signature

Printed Name

Date

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

Return acknowledgement form to the Activities Director within five (5) days of hire date. Form will be placed in the employee's personnel file.



Parent/Guardian/Student Acknowledgement Form:

Failure of a student to abide by the expectations and guidelines outlined in this handbook, the student handbook and or state and federal law could result in disciplinary action ranging from, but not limited to, a temporary suspension up to the possibility of removal from an activity and or the possible consideration of expulsion.

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

Student Signature **Printed Name** **Date**

Parent/Guardian Signature **Printed Name** **Date**

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

Return acknowledgement form to the High School Office prior to participation. Form will be stored with the Activities Secretary.



Baker K-12 Schools

STUDENTS

3600F1

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Student Records

Notification to Parents and Students of Rights Concerning a Student's School Records

This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-506, MCA)
- Attendance record
- Record of any disciplinary action taken against the student, which is educationally related

The cumulative record may include:

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.**

"Eligible" students, who are eighteen (18) years of age or older, have the right to inspect and copy their permanent record. Parents/guardians or "eligible" students should submit to the school principal (or appropriate school official) a written request identifying the record(s) they wish to inspect. The principal will make, within forty-five (45) days, arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place the records may be inspected. The District charges a nominal fee for



copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

2. **The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as contractors, attorneys, auditors, consultants, or therapists); volunteers; other outside parties to whom an educational agency or institution has outsourced institutional services or functions that it would otherwise use employees to perform; or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest, if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive



written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

Student's name
Address
Telephone listing
Electronic mail address
Photograph (including electronic version)
Date and place of birth
Major field of study
Dates of attendance
Grade level
Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Degrees
Honors and awards received
Most recent educational agency or institution attended

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering written objection to the building principal within ten (10) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise. When a student transfers, leaves the District, or graduates, the school must continue to honor a decision to opt-out, unless the parent or student rescinds the decision.



A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name [identifier, institutional email address in a class in which the student is enrolled] or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

6. **The right to request that information not be released to military recruiters and/or institutions of higher education.**

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7. **The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605



BAKER PUBLIC SCHOOLS HEAD COACH EVALUATION

Name: _____ Position: _____ Year: _____

5. OUTSTANDING 4. VERY SATISFACTORY 3. SATISFACTORY 2. UNSATISFACTORY 1. POOR

- ____ 1. Keeps things in perspective
 - a. Promotes all activities in all programs
 - b. Is cooperative in sharing facilities
 - c. Recognizes the role of athletics in the development of lifelong values
 - d. Students' physical, emotional and academic well-being comes before winning
- ____ 2. Has a well thought out and articulated plan for this particular activity and program.
- ____ 3. Develops a well-organized practice schedule which utilizes staff and team to its maximum potential.
- ____ 4. Holds periodic staff meetings to implement the program, including middle school coaches when appropriate or necessary.
- ____ 5. Develops integrity within the coaching staff and works to make all assistant coaches better.
- ____ 6. Develops respect by example in appearance, behavior, language and conduct during practice and events.
- ____ 7. Is fair, understanding, tolerant and patient with team members.
- ____ 8. Is prompt in meeting with the team for games/meets and practices.
- ____ 9. Provides proper supervision at all times.
- ____ 10. Helps students and parents see the relationship between activities and character development:
 - a. Promotes the concept of individual excellence
 - b. Promotes the importance of teamwork
 - c. Insists on good sportsmanship
- ____ 11. Shows an interest in students including their off-season activities and classroom efforts.
- ____ 12. Understands the medical aspects of activities, including sports, first aid, injury policy, working with the team doctor and/or family physician.
- ____ 13. Stresses conditioning, physical fitness and teaches injury avoidance as it relates to the activity.



