

# Wildcat

## Coaches/Advisors Handbook



## School Year 2017-2018

*It is noted that the District Activity Director has primary responsibility for administration of the athletic and club programs. Consequently, all communications related to expenditures, schedule changes, staffing, and other concerns should first be addressed with the District Activity Director. Major concerns related to the athletic and club programs need to be addressed with both the District Activity Director and Building Principal(s).*



# Contents

<b>School Year 2017-2018</b> .....	1
Philosophy for Extra-Curricular Activities in Harlem Schools .....	4
School Spirit .....	4
<i>WILDCAT SPIRIT</i> .....	4
HARLEM “WILDCAT” SCHOOL SONG .....	4
Gender Equity .....	5
Coaching Information .....	6
Coaching/Advisor AUTHORITY .....	6
Coaching/Advisor BEHAVIOR .....	6
DRESS CODE.....	6
KEYS .....	6
MEETINGS/WORKSHOPS/CERTIFICATION: .....	7
Coaches Clinics - Required .....	7
Coach Meeting .....	7
Parent Meeting: .....	7
After School Staff Meetings .....	7
CHAIN OF COMMAND .....	7
Complaint Process: .....	8
Disciplinary Action: .....	8
PRACTICE REGULATIONS: .....	8
SCHEDULING .....	10
Athletic Officials: .....	10
SCOUTING .....	11
STATISTICS .....	11
LOCKER ROOMS/Practice Rooms .....	11
INJURIES .....	11
Treatment of Bodily Fluids .....	11
EQUIPMENT .....	11
Uniform Rotation: .....	12
EVALUATIONS .....	12
TEAM TRAVEL .....	12
Bus Passengers: .....	12
Trip Transportation:.....	13
Busses: .....	13
Number of Participants Going to Tourneys/ Meets/ Playoffs: .....	13
Supervision on Trips: .....	14
Emergency Travel: .....	14
Loss of School Time/ Pre-arranged Absences: .....	14
PURCHASE ORDERS: .....	15
Fundraising: .....	15
Voluntary Contributions/Raffles: .....	15
Fund raising for merchandise or other goods/services: .....	15
Meals: (This area is subject to change by Coach Committee and/or Board action) .....	15
GUIDELINES FOR SELECTION OF MANAGERS .....	16
STUDENT INFORMATION .....	17
ATTENDANCE VS PARTICIPATION – what the Coach/Advisor needs to know .....	17
<i>School Attendance</i> .....	17
<i>Absences from Practice and/or Competition:</i> .....	17



<i>Student Behavior:</i> .....	17
<i>Rule Amendments:</i> .....	17
<i>Suspension:</i> .....	17
<i>Possession, Usage, or MIP of Alcohol, Drugs and/or Tobacco:</i> .....	18
<i>Drug Testing:</i> .....	18
<i>Curfew:</i> .....	19
<b>PLAYERS/ PARTICIPANTS:</b> .....	19
<b><i>Athletic Contract:</i></b> .....	19
<i>Physicals:</i> .....	19
<i>Insurance:</i> .....	19
<i>Practice:</i> .....	20
<i>Injury during season:</i> .....	20
<i>Sportsmanship:</i> .....	20
<i>Players:</i> .....	20
<i>Cheerleaders:</i> .....	20
<i>Students:</i> .....	21
<b>ELIGIBILITY REQUIREMENTS</b> .....	21
<i>Age</i> .....	21
<i>Academics:</i> .....	21
<i>Eligibility:</i> .....	22
<i>Ineligibility:</i> .....	22
<i>PARTICIPANTS Who Quit or Change Sports</i> .....	22
<b>REMOVAL OF A STUDENT FROM ACTIVITIES</b> .....	22
<b>JEWELRY</b> .....	23
<b>INITIATION, HAZING, AND INTIMIDATION BP 3226</b> .....	23
<b>AWARDS</b> .....	23
<i>Athlete of the Year:</i> .....	24
<i>Wall of Fame:</i> .....	24
<i>Qualifications for Lettering:</i> .....	24
<i>Managers:</i> .....	24
<b>Appendix A: MANAGER/STUDENT COACH APPLICATION FORM</b> .....	25
<b>Appendix B: Harlem Coach/Advisor Letter of Agreement</b> .....	25

**Philosophy for Extra-Curricular Activities in Harlem Schools**

All extracurricular activities are elective and generally require advanced skills. Participation in these activities is an important part of school life. Participation is not a fundamental right, rather a privilege which is not readily available outside of education. Each student is encouraged to take advantage of all the activities offered at Harlem Schools, which includes, but is not limited to:

- |                          |                  |                        |               |
|--------------------------|------------------|------------------------|---------------|
| Football                 | Cheerleading     | Basketball             | Golf          |
| Track                    | Volleyball       | Wrestling              | Tennis        |
| Pep Band                 | Speech and Drama | Cross Country          | Class Officer |
| Club Officer             | TSA              | FCCLA                  | FFA           |
| Indian club/Dance Troupe | Student Council  | National Honor Society |               |



At the Elementary, Junior High, and HS Junior Varsity levels, our activities will encourage participation by any student who is eligible and interested. These programs are the foundation for development of our varsity programs.

At the High School Varsity level, our athletic program becomes more selective. One objective at this level will be to produce teams capable of effectively “representing” our school and community in interscholastic competition.

**School Spirit:**

**HARLEM WILDCATS** must be aware of the effect their behavior has on the public image of the program, our school, and our community. “It’s the way you play the game or participate in the activity.” What each of us does or does not do has an effect on the school. It is our responsibility as the Coach/Advisor to instill these beliefs in our students through our programs.

**School Spirit** may be divided into three categories:

- 1. Courtesy** - Directed toward teachers, coaches, officials and fellow students.
- 2. Pride** - In everything our school endeavors to accomplish and has accomplished.
- 3. Sportsmanship** - The ability to participate, win and lose gracefully.

*WILDCAT SPIRIT* means loyalty to all functions of the school. A loyal student supports their school and does their utmost to keep WILDCAT scholastic and activity standards at the highest possible level. All coaches should stress the importance of school spirit and sportsmanship.

**HARLEM “WILDCAT” SCHOOL SONG**

So go and fight and win tonight; So  
hail to Harlem High; H A I L!  
It’s Harlem High School;  
It’s Harlem High School;  
With colors Red and White so dear, Rah Rah ; So  
come on you old grads, join with us young lads;  
It’s Harlem High School now we cheer, Rah Rah !  
For every school day, let every voice raise, No  
matter what the people say,  
For there’s none to fear, the gang’s all here --

So hail to Harlem High School, H A I L ! **W I L D C A T S**

**Gender Equity**

Harlem Public Schools affirm that no person shall, on the basis of gender, be excluded from, be denied the benefits of, or be subjected to discrimination under any education program or activity. True equity is based, not on the letter of the law but instead, on the spirit of the philosophy. The best way to think of equity is that all basketball players, whether male or female, deserve the same treatment. The fact that they are male or female should make no difference in the type of program we provide for them.

All coaching staff members in the MHS activities program are expected to be well acquainted with the expectations of the Montana High School Association (MHSA) and Title IX law.

