

HIGHWOOD PUBLIC SCHOOLS

2024-2025

ACTIVITY PROGRAMS

HANDBOOK



INFORMATION, GUIDELINES, AND RULES FOR

- COACHES
- CLUB ADVISORS
- CLASS ADVISORS
- STUDENT-ATHLETES
- PARENTS/GUARDIANS
- SPECTATORS

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PURPOSE

The purpose of this handbook is to establish rules, procedures, and policies to assist and guide coaches and advisors in administering activity programs at Highwood Public Schools. The handbook will serve as a basis in establishing consistency in administering our activities.

PHILOSOPHY OF STUDENT PARTICIPATION

It is our belief that the specific goal of the Highwood Schools activity programs is to allow student participants the opportunity to grow socially, educationally, emotionally, and physically. Our desire is to achieve our goal through teaching students the principles of competition, sportsmanship, responsibility, commitment, and the importance of conducting one's efforts according to rules. Students will also benefit from the recreational values that activity programs provide.

PROGRAM ORGANIZATION

Each head coach is responsible for his/her entire program. Included in this responsibility are organization, implementation, and supervision. ***It should be understood that in no instance should students be left unsupervised.*** Head coaches also have responsibility for their assistant coaches and have the control to place them (and their duties) at desired levels in the program. Head coaches at both the high school and middle school level will have input in the hiring process of assistant coaches. However, the ultimate decision will be made by the administration and Board of Trustees. The chain of command for athletic programs will be as follows. Assistant coaches report directly to head coaches; head coaches report directly to the athletic/activities director and superintendent; the athletic/activities director reports directly to the superintendent.

ATHLETIC PEP ASSEMBLIES

It is the policy that Highwood School will equalize the total number of pep assemblies used to promote school spirit and to recognize sports participation for boys and girls. It is imperative that coaches, advisors, students, and administrators be aware of the need for equity.

ATTENDANCE

A student must be in attendance by the beginning of 5th period on the day of an activity to participate in that activity. If a student must be absent for a special circumstance (i.e. doctors appointment), the coach and athletic/activities director must be informed before leaving.

CLASS ADVISORS

Each high school class is assigned two teachers who will serve as their class advisors. Class advisors stay with their assigned classes all the way through high school. Each class is responsible for certain events and activities during the school year. Some of the activities are listed below. Other events or activities may come up during the year. It is the responsibility of the class advisors to help coordinate and supervise all class activities. Class presidents and advisors work together to schedule meetings before school or during lunch periods as necessary.

Senior Class Responsibilities

- Paint the “H” during Homecoming Week
- Participate in Homecoming activities (hall decorating, dress-up days, assembly, etc.)
- Plan the speaker, flowers, music, etc. for graduation. (*Superintendent, senior class advisors, and/or longest tenured teachers will collaborate and be in charge of the organization and rehearsal of the ceremony itself.*)
- Plan and chaperone senior trip
- Fundraising as necessary
 - *Pop Shot during home games*

Junior Class Responsibilities

- Paint the “H” during Homecoming Week
- Participate in Homecoming activities (hall decorating, dress-up days, assembly, etc.)
- Plan and chaperone Junior Prom (checklist found in the appendix)
- *Plan Jr/Sr. Banquet. Checklist in Appendix.*
- Fundraising as necessary

Sophomore Class Responsibilities

- Participate in Homecoming activities (hall decorating, dress-up days, assembly, etc.)
- Fundraising as necessary

Freshmen Class Responsibilities

- Work concessions for all home athletic events (with Student Council)
- Participate in Homecoming activities (hall decorating, dress-up days, assembly, etc.)
- Fundraising as necessary

CLUB ADVISORS

Roles and responsibilities of club advisors

Advisors to many clubs and activities (Speech and Drama, Pep Band) function in a capacity very similar to that of a coach. Please read through the duties of a coach section of this handbook for a detailed list of responsibilities. Many, but not all, of the responsibilities apply to the club advisor.

Yearbook Advisor

1. Gain proficiency with the software used to create the yearbook.
2. Instruct students on the use of software to create pages for the yearbook.
3. Facilitate the sales of ads for the yearbook.
4. Organize students and /or adults to take pictures at all school events to be included in the yearbook.
5. Use good judgment regarding approval of captions and narrative in the yearbook.
6. Carefully proofread and edit all pages of the yearbook before final submission.
7. Submit the yearbook by the end of the school year.

