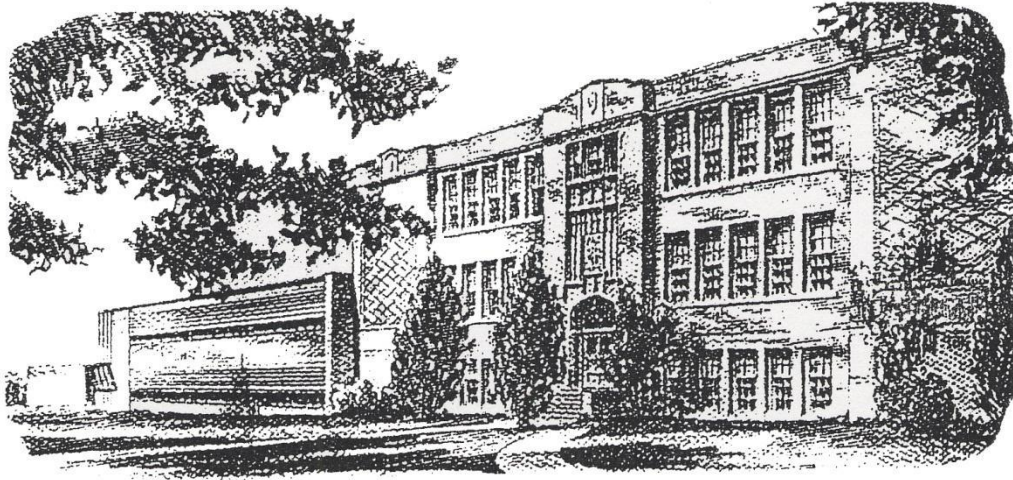


# *POWELL COUNTY* *HIGH SCHOOL*



**ACTIVITIES HANDBOOK**

**2023-2024**



## **P.C.H.S. EXTRACURRICULAR ACTIVITIES POLICY**

**Sections I-IV are included in the Training Rules parents and athletes are required to acknowledge prior to participation.**

### **I. PARTICIPATION POLICY**

- A. In order to participate in M.H.S.A. extracurricular activities at P.C.H.S. a student must meet the following criteria:
- B. Be academically eligible.
- C. Have a current activity ticket. If a student cannot afford one, a work program can be arranged, prior to the first competition, with the Athletic Director at minimum wage.
- D. Attend the student/parent/guardian meeting or make other arrangements.
- E. Have a current medical care card on file in the office.
- F. Have signed training rules on file in the office by the first practice.
- G. Have a current physical on file in the office by the first practice. Physicals are good for one academic year only
- H. The concussion impact test must be completed before participating in any athletic event.
- I. Have signed concussion acknowledgement forms on file in the office prior to the first practice.
- J. In the event of an injury that requires medical attention from a licensed healthcare professional, the athlete must have a release form from a licensed healthcare professional in order to resume practice/play.

### **II. PHILOSOPHY**

Healthy attitudes are essential for the success of any extracurricular activity. Rules and regulations are directed toward achieving that goal. Participants are representatives of the school when involved in activities.

- A. These programs exist to provide activities through which students may develop mentally, physically, and socially in a competitive climate.
- B. The coaches/advisors will have sole responsibility in determining team composition and individual involvement in the program. These decisions will be based on the ability of each participant to compete effectively and to comply with other criteria herein.
- C. PCHS prohibits student athletes from dual participation in sports during the same season without Athletic Director prior approval

### **III. RULES, REGULATIONS, AND CONDUCT OF ATHLETES**

Students engaged in activities shall:

- i. Be dependable
  - ii. Be competitive
  - iii. Be coachable
  - iv. Know the rules and live by them
  - v. Successfully complete the season to be eligible for awards and post-season honors.
- B. Students, realizing they represent their school and community, and that participation is a privilege and not a right, will:
  - i. Be well groomed in accordance with prevailing styles and coach's/advisor's wishes.
  - ii. Bring credit to the group, school and community.
  - iii. Not wear hats in any building while representing P.C.H.S.
  - iv. Comply with M.H.S.A. rules and refrain from wearing jewelry during practice and competition. (Athletes only)
- B. The following will be subject to suspension for a minimum of 10 days (unless stated otherwise):

- i. Stealing while representing the school.
  - ii. Use of, possession of, or citation for alcohol, tobacco, vaping devices, marijuana, drugs, or narcotics (except by prescription).
  - iii. Unsportsmanlike or inappropriate behavior may result in disciplinary action or suspension.
  - iv. The Board of Trustees reserves the right of expulsion for the remainder of the season.
  - v. A student suspended from the activity will be required to practice but will not travel or compete with the team. In the event the student is also suspended from school, they cannot practice until their school suspension has been served.
- B. With the beginning of the activity, participants are expected to adhere to the following curfew:
  - i. 10:30 pm Sunday through Thursday and on nights prior to competitive events.
  - ii. 1:00 am Friday and Saturday nights, except prior to competition. Athletes are expected to be home by these hours and in bed shortly thereafter. Exemptions from these hours for specific occasions may be made by the head coach and/or in conjunction with the athletic director. Failure to keep hours or to accept coaching/advisors directives and general conduct expectations may result in suspension from the activity.
- B. Participants are to be in compliance with the following:
  - i. M.H.S.A. and P.C.H.S. regulations regarding eligibility for participation.
  - ii. During the school week the participant must be in school the last two periods of the day of the scheduled event or practice. On a Saturday scheduled event the participant must be in school the last two periods of the last scheduled school day of the week. This will be subject to review by the Athletic Director and Principal.
  - iii. On M.H.S.A. trips, students are encouraged to ride the bus both ways, unless the student's own parent/guardian takes him/her home from the activity, or the student's parent/guardian has made prior arrangements with the chaperone and administration. Requests for release to persons other than the parents will be denied unless prior approval has been granted by the Athletic Director or Principal and coach.
- C. Appeal: The athlete may appeal disciplinary action to the coaches' council. The purpose of the council will be to deal with any appeal concerning the preceding training contract. The council will be composed of all head coaches, athletic director, cheerleading supervisor, and the school principal. The decision of the council may be to suspend all disciplinary action, but if this is not the case, disciplinary action will be per the contract. Further appeals must follow the organizational chart. (See the organizational chart in Section V)
- D. Higher Standard: To enable students to be the best they can be, P.C.H.S. coaches and advisors may set higher expectations of conduct. These expectations must be in writing, approved by the Athletic Director, and on file in the Athletic Director's office before the first official practice. If the coaches or advisors choose to establish a higher standard, they must also supply a written copy of their higher standards (with examples of consequences when the standards are not met) to parents and students at the beginning of the season.

## II. PARENTAL AUTHORITY FOR MEDICAL CARE

- A. It is understood that PCHS does not carry insurance on student athletes. Upon enrollment at PCHS each student will be required to sign a Parental Authority for Medical Care form. Parents/guardians are aware that they are responsible for medical bills incurred in sport-related injuries. It is strongly recommended that all students have insurance coverage.

