

Chester-Joplin-Inverness Public Schools



**Home of the
Hi-Line Hawks**

2019-2020
Coaches Handbook

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CJI Sports Mission Statement:

To provide quality experiences to individuals of all ages and abilities, through instruction in basic skills required to be successful in the major sporting disciplines and to develop positive characteristics of integrity, good sportsmanship, character, commitment and competitive desires in athletes.

Chester-Joplin-Inverness does not discriminate on the basis of sex in its education programs or activities. Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. Title IX protects students, employees, and applicants for employment, regardless of their gender, from sex discrimination, which includes sexual harassment and sexual misconduct.

Questions to the District regarding the application of Title IX and the regulations that implement it may be directed to the District's Title IX Coordinator, Mrs. Beth Kendall, (406)759-5108 ext. 103, 511 Main St/PO Box 550 Chester, MT 59522, bkendall@cji.k12.mt.us.

COACHES EDUCATION AND ASSOCIATION FEES

The District will pay **up to** \$150 annually for MHSA and NFHS education and Montana Coaches Association fees.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

The Chester-Joplin-Inverness School District provides for and encourages student participation in any and all co-curricular activities. It should be noted that the standards established below relate to **all** activities occurring outside the scope of the regular school day and to all students grades 5-12. Students who break the rules in grade school or junior high have an opportunity to start over upon entering high school. Covered activities include but are not limited to all sports, all clubs, music groups, speech/debate, dances, and all extra-curricular functions unless they are required as part of an academic requirement. **These rules are in effect from the first day of practice in the fall until the last day of school or the last day of competition whichever is later.**

Office vs Staff Managed Behaviors

Classroom Managed Level 1 (Incidental violations Non-referred/recorded)	Office Managed Level 2 (Major violations referred and recorded)
<ul style="list-style-type: none"> *Running in halls *Loud voices, yelling *Off-task behavior *Insubordination/Defiance *Out of seat w/out permission *Unprepared for learning *Disruptive/Distracting others *Incompletion of work *Inappropriate behavior in bathroom 	<ul style="list-style-type: none"> *Repeated Level 1 Offense (4 or more) *Direct verbal/written inappropriate language/gestures *Fighting/physical aggression *Harassment/Bullying/ Hazing *Overt defiance *Destruction of school property *Theft of property private or school *Cheating/Plagiarism
<ul style="list-style-type: none"> *Dress Code Violation (hats, clothing etc.) *Tardy *Damage to classroom materials *Possession/unauthorized use of electronic devices *Indirect verbal/written use of profanity or gestures *Lying to school employee *Leaving class w/out permission *Inappropriate physical contact with others *Inappropriate use of school technology *Unsafe use of playground equipment *Inappropriate/unwanted displays of affection *Unsupervised presence before/after school 	<ul style="list-style-type: none"> *Internet misuse/cyberbullying (Refer to published school board policy) *Truancy *Taking video or pictures in locker room or w/o permission sexting *Possession of real/imitation firearm *Sexual harassment *Instigating a fight *Failure to serve detention *Credible threats *Misbehavior at off campus activity *Use, sale or possession of drugs or drug paraphernalia *Arson *Bomb threat *Vandalism *Assault-threat of harm *Battery- causing actual harm *Disruption of school activities with willful defiance of school authority *Robbery/Extortion *Harassment or intimidation of witness *Use, possession, or sale of nicotine/tobacco/vaping products

It is the policy of the School District to utilize progressive discipline when the School District deems it appropriate. School officials may implement discipline commensurate with the nature of the misconduct at any time. The consequences outlined in the handbook are a guide for school officials when redirecting student misconduct.

Consequences for Level 1 Behaviors

1st Offense

- Student will conference with teacher
 - Parents will be contacted
 - Reteach correct behavior-discuss expectations
 - Student will make up time before or after school detention with teacher
- ### 2nd Offense
- Student will conference with teacher/administration
 - Parent will be contacted
 - Reteach correct behavior-discuss expectations
 - Student will make up time before or after school detention with teacher

3rd Offense

- Student will conference with administration
- Parent will be contacted and meeting will be set up with administration
- Reteach correct behavior-reiterate expectations
- Student will make up time after school with administration

4th Offense

- Student will conference with administration, parent and teacher
- Reteach correct behavior
- Referral will be written
- ISS for at least 1 day
- OSS is possible depending on severity

Consequences for Level 2 Behaviors

1st Offense:

- Immediate ISS with student and parent/guardian conference with administration
- Loss of privileges, athletics, attending events, (dances, games), leaving campus, phone (quarter)
 - Referral will be written
- 2 days OSS

2nd Offense

- Immediate ISS with student and parent/guardian, teacher conference with administration
- Loss of privileges, athletics, attending events (dances, games), leaving campus, phone (semester)
 - Referral will be written
- 5 day OSS

3rd Offense

- Immediate ISS with student and parent/guardian, teacher conference with administration

- Loss of privileges, athletics, attending events (dances, games), leaving campus, phone (remainder of year) ☐ Referral will be written
- 10 day OSS
- Referral to superintendent/board for possibility of expulsion

4th Offense

- Immediate ISS with student and parent/guardian, teacher conference with administration
- Referral to superintendent/board for expulsion for remainder of school year
- Loss of privileges for the next school year athletics, events (dances, games), leaving campus, phone ☐ Referral will be written
- Referral to law enforcement (if necessary)

Please note: Student clubs and performing groups such as the band, choir, and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If the violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

HEAD VARSITY COACH

RESPONSIBILITIES

1. It is the responsibility of the head coach to know all the material in the Head Varsity Coach Job Description.
 2. It is the responsibility of the head coach to oversee all levels of competition of that sport.
 3. It is the responsibility of the head coach to do inventory, submit orders to the AD, and maintain all equipment for his/her sport.
 4. It is the responsibility of the head coach to supervise the conduct of all assistant coaches and other lower level coaches in the same sport, as well as any student assistants or adult volunteers.
 5. It is the responsibility of the head coach to submit their letter of interest each year to coach that sport, and to make sure that all his/her coaches submit a letter of interest each year to coach that sport. Coaching is on a year-to-year basis and no jobs are guaranteed for the next season or year. All letters of interest must be submitted to the Athletic Director.
 6. It is the responsibility of the head coach to have all team managers approved by the administration. The head coach will have a written list of all duties required of the manager. Qualified District teachers will receive first consideration when a new vacancy occurs.
- Note: It is the responsibility of the JV coaches and all other assistant coaches to make themselves aware of the provisions in this job description.

JOB DESCRIPTION

Minimum Requirements: Background and ability to treat athletic injuries and render first aid: current cardiopulmonary resuscitation certification; demonstrated ability to work with young

people, past experience in the particular sport, either as a player or coach. A valid Montana teaching credential is desirable, and if there is someone on staff who wishes to coach and has all other requirements, he/she will get preference.