- ___ 14. Delegates authority with responsibility while remaining accountable for such delegated responsibilities
- ___ 15. Fosters an atmosphere of cooperation by being receptive to suggestions and giving credit to those responsible for success.
- ___ 16. Maintains high ethical standards for coach(s) and students.
- ___ 17. Uses ethical means of motivating students to excel.
- ___ 18. Utilizes video and other appropriate teaching aids to express a point clearly and effectively. Takes proper care of all instructional aids and equipment used.
- ___ 19. Utilizes practice time for both individual and team development.
- ___ 20. Understands and follows rules and regulations set forth by all governing agencies: MHSA, Board of Trustees and the Conference. Follows regulations in the activity handbook.
- ___ 21. Develops sound and positive public relations. Cooperates with newspapers, radio, television, booster clubs and other interested parties.
- ___ 22. Attends coaching clinics to improve knowledge and methods of instruction.
- ___ 23. Cooperates with the principal and athletic director in submitting participant lists, bus schedules, parent permission and physical cards, year-end reports, financial reports, program information and all other information related to the activity and coaching plan, both prior to and during the season.
- ___ 24. Provides training rules and other rules to team members in writing. Follows student due process procedures.
- ___ 25. Is appropriately dressed at practice and games/meets.
- ___ 26. Organizes as requested parent's night, banquets, awards nights, pep assemblies; lends assistance whenever possible to players seeking college opportunities.
- ___ 27. Maintains rapport with other coaches, administrators, and officials.
- ___ 28. Works cooperatively with assistant and middle school coaches in developing a coordinated program.
- ___ 29. Promotes all activities in the school program to help foster school spirit.
- ___ 30. Is concerned about the care of equipment, including issue, collection, inventory, storage and putting away.



- ___ 31. Keeps Building Administration and Athletic Director informed about unusual events (no surprises).
- ___ 32. Is cooperative in helping service clubs, booster clubs, and other organizations in their projects which in turn relate to the activity program.
- ___ 33. Encourages all potential students to participate in the activity, provided they aren't involved in another activity during that particular season.
- ___ 34. Follows all district business procedures including the purchase of equipment.

Record:

General Appraisal:

Coach's comments to this evaluation:

PLAN OF IMPROVEMENT (If Needed):



- () SATISFACTORY Recommended for continued employment in this position.
- () UNSATISFACTORY Not to be recommended for reassignment.

_____- - - - -
Coach's Signature

_____- - - - -
Activity Director's Signature

Signature of the coach is only to show that the coach has been provided the opportunity to review the evaluation and given an opportunity to comment. The signature **does not** indicate the coach agrees with the evaluation.

Board Meeting Presented: _____



BAKER PUBLIC SCHOOLS HS ASSISTANT COACH OR MIDDLE SCHOOL COACH

NAME: _____ POSITION: _____ YEAR: _____

5. OUTSTANDING 4. VERY SATISFACTORY 3. SATISFACTORY 2. UNSATISFACTORY 1. POOR

- _____ 1. Is supportive of the head coach.
- _____ 2. Exhibits knowledge of the sport.
- _____ 3. Uses sound coaching methods/teaching fundamentals.
- _____ 4. Motivates players through positive coaching and instruction.
- _____ 5. Has self-control and poise.
- _____ 6. Develops rapport between coach and players.
- _____ 7. Maintains team discipline and provides proper supervision.
- _____ 8. Develops rapport with coaching staff.
- _____ 9. Accepts duties assigned by the head coach.
- _____ 10. Uses good judgment, proper language and behavior at all times.
- _____ 11. Is dependable.
- _____ 12. Appropriately cares for equipment.
- _____ 13. Follows wishes of the head coach as to how the program is to be run—teaching, drills, offenses, defenses, etc.
- _____ 14. Stresses appropriate conditioning, fitness and injury avoidance as it applies to the activity.
- _____ 15. Maintains acceptable ethical standards for coaches and students.
- _____ 16. Promotes all sports in the athletic programs.
 - A. Attends other activities
 - B. Is cooperative in sharing facilities
 - C. Students' physical and emotional well-being comes before winning
- _____ 17. Is dressed appropriately at practice and games/meets.
- _____ 18. Promotes all activities in the school program to help foster school spirit.
- _____ 19. Understands and follows rules and regulations set forth by all governing agencies: MHSA, Board of Trustees and the Conference. Follows regulations in the activity handbook.
- _____ 20. Assists the head coach in handing out equipment, checking equipment back in, and the care of all equipment.
- _____ 21. Attends clinics and works to improve knowledge of activity.



GENERAL APPRAISAL:

COACH'S COMMENTS TO THIS EVALUATION:

PLAN OF IMPROVEMENT:

Head Coach's Signature

____-____-____
Date

Coach's Signature

____-____-____
Date

Activity Director's Signature

____-____-____
Date

Signature of the coach is only to show that the coach has been provided the opportunity to review the evaluation and given an opportunity to comment. This signature **does not** indicate the coach agrees with this evaluation.

Board Meeting Presented: _____