The Harlem Public School District is committed to adhering to the spirit as well as the letter of the law in regards to gender equity. The spirit of equity for gender in all areas is to be established and maintained in the following areas for equivalent programs in regard to:

- Number of activities
- Competition and practice schedules
- Practice facilities
- Game and contest facilities



Uniform and equipment purchasing  
Hiring of coaches/advisors  
Coaches/advisors' pay  
Team support (boosters clubs)  
Transportation  
Meal arrangements  
Motel accommodations

In accordance with Harlem Public School Board Policy #3225, any student who believes he or she has been discriminated against, denied a benefit, or excluded from any school program or activity on the basis of sex in violation of Title IX, may file a written complaint with the activities director and/or the high school principal.

**Cheerleaders and Pep Band** will perform at an equal number of boy and girl activities.

**Halftime Performances** will be equal throughout both boys and girls sport seasons.

## Coaching Information

### **Coaching/Advisor AUTHORITY**

Participants are under the direct control of the coach/advisor for the entirety of the season and shall follow the coach/advisor's directives until the end of the season whereby participants are remanded to their parent(s).

### **Coaching/Advisor BEHAVIOR** (Refer to MHSA Handbook-Code of Conduct)

#### ***Appendix A- Letter of Agreement***

We believe at Harlem Schools that coaches/advisors should be a role model for student athletes by promoting good sportsmanship, honesty, and effective communication. This position requires preparation, commitment and patience.

Coaches/advisors have the same expectations that any other educator and should act professionally at all times. Caution should be exercised in all communication with students, including face-to-face conversations, social media, texting, etc.



The coach/advisor 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/advisor subscribe to the values of sportsmanship and teach its principles through word and deed. Specifically, it is recommended that the coach/advisor:

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.
8. Publicly shake hands with the officials and opposing coach before and after the contest.

### **DRESS CODE**

Coaches/Advisors and activity participants are required to wear acceptable dress on the day of competition. Acceptable dress includes a nice shirt and pants or dresses. Remember, you are representing Harlem Schools. All staff members, including coaches, are expected to follow the same guidelines as set forth for the students in regard to covering of their body. Clothing with "excessive holes" is not appropriate wear.

### **KEYS**

Keys are issued by the AD at the beginning of the coaching season and will be returned prior to receiving your final coaching pay as part of the check out procedure. Please beware of the importance of retaining your keys in your possession at all times. Keys should not be lent to students at any time. Never lend out your keys to others or allow anyone unauthorized access to the building.

If your keys are lost or stolen, please notify the AD immediately. He/she will alert the Superintendent immediately upon notification.

### **MEETINGS/WORKSHOPS/CERTIFICATION:**

#### **Coaches Clinics - Required**

Head coaches are required to attend the MCA coaching clinic. The school vehicles are available for use and arrangements should be made with the business office and the District Activity Director prior to leaving. ***Any head coach who fails to attend a coaching clinic is responsible for paying any MHSAs fine(s) for non-attendance.***

All school athletic coaches are required to complete MHSAs on-line Federation's Fundamentals of Coaching Course, a 5 year certification at a cost of \$35.00 per coach. The purpose of the program is to improve the quality of coaching in the State, to foster positive youth development, as well as to enhance the health, safety and welfare of all students.



Coaches are responsible for insuring that the District Activity Director (AD) receives the results of the tests. The AD is responsible for keeping records and for reporting to the MHSA annually that all their coaches have completed the program successfully.

**Coach Meeting:** A Coaches/Advisors Meeting will be held prior to the beginning of the school year (at a designated time during August Orientation for Fall sports and school year clubs/organizations) to cover the Coaches/Advisors Handbook and any initial concerns or questions. A Winter and Spring Coaches/Advisors Meeting will be held prior to the beginning of the winter/spring sports/activities seasons. ***These meetings are mandatory and considered a coaching duty.*** Other meetings may be called at the discretion of the District Activities Director and/or Principal.

**Parent Meeting:** A meeting with the sports/club/organization participant's parent/guardian must be held within the first week of practice for each sport or at the beginning of the school year for clubs/organizations. The Coach/Advisor will work with the AD to set up the meeting to review coaching/club/organization expectations, rules for each sport/club/organization/ etc. A parent sign in sheet is mandatory. A copy of all "participation rules" must be submitted to the AD and building principal prior to distribution to students and/or parents.

**After School Staff Meetings:** All school employees that are coach/advisors are expected to be at mandatory and regularly scheduled meetings after school until 4:00 p.m. (Staff meetings, departments meetings, EOTT, Parent Teacher Conferences, etc.) Academic meetings are a top priority (i.e.-special education meetings).

### **CHAIN OF COMMAND**

Harlem Schools has an established chain of command when dealing with co-and extracurricular issues. Any issue that has an effect on student performance should first take the lowest level of action to address the situation. If the remedy at the lowest level is not appropriate, it then progresses to a written complaint process.

**Complaint Process:** *Appendix B: Chain of Command chart*  
*Appendix C: Board Policy 1700 – Universal Complaint*

This is the chain of command for the complaint process: Student/parent, assistant/ head coach, District AD, Principal, Superintendent, Board of Trustees.

The following process should be used to address complaints.

- 1) Try to solve the problem informally with the other party involved, if not resolved then;
- 2) Issue the complaint in writing to the person involved and make sure a remedy/solution is requested in the complaint. If not resolved...
- 3) The complaint is then directed to the AD or administration and they will investigate the issue and give a written response following the timeline included with BP 1700. If not resolved, then it goes to the next step...
- 4) The complaint is then referred to the Superintendent who will investigate the complaint and give a written response to the action sought by the complainant, if not resolved then;
- 5) The issue is taken to the School Board whose ruling is final.



Since you are working with students, you (as their advisor/coach) need to be cognizant of the rules as dictated by the parent/student handbook and by Board policy and District Standard Operating Procedures. This is your information source when dealing with student behavior.

**Disciplinary Action:** Disciplinary Action for coaches, advisors, participants will be handled by the District Activity Director and the Administration as per policy and expectations for any unreasonable and unethical behavior or lack of supervision. Any action taken will follow chain of command and due process procedures as well as use of all necessary documentation. In the event of continued noncompliance or “flagrant disregards” formal and immediate action may be required.

If a student is ejected from a MHSAA competition for unsportsmanlike conduct, they will not participate for the remainder of the event and will be suspended for the next regularly scheduled or rescheduled event at that level of competition and all other games/meets in the interim at any level of competition.

**PRACTICE REGULATIONS:** *Please refer to the MHSAA guidelines for each sport*

**Introductory Note:** The intent of having rules and regulations which govern coaching/advising and practice sessions are:

- To afford all students the same and equal opportunity for development of skills.
- To provide an equity basis for all team/individual competition.
- To provide the opportunity for students to a diversified activities exposure of their choice.
- To allow students to choose their own out of season activities.

**A.** The AD will prepare a practice schedule which complies with all applicable laws, rules, regulations, and guidelines. All coaches are expected to comply with the published practice schedule. Any change must be approved by the AD and parents must be notified in writing prior to any change taking place. In cases where unforeseen circumstances (facility maintenance, weather) force a change in the practice schedule, the AD and Building Principal must be notified immediately and a reasonable effort to inform parents in advance must occur.

**B.** **No student may participate in a practice or activity without all the proper documentation completed:**

- Student consent form,
- Physical, (sports only)
- drug testing form,
- medical release (when appropriate or necessary for the sport/activity) This includes the concussion form(s)
- athletic/activity contract, when appropriate)

**C.** Only students who meet all MHSAA eligibility requirements (enrollment, age, semesters, academics, physical examinations etc.) are eligible to practice with and participate on member school teams.