Directly Responsible To: Athletic Director (hereinafter referred to as AD)

Supervises: Assistant coaches and other lower level coaches in the same sport; student assistants; adult volunteers; team managers and student trainers.

Overview: The head varsity coach is charged with administering all of the duties, responsibilities, and related items in connection with his/her sport. He/she shall have the prerogative to establish the type of program for all levels of the particular sport, as well as the continuity and philosophy for all levels of the sport. All other coaches in his/her sport are considered to be assistants to the head coach.

Note: Although this job description deals primarily with head varsity coaches, parts of it apply to all coaches. Assistant coaches and coaches of JV sports should become familiar with the entire job description, so that they know what is expected of the head coaches, as well as themselves.

HEAD VARSITY COACHING DUTIES & RESPONSIBILITIES YEAR-ROUND RESPONSIBILITIES

Returning Head (Assistant Coaches) who desire to be considered for a Coaching position for the upcoming season do not need to complete a new application, but rather, need to email their intent to the AD. It is recommended that letters of intent be submitted 2 weeks after the season ends. All positions will be open at the end of the season. The Board will determine salary for coaches.

Training: All coaches, ADs, athletic trainers, and officials, including volunteers shall undergo training in head injury and concussion management at least once each school year by one of the following means: (1) through viewing the MHSA sport-specific rules clinic; (2) through viewing the MHSA concussion clinic found on the MHSA under Resources/Sports Medicine at www.mhsa.org; nfhslearn.com, or by the district inviting the participation of appropriate advocacy groups and appropriate sports governing bodies to facilitate the training requirements. All coaches, athletic trainers, and officials, including volunteers shall undergo all training and education as required by MHSA and NFHS and must be CPR, AED, and First Aid certified. New coaches must also complete the Fundamentals of Coaching Clinic found on NFHSlearn.com. This is good for five (5) years.

- A. Keep abreast of new ideas and techniques by attending clinics and workshops, reading in your field, and encouraging assistant coaches to do the same.
- B. All Coaches must take all coaching classes and training as required by MHSA and NFHS.
- B. Be knowledgeable of rules and regulations concerning your sport.
- C. Keep abreast of rule changes in your sports.
- D. Notify the AD of any unsafe conditions, and plans to correct them, existing of your practice/game areas.
- E. Notify the AD of any maintenance needs, and the way to address them.
- F. Make sure that all equipment is handed out collected correctly. All materials should be labeled so they are easily read.

- G. Notify AD for the need of uniforms, equipment, etc. before pre-season competition starts; AND at the end of the season.
- H. Coaches Handbook (Know the most current rules. See MHSA handbook for sport coached.) I. When a coach makes a request for hotel reservations, the AD will make the necessary arrangements.

SCHEDULING CONTESTS

- A. Obtain the approval of the administration and the AD for all scheduled contests and scrimmages.
- B. The AD is responsible for scheduling all contests for all levels of the sport.
- C. See to it that all contests and scrimmages are consistent with local, league, and MHSA rules and regulations.
- D. All overnight trips must be approved by the administration and AD.
- E. *No contests will be cancelled for any reason without administrative approval.*

BUDGETARY ITEMS

- A. Submit needs lists to the AD 2 weeks after the season ends.
- B. Anticipate needs in such categories as postage, paper supplies, clothing, transportation, first aid, statistical charts, clipboards, tournament expenses, officials, equipment and J. Money collected by staff, including coaches, as a result of fund raisers, athletic fees, or other schoolrelated purposes is to be deposited in the office whenever the sum accumulated in any one day, by a class, staff member, coach or others exceeds (\$25). At no time are amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms or offices.
- C. Obtain post season travel folder from the business manager with procurement card. supplies, awards, entry fees, and other areas of needs.
- D. Anticipate necessary replacement of equipment deemed to be unsafe.
- E. Submit requisitions early enough to assure delivery prior to the start of your season of sport.
- F. Use the approved purchase order procedure. Never purchase something without prior approval. Non-approved purchases become responsibility of the coach.
- G. Work with the booster club to raise money for our athletes.
- H. Meals for District, Divisional and State competitions are the only meals paid by the District. If sack lunches are requested from the cafeteria, they must be requested 48 hours in advance.

PRE-SEASON FOR ALL SPORTS

- A. Hold parent meetings prior to the beginning of each sport's season.
 - 1. Explain your philosophy and practice guidelines. The goal of these meetings is to establish open communication with parents regarding performance expectations, and to answer their questions.
 - 2. Obtain a written release for their child to participate. B. Allow no athlete to participate until he/she is:
 - 1. cleared by the school office;
 - 2. proof of sports physical;
 - 3. doctor clearance has been issued;

- 4. there is proof of insurance; and
 - 5. extra/Co-Curricular eligibility agreement has been signed and his/her parent(s); and 6. drug, alcohol, and tobacco free contract signed; (coach is responsible for collecting all paperwork and turning it into the AD.) 7. Concussion test taken and documented.
 - 8. Fees have been paid for participation (check with secretary)
- C. Be completely responsible for the eligibility of any player on your roster. Coaches will receive the ICU list from the Principal.
 - D. Conduct a grade, ICU, and discipline check on each athlete trying out for your team.
 - E. Send your team roster to the AD.
 - F. Submit all use of facility requests to the administration.
 - G. Submit all anticipated field and facility needs to the AD.
 - H. Coordinate your team practice areas and times with the AD
 - I. On the day that each report card is issued, every activity sponsor, athletic director, or coach will verify student eligibility for extracurricular participation requiring academic eligibility. (See Student/Parent Handbook for dates.)

PRACTICE RULES AND REGULATIONS

- A. Coaches are permitted to have rules and regulations more stringent than the Extra/Co-Curricular Eligibility Agreement if they submit such rules and regulations to the principal for prior approval.
- B. Vacation period practices are up to the individual coach, with exceptions noted in this section.
- C. Practices are NOT to be held on Sundays, Christmas, or Thanksgiving Day. Discretion should be used on other legal holidays and during family night.
- D. Coaches are responsible to create a working schedule where two or more extracurricular activities need the same facility.

CONTEST RESPONSIBILITIES

- A. Coaches are responsible for the conduct of all players on the squad.
- B. Coaches are charged with the responsibility of reporting any athlete to the administration and AD whose behavior, attitude, or other actions that bring discredit upon the athlete, the coach, teammates or the school.
- C. Coaches are expected to conduct themselves in a professional manner at all times, exhibiting ethical behavior that will set a good example for the athletes.