## III. ORGANIZATIONAL CHART

Board of Trustees  
Superintendent  
Coaches Council (for training violations only)

Principal  
Athletic Director  
Head Coach/Advisor  
Assistant Coaches

The Athletic Director is responsible to the Principal for the conduct of the entire athletic program.  
The head coach in each sport is responsible for:

1. Program Development
2. Program Evaluation
3. Financial planning and management
4. Coordination, supervision and evaluation of assistants
5. Compliance with M.H.S.A. policies

**XXIX.SCOPE OF ATHLETIC PROGRAMS**

<b>PROGRAM</b>	<b>COACHES</b>	<b>SEASON</b>	<b>REGULAR SEASON CONTESTS</b>
Football			
Varsity	1	3 <sup>rd</sup> wk in Aug.	9
Junior Varsity	2	3 <sup>rd</sup> wk in Oct.	6
Freshmen	1		5
Volleyball			
Varsity	1	3 <sup>rd</sup> wk in Aug.	18
Junior Varsity	1	3 <sup>rd</sup> wk in Nov.	18
Freshmen	1	as above	18
Cross Country			
Girls, Boys	1	3 <sup>rd</sup> wk in Aug. 3 <sup>rd</sup> wk in Oct.	8
Wrestling			
Varsity	1	3 <sup>rd</sup> wk in Nov.	18
Junior Varsity	1	1 <sup>st</sup> wk in Feb.	18
Girls Basketball			
Varsity	1	3 <sup>rd</sup> wk in Nov.	18
Junior Varsity	1	1 <sup>st</sup> wk in Mar.	18
Freshmen	1	as above	18
Boys Basketball			
Varsity	1	3 <sup>rd</sup> wk in Nov.	18
Junior Varsity	1	1 <sup>st</sup> wk in Mar.	18
Freshmen	1	as above	18
Track			
Boys and Girls	4	2 <sup>nd</sup> wk in Mar. 3 <sup>rd</sup> wk in May	9

Golf Boys and Girls	2	2 <sup>nd</sup> wk in Mar. 2 <sup>nd</sup> wk in May	10
Softball Girls	2	2 <sup>nd</sup> wk in Mar. 2 <sup>nd</sup> wk in May	22
Cheerleading	1	3 <sup>rd</sup> wk in August- March	

### **TEAM SELECTION**

Due to constraints of practice time and space, uniforms, transportation, budget and number of coaches, P.C.H.S. may limit the number of players on these squads.

- B. Cut Policy: Students must fulfill participation standards to try out for the squad prior to the first scheduled practice. Players will be evaluated on skills, playing ability, and positive attitude. A minimum of four (4) practices will be held before cuts are made. Athletes who join a team after the first day of practice must do so on or before the fourth day. Players who were ineligible and have signed a letter of intent to play may be cut after they have participated in four (4) practices.
- C. Players will also have time to compete in drills where situations such as one on one, six on six, five on five are used to demonstrate their talents in game situations.
- D. Other factors considered by coaches in selection of the squad will be needs of the program, player's year in school or remaining eligibility, player's experience, cooperation and positive attitude.
- E. Coach has final discretion.

### **VIII. JOB DESCRIPTIONS**

#### **Athletic Director:**

Reports to: Principal

Supervises: Coaches and all athletic related support groups. (cheerleaders)

Job Goal: To develop and supervise a comprehensive athletic program that effectively meets the needs of the students of the district.

#### **i. Qualifications:**

- a. Current teachers certificate
- b. Minimum of five (5) years teaching/coaching experience
- c. Such alternatives to the above as the board may deem necessary and appropriate.

#### **ii. Performance Responsibilities:**

- a. Implement policies relating to the athletic program and assure consistency with stated philosophy of the school, conference, State and National High School Athletic Associations.
- b. Supervise all areas of the athletic program in conjunction with the Principal and Superintendent.
- c. Serve as the official representative of the school in matters relating to the athletics.
- d. Conduct an ongoing process of program evaluation and development.
- e. Serve as a consultant in selection of coaches and in the planning and building of athletic facilities.
- f. Supervise coaches.

- g. Serve as liaison between the various athletic programs, the administration, parents, teachers, and students.
- h. Establish and maintain a master schedule of all extracurricular activities including practice, games, and performances.
- i. Procure and file completed parental consent/physical forms.
- j. Authorize or arrange for transportation, lodging, and meals for activity trips.
- k. Hire and pay officials for home athletic contests.
- l. Procure and approve requisitions from coaches in ordering equipment and supplies.
- m. Supervise eligibility per school, league, and M.H.S.A. policies.
- n. Work in cooperation with the Superintendent to schedule the use of gyms and facilities.
- o. Make necessary preparations for home athletic contests.
- p. Supervise all business matters.
- q. Handle the administration of tickets.
- r. Prepare all written reports for specific contests.
- s. Make emergency decisions regarding activities when necessary.
- t. Perform specific related tasks as assigned by the Principal.
- u. The Athletic Director will be given one block in either fall or spring term, to perform these duties.
- v. The Athletic Director will supervise all athletes, both PCHS and visiting teams, until such time as all athletes have left the facility.

A. High School Head Coach:

Reports to: Athletic Director

Supervises: Assistant coaches, players and managers

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

i. Performance Responsibilities:

- a. Work closely with the Athletic Director in program development and implementation.
- b. Enforce M.H.S.A. and local administrative policies relating to athletics.
- c. Work closely with the Athletic Director in assignment, supervision and evaluation of the other coaches in the program.
- d. Monitor an athlete's academic progress and check on the eligibility of players as per M.H.S.A. and P.C.H.S. eligibility requirements.
- e. Work closely with the Athletic Director in scheduling contests and practices.
- f. Secure a complete Parental Approval/Physical Form from each player before he/she is allowed to compete.
- g. Inform players of training rules, enforce them consistently and uniformly, and notify the Athletic Director of any violation immediately.
- h. File an accident report with the Athletic Director immediately following an injury (Form XII).
- i. Account for all receipts of expenditures during trips. (Form XI)
- j. Prepare a program budget and submit to the Athletic Director as requested.
- k. Submit a written evaluation of program, personnel and recommendations for program improvement at the conclusion of each sports season.
- l. Coordinate and supervise the total program.
- m. Assist in preparing facilities for games and practices.

- n. Be responsible for care and security of all equipment and submit an inventory to the Athletic Director at the conclusion of the season.
- o. Join the Montana Coaches Association. (Recommended)
- p. Promote scholarship and work closely with the Athletic Director to minimize lost school time.
- q. Assist college-bound athletes in obtaining college scholarships.
- r. Instruct, warn and supervise athletes/students during practices, games and trips.
- s. Head coaches will supervise all PCHS athletes, until such time as all PCHS athletes have left the facility. Head coaches may be called upon to assist the Athletic Director in supervision of visiting athletes when the AD's duties require his attention elsewhere.
- t. Issue and collect training guidelines signed by athletes and their parents.
- u. Secure managers and student assistants, inform them of all duties, and oversee their involvement.
- v. Promote your sport and sportsmanship at pep rallies and through the news media.
- w. Develop an itinerary for all overnight trips and give a copy to athletes and the Athletic Director.
- x. Improve professional competence through reading, attending clinics, etc.
- y. Notify instructional staff well in advance of taking students out of school.
- z. Attend M.H.S.A. rules clinic.
- aa. Review assistant coaches' job responsibilities with the assistant coaches annually.
- bb. Complete the N.F.H.S. coaches Education Course.
- cc. Must obtain/maintain a valid CPR card and First Aid Card (at District's expense).
- dd. Assure that any out-of-season use of the gym adheres to MHSA policy.
- ee. Must complete the annual concussion training as required by Montana state law.
- ff. Develop a communication plan for athletes and parents and have it approved by the athletic director/principal

ii. Job Evaluation:

- a. The Principal and/or Athletic Director will perform evaluations at the conclusion of the sports season. The evaluation will be based on this job description and the coach's individual performance goals (Form XXXVI).

C. Assistant Coaches:

Reports to: Head Coach

Supervises: Student Athletes

Job Goal: To assist the head coach in developing a viable program.