*Exception:* Students who are eligible in every way except academics may participate in practice *if the coach allows*. This practice will be allowed up to the last possible eligibility grading period. Students will be allowed to become eligible for participation during the regular season only. (**prior to tournaments**)



**D. Practice** is defined as two or more potential players/participants reporting to a room, practice field or court, with or without uniforms, under the supervision of a coach and receiving coaching in activity/game skills and techniques.

The following are MHSAA recommended pre-season and regular season practice guidelines for sporting events:

1. If a practice lasts *two hours or less* the athlete must have two hours of rest between practices.
2. If a practice is *more than two hours* the athlete must have three hours of rest between practices.
3. Practices should last a *maximum of 2 1/2 hours in length*, but if a team chooses to have one practice per day that practice shall be *no longer than three hours in length*.
4. There should be *no more than five hours of practice per day*.

**E. After the second practice (or meeting for clubs/organizations)**, the Head Coach/Advisor will submit a list of all participants to the AD who will give it to

- the High School secretary to add those students into School Master
- to the Building Principal to verify academic eligibility
- to the Superintendent to add to the random drug testing list.

Coaches/Advisors need to update that list when students quit or are suspended.

**NOTE: Depending on the number of participants, coach contracts may be adjusted, pro-rated or eliminated.**

**F.** The Head Coach/Advisor must be the first one to arrive at each practice and the last one to leave. Participants may not be allowed to use any of the facilities without **direct supervision**. The Head Coach/Advisor must be the last to leave the area to ensure that *all students are gone* and the area is secured. **Please escort students to the shuttle bus after practices and let the driver know that your players have been excused.**



If students are waiting for a ride, coaches/advisors must stay until all students are picked up after a practice/activity. **REMEMBER--It is not the responsibility of the custodial staff to supervise your players/participants.**

When returning from a school activity, make sure all students have a ride home. You are accountable for all students.

**Do not prop gym doors open at any time.** Please turn out all lights and lock all doors after your activity is concluded.

**G.** The minimum number of practices for the specific sport must be completed before competition participation is allowed. (Refer to MHSA rules)

**H. Open Gym/Field** is an arrangement whereby a school's gymnasium/playing field is scheduled for **volunteer** play for all of the student body. Coaches may supervise but they cannot instruct, organize drills, or participate with students that are participants on their team. *There is no such thing as an open gym during a sport specific season or during the allowed coaching window from June 1-July 31.* **Refer to MHSA handbook for guidelines.**

**I. Church Night:** Wednesday night has been set aside by the community as Church Night. All school activities must be finished by 6:30 p.m. All lights need to be out by that time. Any exceptions must be cleared through the Superintendent's office.

**J. Locker Rooms/Practice Rooms:** A constant effort must be made by all personnel to keep all areas for practice clean. Equipment should be kept in a neat, orderly manner and the area cleaned properly after each practice/game. Equipment must be removed from this area as soon as the season is concluded.

Laundry areas are shared by many individuals...***do not leave laundry in the washer/dryers. Be considerate of others.*** It is not their responsibility to remove your laundry so they can use the machines.

Encourage participants to *not* leave valuables in the locker room area during practice or home games as these areas are not under direct supervision at these times. Harlem Schools are not responsible for lost or stolen articles.

### **SCHEDULING**

The District Activities Director/Principal will schedule games in compliance with the 2B Conference and MHSA regionalized scheduling guidelines. Any changes to a schedule must be approved by the AD and Principal. Head Coaches/Advisors requesting time for Open Gym or after school use must secure prior approval from the Activities Director. The AD will inform administration about all gym use and after school activities/events.



## **ATHLETIC OFFICIALS:**

Athletic officials for Harlem varsity home games will be contracted by the AD with input from coaches prior to the season. Sub varsity officials will be selected by the AD with some preference given to local officials.

## **SCOUTING**

School vehicles are available on a limited basis for pre-approved coach scouting and travel to required meetings by coaches. The coach must submit a travel request to the AD and it must be approved by the transportation director and/or the Superintendent. Please remember that a limited amount of money is budgeted for mileage to scout opponents.

***Scouting expeditions are for coaches only, not participants of the sport.***

Teams have been allowed to attend a game at MSU-N through the 21<sup>st</sup> Century Learning after school program, following proper pre-authorization.

## **STATISTICS**

Each Head Coach/Advisor is responsible for submitting end of the season statistics by providing a copy to the Activities Director. This should include all students earning letters, special awards, All-Conference and All-State selections or any other honor. The Head Coach/advisor is to update the "Record Wall" annually at the conclusion of the season by informing the A.D. of the necessary changes. (***Appendix I: Awards***)

## **INJURIES**

Coaches/Advisors are responsible for seeing that appropriate first aid and medical attention is received by an injured athlete/participant under their supervision. A Coach/Advisor should accompany the injured participant to the doctor or hospital, when at all possible. The Head Coach/Advisor is responsible for seeing that necessary accident reports are filed within 48 hours with the District Activities Director. These forms may be obtained at the high school office. (See student information: Injuries) All coaches will be held responsible for following MHSA and Board Policy regarding concussions and medical conditions of their players.

**Treatment of Bodily Fluids:** All coach/advisors must have training in blood and airborne pathogens prior to the start of the season. In all instances where coaches/advisors are dealing with injuries involving blood or other bodily fluids, prior to treatment of the injury, the coach /advisor will practice universal precautions. Each medical kit utilized by the team should contain several pairs of latex gloves. The argument that it takes time to glove-up is meaningless when we stop to consider the risk involved when dealing with bodily fluids. The safety of our extra-curricular staff is no less important than the safety held for students.

## **EQUIPMENT**      ***Appendix D Inventory sheet***

The Head Coach/Advisor is responsible for all equipment in his/her sport/activity. Equipment replacement is very expensive. It is imperative that everyone involved cooperate in maintaining the condition and security of this equipment. All



coaches/advisors will be issued an inventory sheet at the beginning of the season by the AD. **(If you do not get one, ask for one.)** Equipment updates/replacements should be indicated to the District Activities Director so that they can be placed on a rotating replacement schedule.

All equipment will be checked and accounted for prior to the season starting. This inventory will include any new equipment purchased that year. That sheet will be submitted to the AD prior to activities beginning. Uniforms are to stay in the building unless the team is traveling. **No uniforms are to be lent out or worn for non-school activities or as every day clothing.** The school will be responsible for the cleaning and care of the uniforms. This responsibility falls on the coaches, which in turn may be delegated to the student managers of the sport. (See note above about laundry facilities and responsibilities.) Lost or damaged uniforms and/or equipment are the responsibility of the participant. As such, fines need to be levied and accounted. Coaching paychecks will not be released until all end-of-the season items are turned into AD and the checkout sheet will be given to the coach who will take it to the business office to get their final check.

Uniform Rotation:

2015-2016	Wrestling and Track
2016-2017	Girls' Basketball and Cross Country – Cheerleading
2017-2018	Boys and Girls Golf; Football; Tennis
2018-2019	Boys Basketball and Volleyball

**EVALUATIONS** *Appendix E- Evaluation*

Evaluations will be completed prior to the end of the competitive season and the AD will complete the head coach/advisor evaluations. Head coaches/advisors will be asked to participate in the evaluations of their assistant coaches/assistant advisors. These evaluations become a part of the recommendation for rehire and are placed in the employee's permanent file.