National Honor Society Advisor

1. Organize the selection process for new members annually.
2. Organize an induction ceremony for new members annually.
3. Supervise all meetings and activities of the club.
4. Make sure accurate records are kept and reports are completed.

Student Council

1. Conduct business according to the Student Council Constitution.
2. Organize and supervise all council meetings, making sure that meetings are held regularly.
3. Organize and supervise all Student Council events.
4. Maintain accurate records of proceedings and finances.
5. Organize the election of officers annually according to the constitution.
6. Promote the growth of leadership skills through attendance at meetings and conferences.

Spirit Coach

1. Promote school pride and spirit with posters in the school commons area and gymnasium. (for athletics as well as speech and drama, band, etc.)
2. Promote school pride and spirit by putting locker signs on middle school and high school lockers...for athletics as well as speech and drama, band, etc.
3. Organize the making of welcome signs for football opponents at home games.
4. Organize the creation of run-through signs for home football games.
5. Organize flag presentations for as many home athletic events as possible.
6. Organize the creation of additional decorations for the buses for play-off games and tournaments.
7. Help with crowd control at games.

8. Attend pep rallies and games to hand out pom poms, etc. to help get the fans fired up!
9. Help organize community celebrations for teams.
10. Partner with Booster Club for the purchase of spirit items needed for the school.
11. Communicate regularly with the athletic/activities director regarding upcoming needs and events.
12. Supervise middle school and high school cheerleaders in years that we have them.
(See coaches' responsibilities section of handbook.)

COACHES' MEETINGS

Weekly coaches' meetings will be held with the athletic director, head coaches, and superintendent. The purpose of these meetings will be to coordinate the upcoming activities for the week and to discuss common problems. These meetings are open to all coaches and sponsors, but are mandatory for head coaches and advisors to attend. *In times of limited staffing, these meetings may be held on an individual basis.*

DRAGONFLY MAX

The Montana High School Association requires all coaching documentation to be uploaded to Dragonfly Max, commonly referred to as Dragonfly. It will be the responsibility of the Activities/Athletic Director to ensure all coaches are provided a link and the school coaches to sign up with Dragonfly. Following registration, it is the responsibility of the coaches to upload documentation before the first practice of the season. Finally, the A.D. is responsible for ensuring that all coaches have met the eligibility requirements before coaching student-athletes.

ELIGIBILITY

For high school and middle school students to participate in extracurricular activities, the following academic and physical standards must be met:

1. A composite 2.0 GPA (grade point average) with no F's must be maintained for the quarter prior to the start of the sports season in which a student wishes to participate.
 - Students ruled ineligible will be placed on probation during which time they will be allowed to practice but not travel with the team or participate in competition.
 - A review will occur after 4 ½ weeks (mid-term). If grades have come up to standards (2.0 GPA with no F's), eligibility will be reinstated.
 - If grades have not come up to standards at 4 ½ weeks, probation remains in effect until the next review at the conclusion of the quarter.
2. The student is required to pass a physical examination before participating in any athletic activity.
3. A student will be ineligible to participate in athletics if his/her nineteenth birthday occurs prior to August 31.
4. Participants are expected to attend all practices as designated by the coaches.

Exceptions: Freshmen and students moving into the district will be allowed a grace period of one quarter to participate in activities if they are eligible according to the MHSA standards.

These standards do not apply for students who are assigned to activities as part of an Special Education IEP within the area of their handicapping condition.

END OF SEASON CHECK-OUT

Upon completion of an athletic/activity season, head coaches must complete the check-out form that can be found in the Appendix to this handbook and turn it into the athletic/activities director.

EQUITY

Activity programs of Highwood Public School will be administered on a fair and equitable basis to all participants. Equity will be included in cheerleader performances, band performances, pep assemblies, number of sports offered, and other general areas of administering programs.

EVALUATIONS

Head coaches and advisors will be evaluated by the athletic/activities director at the conclusion of their activity. Evaluations will be administered consistently and equitably. Head coaches will be responsible for evaluating their assistant coaches at the conclusion of the activity each year. Assistant coaches will be evaluated using the same *instrument that is used for head coaches and advisors.

****The instrument used for evaluations is included as an appendix to this handbook.***

EXTRA CURRICULAR AND CO-CURRICULAR ACTIVITY RULES

CO-CURRICULAR ACTIVITIES DEFINED: Those credit bearing courses that involve activities both inside and outside the classroom setting. (Music, Drama, Annual, Field Trips, etc.)