SUPERVISION

- A. Athletes are never to be left unsupervised at any time.
- B. The head Varsity Coach is responsible for the conduct of all athletes being transported on his/her bus, and must work closely with the bus driver to see that all athletes are properly supervised. Problems with the individual bus drivers must be reported to the principal.
- C. Athletes MUST utilize school transportation. However, if the proper release forms from the office are used, athletes may go home with their parents.

The forms must be properly completed and returned to the administration prior to the student leaving for the event.

- D. All coaches will ride school transportation unless permission is obtained from the administration.
- E. Coaches must provide direct supervision until all students have left for home.
- F. It is very important that the last coach leaving the building secure that building. Ensure all doors are closed and locked including outside doors.

INJURY CARE

- A. Parent permission slips must be carried with the team at all times. This is important for emergency medical care purposes.
- B. Coaches need to be aware of the nearest possible accessible phone and have emergency numbers readily available.
- C. Have available work and home phone numbers of all squad members. Notify parents as quickly as possible if it is apparent that the athlete may require professional medical assistance.
- D. Have knowledge of the basic procedures for first aid for athletic injuries.
- E. Keep the following items available for all practices and events: ice, tape wraps, Bandages, special medication (i.e. bee sting), and air splints.
- F. Never move any athlete that you suspect may have a head, neck, or back injury.
- G. If waiting for professional medical help, be sure you cover the injured athlete and make him/her as comfortable as possible.
- H. Never recommend a specific professional person to administer medical aid to an athlete, unless requested to do so by a parent or guardian.

INVENTORY ITEMS

- A. Keep accurate records of all supplies and equipment used by all teams in your sport.
- B. Have inventory records available for the AD at the end of each season.
- C. Keep all equipment and supplies in a neat, orderly manner. It is particularly important to keep all clothing in a dry place.
- D. Never issue athletic equipment or clothing outside the season of your sport without the permission of the AD.
- E. Pay will be withheld from all coaches until clearing all necessary steps at the end of the sports season. This includes inventory or requests by the AD or the Administration.

AWARDS and PEP ASSEMBLIES

- A. The student activity account will provide for awards for athletes who complete the season in good standing.
- B. All coaches are expected to submit a list of award winners, including those who have lettered to the AD. Coaches are responsible for seeing that the AD gets a list of all certificate winners 2 weeks after the season ends.
- C. Awards sponsored by organizations or individuals other than the school must be cleared through the AD.
- D. Address any questions concerning awards to the AD.
- E. Coaches are responsible for pep assemblies.

TRANSPORTATION

- A. All transportation requests go directly to the Superintendent/Transportation Director.
- B. All Transportation requests must be submitted two weeks prior to the trip date.
- C. The Transportation director will assign bus departure times.

VIDEO SURVEILLANCE

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

ASBESTOS MANAGEMENT

Asbestos Notice: This school district has completed an extensive survey and inspection of all buildings. Based on the results of this inspection, a management plan was prepared which details the response actions that this district will take regarding asbestos containing material. The Management Plan is available for review in the school office without cost or restriction during normal business hours.

It is the policy of this school that a safe environment will be maintained for students, teachers, and employees. Our procedures for dealing with asbestos reflect that concern. Please let us know if you have any question concerning these procedures.

CHILD ABUSE REPORTING

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Department of Family Services or local law enforcement agency. The [building principal] is also to be immediately informed. Hot Line # 866-820-5437

Written documentation of this report must be completed and submitted to the [building principal]. Forms are available in the office.

Failure to report a suspected child abuse is a violation punishable by law and by district disciplinary action up to and including dismissal.
(Refer to Policy 5232 & 5232F)

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

CRIMINAL RECORDS CHECK/FINGERPRINTING

Any finalist recommended for hire to be paid or volunteer position with the district, involving regular unsupervised access to student in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. The results of the name-based check shall be presented to the Board concurrent with the recommendation for employment or appointment.

Any subsequent offer of employment or appointment shall be contingent upon results of the fingerprint criminal background check, which must be acceptable to the Board, in its sole discretion.

The following applicants for employment, as a condition for employment, shall be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal or drug offenses:

- A certified teacher seeking full or part-time employment within the district;
- An educational support personnel employee seeking full or part-time employment within the district;
- An employee of a person or firm holding a contract with the district, if the employee is assigned to the district;
- A volunteer assigned within the district who has REGULAR unsupervised access to students;
- Substitute teachers
- Coaches who do not work for the school district in another capacity.

EMPLOYEE ELECTRONIC MAIL AND ON-LINE SERVICES USAGE

The District e-mail and Internet systems are owned by the District and are intended to be used for educational purposes only. While occasional personal use is allowed, employees should have no expectation of privacy when using the electronic mail or Internet systems for any purpose.

All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them.

The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

District records and e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, the District retains the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose all information sent over the District e-mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence.

All District employees should be aware that e-mail messages can be retrieved, even if they have been deleted, and that statements made in e-mail communications can form the basis of various legal claims against the individual author or the District.

E-mail sent or received by the District or the District's employees may be considered a public record subject to public disclosure or inspection. All District e-mail and Internet communications may be monitored. (Refer to Policy 5450)

MHSA SPORTSMANSHIP GUIDELINES

Section (33) SPORTSMANSHIP GUIDELINES- MHSA Handbook

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.

Section (34) CROWD CONTROL AT MHSA CONTESTS

Because of incidents during past seasons, the MHSA member schools have been made aware of the need for crowd control measures at interscholastic contests. Believing that working toward prevention is better than seeking a cure, the MHSA offers the following guidelines to aid in planning crowd control strategy which will help insure the safety of contestants and fans. Good sportsmanship must become a common goal.

- A. Schools should understand the true purposes of athletic contests and educate their patrons to that purpose. Athletic contests are not to become rivalries to the point of losing the primary objectives of the game.
1. Provide worthwhile educational experiences for all students, players and spectators
 2. Provide enjoyable recreation regardless of whether the game is won or lost.
- B. A full knowledge of each game's rules applying to sportsmanship which have their purpose to enhance the educational values of interscholastic athletics should be taught. How these are taught will depend upon the innovation of the school personnel. Schools might be wise to insert in their eligibility rules some concern over the misconduct of players.
- C. Copies of game rules pertaining to sportsmanship should be made available to fans. These rules could be printed in the game programs, along with the sports recent rule changes. In the buildings where contests are being held, bulletin boards and other means of conveying the information can be used to inform the public.
- D. Leadership must be provided by the school faculty with the superintendent, principal, and athletic director leading the way and delegating authority. The superintendent, principal and athletic director are completely responsible for the entire program, including all levels of competition.
1. This includes providing an event supervisor who will be responsible for duties including but not limited to game preparation, greeting of officials, and supervision of the game/event area for the duration of the event. Special attention must be given to the supervision of student cheering sections, including having an administrator present near

the vicinity of the student cheering section for all home and postseason contests to assist with crowd control.