**TEAM TRAVEL**

**Bus Passengers:** School Board Policy 8132, Activity Trips, states: *On all activity runs, buses will be operated by a qualified District employed bus driver and only authorized activity participants, professional staff and chaperones, assigned by the administration, may ride the bus.*

*A duplicate copy of the passenger list will be made for all activity trips. One copy will remain with the professional staff member in charge of the activity on the bus. One copy will be given to the Activities Director before the bus departs.*



For clarification, *authorized activity participants* include students directly involved with the activity (club or team members); *professional staff* include personnel directly employed by the District to be in charge of the activity (coach) and all District administration; and all *chaperones* must be 18 years or older with prior approval by the District as a chaperone or volunteer. Chaperones and volunteers must have background check/fingerprint record completed before allowed un-supervised control of students

***NO CHILDREN OF THE BUS DRIVER, STAFF, COACH OR CHAPERONE MAY RIDE THE BUS –UNLESS THEY ARE DIRECTLY INVOLVED IN THE ACTIVITY!***

**Trip Transportation:**

**Busses/School Vehicles:** All activity transportation requests must be pre-arranged through the District AD and the District Transportation Director.

All school related activity trips involving Harlem students shall be transported in busses/school vehicles provided by the District.

**Bus v School Vehicle:**

When an extra-curricular trip has 8 or less passengers (including advisor/coach), then the Suburban (School Vehicle) may be driven by the advisor or coach.

When an extra-curricular trip has over 8 total passengers (including advisor/coach), then a bus will be provided.

The following must be adhered to:

1. Adult driver in each car, pre-approved by Superintendent and/or Board of Trustees. Drivers must provide a copy of their drivers' license to the business office prior to departure.
2. Vehicles will stay in a group.
3. No private vehicles are allowed for student transportation.
4. A parent/guardian may excuse a student from riding home from an activity on the bus/school vehicle by completing a travel permission form and handing it personally to the coach/ advisor. The school is not responsible for students that do not return on the activity bus or school vehicle.

**Departure Time:** All participants are expected to arrive at the departure site at least 15 minutes prior to the scheduled departure time for the purpose of checking all gear and leaving on time. (Extenuating circumstances are to be addressed to the coach/advisor at the earliest opportunity. The administration will make a final decision, if need be.) **It is the coach/advisor's responsibility to have a copy of the drug and medical release form, along with student emergency contact information, with them at all times in case of injury.**

Parents are responsible to ensure that their student has transportation home from **ALL** scheduled activities and/or practices.

Coaches/advisors must file all transportation requests for the season with the transportation director within two weeks after practice begins for each sport/activity.



Coaches must provide written notification to the AD and transportation director of any changes, additions, or deletions to travel requests 1 week prior to the event.

Coaches/advisors file an itinerary for an overnight trip with the AD and a copy is forwarded to the Principal and Superintendent a week prior to departure. After approval, the itinerary should be sent home with students at least three days prior to the event. The itinerary should include the name of the hotel with the phone number and an emergency number of the coach/advisor so that parents can call while students are under our care.

**Number of Participants Going to Tourneys/ Meets/ Playoffs:**

The number of participants will be limited to the number of students allowed on the registration certificate, with a maximum of four (4) support personnel students. (Two per sporting level) These students must be members of the team in good standing.

Only those actually qualifying for divisional or state track/tennis/cross country meets will be allowed to go plus one (1) alternate for boys relay team and one (1) alternate for girls relay team, if necessary, plus one (1) support personnel student.

**Supervision on Trips:** Supervision, proper chaperoning, is a must on all trips. A coach/advisor responsibility includes, but is not limited to: assigning rooms, establishing a curfew as to when students are to be in their assigned rooms, assigning rooms- including, checking on students often and establishing /enforcing expectations for no members of the opposite sex in rooms without diligent coach/advisor supervision, etc.; being present with students in stores, malls, movies, and while eating meals, etc.; notifying parent upon returning home, (A general rule of thumb is that doors remain open when visiting rooms of the opposite sex along with direct supervision. This simply makes your job easier and lessens parental and school issues.)

When out of town for an event students should secure their valuables with a coach or manager for safekeeping. Every student should make it his/her responsibility to see that his/her valuables are being taken care of properly. Harlem Schools is not responsible for lost or stolen items.

**Movies/Videos/YOU-Tube© clips, etc.:**

If a video or portion of a video or clip is going to be used with the activity or during a bus trip, you must preview it first. If there are some questionable areas (violence, drug use, sexually inappropriate behavior, foul language and exploitive/illegal behaviors or values, etc.) please talk to the administrator for pre-approval. If there are questionable areas, a note needs to be sent home to the parents letting them know what is in the video the students will be watching. *NOTE: PG-13 rating is for students over the age of 13 only—with parental and principal notification PRIOR to showing the video.* This criterion is to be enforced on all electronic devices that students may bring to school or on bus trips. Staff, coaches, advisors and chaperones are responsible for monitoring and enforcing the rating guidelines.

**Emergency Travel:**



If weather and road conditions become hazardous to travel, or the Highway Dept. closes the highway, the Head Coach/Advisor will contact the Transportation Director. Cellular phones should be carried on the buses/school vehicles in the event that the bus/vehicle stalls or another emergency occurs. Never allow a student to leave the bus/vehicle under these conditions. After contact with the Transportation Director, a plan of action and appropriate measures will be coordinated. ***(It will be the Transportation Director's responsibility to notify the Principal and the Superintendent of changes in plans due to weather.)***

**Loss of School Time/ Pre-arranged Absences:**

Harlem High School will attempt to avoid all loss of school time for athletics/activities, unless absolutely necessary. This includes scheduling as many activities on Saturday or after the regularly scheduled school day as possible. A roster of all students traveling to a school sponsored activity on a regularly scheduled school day must be submitted to the school secretary, and building principal two (2) days prior to the trip.

**PURCHASE ORDERS:**

Each coach/advisor will be asked to review the District purchase order procedures and a sign off consent form must be on file at the business office before receiving a purchase order. A properly signed purchase requisition is required for all purchases.

**Fundraising: Appendix F: Fundraising form**

Any fund raising activity, not limited to only clubs and classes, **must maintain an activity account through the business office and be pre-approved by Administration.** All fundraisers must be pre-approved by Student Council and the building Principal. All item purchases must be submitted to the Principal and be processed through the purchase order procedure *prior to ordering.* ***Remember - a properly signed purchase requisition is required for all purchases.***

**Voluntary Contributions/Raffles:**

The soliciting of voluntary contributions is prohibited at any MHS Association contest. All raffles must have prior approval of the Principal. The District Standard Operating Procedure for raffles will be followed.

**Fund raising for merchandise or other goods/services: (MHS)**

The following scenarios are in compliance:

- Parent/Booster/Donor/School Groups may raise funds to purchase merchandise for a team if the school maintains possession of the merchandise purchased.
- Parent/Booster/Donor/School Groups may raise funds to purchase meals for students while traveling during regular season and/or post season.
- Parent/Booster/Donor/School Groups may conduct fundraisers that allow students to earn money individually, provided that only students who actually work are compensated and the compensation is commensurate with the work completed (i.e. number of cars



washed, number of discount cards sold) or with the number of hours worked. The students may choose to utilize the funds for merchandise etc.