EXTRACURRICULAR ACTIVITIES DEFINED: Those activities beyond the immediate scope of graded requirements: (Interscholastic Athletics, Pep Band, Cheerleading, Drill Team, Student Council, etc.)

Highwood High School and Middle School students who participate in any school activities, (Examples: interscholastic athletics, pep band, cheerleading, drill team, student council, speech and drama) as athletes, club members, or managers, and any high school or middle school students who represent the school in activities outside the school are subject to the following rules throughout the school calendar year.

Where violations occur and penalties are exacted, the penalties will apply to all of the student's activities covered by these rules.

RULE #1

Participants will not associate with, use, possess, buy/sell or give away tobacco, alcohol, marijuana or any other substance defined by law as an illegal drug.

(Definitions)

Use: the consumption of illegal drugs, alcohol, or tobacco.

Possession: to possess, or to be in possession of, illegal drugs, alcohol, or tobacco.

Association: to be a willful companion in the use or possession of illicit drugs or alcohol.)

CONSEQUENCES

First Offense:

1. Students found in violation of Rule #1 will be prohibited from participation in all extra/co-curricular activities for 30 school days from the date of the hearing regarding the rule infraction.
2. In lieu of the 30 school day suspension, the superintendent may extend the option to the student to participate in an appropriate chemical awareness experience.
3. Upon acceptance of the option, the superintendent shall waive the 30 school day suspension and impose a 10 school day suspension from extra/co-curricular activities from the date of the hearing regarding the rule infraction.
4. Students who do not successfully complete the chemical awareness experience would cause the enforcement of the 30 school day suspension from all extra/co-curricular activities.

* Students who do not violate the extra curricular activity rules for one calendar year after the first offense will have the first offense removed from their extra curricular records. Any subsequent offenses will be considered level one offenses.

Second Offense:

1. Students found in violation of Rule #1 will be suspended from all extra/co-curricular activities for one calendar year.
2. In lieu of the one calendar year suspension, the superintendent may extend the option to the student to participate in an appropriate chemical awareness experience.
3. Upon acceptance of the option, the superintendent shall waive the one calendar year suspension and impose a 30 school day suspension from all extra/co-curricular activities from the date of the hearing regarding the rule infraction.
4. Students who do not successfully complete the chemical awareness experience would cause the enforcement of the one calendar year suspension from all extra/co-curricular activities from the date of the hearing regarding the rule infraction.

Third Offense:

1. Students found in violation of Rule #1 will be suspended from all extra/co-curricular activities for one calendar year.

RULE #2

Participants must be in attendance by the beginning of 5th Period on the day of an activity to participate in that activity. If a student must be absent for a special circumstance (i.e. doctor's appointment), the coaches, activities director and superintendent must be informed before leaving.

CONSEQUENCES

The student will not participate in the next game nor travel with the activity group.

RULE #3

Participants will not violate any school rules resulting in any type of school suspension.

CONSEQUENCES

First Offense

1. The student will not participate in activities for the length of the school suspension. This means no practice, traveling, or participation of any kind.

Second Offense

1. The second violation of rule #3 will bring suspension from all activities for 20 days.

Third Offense

2. The second violation of rule #3 will bring suspension from all activities for 30 days.

RULE # 4

Athletic rules are in effect from the first practice day of the season until the season is concluded. The season concludes at the end of the day of the regularly scheduled season, playoffs, or tournament. At tournaments, the rules apply until the tournament is over.

RULE #5

Coaches, directors, sponsors may add additional participant rules for their activity. All additional rules must be approved by the activities director and the administration.

FIRST AID/CPR TRAINING REQUIREMENTS

All coaches must have a current American Red Cross approved first aid and/or American Heart Association approved CPR certificate.

GAME PREPARATION

The athletic director will be responsible for ticket sales, crowd control, officials, and security for visiting teams. The athletic director and head coach will be responsible for field, gym, or track preparation. The head coach will prepare a team roster and give it to the secretary for program purposes.

HEALTH AND SAFETY RULES

The health and safety of each participant is the first consideration of the coaching staff at all times. Students who are ill or injured should be excused from practice until the coach, parent, and physician (if illness or injury is serious) judge the student to be well enough to continue. The MHSAA rule regarding required number of practices before competition will be followed strictly. Conditioning of athletes prevents athletic injury. Coaches should keep copies of practice plans on file.