- i. Performance Responsibilities:
- ii. Assume full responsibility for the team you are to coach.
- iii. Instruct, warn and supervise athletes/students during practices, games and trips.
- iv. Inform students/athletes of scheduled games and trips.
- v. Assume responsibility for the care of equipment issued to team members.
- vi. File a completed Accident Report with the Athletic Director for any injury to your team members (Form XII).
- vii. Assume any additional responsibilities assigned by the head coach.
- viii. Monitor an athlete's academic progress and check on the eligibility of your players as per M.H.S.A. and P.C.H.S. eligibility requirements.
- ix. Complete the N.F.H.S. coaches Education Course.
- x. Must obtain/maintain a valid CPR card and First Aid Card (at District's expense).

- xi. Must complete the annual concussion training as required by Montana state law.
- ii. Job Evaluation:
  - a. The head coach at the conclusion of the season will evaluate performance.

**D. Cheerleader Coach:**

Reports to: Athletic Director

Supervises: Cheerleaders and Mascot

Job Goals: To develop a program that will help project a positive sportsmanship attitude toward the school's athletic program.

i. Performances Responsibilities:

- a. Work closely with the Athletic Director in program development and implementation.
- b. Enforce M.H.S.A. and P.C.H.S. administrative policies relating to cheerleading.
- c. Monitor cheerleaders' and mascot's academic progress and check on the eligibility of the participants per M.H.S.A. and local eligibility requirements.
- d. Work with the Athletic Director in scheduling practices (regular season performances and any extra enhancing performances) so they comply with M.H.S.A. guidelines concerning support groups.
- e. Secure the completed parental approval physical form for each cheerleader/mascot before participation.
- f. Inform cheerleaders/mascot of training rules, to enforce them consistently and uniformly, and notify the Athletic Director of any violation immediately.
- g. File an accident report with the Athletic Director immediately following an injury (Form XII).
- h. Prepare a program budget and submit to the Athletic Director as requested.
- i. Be responsible for the care and security of all equipment.
- j. Instruct, warn and supervise cheerleaders/mascot during practices, games and trips.
- k. Issue and collect training guidelines signed by cheerleaders/mascot and their parents.
- l. Attend M.H.S.A. Rules Clinic.
- m. Ride with the cheerleaders when attending out of town contests.
- n. Complete the N.F.H.S. coaches Education Course.
- o. Must obtain/maintain a valid CPR Card and First Aid Card (at District's expense).
- p. Must complete the annual concussion training as required by Montana state law.

ii. Job Evaluation:

- a. The Principal and/or Athletic Director at the end of the winter sports program will evaluate performance. The evaluation will be based on this job description.

**IX. COACHES PRE-SEASON RESPONSIBILITIES**

- A. Ensure that training rules, physical forms and concussion-related forms are issued well in advance of the start of the season. See that no student/athlete practices or plays before these forms have been properly signed and returned to the coach. The cost of the physical is not the responsibility of the high school.
- B. Ensure that the above forms are submitted to the Athletic Director prior to the student/athlete's first practice.
- C. Inform student/athletes of the activity ticket policy.



- D. Inform students/athletes of their responsibility to have the required insurance form waiver completed.
- E. Meet with or contact the student/athlete and at least one parent/guardian prior to the first day of practice. This will be held in concurrence with the Athletic Directors meeting on program policies.
- F. Submit to the Athletic Director a team roster at least seven (7) days prior to the first scheduled event.
- G. Present parents with individual sports specific waivers. e.g. N.O.C.C.
- H. Prepare your Remind class and ensure that AD and Principal are members
- J. Prepare your rules and parent meeting materials

#### **X. COACHES POST-SEASON RESPONSIBILITIES**

Within two (2) weeks of the conclusion of the sports season, the following tasks should be accomplished and this checklist confirmed by the Athletic Director. No checks will be issued until all responsibilities are completed.

- i. All equipment collected except for items to be paid for by the student/athlete.
- ii. All equipment inventoried and submitted to the Athletic Director within 5 days of the end of the season.
- iii. Separate all equipment needing repair or to be discarded, box and label accordingly.
- iv. See that all equipment is returned clean and uniforms laundered.
- v. See that equipment room is neat and cleaned.
- vi. Submit to the Athletic Director within one (1) week of the conclusion of the season a list of all students/athletes who are to receive activity awards.
- vii. Submit recommendations for program development should be submitted to the Athletic Director.
- viii. Submit a written evaluation of all assistant coaches and recommendations for hiring or firing to the Athletic Director within one (1) month of the end of the season.
- ix. Conduct an awards/recognition program for all athletes and managers who participated the entire season.

#### **XI. COACHES CARE OF INJURED ATHLETES**

**Remember Most Important --** the injured student/athlete takes priority over everything.

- B. Coaches are cautioned to exercise great care in dealing with all injuries and particularly those of a serious nature. In all cases the coach should assure himself/herself that the injured athlete is receiving competent medical care. The following procedures should be followed:
  - i. Administer necessary first aid.
    - a. Keep student still, comfortable and reassured.
    - b. When in doubt, do not move injured athlete.
    - c. Stay with injured athlete.
    - d. Send someone to call for an ambulance.
    - e. Inform Athletic Director.
  - ii. Notify parents/guardians, if possible, and as soon as possible.
  - iii. If, in the judgment of the coach, the injury is serious, the school will take the responsibility for calling an ambulance if one is not present.
  - iv. When appropriate the coach will accompany the injured athlete to the hospital and arrange for treatment **if the parents/guardians are not there.** The coach should

- remain at the hospital with the injured athlete until the parents/guardians arrive. Brief the parents/guardians upon their arrival as to what occurred.
- v. An accident report **must** be filed with the Athletic Director for all injuries (Form XII)
  - vi. The coach should follow up on the progress of the injured athlete.
  - vii. The coach should provide the parents/guardians or the person receiving the injured athlete with aftercare instructions.
  - viii. In the absence of P.C.H.S. administration coaches have the authority to make decisions they feel appropriate and report to the Athletic Director upon return.
  - ix. In the event of an injury that requires medical attention from a licensed healthcare professional, the athlete must have a release from a licensed healthcare professional in order to resume practice/play.

## **XII. PHYSICAL EXAMS**

- ☐ physical examination is required for each student in order to be considered eligible to participate in an Association Contest. Physical examinations must be completed prior to the first day of practice. The examination must be certified by a physician, a physician assistant (PA), or a nurse practitioner (NP). The physical examination form developed by the M.H.S.A. Medical Advisory Committee and approved by the M.H.S.A. Board of Control must be used. The certification is valid for a period of one school year (M.H.S.A. Handbook, Article II, Section 3).
- B. The coach must have a signed Parental Approved Physical form before a high school athlete will be allowed to participate.

## **XIII. PARENTAL AUTHORITY FOR MEDICAL CARE**

It is understood that P.C.H.S. does not carry insurance on student athletes. Upon enrollment at P.C.H.S. each student will be required to sign a Parental Authority for Medical Care form (XIII). Parents/guardians are aware that they are responsible for medical bills incurred to sport related injuries. It is strongly recommended that all students have insurance coverage.

## **XIV. ACTIVITY TICKETS**

P.C.H.S. board policy requires all students involved in M.H.S.A. extracurricular activities have an activity ticket (BP3520). The cost is \$70.00. If a student cannot afford a ticket, a work program can be arranged at minimum wage. Revenue from activity tickets is used for meals, motels, fuel, officials, etc. Activity tickets will admit the holder to all athletic events, except tournaments and play-off games. Activity tickets must be purchased before the first contest. Replacement cost of an activity ticket is \$2.00.