*Please note: All of the above are permissible contingent upon all gender equity rules and standards being met.*

The following scenarios are **violations**:

- Parent/Booster/Donor/School Groups raise funds to **buy travel shirts, jackets, shooting shirts or other merchandise that the individual students keep.**
- A member school, its booster club or other school-related group sponsors or finances a specialized camp, invitational tournament or any other event.
- Parent/Booster/Donor/School Groups raise funds in order to give *cash in any amount* to students for any reason, including but not limited to supplementing their meals on the road.

**Meals:** (This area is subject to change by Board action)

The AD will work with the business office to arrange meals for teams on trips. On trips between 40 and 75 miles, a limit of one or no meal may be provided, at coach's discretion. (Cost is not to exceed \$8 for breakfast, \$8 for lunch and \$10 for dinner) *All overages will be charged to the coach/advisor of the trip.* A tip is not to exceed 15% of the total cost of the order. ***IF THE TEAM OR INDIVIDUAL MAKES IT TO STATE, THE LAST MEAL WILL BE \$15.00/STUDENT.***

It is expected that students will eat lunch at school whenever possible. The School Cooks will provide sack lunches for student events/trips for travel during the school day. The AD must notify the cooks **at least one week** in advance for preparation and ordering. Coolers are available for trips. Coaches are expected to provide meal ideas for sack lunches and present them to the A.D. at the start of the season so that requests can be accommodated when ordering and preparing lunches.

**Rooms:** Lodging required by travel will be determined by the AD and Principal. They must conform to the District rules on lodging. **All** travel arrangements will be made through the Superintendent's Administrative Assistant, by first completing all necessary paperwork with the AD. The minimum standard to determine if student lodging is required for a student activity is the distance from the school (over 100 miles-one-way), scheduled playing time of the activity, and weather conditions.

**GUIDELINES FOR SELECTION OF SPORTS MANAGERS**

**Step One** - All interested, enrolled students will be directed by the Head Coach to fill out the enclosed Manager Application Form. (*Appendix G*) Applications are also available in the District Activities Director's (A.D.)office.

**Step Two** - All students must fill out the application prior to the first practice of the season and turn them in to the A.D.

**Step Three** - The selection committee will consist of the A.D., the Principal, the Head Coach and one assistant coach in the respective sport.



\* Students applying for manager positions will not be discriminated against due to gender, race, religion, etc.

COACHES/Advisors will provide all managers with a job description.  
MANAGER RESPONSIBILITIES will include the following; Managers

are the first one in the gym or practice room.

Managers help to set up the area for practice/competition/activity.

Managers wash towels and uniforms for all sporting events.

Managers sweep the practice floor or pick up the room for practice.

Managers help keep the locker rooms/practice areas neat and orderly

Managers keep water available for participants in sporting events and may get supplies and needed equipment for other activities.

Managers are responsible for keeping track of equipment and other things needed by the coach/advisor.

Managers get the areas ready for competition which includes stocking towels and supplies into the visiting locker room.

\*\*Basketball Managers will be responsible for sweeping the gym floor during and between games.

## STUDENT INFORMATION

### **ATTENDANCE VS PARTICIPATION - What the Coach/Advisor needs to know**

**School Attendance:** Students will not be allowed to participate in any co-curricular activity or practice if absent from school during the day of the activity. Legitimate, prearranged absences, approved by the administration may provide an exception. (refer to student handbook) If a student is not in school and is not excused as above, they will not be permitted to participate that day. If the absence is on the last school day of the week, participation in competition will not be permitted prior to the first school day of the following week. (Students absent from school to participate in school sponsored activities (i.e. field trip) are not counted absent for the purpose of practice or game situations.)

It is the Head Coach/ Advisor's responsibility to check attendance on both game and participation days. Contact the Jr-Sr High School secretary for an attendance report.



**Absences from Practice and/or Competition:** It is imperative that participants attend practices in order to be a contributing factor in competition. Students are expected to notify their coach/advisor in advance if they are going to be absent from or late to a practice, competition or an activity. Excused absences include illness, doctor or dentist appointments, funerals and school related activities. Coaches/Advisors and/or Administration have the right to excuse athletes/participants for other activities not covered here-in.

**Consequences:**

**First Violation** – one contest suspension and tasks as assigned

**Second Violation** – two contest suspension and tasks as assigned

**Third Violation** – suspension from the program for the remainder of season

**Reminder:** All student consequences must follow due process and parents must be notified.

**Student Behavior:** All students in the extra-curricular activities fall under the auspices of the student handbook.

**Rule Amendments:** Each individual coach/advisor may add additional rules, in writing, prior to their activity season, with the approval of the Building Principal and Superintendent.

**Suspension:** Students that violate the discipline policy that cause them to be suspended from school will be suspended from activities for the period of suspension. A student who receives an In-School Suspension (ISS) will be suspended from participating in all extra-curricular activities (other than practice) for the week of receiving and/or serving the suspension. *Students on suspension will not travel with the team or be any part of the bench.*

*A participant is dropped from that activity if she/he receives a suspension that overlaps the last possible day of the regular season and the beginning of tournament play or equivalent competition.*

*Out-of-School suspension students will not be allowed to enter the building, practice with the team, travel with the team or be any part of the bench or support crew.* **Reminder:** All student consequences must follow due process and parents must be notified.

**Possession, Usage, or MIP of Alcohol, Drugs and/or Tobacco:** The Harlem Staff and Board members have a concern with regards to alcohol, drugs and tobacco usage by minors. Their concerns include student health and safety, student compliance with the law, and student conduct detrimental to the team/programs. To accomplish excellence in athletics and other activities, the participant must discipline their mind and body. The participant must be aware that he/she is a representative of the school and community and has the responsibility to provide positive personal attributes related to citizenship, scholastic achievement, common courtesy, role modeling for younger students, and leadership. With these and other goals in mind, the following rules will be followed:

- No possession or use of alcoholic beverages



- No possession or use of illegal drugs or prescription drugs for which you do not have a prescription
- No possession or use of tobacco

**Consequences:**

**First Violation** – out of the activity for remainder of season.  
(two week game/participation suspension if self-reported within 48 hours of the offense)

**Second Violation** – out of the activity for the remainder of season.

**Third Violation** – loss of all extra-curricular activities for the remainder of the year.

**Reminder:** All student consequences must follow due process and parents must be notified.

**Note:** If suspended for any of the above infractions, all awards and honors will be forfeited. Suspensions will be dealt with at the time the coaches, advisors and/or administration are made aware of the infraction.

**Attendance at an activity or location involving alcohol and/or drugs:** Do NOT stay around activities or events where drugs/alcohol/tobacco are present or being used. The District’s philosophy is guilt through association. The longer in proximity, the guiltier you are. Consequences will be the same as above with follow-up by the coaches and administration upon the violation being reported. Temporary suspension will take place immediately with a final decision to be made after the investigation.