HOMEWORK/CLASSWORK POLICY FOR ELIGIBILITY

1. Students have until the end of the final school day of the week, or the time in which students depart for an activity, whichever comes first, to have all work completed for the week. A student who does not have class work finished and turned in will lose extra-curricular eligibility for the following week.
2. On Monday, a list of ineligible students will be compiled and distributed to the superintendent, athletic director, respective coaches, and secretary. In addition, students and their parents will be informed of their ineligibility for the week.
3. Ineligible students are expected to turn in the late work and **continue to practice** with the team or club. They may attend games (with the team) that they are ineligible to participate in if the work is completed by the next game, but they may not miss school to do so.
4. To regain eligibility, students must have all work completed – late and current – by the end of the final day of the following week or the time in which students depart for an activity, whichever comes first. If all work is completed and turned in, the students will be eligible for full participation.
5. The homework policy carries over from one quarter to another during the school year.

LEGAL RESPONSIBILITIES OF COACHES/ADVISORS

Because we live in such a litigious society, it is important for coaches and advisors to understand their legal duties. Your duty as a coach is to take responsible care of every student participant. This means that you are to act in a manner that avoids creating unreasonable risk of injury to others. Not performing to a standard of care and/or performance can result in **NEGLIGENCE**. Standard of care is the conduct expected of an ordinary, reasonable person (coach) under like circumstance.

Legal duties that have been established by courts through litigation include, but are not limited to the following:

1. *Understand and comply with the Dylan Steigers Protection of Youth Athletes Act (MCA 20-7-1301)*

2. *Properly instruct: Know and teach proper and correct techniques.*
3. *Warn of inherent danger of a sport: practice plans should reflect what was said and when it was said.*
4. *Supervise: See the last player gone; have enough supervisors.*
5. *Provide a safe environment: facilities, equipment – maintained, properly fitted, warn of misuse.*
6. *Enforce rules and regulations: MHSAA rules, contest rules, district rules, and specific rules concerning discipline.*
7. *Classify and group participants based on skill level, age, maturity, size, and experience.*
8. *Follow due process – the 14th Amendment applies to players as well.*
9. *Operate practices from a written daily plan with safe supervision.*
10. *Keep records – answers to what, when, and how – this provides solid defense against liability.*

MHSAA COACHES EDUCATION/RULES CLINICS

All coaches must view the rules clinic for their activity in order to meet the MHSAA rules clinic requirement. However, athletic/activities directors and other staff members are encouraged to view the clinics as well. Coaches should print two copies of the verification page confirming that they have viewed the clinic. They should keep one copy for their records, and provide a copy to the athletic/activities director as proof of completing the clinic. Coaches are also responsible for uploading the verification page to Dragonfly.

NFHS FUNDAMENTALS OF COACHING

All coaches (paid or volunteer) must complete the NFHS Fundamentals of Coaching requirement every five years. Upon successful completion of each section of the program, coaches should print the verification page and give it to the athletic/activities director for filing. Coaches are also responsible for uploading their certificate to Dragonfly.

NEGLIGENCE AND ATHLETICS

Question: What can you do to protect yourself from being negligent?

Answer: Failure to provide adequate and complete instruction about your sport and failure to warn about the possibility of injury in your sport are the two most common forms of negligence. The following preventive measure must be taken to insure negligence will not occur:

1. Coaches must form a written daily practice plan that outlines what is going to be taught, safe play techniques, and warnings of certain acts that are dangerous to players.
2. Coaches should keep copies of practice plans on file.
3. Coaches should have a parental meeting prior to the start of the season to inform parents of the danger of injury in extra-curricular activities. Players and parents must be informed that injury can occur from participating in activities and the full extent of injury – from hangnail to death. With such a meeting and all the required signed documents, parents and students cannot later claim they did not have adequate warning of possible serious injury that can result from participating in an activity or sport.

OFFICIALS

The athletic director will make all the arrangements for officials. Coaches are responsible for selecting tournament officials by the deadline set by MHSA. Forms for tournament officials should be turned in to the athletic director for the proper signatures and mailing.

OPEN GYM

Coaches are welcome to open the gym and/or other facilities for student use during the school year and summer months. However, coaches must adhere to proper use of the facilities including:

1. Good Judgment: Student usage vs. adult usage. The open gym philosophy should include all present high school and middle school students prior to usage by former students and/or adults. Do not short change your present athletes by allowing adults to take gym time away from those who are still in middle/high school.
2. Good Supervision: All students must be properly supervised in the gym area, weight room, or any other facility used. Under no circumstances are coaches to allow individuals not directly involved in their sport to supervise their athletes. **The supervision is the total responsibility of the coach whose athletes are using the facility.**
3. Good Rapport: Coaches should respect reserved gym usage for events such as summer camps, etc. Coaches who use the facility during off time of a summer camp must leave the facility in the exact condition it was in when they arrived.
4. Helping Hand: Coaches are responsible to make sure all lights are turned off, doors are secured and locked, and all facilities are picked up including garbage, towels, locker rooms, etc.