## **XV. HIRING POLICIES**

Coaches -- P.C.H.S. will endeavor to hire the most qualified coaches for both male and female athletics. Each applicant will be required to fill out a coaching application (Form XXXVII). These will be screened and finalists selected for interviews by the selection committee (principal, athletic director, board members, and head coach in cases of hiring an assistant). First consideration will be given to the certified staff at P.C.H.S., then to School District #1. In accordance with Board Policy 5250, the Board reserves the right to hire/dismiss at its discretion. Those selected will be paid according to the negotiated salary schedule (Form XXXVIII).

- B. Officials -- P.C.H.S. will hire only M.O.A. officials for all scheduled athletic events. Due to the cost it may be necessary to hire from the closest official pool whenever possible.
- C. Bus Drivers -- P.C.H.S. will schedule bus drivers from qualified applicants, those with seniority having preference. If a conflict arises between a coach and a driver, the coach's wishes will be followed whenever possible. All bus drivers are required to have a current O.P.I. bus driver's certification file.
- D. Volunteers -- Head coaches may utilize volunteers for their individual athletic sport as long as the following criteria are met:
  - i. Head Coach and Administrative approval in advance
  - ii. The District must have a returned background check on file for each volunteer prior to working with athletes (PCHS Board Policy 5430)
  - iii. Volunteers must be current in First Aid and CPR, and provide a copy of their card to the District
  - iv. Volunteers must successfully complete the NFHS Coaches Education Program ([www.mhsa.org](http://www.mhsa.org))
  - v. Volunteers must successfully complete the NFHS Concussion in Sports Course ([www.mhsa.org](http://www.mhsa.org))
  - vi. Volunteers must participate in the annual Rules Clinic specific to the sport they're volunteering for
  - vii. Volunteers will not travel on team busses with the team, and will not be compensated for any services they provide
  - viii. Volunteers realize there is no expectation of continued service to the District
  - ix. The District does provide Workers Compensation for its volunteers

## **XVI. Random Drug Testing**

In accordance with BP 3350, students participating in extracurricular activities are subject to random drug testing. Each student wishing to participate in an activity will be provided the Consent Form (3350F), which shall be signed by the student and his/her parent/guardian. Refusal to sign the form will result in nonparticipation.

- A. Every student participating in an extracurricular activity will be added to the random pool, and remain in the pool for the entire school year.
- B. Random testing will occur during an activity season at a rate of twenty percent (20%) of the total pool begin tested each month.
- C. Whenever a student is added to the pool they will remain in the pool for the remainder of the academic year.
- D. If a student shows signs of drug use or intoxication, or a member of the administration has reasonable suspicion that student is using drugs, the principal/administrative designee may call the student's parent/guardian and request that the student be tested.

## **XVII. P.C.H.S. ELIGIBILITY POLICY**

- A. PCHS academic eligibility will be determined on a quarter basis.
- B. A student who is determined eligible at the beginning of the quarter is eligible for the entire quarter, provided the student is enrolled in four classes or equivalent. Eligibility begins Monday morning following the week in which the previous quarter ends.
- C. Grades earned for teacher aide positions or any other pass/fail grades will not be used in computing eligibility.
- D. An eligible student must be a member of the team by the first practice or have the approval of the Athletic Director. A prior injury not allowing the athlete to participate before the deadline is the only exception provided that the individual, at the beginning of the season, has expressed to the coach the intent to participate. The only exceptions will be for foreign exchange students, transfer students and those with military obligations.
- E. Students will have the opportunity to petition once per year to regain their eligibility. They must petition in writing the AD and principal within 24 hours of notice being given of their ineligible status. If their petition is granted, they will then have 10 days to bring their grades to an eligible status. During that 10 days, they will remain ineligible.
- F. Club participation will be determined by the club sponsor and Principal.
- G. If a student is enrolled in four academic classes (aide, study hall and OCR are not included) and earns an F, the majority of the student's remaining grades must be a "C" or higher. If a student is enrolled in three academic classes (aide, study hall and OCR are not included) and earns an F, the student will become ineligible.
- H. MHSA eligibility requires students to have earned a minimum of 2 credits in the previous 90 days.
- I. Students with an incomplete will remain eligible until an official grade is recorded.
- J. In order to be eligible to participate in a practice or game, the student must be in attendance at school the last two periods prior to the practice or game unless prior arrangements have been made with the Athletic Director or Principal. Students who will be leaving school early to participate in a game must remain in their classrooms until released by the public address system.

## **XVIII. SCHEDULING PRACTICE TIMES/STUDENT USE**

- A. The Athletic Director shall schedule all M.H.S.A. contests. Every effort shall be made to keep prime time varsity scheduling for female and male activities equal. Under no circumstances is a coach to schedule an event without prior knowledge and consent of the Athletic Director. This includes summer camps.
- B. Facilities Use: When there is conflict in prime-time use of a facility, P.C.H.S. will have those parties involved work out an equitable schedule for facility use. If this cannot be done, the Athletic Director will present the parties involved with an equitable schedule, which will be strictly adhered to. M.H.S.A. scheduled events take precedence over practice times.
- C. Student use of facilities: Students will not use school facilities without proper supervision. This is particularly true of high-risk areas such as the weight room, whirlpool, etc. The supervisor may be held liable for financial damages should an unsupervised student suffer an injury. A coach will be present at all times.

## **XIX. TRAVEL POLICY:**

Students representing PCHS for a school-sponsored activity are prohibited from participation in any gambling establishment. Violations will be handled at coaches' discretion. On M.H.S.A. trips, students are encouraged to ride the bus both ways, unless the student's own parent/guardian takes him/her home from the activity, or the student's parent/guardian has made prior arrangements with the chaperone and administration

- i. Coaches (chaperones) may release the student to the parent only after the parent has signed the coaches' sign-out sheet.
  - ii. Parents who wish to have their son/daughter ride home with another parent must make the request in writing and the request must be approved by both the coach (chaperone) and administration prior to the day of the contest.
  - iii. Requests for students to ride home with anyone other than the parent or the parents of another participant will not be honored without prior approval and proper form procedure. Requests made on the day of the contest may not be honored.
  - iv. Non-school personnel will not be allowed to travel on activity buses except in unusual situations.
  - v. Coaches have the authority to make necessary decisions when a P.C.H.S. administrator is not in attendance at the event site.
- B. Meals will not be provided for regular season contests unless an overnight stay is required.
- i. For regular season overnight trips, meals will be paid at the rate of \$10.00/meal. Coaches (chaperones) are expected to be prudent in their choice of dining establishments.
  - ii. All necessary meals will be provided for post-season play at the rate of \$10.00/meal. Coaches (chaperones) are expected to be prudent in their choice of dining establishments.
  - iii. A gratuity, up to 15%, will be added to the bill for only sit-down dinners.
- B. All departure times are to be approved by the Principal or Superintendent.
- C. Overnight trips:
- i. Regular season contests that would require overnight accommodations shall be avoided if at all possible.
  - ii. Tournaments:
    - a. District Basketball:
      1. When a district tournament is scheduled for four days and all games are scheduled for the evening, the team will not stay overnight unless deemed appropriate by the administration.
      2. Depending on the time of the contest and the time the team returns home, the participants may be excused for the first block the following day at the discretion of administration.
      3. If severe weather conditions would impose a threat to the safety of the participants, overnight accommodations will be arranged.
      4. The team may be allowed to stay overnight at a three-day district tournament if the team were to lose the semi-final game of Friday evening and then play again on Saturday morning. Staying overnight would not be required as the coach retains the right to determine what is in the best interest of the team.
      5. Accommodations will be arranged for the team to rest when the team plays both morning and evening games on the same day.
    - b. Divisional and State Basketball:
      1. If the tournament site is 100 miles or less from Deer Lodge, the three-day tournament guideline will apply.
      2. If the tournament site is more than 100 miles from Deer Lodge, the team will be allowed to stay.