- E. Ample help, even involving law enforcement officers, stationed at strategic points and alerted to potential problems will help prevent the initial onset of any conflict.
- F. All schools should inform their people involved in any contest that there is a specific role for the visiting participants to play as well as the host school. Amenities and courtesies should be displayed and extended to the visiting organizations without flaunting of rivalries.
- G. Spectators should not be allowed to enter an area where a contest is being held if they are observed in the possession of alcohol or other mood altering substances or are believed to be under the influence of these substances.
- H. Schools should eliminate possible confrontations by close observations of people who might contribute to any confrontation such as people under the influence of these mood altering substances or persons with a past history of unsporting behavior. If your team is traveling and you are aware of a likelihood of fan misbehavior, it is your responsibility to communicate those concerns with the game management of the host school.
- I. In the event a spectator assaults a referee or other official in connection with an Association Contest, he/she should be prosecuted to the full extent of the law. To save the status of interscholastic competition, schools will have to work together and be alert of potential dangers in their own communities and when they are visiting other communities.
- J. The use of bells, air horns, whistles, wooden blocks and other noise makers during indoor Association contests is prohibited. At indoor contests, bands may only play before the start of a contest, during intermissions between periods (quarters) and during a timeout. They may not play during "live ball." At outdoor contests the use of electronic and air-amplified devices by spectators is prohibited. At all outdoor contests bands will not be allowed to play during "live ball."
- K. The formation of "rally lines" by spectators, fans and/or students on or near the playing field/floor during the introduction of players or at any other time before, during or after a game is prohibited. Exceptions may be cheerleaders, introduction of parents as part of a "Parents' Night" ceremony, homecoming participants or special guests who have been approved by the home school administration.
- L. Schools are required to erect sideline barriers for all football, soccer and softball fields during all contests.
- M. Allowable procedures for varied and/or dimmed lighting during contest introductions are defined as follows:
 - 1. Regular Season - for any indoor MHSA athletic contest, facility lights may be dimmed or partially extinguished only during introductions and only within the following guidelines:
 - a. If lights are dimmed or modified during introductions, enough light must remain to ensure the safety of all occupants in the facility, specifically for the purposes of maintaining crowd control and guaranteeing that aisles, stairways and exits are visible.

- b. If partial lighting sections above the area of competition are fully extinguished, the lighting sections above the fan areas must remain on, and aisles, stairways and exits must remain visible.
 - c. The use of spotlights is allowed provided they are used appropriately and do not delay the start of the game.
 - d. Home and visiting teams must be introduced in the same manner, and gender equity standards must be met in showcasing introductions in this manner.
 - e. All local fire and public safety codes must be followed.
2. Post Season - for all indoor post season events (playoffs and tournaments), full facility lighting will remain on throughout introductions and between contests (if applicable).
- N. During player introductions, players may not leave the playing floor or enter the spectator section; players may not throw objects into the spectator section.
- O. Anyone associated with an Association contest (regular season or post season) is prohibited from throwing any type of object into or from any spectator section.

Coaching Staff

The coach bears the greatest burden of responsibility for sportsmanship. His/her influence upon the attitudes and behavior of the players, the student body and the community is unequalled. In order for good sportsmanship to become a reality, it is essential that the coach subscribe to the values of sportsmanship and teach its principles through word and deed. Specifically, it is recommended that the coach:

- 1. Always set a good example for others to follow.
- 2. Instruct the players about their sportsmanship responsibilities.
- 3. Discipline those players who display unsportsmanlike behavior. If necessary, forfeit their privileges of representing the school.
- 4. Be a good host to opponents; treat them as guests.
- 5. Provide opportunities for social interaction among coaches and players of both teams before and after the contest.
- 6. Select only officials who have demonstrated the highest ethical standards.
- 7. Respect the official's judgment and interpretation of the rules. Question them with respect and dignity only when the game rules permit. After a contest, questions concerning an official's call, mechanics or procedural duties should be addressed through the respective official's pool leader, the MOA Regional Director or the MOA office. A report form for unusual situations is located on the MHSAA website.
- 8. Publicly shake hands with the officials and opposing coach before and after the contest.

Players

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

- 1. Treat opponents with respect that is due them as guests and fellow human beings.
- 2. Shake hands with opponents and wish them good luck before the contest.
- 3. Exercise self-control at all times, accepting decisions and abiding by them.

4. Respect the official's judgment and interpretations of the rules. Never argue or make gestures indicating dislike for a decision.
5. Do not communicate with the officials regarding the clarification of a ruling. This is the captain's responsibility.
6. Do not engage in celebrations/chants that will antagonize or embarrass an opponent.

Students

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

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

Spectators

Fan behavior whether at home or away at athletic contests reflect on the entire community. Hometown fans should treat out-of-town guests with respect. Similarly, visiting fans should treat their hosts—both individuals and property — with proper appreciation.

1. Know and demonstrate good sportsmanship.
2. Be positive. Cheer for your team rather than against the opposition.
3. Refrain from booing and name calling.
4. Respect the official's point of view. He/she is in charge and is doing his/her best.
5. Remember, athletic contests are, in one respect, just like driving, they do not mix with mood altering substances.
6. Do not use profanity in cheers or direct profane statements at officials, players, coaches or opposing cheering sections.
7. Do not single out opposing players personally and heckle them by directing derogatory or profane statements/chants at them. This includes signs, posters, and clothing that would be deemed inappropriate. Racist remarks are never acceptable.

8. Do not advance on the court or field to protest or communicate with officials, coaches or players.
9. The student sections are prohibited from any activity that poses a safety risk or interferes with competition, including jumping or bouncing on the bleachers at any time.

Officials

1. Know the rules and accepted officiating procedures.
2. Make decisions promptly and fairly.
3. Be consistent.
4. Be neat and friendly, but businesslike.
5. Be on time and start the game on time.
6. Refrain from placing hands on players during an athletic contest.
7. During the pregame conference, make reference to the fact that you expect captains to exhibit sportsmanlike behavior and demand it from all team members.
8. Keep emotions in check. Being emotional can affect your judgment.

Administrative Staff

1. Arrange for a supervision and crowd control committee meeting before the fall season. The committee should be comprised of:
 - a. Superintendent of Schools
 - b. High School and/or Junior High School Principal
 - c. Athletic Director
2. Publicize the recommendation of the supervision and crowd control committee.
 - a. Hire off-duty police as game and conditions warrants. Assign duties, times etc.
 - b. Erect restraining fences and/or rope off areas appropriately.
 - c. Supervise gates at all times and prohibit free entry to anyone during the entire contest.
 - d. Check the physical facility to see that it is in the best possible condition to accommodate crowds.
 - f. Provide first aid capability and/or medical doctor availability.