PHYSICAL EXAMINATIONS

Physical examinations are required by the Montana High School Association for all participants in interscholastic activities before they are allowed to participate. ***No student (middle school or high school) will be permitted to practice before a physical examination form has been turned in to the head coach.*** The forms should be given to the secretary for filing in the main office. The cost of the physical examination is the responsibility of the parent/student.

PRE-SEASON PARENT MEETING

It is strongly advised that each head coach organize a meeting for parents and players for their program prior to the beginning date of practice allowed by the MHSA. This meeting should be used to discuss the overall philosophy of the program, rules, regulations, and expectations for the program, lettering procedures, and any other pertinent information for both players and parents. Distribute and discuss the parent-coach communications guide. (***See appendix.***) It is also advised that each head coach develop a handout for his/her sport/activity with information that will be discussed at the meeting.

PRINCIPLES OF PROFESSIONAL RELATIONSHIPS

Goals and Objectives of Activity Programs

1. Head coaches are responsible for determining the goals and objectives of their programs. These goals and objectives must be communicated to all assistant coaches in the school system.
2. Head coaches should have definite assignments (in writing) for assistant coaches. Minor details can be conferred verbally as needed.
3. Head coaches should communicate openly with assistant coaches regarding any misunderstandings or infractions.
4. Head coaches should inform the superintendent about unsatisfactory services of an assistant coach as soon as possible.
5. Head coaches desiring to make changes among their coaching staff should notify the superintendent immediately.

Coaching Duties

1. Be the first to arrive and the last to leave both games and practices. Check to make sure showers, lights, equipment, windows, and doors are secured.
2. Be certain that each player has a medical examination on file in the main office.
3. Be sure all required forms are completed and towel fees are paid prior to the first game.
4. Check with the school counselor concerning academic eligibility of the players.
5. Prepare a roster of players for the secretary, and make sure any changes are reported immediately.
6. Have first aid equipment ready and available at all times – practice or contest.
7. Demonstrate the manner in which protective equipment is to be worn and how to take care of it.
8. Dress in appropriate workout gear during practice and appropriate dress for contests.
9. Provide players with information about trips: dress, behavior, eating arrangements, departure times, and estimated return times.
10. Check locker rooms, motel rooms, restaurants, and school-provided transportation to make sure everything is clean and satisfactory.
11. Assume responsibility for uniforms and equipment and store them appropriately at the conclusion of the season.
12. Maintain accurate records of letter-winners.
13. Impress upon the players that they represent Highwood School and that their behavior reflects on our entire community. Standards of good behavior should be set and players should be held to those standards.
14. Attend professional clinics to keep current with new ideas and/or concepts in their areas.
15. Start practice on time! Set a schedule and keep to it. Make the most out of practices. Practices should not exceed two hours in length.
16. Practices must be supervised by a coach at all times (weight room included). If a coach is unable to be present, the practice will be canceled.

17. The MHSAA and Highwood School prohibit practicing on Sundays. Wednesday is "Family Night." Practices must end by 6:00 P.M.
18. **The MHSAA prohibits individuals who are not enrolled students from participating in practices and scrimmages.**
19. Coaches should always keep players informed of their position or role on the team. The coach must make clear to a member of the team if any change in status occurs and the reason for the change.
20. Head coaches are responsible for letting the staff know when teams will be traveling during the school day. Notification should be given at least 48 hours in advance.
21. During overnight trips, coaches will provide a detailed agenda for parents with information regarding the trip. (departure time, motel accommodations, date of return, etc.)
22. Inform the athletic/activities director and secretary in advance if a substitute teacher will be needed for an early departure, etc.
23. Head coaches will make sure uniforms are gathered in the locker room after games for easy access for the individual hired to launder the uniforms.