- b. Post-season volleyball and wrestling:
  - 1. If the tournament site is more than 80 miles away, the team may be allowed to stay overnight at the discretion of administration because the team may have multiple contests in a single day and the times of these contests cannot be determined far enough in advance to make firm travel plans.
- b. Post-season football:
  - 1. If the playoff site is less than 150 miles from Deer Lodge, the team will not stay overnight.
- b. Post-season track, golf and softball:
  - 1. If the site is less than 100 miles from Deer Lodge, the team will not stay overnight.
- b. Cheerleaders:
  - 1. Cheerleaders will not travel to regular season out-of-town contests.
  - 2. Cheerleaders and coaches will ride the team bus to postseason tournaments at the discretion of the superintendent. Any performance by cheerleaders at a postseason game must be approved in advance by the administration and will be permitted only if the cheerleaders are already on site. Any performances at tournaments must coincide with PCHS bus schedules for the teams in competition. A maximum of twelve (12) cheerleaders, including managers will be allowed to travel.
  - 3. If there is a conflict between a tournament at home and a tournament away, the cheerleaders will perform at the home tournament.
  - 4. If there is a conflict between two tournaments away, cheerleaders will alternate between the two tournaments. The Athletic Director will make the initial decision as to which tournament cheerleaders will attend first.

**XX. TRANSPORTATION:** Will be provided on an equal basis for both sexes. The longest scheduled trip (when a conflict arises) shall take the most suitable bus for the team capacity.

- a. Buses **will not** carry more passengers than the adult rating capacity, including the driver.

**XXI. SCOUTING:** The head coach is encouraged to plan scouting trips well in advance (these should be kept to a minimum). Good planning and videotape exchanges will help minimize expense. P.C.H.S. will pay a flat rate of \$50.00 per scouting trip. Students will not be allowed to accompany coaches.

**XXII. CLINICS:** The M.H.S.A. rules clinic is the only clinic that is mandatory. The school will be fined if not represented at the M.H.S.A. rules clinic. If the coach does not attend the clinic, he/she will be responsible for the fine. Other clinics are offered and coaches are encouraged to attend.

**XXIII. BUDGETING/ORDERING:**

- a. In March of each year, each head coach will be asked to submit a budget of needed supplies for his/her program on a form provided by the Athletic Director. All expenses should be anticipated because limited finances will not allow for unanticipated needs to be funded.
- b. Once the budget is received the Athletic Director and the Principal will review it. Items felt unnecessary will be discussed with the coach and kept or deleted as deemed reasonable or unreasonable.
- c. All orders **must** be placed through the Athletic Director on student activity or general fund purchase orders. Failure to do so will result in the party placing the order being held personally responsible for payment.
- d. The Superintendent **MUST** authorize all P.C.H.S. purchases.

#### **XXIV. UNIFORMS/ACCESSORIES/EQUIPMENT/SUPPLIES POLICY:**

Major purchases shall follow this rotation plan:

<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
BBB (navy)	BBB (white)	Football (navy)	Wrestling
GBB (navy)	GBB (white)	Volleyball	XC
Choir	Football (white)	Band	Golf
	Cheerleading	Softball	Cheerleading
			Track
<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>
BBB (navy)	BBB (white)	Football (navy)	Wrestling
GBB (navy)	GBB (white)	Volleyball	XC
Choir	Football (white)	Band	Golf
	Cheerleading	Softball	Cheerleading
			Track

Only a home or an away uniform will be purchased during a team's year of rotation. For example: during the 2019-2020 fiscal year Boys' and Girls' Basketball (white), Cheerleading and Football (white) uniforms will be purchased. This will make for a five (5) year rotation plan. Old uniforms will be handed down to the next level of competition.

- B. During off years teams will purchase only necessary materials agreed upon by the head coach, athletic director and administration.
- C. Training supplies will be allotted a budget of \$2,000.00-\$3,000.00 a year. These will be determined by budget requisition and ordered in one block by the Athletic Director.

#### **XXV. CHEERLEADING POLICY**

Cheerleading tryouts will be held in the spring prior to the cheerleading seasons. Proof of a medical physical is required prior to tryouts and practice. Cheerleaders may try out for both seasons or either fall or winter seasons at this time. However, a final roster will not be determined until the beginning of the school year to allow new transfers or foreign exchange students the opportunity to try out. If there are available positions in November, an additional try out will be held for those interested. Those cheerleaders selected in the spring for the winter season will not need to tryout again as they were already selected.

- B. The cheerleading squad will consist of one varsity squad that may have a maximum of twelve (12) cheerleaders. The junior varsity squad may have a maximum of eight (8) cheerleaders. The Mascot position will be held by one person for either fall or winter seasons.
- C. No one will represent PCHS as a cheerleader, except those selected.
- D. Cheerleaders must turn in a physical form before the first practice and follow the Recommended Guidelines for Cheerleading Safety.

- E. The varsity cheerleaders will travel to postseason contests with the team when approved by the Athletic Director and Principal.
- F. The cheerleading coach will be the approved chaperone unless prior arrangements have been made with the Athletic Director and/or Principal.
- G. The Mascot will follow the same rules as the cheerleaders.

## **XXVI. SEX EQUITY/GRIEVANCE POLICY**

Title IX/504 Policy: P.C.H.S. will not discriminate on the basis of sex, race, color, religion, national origin, age, physical or mental disability, political belief or marital or parental status in its education programs, its activities, or its employment practices. Inquiries or complaints regarding discrimination should be directed to Mr. Rick Duncan, Title IX coordinator for P.C.H.S., telephone number 846-2757, ext. 26.

### **H. Grievance Procedure:**

- i. **Level 1 --** The student, parent, or guardian with a grievance should first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally.
- ii. **Level 2 --** If the grievance is not resolved informally and the grievant wishes to pursue the grievance, he/she may formalize it by filing a grievance in writing. The grievance shall state: 1) The nature of the grievance; 2) The remedy requested; and 3) The signature of the grievant. The filing of a written grievance at Level 2 must go to the coordinator within ten (10) days of the event, giving rise to the grievance or from the date the grievant would reasonably become aware of such occurrence. The coordinator shall investigate and attempt to resolve the grievance. A written report regarding the decision and/or action of the coordinator will be sent to all concerned parties within fifteen (15) days after receipt of the written grievance.
- iii. **Level 3 --** If the grievance is not resolved at Level 2, either party may process a written appeal to the Superintendent within ten (10) days of receiving the report from the coordinator. The parties may request a meeting with the Superintendent or the designee and the coordinator. The meeting(s) shall be held within ten (10) days after receipt of the written appeal. A written report regarding the decision or action of the Superintendent will be sent to all parties within fifteen (15) days after receipt of the report.
- iv. **Level 4 --** Either party may process the grievance beyond the decision reached in Level 3 by filing the written grievance within ten (10) days with the Chairperson of the Board of Trustees. Upon receiving the grievance, the matter shall be placed on the agenda of the Board of Trustees for consideration at the next regular meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of said meeting.
- v. **Level 5 --** Either party may appeal the decision of the school board by filing a Notice of Appeal with the County Superintendent within thirty (30) days after the final decision of the Board pursuant to the rules of school controversy.

## **XXVII. MEDIA POLICY**

### **Publicity**

- i. It is the responsibility of each head coach to call in the score after each home contest.



## **XXVIII. STUDENT RECOGNITION POLICY:**

Letter awards: Upon earning a first letter the student shall receive a letter certificate, a chenille letter, appropriate pin and letter bar. Each subsequent letter in a different sport shall earn the student athlete a letter certificate and appropriate pin. After this, the student athlete shall receive only the letter certificate and a letter bar up to a total of four (4) bars indicating year in school lettered.