Athletic Director

1. Review game management responsibilities.
2. Explore crowd control ideas with other schools in your conference.
3. Discuss crowd control with civic and/or booster organizations.
4. Schedule pre-season school assemblies to review contest rules, good sportsmanship and spectator behavior.
5. Review with security personnel their assignments prior to each contest.
6. Review assignments with staff prior to each contest.
7. Make sure that officials and their dressing area are taken care of in the proper manner. Questions concerning an official's call, mechanics or procedural duties should be addressed through the respective official's pool leader, the MOA Regional Director or the MOA office. A report form for unusual situations is located on the MHSAs website.
8. Announce that no spectator is allowed on the field or court prior to, during, or after a contest.
9. Check with staff at half-time.
10. Provide a check of the facilities after the contest.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Report immediately to the school office prior to visiting classrooms, making deliveries, or contacting students.
- Follow the established **chain-of-command when a question arises**.

General issues that can occur should be handled in the following order:

1. Player to Coach
 2. Player/Parent to Coach
 3. Player/Parent to Athletic Director
 4. Player/Parent to Principal
 5. Player/Parent to Superintendent
 6. Parent to Local School Board
- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
 - Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the administration.
 - Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or the administration any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. □ Monitor the child's academic progress and contact teachers as needed.
 - Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference/observation with a teacher, counselor, principal, or superintendent, please call the school office at 759-5108 or 5477 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
 - Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. [See **Protection of Student Rights**]
□ Become a school volunteer. For further information, contact the building administrator.
 - Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.
 - Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact the superintendent.
 - Addressing the Board when appropriate. [See policies 1400, 1441, and 1700]

PAY

All coaches head and assistant will be paid at the end of the season once all inventory, requisitions for the next year, certificates and awards, letter of interest for returning to position

the next year, and evaluation of assistance coaches have been completed and turned into the AD, and the head coach evaluation has been completed by the AD.

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or administrator.

Students must not engage in unwanted and unwelcome verbal or physical conduct of any nature directed toward another student or a District employee (**this includes hazing and/or initiation of any kind**). This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees 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 will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. 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 by a student, or sexual harassment/sexual discrimination by a staff member, may be presented either by a student and/or a parent, during a conference with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student will ordinarily be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The Title IX coordinator will conduct an appropriate investigation. The 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 by the Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent. Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office.

Sexual harassment includes sexual violence, which are physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the use of drugs or alcohol or intellectual or other disability. Sexual violent acts could include rape, sexual assault, sexual battery, and sexual coercion.

STUDENT ACADEMIC ELIGIBILITY

I. Minimum eligibility and participation standards:

Eligibility standards imply the philosophy that regular academic study is the first priority of the individual student. Eligibility standards will be rigidly enforced for all activities.

Academic Eligibility Definitions:

- A. 2.0 Average is the minimum grade average for all classes in which the student is scheduled during the previous grading period. It is not a student's overall Grade Point Average (GPA).
- B. Failing Grade is any grade that indicates an unacceptable level of performance, including F, LC, NC, and Incomplete.
 - 1. Loss of Credit (LC) means ten or more excused and/or unexcused absences per semester in any course by students.
 - 2. No Credit (NC) means the student's level of performance is unacceptable.
- C. Eligibility Period is the period for eligibility from the day that a grade report is issued. The eligibility period is sustained until the day the next grade report is issued. (1st quarter midterm, 1st quarter, 2nd quarter midterm, 2nd quarter, 3rd quarter midterm, 3rd quarter, 4th quarter midterm, 4th quarter.)
 - 3. Students on the ICU list will have 5 days to complete assignments. If not completed, the student will not be eligible to travel for extra-curricular activities.

PROCEDURES:

A. Eligibility

- 1. Students who have a 2.0 average with no failing grades at a grade measurement point (midterm or quarter) will be academically eligible to participate or practice during the following or subsequent eligibility periods in any extracurricular activity requiring academic eligibility.
- 2. Grades reported as incomplete as a result of legally excused absences shall be considered passing grades until changed. Incomplete grades that are not changed to a passing grade within ten school days after report cards are issued will be considered failing grades for eligibility purposes until they are changed.
- 3. When a student transfers from CJI School District to another school and subsequently reenters CJI School District, the grades from the other high school will be used to determine academic eligibility, provided the student has attended the other high school for at least one entire grading period. If the student has not completed at least one grading period at another high school, the grades from CJI School District will be used to determine eligibility.
- 4. On the day that each report card is issued, every activity sponsor, athletic director, or coach will verify student eligibility for extracurricular participation requiring academic eligibility.
- 5. Students who do not maintain a 2.0 average with no failing grades during the final (fourth) marking period will not be eligible in the fall. Students have the opportunity to replace only one fourth marking period grade in which they received a "D" or failing grade by repeating the course in summer school. If none of the fourth marking period courses in which the student received a "D" or failing grade are offered in summer school, the student will be allowed to take

another course in the same subject area. If a course in the same subject area is not available, then the student and his/her counselor may decide on an appropriate alternative course. The summer session grade from the appropriate alternative course will replace the lowest course grade from the fourth marking period and will be applied to determine the student's eligibility status. This alternative course will replace the grade for eligibility purposes only; credit earned will be applied according to the course taken.

6. Any student who finds themselves academically ineligible at grade check will be placed on a two week long academic probationary period. During this time the student will be allowed to practice and compete. If the student is passing the class in question and is above a 2.0 average at the end probationary period, the student will be removed from the list probationary status-and may compete. Only one probationary period will be allowed during an extracurricular season.

B. Exceptions

1. Students who enter CJI School District for the first time are automatically academically eligible upon enrollment. Eligibility is determined at the conclusion of each grading period.
2. An unsatisfactory evaluation in a noncredit-bearing course is not considered failing for student eligibility.
3. In cases where there are extenuating circumstances, procedures may be followed in accordance with CJI 1700 Grievance Procedure.

C. Local School Responsibilities

1. Schools should have a broad range of activities to refer students to in order to help students retain or regain academic eligibility for all extracurricular activities including contracts, tutoring programs, mentoring and monitoring programs, academic support classes and counseling, study halls during or after school, outreach programs, ICU and/or other programs.
2. Schools should develop mechanisms to evaluate the effectiveness of support programs.

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 studentathletes and their parents of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. Montana law requires that each year, before beginning practice for an organized activity, a student-athlete and the student-athlete's parent(s)/legal guardian(s) must be given an information sheet, and both parties must sign and return a form acknowledging receipt of the information to an official designated by the school or school district prior to the student-athlete's participation during the designated school year. The law further states that a student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the student-athlete has received a written clearance from a licensed health care provider.

STUDENT ATTENDANCE

The entire process of education requires a continuity of instruction, classroom participation, learning experiences, and the individual study in order to reach the goal of educational benefits for each student. This is an established principle of education which underlies and gives purpose to the requirement of compulsory education in this and every other state in the nation. The materials that schools have to offer can only be presented to students who are in attendance. Attendance reflects a student's dependability and is a significant factor on a student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. All students shall attend school regularly. State Law requires a student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law.