**Reminder:** All student consequences must follow due process and parents must be notified.

**Drug Testing:**

The District has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Our commitment to maintaining the extracurricular activities in the District as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

**Please refer to the Student handbook and Board Policy 3350 regarding the drug testing program procedures and consequences for failing a drug test.**

**Reasonable suspicion rules and procedures also apply to all activity participants.**

**Curfew:** Participants will be expected to be home by 10:00 PM on nights before event. (Coaches reserve the right to adjust curfews to meet their needs. Administration and parents will be notified of any additional coach enforced curfew. )

**Consequences:**

**First Violation** – one contest suspension and tasks as assigned.

**Second Violation** – two contest suspension and tasks as assigned.

**Third Violation** – suspension from the program for the remainder of season.



Note: The following is an actual City of Harlem curfew for children under 18 years of age:

Sunday – Thursday 10:00 P.M. Friday  
- Saturday 12:00 Midnight

### **PLAYERS/ PARTICIPANTS:**

#### **Athletic Contract: *Appendix H***

A copy of the Harlem Schools athletic contract will be given to all head coaches. Please give each athlete a copy during your pre-season meeting with players and parents. Contracts must be signed by the student and his/her parent/guardian and returned to the Coach to give to the AD by the first practice. \*Note: Please review all policies changes with students each season. There are generally some minor revisions.

Each club/organization will also have a participation 'contract' that must be signed and returned to the advisor at the beginning of the school year.

#### **Physicals:**

A physical exam is required for each student athlete in order to be eligible for participation in an association contest. The District is not responsible for arranging appointments, or payment of the required physicals. Please note that students must use the MHSAA standardized physical form. Nothing else will be accepted. Physical forms need to be on file with the Coach prior to the student's first day of practice. **NO STUDENT IS ALLOWED TO PRACTICE WITHOUT A COMPLETED PHYSICAL!** *The coach needs to provide a copy of all required completed forms to the AD at the end of the first day of practice for each participant of the said sport.*

\*Coaches must have a copy of the parental medical release form in their possession at all practices and games.

#### **Insurance:**

Students participating in extra-curricular sports activities are covered by the MHSAA catastrophic insurance. At the beginning of each sport, participants and parents should be informed that individual insurance coverage can be purchased. **IF PARENTS WOULD LIKE TO PURCHASE THE SUPPLEMENTAL INSURANCE, FORMS ARE AVAILABLE IN THE BUSINESS OFFICE.**

#### **Practice:**

The AD will prepare a practice schedule which complies with all applicable laws, rules, regulations, and guidelines.

No student may participate in a practice without all the proper documentation completed. (Student consent form, physical, drug testing form, medical release, athletic/activity contract, etc.)



No student may participate in a competition without the proper number of practices completed for each sport as outlined by MHSA. No student may travel with the team until they are eligible to participate.

**Injury during season:**

Students are to report any activity related injury to the coach/sponsor immediately so that proper precautions can be taken. Students and parents must realize that activity supervisors are not Doctors and cannot, therefore, be held responsible for treatment or advice given. Accident/incident reports will be completed for each major injury and turned in to the District Activities Director. Accident/incident report forms will be kept on file in the High School business office for insurance reasons. Any student injury requiring medical review will also require a medical release stating that the student is eligible to resume play or participation in an activity. Please review all MHSA guidelines for concussion rules and BP 3415.

\*\*If an athlete is injured during the season and would have made the team for post season play, he/she will be allowed to travel with the team in post-season competitions.

**Sportsmanship:**

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

**Players:**

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 captains' responsibility.
6. Do not engage in celebrations/chants that will antagonize or embarrass an opponent.

**Cheerleaders:**

1. Stimulate and control crowd response.
2. Choose the right cheers at the right time.
3. Be certain that words used in a cheer do not inflame an audience.
4. Avoid using bells, horns and noisemakers.
5. Use gestures that are synchronized, pleasing to watch, and easy to follow.
6. Divert the crowd's attention by starting a positive yell if booing or improper cheers develop.



7. Do not conduct a cheer at the same time as the visiting cheerleading squad. 8. School flags cannot be paraded in front of the opposing fans' sections.
9. School mascots cannot engage in antagonistic behavior and must remain in their own cheering section.
10. ***Do not lead fans in any cheer that poses a safety risk, including fans jumping or bouncing on the bleachers at any time.***

### **Students:**

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

1. Know and demonstrate good sportsmanship. 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. 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.***

## **ELIGIBILITY REQUIREMENTS**

**Age:** Refer to MHSA age eligibility requirement. Students who become nineteen (19) years of age on or before midnight, August 31, of a given year are not eligible to participate in any MHSA sponsored activities. Therefore, a student becoming 19 years of age after midnight, August 31, of a given year, will be eligible to compete in all MHSA activities throughout that particular school year.

**Academics:** Students are expected to meet Harlem Schools' academic and citizenship standards to be eligible to participate in extracurricular activities.



\*Parents and students must read, comply, and sign the Harlem extra-curricular drug testing form for all co-curricular activities and turn it into the Activities Director before that student is eligible to participate.

**Eligibility: Academics Standards:** Students are expected to meet Harlem Schools' academic and citizenship standards to be eligible to participate in extracurricular activities.

\*Parents and students must read, comply, and sign the Harlem co-curricular drug testing form for co-curricular activities policy and turn it into the Activities Director before that student is eligible to participate.

All eligibility requirements apply to students involved in any and all co-curricular activities. All students in Harlem activities **MUST** be eligible according to MHSA rules at a minimum and **ALL** Students must have a D- or higher to be eligible in all classes. No F's at any quarterly marking period.

Eligibility checks will be as follows: End of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4th quarters. Students may become eligible at the midterm marking periods, but not ineligible. Students may become ineligible only at the end of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4th quarterly marking periods.

An ineligible participant (due to grades) can attend practices, but will not travel with the team. It is recommended that a student receiving ineligible status due to grades be provided time before practice each day to get help from a teacher or tutoring.

**This process is a change as a result of input from coach/ staff/advisors which would allow coaches and advisors the opportunity to work with the participant through the midterm process. It is incumbent upon parents, staff and coaches to work to assist students to achieve academically while at the same time participate in school activities.**

**Any ineligible participant will not travel or dress out with the team.** It is recommended that a student receiving ineligible status due to grades be provided time before practice each day to get help from a teacher or tutoring.

All entering 7th and 9th grade students are automatically eligible for all activities until their first eligibility check.

Participating students and coaches/advisors will be notified of eligibility issues each grading period.

**It is the responsibility of the Head Coach/Advisor to check on the eligibility of the participants in his/her program. The Activities Director will provide a list of ineligible participants to the coach/ advisor according to Harlem High School's Eligibility Policy.**

ALL REGISTERED STUDENTS HAVE TWO (2) WEEKS FROM START OF PRACTICE TO JOIN OR CHANGE SPORTS. Students must talk to the coach to inform him/her of reasons why they are joining late or choosing not to participate.

### **PARTICIPANTS Who Quit or Change Sports**



Any student who quits or is removed from a team (other than by squad cuts) must have the permission of both coaches before he/she can participate in another extracurricular program that season.

**All registered, eligible students have TWO (2) WEEKS from the start of practice to join or change sports.** Students must talk to the coach to inform him/her of reasons why they are joining late or choosing not to participate. Any students wishing to participate after the two week period need to visit with the Principal, AD and the Coach for regulations on joining a sport late.

### **REMOVAL OF A STUDENT FROM ACTIVITIES**

If, in an extreme case, a student has a detrimental effect on the entire co-curricular program, the participant may be subject to the following *due process procedures*:

- a. A conference with the participant and Head Coach/Advisor.
- b. A conference with the student, the student's parent(s), the coach/advisor and A.D.
- c. A conference with the student, the student's parent(s), the coaching staff, the AD; Assistant and/or Principal.
- d. Any student removed from an event do to uncontrollable behavior will be referred to law enforcement.