- I. Letter criteria: All participants of a sport must successfully complete the season. Rules are subject to change by new coaching staff. Criteria will be distributed at the parent meeting.
- i. Athletes in all sports/activities must not have any training rule violations.
  - ii. Football -- participate in 16 regular season quarters or coach's discretion.
  - iii. Basketball -- (Boys) -- participate in 50% of the regular season quarters, be a member of the district tournament team, or coach's discretion. (Girls) -- Varsity letters are awarded to those managers and players who have made the official tournament team and have played in at least two varsity games during the regular season or to players who would have made the tournament team if injury or other such circumstances had not occurred, or coach's discretion.
  - iv. Cross Country -- selected as one of the seven members to run at State, or run a cross country race in 24:30 (girls) 19:30 (boys) or under, or make every practice and every meet during the season, or coach's discretion.
  - v. Wrestling -- All wrestlers (JV and Varsity) have the opportunity to earn a letter. There are several ways to accomplish this: earn 60 team points during the season, earn 5 team points at divisional, qualify for the State Tournament, or become a Little Guy wrestling coach (which requires full participation). Managers can earn a school letter with full participation in the program. They will be required to perform the necessary duties and finish the year with an acceptable rating.
  - vi. Volleyball -- Varsity letters are awarded to those managers and players who participated in at least 1/3 of the varsity games during the regular season or by coach's discretion. All managers and players must complete their seasons and not be removed from the team due to training or disciplinary reasons. Track -- score 10 varsity points in meets during the year, or advance to the divisional track meet by placing at the district track meet, or qualify for the Top Ten meet in Missoula, or coach's discretion.
  - vii. Golf -- meet the state 18-hole qualifying standard or coach's discretion.
  - viii. Cheerleaders/Mascot -- A varsity cheerleader will letter if he/she attends tournaments. The cheerleader must also have performed one major performance other than the light routine. If a cheerleader agrees to participate in both fall and winter seasons and does not finish both seasons, the cheerleader will not letter.
  - ix. Softball -- participate in at least 15 varsity innings, is a member of the team that travels to the state playoffs, or by the coach's discretion.
- C. Recognition ceremonies: student athletic awards will be presented at award ceremonies that are organized by each head coach.
- D. Wall of Fame: for a player to appear on the Wall of Fame in the P.E. room he/she must meet the following criteria:
- i. Be a first-team all-state selection.
  - ii. Be an individual state champion in wrestling, track, cross-country, or golf.
  - iii. Be selected to play/participate in the following:
    - a. East-West Shrine Football Game
    - b. Montana-Wyoming All-Star Basketball Game

- c. Mon-Dak All-Star Football Game
- d. Montana All-Star Invitational Golf
- e. Wrestling Tournament of Champions

E. Weston and Rotary Awards:

- i. The football coaches and Athletic Director will select the Weston Award. A committee will select the Rotary Award after receiving nominations from the coaches of the female sports.
  - a. The Weston Award is for the most inspirational football player.
  - b. The Rotary Award is for the outstanding contribution to female athletics.

**XXVIII. PROMOTION OF ALL SPORTS**

- A. Coaches of all sports are invited to hold assemblies, field trips or other promotions that might encourage participation. Scheduling and arrangements for these must be done through the Athletic Director and be approved by the administration.

**XXIX. RECRUITING/COLLEGE BOUND**

Coaches are to promote and assist their athletes in procuring scholarships.

**XXX. BOOSTER CLUBS**

- A. P.C.H.S. will accept any monetary or equipment donations from outside organizations, which are gender neutral.
- B. Each year P.C.H.S. will contract with the Warden Booster Club for sale concessions.
- C. **All requests for purchases for equipment, uniforms, or supplies must be in writing and be approved by the Superintendent before being submitted to the Booster Club.**
- D. All requests for specialized activities must have prior administrative approval.

**XXXI. SECURITY**

- A. Coaches need to remember unsupervised students/athletes, buildings and equipment constitute a risk for themselves and the district. This would include locker and weight rooms. Do not leave students unsupervised.
- B. After home, and returning from away contests, do not leave the building until all of your team members have departed. Upon leaving, coaches are to evacuate the building, turn off the lights and lock the doors unless another staff member is present to assume responsibility.
- C. At away contests, if a potential risk develops, contact the other school's administration for security and keep all team personnel together.
- D. Locker rooms and weight room are to be locked when not occupied.

**XXXII. PERSONAL POSSESSIONS**

Students are reminded to secure valuables during practice and games. To avoid loss, valuables should be taken from the locker room or secured in a locked locker. P.C.H.S. is not responsible for loss or damage to personal possessions if they are not secured. If you do not have a locked locker, make arrangements with the coach prior to practice.

### **XXXIII. UNIVERSAL AIDS (Acquired Immune Deficiency Syndrome) PRECAUTION FOR COACHES**

Using barrier precautions -- wear rubber gloves whenever touching open skin, blood, body fluids, or mucous membranes. Change gloves after contact with each athlete. You may wear a mask or protective eyewear if the care you are giving is likely to produce droplets of blood or body fluids. These barriers will prevent exposure of the mucous membranes of the mouth, nose, or eyes to the blood or body fluids.

- B. Washing hands -- wash your hands with soap and water immediately after exposure to blood or body fluids even if you used gloves.
- C. Cleaning surfaces -- any surface (e.g. counter, floor, pool deck, wrestling mat) must be thoroughly washed after blood has come in contact with it. Use a household bleach solution of one (1) part bleach and ten (10) parts water as a cleaner.
- D. Disposing of sharp objects -- you will not be involved in the use of hypodermic needles; however, you may need to dispose of scalpel blades or callous cutters. Place all sharp implements being discarded into a red container specifically designed for disposal of the implements.
- E. Avoid contamination -- do not allow athletes to share towels contaminated with blood or bloody body fluids. Provide a receptacle lined with a plastic bag to isolate contaminated washable items before laundering.
- F. Disposing of soiled linens -- discard towels and clothing contaminated with blood or bloody body fluids in a receptacle designed for that purpose. These materials should be double-bagged and handled as infectious material by laundry personnel. The items should be washed in a detergent with hot water.
- G. Covering wounds -- be sure that all athletes' wounds are well covered before practice or competition. Not only will the bandage protect the injured site, but it will also decrease the probability of others coming in contact with the athlete's blood.
- H. Providing CPR -- although saliva has a very low risk of AIDS virus transmission, the use of breathing bags and masks allow additional protection while performing CPR (cardiopulmonary resuscitation) effectively without mouth-to-mouth contact.
- I. Providing care when you have an open wound -- if you have an open wound, especially on the hands, avoid providing first aid care of injuries involving bleeding and body fluids until your wound is healed. If you must care for an athlete, **wear gloves**.
- J. Note: Adopted from guidelines provided by the U.S. Public Health Service, Centers for Disease Control.

### **XXXIV. POLICY FOR HANDLING BLEEDING:**

- A. Some school administrators have expressed concern to the N.D.H.S.A.A. office with the HIV virus infection and the resulting AIDS. With proper care and precautions, transmission of this virus can be reduced or eliminated.
- B. In the area of interscholastic activities, specifically contact sports such as wrestling and football, some alarm has been expressed regarding the presence of HIV virus in sweat, saliva and bleeding from minor injuries. Some important things to remember are:
  - ii. There is no evidence that the AIDS virus is transmitted by either saliva or sweat. Therefore, efforts need to be concentrated in the area of the minor injuries that result in bleeding.
  - iii. Proper handling of these situations by coaches, officials and competitors will greatly reduce the possibility of any transmission of AIDS if the disease infects the wrestler who is bleeding. The possibility of transmitting AIDS in this manner is much less than the

possibility of transmitting other very dangerous blood borne viral infections such as Hepatitis B. However, the chance of transmitting AIDS virus is not zero. Therefore, precautions should be taken to insure that no transmission could occur.