(Reference: Board Policy 3120, 3121, 3122, 3300)

Absence Notification

A telephone call from either a parent or legal guardian is necessary when a student is absent or late. Students are reminded that attendance is their responsibility and that having their absences excused is the responsibility of the student and their parent or guardian. Phone calls should be received by 9:00 a.m. on the day of the absence. Any students who call in or misrepresent themselves as a parent will have disciplinary consequences assigned.

Absence Policy

Students can accumulate up to ten (10) absences each semester. This includes excused and unexcused absences, but does not include school-related absences.

Absences - Pre-planned

It is the student's responsibility to notify teachers prior to being absent because of a planned event. Teachers may require the work to be completed and turned in prior to departure, or they will make arrangements with the students for work completion. Each teacher may have a more stringent policy for late work, if they desire. Absences for school-sponsored activities are excused, but students are held responsible for the work missed.

In order to participate in an extracurricular activity, including practice, students must be in school during the day of the date of the event or during the day on the last school day prior to the activity, if the activity falls on a non-school day. Exceptions may be made by the administration.

Absences - Unexcused

It is the responsibility of a parent to provide a reason for a student's absence. Parents/Guardians will have 10 school days to provide a reason for a student's absence. Based on the reason, an administrator will determine if the absence is excused or unexcused. Unexcused absences are not acceptable in the District, excessive absences will be referred to Administration.

During the School Day: Checkout

Students leaving school during the school day for any reason are required to check out in the Attendance office or with the administration. Failure to do so may result in disciplinary action. Students shall not be removed from school grounds during school hours except by a person duly authorized. Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the administrator, evidence of his/her proper authority to remove the student.

Tardy Policy

Students are expected to arrive at class on time, with the appropriate materials, and be ready to learn. The teacher will handle a classroom tardy. Excessive tardies will be referred to Administration. All students who are late at the beginning of the school day must report to the Attendance Office for a pass before going to class. A tardy of more than 15 minutes will be counted as an absence.

STUDENT CONDUCT

Expectations

In order for students to take advantage of available learning opportunities and to be a productive member of our school community, each student is expected to:

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline. □
No public display of affection.

Applicability

To achieve the best possible learning environment for all our students, district rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function. (See office vs staff managed behavior on pg. 3.)

□

Corporal Punishment

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

Self-Discipline

One of the most important lessons to be learned while pursuing an education is self-discipline.

While it does not appear as a subject, discipline underlies our whole educational structure. Through its practice, one develops self-control, character, orderliness and efficiency. Selfdiscipline is the key to the success for each student. With an understanding of the purpose of discipline in a school setting, one may form a proper attitude toward discipline and order as a whole. By practicing self-discipline, students will assist in making our school an even more effective place of learning.

Consequences

Should a student choose to make improper choices and violate Board Policy or the codes and procedures contained within this handbook, he/she will be referred to the administration. Law enforcement will also be notified of any illegal activities and legal measures taken if necessary. (See office vs staff managed behavior guidelines on pg. 3.)

STUDENT SUBSTANCE USE

Philosophy

CJI School District recognizes that mind-altering chemicals are a significant health problem for all students, resulting in negative effects on behavior, learning, and the total development of each individual. Student use of mind-altering chemicals affects academic growth, achievement in activities and the development of related skills. Family, faculty, teammates, schoolmates, and others are affected by illegal use of mood-altering substances. Chemical dependency is a primary disease that is progressive and treatable.

- CJI School District believes the close association of teachers, coaches, sponsors and students in the classroom or in activities, can provide a unique opportunity to observe, confront and assist one another.
- It is the philosophy of CJI School District that students should be encouraged and supported in their efforts to develop and maintain a chemical free lifestyle.

Alcohol or Drugs:

CJI School District holds high standards and high expectations for its students and believes that its students represent the greater community that it serves. In the event CJI School District is notified by self-referral, drug testing service, a school employee, or federal, state, or local law enforcement agencies that a student has violated laws involving the use, possession or being under the influence of alcohol, drugs, marijuana or other mood-altering drugs, CJI School District will enforce its procedures as outlined in Chemical Use Policy SBP 3340.

First Offense:

- Conference with student, coach/sponsor/teacher and administrator.
- Parent/guardian notification.
- Assessment and follow-up plan.
- Activity suspension for fifteen (15) school days, to include three (3) weekends from the date the infraction was acted upon by the coach/activity sponsor or administrator. SBP 3340.

Additional Offense:

Any drug or alcohol offense beyond the first will result in the student being eliminated from further participation in athletic/activity programs for the remainder of the year.

-CJI School District reserves the right to test its students for drugs as a condition of admission, attendance or participation in school or school sponsored activities. See School Board Policy 3340.
-Suspension from school may include either “in-school” or “out-of-school” suspension as determined by the school administration.

Tobacco CJI School District is a tobacco free site where the use, possession, purchase, or selling tobacco products and alternative nicotine and vapor products in any form may result in the following consequences:

First Offense:

- Student conference with administrator.
- Parent/Guardian notification.
- Activity suspension for up to 2 competitive weeks.

Second Offense:

- Conference with student, Parent/Guardian and administration.
- Activity suspension for up to 4 competitive weeks.

Third Offense:

- Conference with student, Parent/Guardian and administration.
- Smoking cessation classes at student’s expense
- Activity suspension for the remainder of the school year or 8 weeks, whichever is longer. Note: Tobacco use violations will accumulate and carry over from year to year.

*Any student-athlete or participant in extracurricular activities found to be using, possessing, or distributing tobacco, alcohol, illegal substances or steroids, or misusing prescription drugs on or off campus will be subject to denial of a varsity letter, loss of position of officer or team captain. In addition, the student may be referred for outside counseling (at family expense) and/or law enforcement authorities, in accordance with Board policies.

*In addition to the above sanctions, any student who violates school rules or Board policy regarding tobacco, alcohol, drugs and other illegal substances, will also be subject to further discipline, up to and including suspension and/or expulsion from school, in accordance with Board policy.

STUDENT (OTHER INFORMATION)

Activity Tickets: All students are encouraged to purchase activity tickets at the time of registration. The activity card is not transferable (only the cardholder may use the card) and must be presented for admission to activities.

1. \$20 fee for K-5 students and \$30 fee for 6-12 students.

ALL STUDENTS ARE TO BE OUT OF THE BUILDING BY 6:00 PM ON WEDNESDAYS.

Athletic Affiliation

Chester-Joplin-Inverness High School is a member of the Montana High School Association Northern Division Class C schools.