**The Coach/Advisor has the right to suspend the student from participating if the student is detrimental to the team.** However, proper protocol and due process must be observed.

The Principal and Superintendent must be informed of any removal or suspension.

### **JEWELRY**

No jewelry, which includes visible body piercing objects, shall be worn in any sport. Any piece of jewelry that is visible at the start of or during a contest is in violation of the MHSA Jewelry Policy. Religious medals must be taped to the body and under the uniform. Medical alerts must be taped to the body so they are visible. (refer to MHSA guidelines)

### **INITIATION, HAZING, AND INTIMIDATION POLICY BP 3226**

The Harlem Public Schools will not condone officially or unofficially any actions on the part of students, personnel, or those connected with the School District that involve any physical actions or verbal abuse designed as a right of participation in any school sponsored activity. Those violating this policy will be subject to disciplinary action that may involve law enforcement officials. Such activity on the part of students will be a Level III violation of the discipline plan, and the student will be removed from the activity for the remainder of the season and or time the activity is taking place for one semester's participation, whichever is longer. This policy applies to intimidation of other students to participate or not participate in a given school activity. School personnel will



report any violations of this policy to the appropriate school administrator. ***School personnel involved in student activities will go over this policy with all students participating in that activity and the meeting will be documented.***

The administrator will take immediate action as outlined above and appropriate to the discipline plan.

Nothing in this policy will interfere with a student's due process rights or recourse under the Title IX Grievance Procedure.

### **AWARDS     *Appendix I***

At this time, Harlem Schools has one awards ceremony for student athletes in the Spring of the year. Please plan ahead and order awards as outlined in the purchasing procedure. We have an established "core" group of awards that will be given to all activities which include:

- Outstanding – "Most Valuable"**
- Most Improved – "Inspirational"**
- Extra-Mile – "Steady Eddy"**
- Attendance – "all practices and events"**

All evidence of these awards will be given to the AD at the end of each season. Additional recognition for students that have broken school records will be awarded by coaches and that list will be submitted to the AD at the end of the season.

**Athlete of the Year:** A rubric will be established for recognizing a female and male athlete of the year. We will also recognize a scholar athlete of the year based on a common rubric (male and female).

**Wall of Fame:** These are the established banners that are on the West wall of the big gym. All coaches will be held accountable for keeping their respective banners current.

### **Qualifications for Lettering:**

Varsity Letter qualifications will be determined by the coaches and the AD. These qualifications will be given to parents and students at the beginning of each activity.

#### ***Managers:***

The minimum qualifications for lettering as a manager of any of the preceding sports are:

- (1) attend all practices and games unless excused by the coach of the sport he/she is managing
- (2) he/she complete the season as a manager
- (3) he/she obey all the training rules as set forth in the athletic contract



## Appendix A

### Harlem Coach/Advisor Letter of Agreement

The mission of the Harlem School District's extracurricular/athletic program is to build the kind of character and leadership that will enable our students to be successful in high school and more importantly after high school. Building character in students is paramount. In light of this, coaches are asked to agree to the following principles. Failure to observe both the letter and spirit of this agreement may result in your release as a coach.

- 1) Read and conform to the Coaches Handbook.
- 2) It is the head coaches' responsibility to work with the Activities Director to check the eligibility of the participants in his/her program.
- 3) As a coach of the Harlem Wildcats sports program, you will be expected to adhere to all the rules set forth by the school board policy.
- 4) It's especially important that you set a proper example and refrain from;
  - A) Inappropriate language
  - B) Tobacco, drugs, or alcohol of any kind during school activities.  
(including practice)
  - C) Fraternalization with students and to avoid the appearance of impropriety.
- 5) It is the responsibility of the head coach to supervise the participants on trips at all times. (including meals)



- 6) At the end of the season, you need to turn in an accurate inventory.
- 7) It is the responsibility of the head coach to make sure that the manager does his/her job as described in the coaches' handbook and their job description that you give them.
- 8) You will have to evaluate your assistant coaches and turn them in to the activities director prior to getting paid.
- 9) It is the head coaches' responsibility to get a news article to the Blaine County Journal and Fort Belknap News by 12:00 Monday following the event.
- 10) Non-teaching coaches will need to turn in all keys prior to getting paid.
- 11) This letter of agreement is part of your coaching contract.
- 12) Have your assistant coaches sign this letter and return it to the activities director.

It is the Harlem High School mission to have a competitive program while maintaining an ethical, educational, and fun atmosphere.

Head Coach; \_\_\_\_\_ Date; \_\_\_\_\_

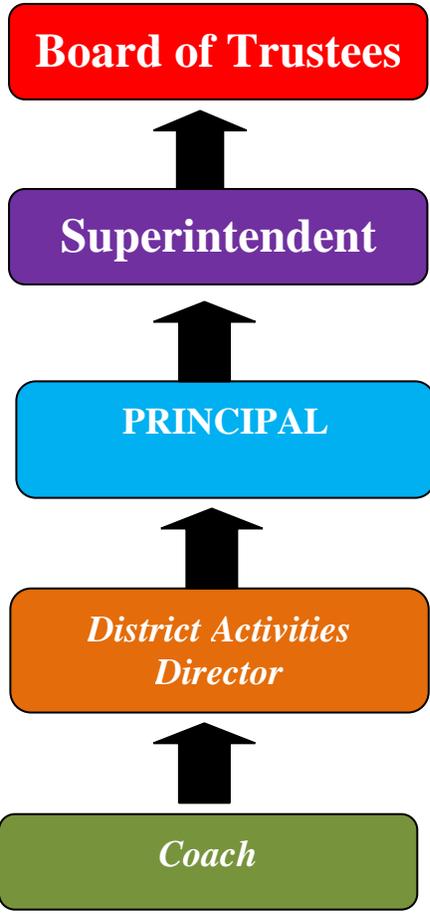
Activity; \_\_\_\_\_

Assistant Coach; \_\_\_\_\_ Date; \_\_\_\_\_

Activity Director \_\_\_\_\_ Date; \_\_\_\_\_

### Appendix B: Chain of Command chart





Board of Trustees - Superintendent - Principal – District Activities Director – Coach

*Appendix C: Board Policy 1700 and 1700 F – Universal Complaint*



The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those involving challenges to educational material and those governed by a collective bargaining agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under: (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

The Superintendent has the authority to contract with an independent investigator at any time during the complaint procedure process. Within fifteen (15) calendar days of the Superintendent's receipt of the independent investigator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary.

Level 1: Informal

An individual with a complaint is first encouraged to discuss it with the appropriate teacher, counselor, or building administrator, with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident.

When a complaint alleges violation of Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.



If either the complainant or the person against whom the complaint is filed is dissatisfied with the administrator's decision, either may request, in writing, that the Superintendent review the administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the complaint over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file a report and recommendation with the Superintendent. A coordinator may hire, with the approval of the Superintendent, an independent investigator to conduct the investigation. Within fifteen (15) calendar days of the Superintendent's receipt of the coordinator's or independent investigators report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary. If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 3: Superintendent

If either the complainant or the person against whom the complaint is filed appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: The Board

Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board



will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the

recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Level 5: County Superintendent

When a matter falls within the jurisdiction of a county superintendent of schools, the decision of the Board may be appealed to the county superintendent by filing written appeal within thirty (30) calendar days of the Board’s decision, pursuant to Montana law.

Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)  
Title II of the Americans with Disabilities Act of 1990  
§ 504 of the Rehabilitation Act of 1973

Policy History:

Adopted on: October 14, 2008

Revised on: April 15, 2009

**HARLEM SCHOOL DISTRICT # 12 UNIFORM COMPLAINT FORM (BP 1700F)**

**Original: Building Principal Copy to:  
Superintendent**

From: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

When a complaint has not been or cannot be resolved at Level 1, an individual must file this complaint form and it must be signed and dated with the signature of the person receiving the complaint form prior to being processed.

**LEVEL 1 – Informal meeting- when did this occur and what action was taken?**

**LEVEL 2 – Building Administrator - This written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident.**



Signature of Grievant

date

Signature of Person Receiving Grievance

date

*If either the complainant or the person against whom the complaint is filed is dissatisfied with the administrator’s decision, either may request, in writing, that the Superintendent review the administrator’s decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator’s decision.*

Fill in all the information for this complaint.

- Nature of the complaint – all facts, witnesses, and actions that are of concern on this issue.
- Description of the event or incident giving rise to the complaint (include all personnel involved)
- Additional information that could have an effect on this decision.

**Suggested Remedy:** Please describe any corrective action you wish to see taken.

**Investigation information Level 2:**

**Action on this complaint:**

**Sent to complainant:** \_\_\_\_\_ date

*If either the complainant or the person against whom the complaint is filed appeals the administrator’s decision provided for in Level 2, the Superintendent will review the complaint and the administrator’s decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent’s receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.*



**Level 3 Superintendent**

**Steps taken at this level:**

**Action by Superintendent:**

*If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.*

Level 4:

Date of receipt of written appeal \_\_\_\_\_

Action of the Board Chairperson \_\_\_\_\_

*Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board.*

*The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.*



Policy History

Adopted on: April 15, 2009 Revised  
on:

**Appendix D: Inventory**

Equipment and Supplies Inventory: 2015-2016

Sport: \_\_\_\_\_

Coach: \_\_\_\_\_

ITEM	NO.	Condition	Approx. cost

Uniform Inventory: 2015-2016

ITEM	NO.	Condition	When last purchased




**Appendix E: Coach Evaluation Coach/Extra-Curricular  
Supervision**

**Evaluation Form**

**Coach/Extra-Curricular Supervisor's Name:** \_\_\_\_\_

**Activity:** \_\_\_\_\_

<b>Evaluation Criteria</b>	<b>Unsatisfactory</b>					<b>Average</b>				
<b>Excellent</b>										
1. Planning and organization of team/activity	1	2	3	4	5					
2. Supervised athletes		1	2	3	4					
5										
3. Had clearly established rules and followed them	1	2	3	4	5					
4. Adherence to state interscholastic regulations	1	2	3	4	5					
5. Punctuality and attendance at practice	1	2	3	4	5					
6. Care and maintenance of supplied equipment	1	2	3	4	5					
7. Care of practice facility, locker rooms, building security	1	2	3	4	5					
8. Planned ahead and was organized for travel	1	2	3	4	5					
9. Turned in travel itinerary before trips	1	2	3	4	5					
10. Followed travel itinerary	1	2	3	4	5					
11. Conducted productive study times	1	2	3	4	5					
12. Checked in regularly with office and reported scores	1	2	3	4	5					
13. Worked cooperatively in setting up practice schedule	1	2	3	4	5					
14. Exemplified sportsman-like behavior and followed										



“Code of Ethics”	1	2	3	4	5
14. Enforced discipline and sportsman-like behavior consistently and according to established team/activity rules	1	2	3	4	5
15. Provided a positive experience for students	1	2	3	4	5

Additional Comments and/or Explanations of low marks given above: \_\_\_\_\_

---



---



---



---



---



---

Coach/Extra-Curricular Supervisor Comments: \_\_\_\_\_

---



---



---



---



---

**Signatures:**

\_\_\_\_\_  
Coach/Extra-Curricular Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Original: File  
Copy #1: Coach/Extra-Curricular Supervisor  
Copy #2: Superintendent



**Appendix F: Fundraising**

**Request for Approval: Fundraising**

**Date:** \_\_\_\_\_

**Proposed Event:** \_\_\_\_\_ **Location**  
**of Proposed Event:** \_\_\_\_\_ **Description:**

---

---

---

**What funds will be used for:**

---

---

**Requesting Club/Class:**

**Club/Class contact person:**

---

**Club/Class contact person signature/date:**

---

**Club/Class Advisor:**

---

**Club/Class Advisor signature/date:**

---





**6. What knowledge do you have about the sport you want to manage (or coach)?**

Appendix H: Athletic Contract  
(see Participation Guideline from student handbook)

**3350F**     HARLEM SCHOOLS EXTRACURRICULAR CONSENT FORM

I have received and have read and understand a copy of the Harlem Schools' "Extracurricular Activities Drug-Testing Program." I desire that \_\_\_\_\_ participate in this program and in the extracurricular program of Harlem Schools and hereby voluntarily agree to be subject to its terms for the entire high school career (grades 7-12). I accept the method of obtaining urine specimens, testing, and analyses of such specimens and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

Date: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\*\*\*\*\*

I, \_\_\_\_\_, have decided not to participate in any extracurricular activities sponsored by Harlem Schools for the remainder of this school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to urinalysis.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date







**Appendix**

**J: Coach Check off**

***CHECK OFF LIST FOR EXTRA-DUTY CONTRACTS***

- Collected by Activities Director
- Approved by Principal
- Directed to Business Office for payment

COACH: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_

DATE: \_\_\_\_\_

1. All uniforms in: (attach inventory) \_\_\_\_\_
2. All receipts/credit cards/etc. are in: \_\_\_\_\_
3. All equipment inventoried & supplies returned: (attach inventory) \_\_\_\_\_
4. Evaluation is completed, with the original given to the Supt.: \_\_\_\_\_
5. All KEYS turned in to the Principal: (Key(s) # \_\_\_\_\_) \_\_\_\_\_

Signature of Coach/Extra-Curricular Supervisor: \_\_\_\_\_

APPROVED FOR PAYMENT OF EXTRA DUTY CONTRACT:

\_\_\_\_\_  
Activities Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

cc: Business Office, Superintendent



**Appendix**

**K: Coach signature page**



Please sign and return by  
September 25, 2015.

I hereby acknowledge that I have received a  
copy of the 2015-2016 Coach/Advisor, Staff  
and Student Handbooks.

I understand that I will be held responsible  
for the information and guidelines that are  
included in the handbooks.

---



**Appendix**

Coach/Advisor signature

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**L: Confidentiality**



**HARLEM SCHOOL DISTRICT #  
12**



*"We are here to Provide a Learning Environment that Encourages Excellence."*

**STATEMENT OF CONFIDENTIALITY- Staff**

Due to the confidential nature of documents and conversations that are kept and or discussed in the school and through e- mail and phone messages, confidentiality is of utmost importance.

- All documents viewed must be kept in strictest confidence.
- All conversations heard must be kept in strictest confidence.

I also understand that in the event of a crisis, the superintendent (or her named designee) is responsible for providing all information about the incident to both staff and media, both during and after an incident. I understand that information regarding an incident shall not be shared through outside means-- such as Facebook, text messages or other forms of communication with the public or private entities.