- iv. If a wrestler sustains a minor bleeding problem (and most bleeding problems in wrestling result from minor injuries in the nose area) the match should be stopped, the bleeding stemmed, and any blood on the mat should be wiped off using bleach solution (one part bleach to ten parts water). This same solution should be used to wipe any blood off the opponent's skin. It should be noted that there also are many other disinfectants that are very successful in combating the HIV virus such as isopropyl alcohol. If any of the blood has gotten on the opponent's uniform, unless the opponent has an open cut or unskinned area on his body, it is **not** necessary to clean the uniform at this point. If there is an open cut or unskinned area, then the uniform should be wiped with the bleach solution.
- v. If an official should get blood on him, he should do the same as the competitors -- use the bleach solution to wipe the area of blood.
- vi. Disposable towels should be used in all clean up and then placed in a sealed container near the mat.

#### **XXXV. COACHING ETHICS**

- A. BE LOYAL -- if you have a problem go through the chain of command to resolve it, if possible.
- B. Be a good example in conduct, sportsmanship and appearance.
- C. Discuss team personnel only in the proper channels.
- D. Rules -- know, understand and abide by all M.H.S.A. and Federation rules and regulations. Violation of said rules resulting in fines will be deducted from your coaching salary.
- E. School employees will be in school on game day.
- F. If you are ill on practice day, give the responsibility of the practice to your assistant coaches.
- G. Coaches will not work with athletes who are currently participating in a sport under the supervision of another coach.

**EVALUATION OF HEAD COACHES**  
**FORM XXXVI**

Name \_\_\_\_\_ Date \_\_\_\_\_

Assignment \_\_\_\_\_

This evaluation is based on observations at \_\_\_\_\_ games and \_\_\_\_\_ practices.

3 - Exceptional      2 - Satisfactory      1 - Needs Improvement      0 - Not Applicable

**I. PROFESSIONAL PERFORMANCE:**

1.1	Professional growth through reading, clinics, etc.	3	2	1	0
1.2	Rapport with other coaches and teachers.	3	2	1	0
1.3	Encourages good sportsmanship by example.	3	2	1	0
1.4	Promotes the sport through news media, pep rallies, Parents' night, etc.	3	2	1	0
1.5	Develops respect by example in appearance, manners, behavior, language and interest in athletes.	3	2	1	0
1.6	Appropriate dress at practices and games.	3	2	1	0
1.7	Rapport with parents.	3	2	1	0
1.8	Is active in program development.	3	2	1	0
1.9	Show interest in athletes other activities.	3	2	1	0
1.10	Cooperates in staff recruitment and development.	3	2	1	0
1.12	Attends MHSA rules clinic.	3	2	1	0

**II. COACHING PERFORMANCE:**

2.1	Has long range plan for sequential skill development.	3	2	1	0
2.2	Effectively teaches skills.	3	2	1	0
2.3	Practices are well organized and utilizes time effectively.	3	2	1	0
2.5	Effectively motivates athletes.	3	2	1	0
2.6	Is knowledgeable in matters pertaining to the sport.			3	2
					1
					0
2.7	Has individual and team discipline.	3	2	1	0
2.8	Offers or suggests an effective off-season program.	3	2	1	0
2.9	Places athletes' well being foremost.	3	2	1	0
2.10	Effectively promotes good team morale.	3	2	1	0
2.11	Practices and games are well supervised.	3	2	1	0

**III. PROGRAM MANAGEMENT:**

3.1	Is prompt in getting reports to Athletic Director.	3	2	1	0
3.2	Keeps Athletic Director informed.	3	2	1	0
3.3	Demonstrates responsibility in financial management.	3	2	1	0
3.4	Responsible in care of facilities and equipment.	3	2	1	0
3.5	Is cooperative in sharing facilities.	3	2	1	0
3.6	Enforces M.H.S.A. and local administrative policies.	3	2	1	0
3.7	Monitors athletes' academic progress and M.H.S.A.	3	2	1	0

	eligibility.				
3.8	Requires complete physical before participation.	3	2	1	0
3.9	Informs players of training rules and enforces them.	3	2	1	0
3.10	Informs players of insurance coverage and files Accident Reports promptly.	3	2	1	0
3.11	Notifies instructional staff well in advance of taking athletes out of school.	3	2	1	0
3.12	Develops itinerary and request checks well in advance of trips.	3	2	1	0

STRENGTHS:

AREAS NEEDING IMPROVEMENT:

RECOMMENDATIONS:

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Coach

---

Evaluator

**EVALUATION OF ASSISTANT COACHES**  
**FORM XXXVI-2**

Name \_\_\_\_\_ Date \_\_\_\_\_

Assignment \_\_\_\_\_

This evaluation is based on observation at \_\_\_\_\_ games and \_\_\_\_\_ practices.

3 - Exceptional      2 - Satisfactory      1 - Needs Improvement      0 - Not Applicable

**I. PROFESSIONAL PERFORMANCE:**

1.1	Professional growth through reading, clinics, etc.	3	2	1	0
1.2	Rapport with other coaches and teachers.	3	2	1	0
1.3	Encourages good sportsmanship by example.	3	2	1	0
1.4	Develops respect by example in appearance, manners, behavior, language and interest in athletes.	3	2	1	0
1.5	Appropriate dress at practices and games.	3	2	1	0
1.6	Rapport with parents.	3	2	1	0
1.7	Is active in program development.	3	2	1	0
1.8	Shows interest in athletes other activities.	3	2	1	0

**II. COACHING PERFORMANCE:**

2.1	Effectively teaches skills.	3	2	1	0
2.2	Practices are well organized and utilizes time effectively.	3	2	1	0
2.4	Effectively motivates athletes.	3	2	1	0
2.5	Is knowledgeable in matters pertaining to the sport.	3	2	1	0
2.6	Has individual and team discipline.	3	2	1	0
2.7	Places athletes' well-being foremost.	3	2	1	0
2.8	Effectively promotes good team morale.	3	2	1	0
2.9	Practices and games are well supervised.	3	2	1	0

**III. PROGRAM MANAGEMENT:**

3.1	Is prompt in getting reports to head coach.	3	2	1	0
3.2	Keeps head coach informed.	3	2	1	0
3.3	Responsible in care of facilities and equipment.	3	2	1	0
3.4	Is cooperative in sharing facilities.	3	2	1	0
3.5	Enforces MHSA and local administrative policies.	3	2	1	0
3.6	Informs players of training rules and enforces them.	3	2	1	0
3.7	Files Accident Reports promptly.	3	2	1	0

STRENGTHS:

AREAS NEEDING IMPROVEMENT:

RECOMMENDATIONS:

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Coach

Evaluator



**POWELL COUNTY HIGH SCHOOL  
EXPENSE REPORT  
FORM XI**

Activity\_\_\_\_\_Date\_\_\_\_\_No. Of People\_\_\_\_\_

Destination\_\_\_\_\_Miles traveled\_\_\_\_\_

Meals -----Place

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Meals \$ \_\_\_\_\_

Motels -----

Place

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Motels \$ \_\_\_\_\_

Bus\_\_\_\_\_

Total Bus \$ \_\_\_\_\_

Total Misc. \$ \_\_\_\_\_

Total Expenses \$ \_\_\_\_\_

Check Number \_\_\_\_\_

Amount Drawn \$ \_\_\_\_\_

Amount Returned \$ \_\_\_\_\_

**SCHEDULE B  
EXTRACURRICULAR SCHEDULE  
FORM XXXVIII**

<b>YEARS</b>	<b>LEVEL I</b>	<b>LEVEL II</b>	<b>LEVEL III</b>
0/1	2325	1625	1225
2/3	2425	1700	1275
3/4	2525	1775	1325
4/5	2625	1850	1375
5/6	2725	1925	1425
6/7	2825	2000	1475
7/8	2925	2075	1525
8/9	3025	2150	1575
9/10	3125	2225	1625
10/11	3225	2300	1675
11/12	3325	2375	1725
12/13	3425	2450	1775
13/14	3525	2525	1825
14/15	3625	2600	1875
15/16	3725	2675	1925
16/17	3825	2750	1975
17/18	3925	2825	2025
18/19	4025	2900	2075
19/20	4125	2975	2125
19/20	4225	3050	2175

**LEVEL I**

Head Football  
Head Boys Basketball  
Head Girls Basketball  
Head Wrestling  
Head Volleyball  
Head Track (B&G)  
Head Softball  
Performance Music  
FFA  
Sexual Harassment

**LEVEL II**

Assistant Football  
Assistant Boys Basketball  
Assistant Girls Basketball  
Assistant Wrestling  
Assistant Volleyball  
Assistant Track  
Assistant Softball  
Head Cross Country (B&G)  
Head Golf (B&G)  
Head Cheerleading (2)

**LEVEL III**

FCCLA  
Pep Band  
Drama  
Technology Coordinator  
Student Council  
Assistant Cheerleading  
National Honor Society  
Assistant Cross Country (B&G)  
Assistant Golf (B&G)

Experience based only on experience at Powell County High School. The Board reserves the right to determine which positions will be filled and to whom contracts will be offered.

**POWELL COUNTY HIGH SCHOOL  
COACH'S APPLICATION  
FORM XXXVII**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Position Applying for \_\_\_\_\_

EDUCATION:

High School \_\_\_\_\_ Graduation Date \_\_\_\_\_

College \_\_\_\_\_ Graduation Date \_\_\_\_\_

Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

COACHING EXPERIENCE:

Paid Positions:(Distinguish between head and assistant positions.)

Employer \_\_\_\_\_ Position \_\_\_\_\_ Age level \_\_\_\_\_ Years \_\_\_\_\_

Unpaid Coaching Experience:

Position & Location \_\_\_\_\_ Years \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPORTS PARTICIPATION

High School & Sport \_\_\_\_\_ Years \_\_\_\_\_ Letters \_\_\_\_\_

College & Sport \_\_\_\_\_

ANYTHING YOU FEEL SHOULD BE CONSIDERED IN EVALUATING THIS APPLICATION:

REFERENCES: (Give Name, Title, Address, Phone Number)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Do you have a First Aid Card? \_\_\_\_\_

Do you have a school bus driver's certificate? \_\_\_\_\_

**POWELL COUNTY HIGH SCHOOL**

**709 Missouri Avenue**

Deer Lodge, Montana 59722

**STUDENT ACCIDENT REPORT  
FORM XII**

_____	_____	_____	_____
Full Name of Student	Age	Sex	Grade
_____	_____		
Address	Phone		
_____	_____		
Parent or person notified	Time notified		
_____	_____ a.m. _____ p.m.		
Treatment given by (clinic, home, etc.)	Time released from school		
Description of accident: _____			
_____			
_____			
Nature of injury: _____			
_____			
Description of activity and place of accident: _____			
_____			
_____	_____ a.m. _____ p.m.	_____	
Date of accident	Time of accident	Day of week	
_____	_____		
Coach/Teacher on duty	Witnesses		
Comments: _____			
_____			
_____			
_____	_____		
Administration	Date		

**PARENTAL AUTHORITY FOR MEDICAL CARE FORM, FORM XIII**

We authorize Powell County High School, Administration, Faculty and Staff in charge of the student to obtain all necessary emergency medical care and authorize any licensed physician and/or medical personnel to render necessary emergency medical treatment to the student.

**THIS AUTHORIZATION WILL BE USED ONLY WHEN THE PARENT CANNOT BE CONTACTED AND MEDICAL ATTENTION IS CONSIDERED TO BE NECESSARY!**

STUDENT SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**EMERGENCY INFORMATION:** In the event of any emergency, the following two people can be notified:

1. Name: \_\_\_\_\_ Relation to student: \_\_\_\_\_

Phone (work): \_\_\_\_\_ (Home): \_\_\_\_\_

2. Name: \_\_\_\_\_ Relation to student: \_\_\_\_\_

Phone (work): \_\_\_\_\_ (Home): \_\_\_\_\_

**THE SCHOOL DISTRICT DOES NOT PROVIDE MEDICAL INSURANCE BENEFITS FOR STUDENTS ENROLLED WITHIN POWELL COUNTY HIGH SCHOOL. INSURANCE:**

Name of Insurance Company: \_\_\_\_\_

ALLERGIES, ILLNESS, PREVIOUS INJURIES, DEFECTS, PRESCRIBED MEDICATIONS:

\_\_\_\_\_  
\_\_\_\_\_

**PHYSICIAN:** The name and address of the student's doctor is:

NAME: \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_

ADMINISTRATION SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**POWELL COUNTY HIGH SCHOOL DISTRICT LIABILITY WAIVER**

In special circumstances, a student may be released to travel with an adult.

Students will not be released to travel with other students or anyone less than 21 years of age.  
Before such release will be authorized, a Powell County High School District Waiver must be picked up by the parent and completed at the school.

I/We as parent(s) and/or legal guardian(s) of \_\_\_\_\_

Authorize his/her release to \_\_\_\_\_

in order to attend an activity to be held in \_\_\_\_\_

\_\_\_\_\_ on \_\_\_\_\_  
(Date)

I/We hereby relieve Powell County High School District and its agents of any liability toward our son/daughter after the release is completed.

**AUTHORIZED:**

\_\_\_\_\_  
Parent(s) Signature

\_\_\_\_\_  
Pupil's Signature

\_\_\_\_\_  
Building Administrator's Signature

XX

I have been authorized by the parent(s) and/or legal guardian(s) to assume responsibility for \_\_\_\_\_

\_\_\_\_\_ and thereby accept full responsibility at \_\_\_\_\_  
Time/Date of Release

Signature of Authorized Adult \_\_\_\_\_

Note: This form is to be completed at school and a copy retained at school. Original to be carried with the sponsor and returned to school after signed by authorized adult.

## PARENTAL CHECK OUT SHEET

**EVENT** \_\_\_\_\_ **LOCATION** \_\_\_\_\_

**DATE** \_\_\_\_\_

[illegible]

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***Sample Communication Plan***

***Communication Platform(s) to be Used: ~~Text, Google calendar, email, Weekly Warden~~***

***Person Responsible for all communication: ~~Headcoach~~***

***Practices will be communicated by: ~~placement on the school's Google calendar & paper handout at the sports meeting. All changes will be communicated through the text group.~~***

***Open gyms will be communicated by: ~~placement on the school's Google calendar, paper handout~~***

***All communications will be monitored by the coach and will include parents who wish to be included. Any non-official means of communication that do not include the coach and parents are strictly prohibited. Any bullying, vulgarity, or other behaviors that violate school policy will not be tolerated.***

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***Student/Parent Communication Form***

***Parent Cellphone-***

***~~I do want to be include in the group chat~~***

***Student Cellphone-***

***Parent Email-***

***Student Email-***

***Concerns/Questions about communication:***

***By signing below, I acknowledge that I have read, understand, and will comply with the communication plan***

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***Parent***

***Date***

***Student***

***Date***