Class Time

Students will not be excused from classes to practice or to work on extra-curricular activities.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form (attached to the physical form). Parents should keep emergency care information current (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information. A record of all accidents shall be kept by the Principal.

Establishment and/or Maintenance of a School Sponsored Activity

All activities must have a minimum of 3 participants to begin any season/activity. The activity will not be sponsored if there are less than 3 participants present at the first practice. If the numbers drop below 3 before the first contest, the activity will be dropped, however, if the number drops below three after competition has begun, the activity will be continued through the season. Due to their nature, some activities will need a higher “minimum” number to compete (football, volleyball, basketball for example). Any new groups wishing to form will be considered on an individual basis depending upon the above.

Extra and Co-Curricular Participation Fees: All students 6-12 participating in extra and cocurricular activities must fill out and sign the Activities Participation Agreement form. Besides meeting academic and physical eligibility, students who participate in extracurricular activities at CJI School District. The cost is as follows:

- 1st Extracurricular Activity.....\$40
- 2 or More Extracurricular Activities (per individual).....\$80
- Family Participation Fees (Max.).....\$160

*Participation Fee Reductions: Students who qualify under federal guidelines for free or reduced school meals shall be granted a fifty percent reduction of the participation fees.

Gym, Locker Room and Weight Room Use

Students may use the gym and weight room after school hours when it is not scheduled for other activities, and **a school employee/coach is present**. The gym/weight room will be open before school as long as a **supervisor is present**. Individual privileges will be revoked for misuse of the gym, weight room, and/or locker rooms. Anyone who uses the gym/weight room is responsible for cleanup, returning equipment, shutting off the lights and locking the doors. Wear only clean gym shoes while utilizing the gym floor and no food or beverages are allowed. Profanity is

forbidden as well as intentional contact with backboard, rims, and nets. No cell phones are to be used at any time in the locker room area.

Articles left on the floor, either in the gym, weight room or locker rooms, will be placed in the Locker room's Lost & Found basket. Locker room cleanup is the responsibility of the coach and player. If the locker rooms are not kept clean, they will be locked except for games. The Coaches Room and Equipment Room are off limits to **all students**. Coaches are responsible for maintaining order and neatness of the coach's room. All doors to the coach's room and equipment room are to be kept locked. The gym will be closed at 9:00 p.m. nightly and all equipment secured at that time.

Insurance

Each participating student is required to carry medical insurance at his/her own expense.

Meals

Student participants will be responsible for providing their own meal allotment when traveling to and from any regular season activities. The district will provide meals to activity groups traveling during post season tournaments.

A full or half day per diem will be allowed depending on when team leaves for post-season play. The number of meals allowed will be determined by the administration prior to departure to the event. It is the responsibility of the head coach to turn in all receipts for meals to the business manager after the completion of the post-season tournaments.

Post-season competitions regarding food coolers to be sent with the student athletes:

Because the school provides, according to board policy, each team with a meal per diem for each participating member of the team, including the student athletes, managers, and coaches for breakfast, lunch and supper, the food coolers will be defined as a "snack cooler." The snack coolers will be allowed on the bus to post-season events as long as they are provided for all student athletes, including student managers, without reference to the gender of the student or team, and each student has access to snacks of the same number, quality, and value. Contributors are allowed to include the coaches and bus drivers as well.

Regular season competitions regarding food coolers to be sent with the student athletes:

Regular season competitions may have "snack coolers" as long as they are provided for all student athletes, including student managers, without reference to the gender of the student or team, and each student has access to snacks of the same number, quality, and value. Contributors are allowed to include the coaches and bus drivers as well.

* Providing "snack coolers" is not the responsibility of any District employee. Booster club members and/or parent groups may contact the Athletic Director to approve and schedule a "snack cooler". Requests must be made at least 72 hours in advance.

* All Coaches are responsible for the monitoring of this rule.

*Questions for further clarification of this policy should be directed to the activities director, the principal, or the superintendent.

Reference:

1. Ridgeway et al. vs. Montana High School Association et al.
2. MHSA Section (15) AWARD RULE
3. MHSA Section (16) AMATEUR RULE

Non-participant activity attendance

Non-participating students may attend out-of-town activities during school hours in which the school is a participant, if permission is obtained from the Administration. Written permission from parents, naming a responsible adult chaperone, acceptable to school authorities, is to be submitted to the office **prior** to their leaving. No student shall ride with another student during the school day unless parental permission has been obtained from both parents. All rules applicable to school are applicable while attending any school sponsored event. Students are to check-in with administrator upon arrival.

Physical Examinations/Health Screenings

Physical examinations are not required for attendance but are mandatory for all sports related student activities. Health screenings such as vision and dental checks are scheduled throughout the year but participation is not mandatory.

Transportation

All arrangements for transportation to an extracurricular event are made by the activities director. All participants must ride to all school sponsored events, in a school sponsored vehicle, unless a waiver is granted in advance by the administration. Students may return with a parent/guardian if arrangements for such are made with the coach or sponsor and the student must provide a signed note from a parent/guardian or proof of a signed note.

Uniforms

The District provides uniforms for all sports with replacements bought on a rotating basis. Keeping uniforms clean and in good repair is the responsibility of the student. Loss of or willful destruction of a uniform will result in the student being charged for its replacement.

CJI Public Schools

SBP 3415

Management of Sports Related Concussions

The CJI School District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. Therefore, all K-12 competitive sport athletic activities in the District will be identified by the administration. Consistent with guidelines provided by the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, the National Federation of High School (NFHS) and the Montana High School Association (MHSA), the District will utilize procedures developed by the MHSA and other pertinent information to inform and educate coaches, athletic trainers, officials, youth athletes, and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury. Resources are available on the Montana High School Association Sports Medicine page at www.mhsa.org; U.S. Department of Health and Human Services page at www.hhs.gov; and; the Centers for Disease and Prevention page at www.cdc.gov/concussion/sports.index.html.

Annually, the district will distribute a head injury and concussion information and sign-off sheet to all parents and guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

All coaches, athletic trainers, officials, including volunteers participating in organized youth athletic activities, shall complete the training program at least once each school year as required in the District procedure. Additionally, all coaches, athletic trainers, officials, including volunteers participating in organized youth athletic activities will comply with all procedures for the management of head injuries and concussions.

Reference: Montana High School Association, Rules and Regulations
Section 4, Return to Play

Legal Reference: Dylan Steigers Protection of Youth Athletes Act

Cross Reference: 3415F Student-Athlete & Parent/Legal Custodian Concussion Statement

Policy History:

Adopted on:

Reviewed on: 03/11/14 Revised on:

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CJI Public Schools

Management of Sports Related Concussions

A. Athletic Director or Administrator in Charge of Athletic Duties:

1. *Updating:* Each spring, the athletic director, or the administrator in charge of athletics if there is no athletic director, shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the MHSA or the MHSA Web site, U.S. DPHHS, and CDCP web site. If there are any updated procedures, they will be adopted and used for the upcoming school year.

2. *Identified Sports:* Identified sports include all organized youth athletic activity sponsored by the school or school district.

B. *Training:* All coaches, athletic trainers, and officials, including volunteers shall undergo training in head injury and concussion management at least once each school year by one of the following means: (1) through viewing the MHSA sport-specific rules clinic; (2) through viewing the MHSA concussion clinic found on the MHSA Sports Medicine page at www.mhsa.org; or by the district inviting the participation of appropriate advocacy groups and appropriate sports governing bodies to facilitate the training requirements.

C. *Parent Information Sheet:* On a yearly basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent and/or guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet which allows students to participate in extracurricular athletics and should include resources found on the MHSA Sports Medicine page at www.mhsa.org, U.S. DPHHS, and CDCP websites.

D. *Responsibility:* An athletic trainer, coach, or official shall immediately remove from play, practice, tryouts, training exercises, preparation for an athletic game, or sport camp a studentathlete who is suspected of sustaining a concussion or head injury or other serious injury.

E. *Return to Play After Concussion or Head Injury:* In accordance with MHSA Return to Play Rules and Regulations and The Dylan Steigers Protection of Youth Athletes Act a student athlete who has been removed from play, practice, tryouts, training exercises, preparation for an athletic game, or sport camp may not return until the athlete is cleared by a licensed healthcare professional (registered, licensed, certified, or otherwise statutorily recognized health care professional). The health care provider may be a volunteer.

Policy History:

Adopted on: Reviewed

on: 03/11/14 Revised on:

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Emergency Treatment

The Board recognizes that schools are responsible for providing first aid or emergency treatment to a student in case of sudden illness or injury; however, further medical attention is the responsibility of a parent or guardian.

The District requires that every parent or guardian provide a telephone number where a parent or designee of a parent may be reached in case of an emergency.

When a student is injured, staff will provide immediate care and attention until relieved by a superior, a nurse, or a doctor. The District will employ its normal procedures to address medical emergencies without regard to the existence of a do not resuscitate (DNR) request. A principal or designated staff member will immediately call a parent or parental designee so that the parent may arrange for care or treatment of an injured student.

When a student develops symptoms of illness while at school, a responsible school official will do the following:

- Isolate the student from other children to a room or area segregated for that purpose;
- Inform a parent or guardian as soon as possible about the illness and request the parent or guardian to pick up the child; and
- Report each case of suspected communicable disease the same day by telephone to a local health authority or as soon as possible thereafter if a health authority cannot be reached the same day.

When a parent or guardian cannot be reached, and it is the judgment of a principal or other person in charge that immediate medical attention is required, an injured student may be taken directly to a hospital. Once located, a parent or a guardian is responsible for continuing treatment or for making other arrangements.

Legal Reference: ARM 37.111.825 Health Supervision and Maintenance Policy

History:

Adopted on: March, 2005 Reviewed

on:

Revised on: 03/11/14

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Accident Report

This form is to be completed by the appropriate employee(s) as soon as possible after an accident occurs. Please Print or Type.

District Name _____ School Name _____

Principal's Name _____ School Phone _____

Date of Accident: _____ Time: _____ o AM o PM Supervising Employee _____

Claimant's Name _____		
<i>Last Name</i>	<i>First Name</i>	
<i>Middle Initial</i>		
Claimant's Address _____		
<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Claimant's SS # _____	Home Phone Number (____) _____	
Cell Phone Number (____) _____		
Claimant's Age _____	Date of Birth _____	Sex _____
Grade _____		
Parent's Name (if student) _____		Work Phone Number (____) _____

<i>Nature of Injury</i>		<i>Place of Accident</i>		<i>Body Part Injured</i>		
<input type="checkbox"/> Scratch	<input type="checkbox"/> Concussion <input type="checkbox"/> Head Injury <input type="checkbox"/> Sprain/Strain <input type="checkbox"/> Cut/Puncture <input type="checkbox"/> Bite	<input type="checkbox"/> Classroom	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Ankle	<input type="checkbox"/> Foot	<input type="checkbox"/> Leg
<input type="checkbox"/> Fracture		<input type="checkbox"/> Hallway	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Arm	<input type="checkbox"/> Face	<input type="checkbox"/> Nose
<input type="checkbox"/> Bruise		<input type="checkbox"/> Bathroom	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Back	<input type="checkbox"/> Fingert	<input type="checkbox"/> Teeth
<input type="checkbox"/> Burn		<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Stairs	<input type="checkbox"/> Neck	<input type="checkbox"/> Hand	<input type="checkbox"/> Wrist
<input type="checkbox"/> Dislocation		<input type="checkbox"/> Playground	<input type="checkbox"/> Athletic Field	<input type="checkbox"/> Eye	<input type="checkbox"/> Knee	<input type="checkbox"/> Shoulder

Other _____

Other _____

Other _____

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

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

Was first aid administered? Yes No By whom? _____

Was the student Sent home Sent to physician Sent to hospital?

Is student covered by Student Accident Insurance? Yes No If "yes," please list

Company Name, address, and phone number

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

Name and address of doctor or hospital _____

Witnesses (Name, Address, and Phone) _____

Signature/Name of Person Completing the Report

Date

MHSA Concussion Administration Checklist

Group	Effective Dates	Requirements	Responsibility and Compliance
Student-Athletes and Parents/Guardians	May 1 – April 30	Both must sign the front page of the MHSA Form after verifying they have read and understand the information regarding concussions. www.mhsa.org	The signed form must be retained on file by each school.
Coaches - head, assistant and volunteer including cheer coaches	May 1 – April 30	Must complete the NFHS Concussion in Sports online course annually. www.nfhslearn.com	School administration must verify completion and report to the MHSA by May 15 th of each year.
MOA Officials	June 1 – May 31	Must complete the NFHS Concussion in Sports online course annually. www.nfhslearn.com	MHSA/MOA Office will track.
Non-MOA Officials	June 1 – May 31	Must complete the NFHS Concussion in Sports online course annually. www.nfhslearn.com	School administration must verify completion.
Athletic Trainers	May 1 – April 30	Must complete the NFHS Concussion in Sports online course annually. www.nfhslearn.com	School administration must verify completion.

For detailed instructions on how to access, register and view the NFHS Concussion in Sports online course, [click here](#).

Revised: 5/27/15

SIGNATURE PAGE

I have read and I understand the policy and procedures outlined in the Chester-Joplin-Inverness School District's Coaches Handbook issued August 2019.

Please return this signature page within 7 days of receiving the Coaches Handbook.

This signature page will be kept in the Personnel Office.

Employee Signature

Name Print

_____ Date