Coaching rapport, working relationships, public relations, and improvement

1. Coaches must develop good rapport with a large number of individuals and groups. (team members, student body, parents, administration, officials, media, community members)
2. Coaches must work hard to establish and keep good rapport and working relationships with people that are dealt with each day in both the classroom and competitive arena.
3. Coaches are expected to make a sincere effort to cooperate with others and respect any situation in which others may be involved.
4. *Coaches should maintain control at all times. A coach's language, actions, and emotional displays come under scrutiny during both games and practices. Integrity, dignity, and respect should be displayed by coaches and players.*
5. *Coaches are responsible for individual and team discipline.*
6. *Coaches must constantly take advantage of opportunities to make self-improvement through attendance at coaching clinics and workshops.*

PUBLICITY

It is very important to the success of our activity programs to provide our students with recognition. It is the responsibility of the coach/sponsor to provide the office with information regarding upcoming events. The head coach has the responsibility of calling in home game scores to the 406 Sports. The head coach has the responsibility of informing parents and participants of practice times and dates and any other necessary information.

PURCHASING

Most of the items to be purchased should be budgeted for the coming year. If additional equipment is requested for athletics, the athletic/activities director should be consulted. *Requests for the expense of funds in other activities should be directed to the superintendent.* Ultimately, the decision is the responsibility of the superintendent and Board of Trustees.

SCHEDULING

The scheduling, changing, or canceling of games is the responsibility of the athletic/activities director. Coaches will be contacted for recommendations and input.

SHOOTING MACHINE

Students are required to have permission and direct supervision to use the basketball shooting machine in the gymnasium. Permission will be granted to use the shooting machine only when an adult is present in the gym to supervise the students for the entire time. In other words, students **CANNOT** use the shooting machine if there is not an adult present in the gym who has agreed to supervise.

SPORTSMANSHIP

At Highwood School, we place a high priority on sportsmanship, character, and grace while participating in our programs. We work closely with MHSAA in a continuing effort to foster sportsmanship. Our Board of Trustees also supports good sportsmanship and passes on the following information to that end.

COMMUNITY RELATIONS POLICY 4315

SPECTATOR CONDUCT AND SPORTSMANSHIP FOR ATHLETIC AND CO-CURRICULAR EVENTS

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event may be ejected from the event the person is attending and/or denied admission to school events for up to a year after a Board hearing. Examples of unsportsmanlike conduct include, but are not limited to:

1. Using vulgar or obscene language.
2. Possessing or being under the influence of any alcoholic beverage or illegal substance.
3. Possessing a weapon.
4. Fighting or otherwise striking or threatening another person.
5. Failing to obey the instructions of a security officer or school district employee.
6. Engaging in any activity which is illegal or disruptive.

The superintendent may seek to deny further admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, containing:

1. The date, time, and place of the Board hearing.
2. A description of the unsportsmanlike conduct.
3. The proposed time period that admission to the school events will be denied.

Legal References:

20-4-303, MCA Abuse of teachers

20-1-206, MCA Disturbance of school

48-8-101, MCA Disorderly conduct

Policy History: Adopted on 11/14/2004

Montana Code Annotated 2021 TITLE 45. CRIMES CHAPTER 5. OFFENSES AGAINST THE PERSON Part 2. Assault and Related Offenses, Assault Upon Sports Official 45-5-211.

Assault upon sports officials. (1) A person commits the offense of assault upon a sports official if, while a sports official is acting as an official at an athletic contest in any sport at any level of amateur or professional competition, the person:

- (a) purposely or knowingly causes bodily injury to the sports official;
- (b) negligently causes bodily injury to the sports official with a weapon;
- (c) purposely or knowingly makes physical contact of an insulting or provoking nature with the sports official; or
- (d) purposely or knowingly causes reasonable apprehension of bodily injury in the sports official.

(2) A person convicted of assault upon a sports official shall be fined an amount not to exceed \$1,000 or be imprisoned in the county jail for any term not to exceed 6 months, or both.

SUPERVISION OF ATHLETIC AREAS

Supervision of athletes is of extreme importance. At no time should athletes be without supervision. This is the head coach's responsibility and should not be taken lightly. Athletic areas should be clean and orderly. This includes the field or floor, locker room, training room, and coaches' room. A coach's responsibility does not supersede the janitors but it is suggested that coaches instruct athletes to keep the area as clean as possible. If uncleanliness or disrepair is evident, the athletic/activities director should be contacted.

SUSPENSION OF ATHLETES

Any coach who suspends an athlete for a rule violation must consult with the head coach (if an assistant coach suspends), athletic/activities director, and superintendent, and inform the parents of the student.

TRAINING RULE POLICY

Improper behavior on the part of a student participant may result in loss of participation in school activities. This includes involvement with juvenile authorities and general misconduct both within and outside the school environment. Appropriate behavior and good sportsmanship while in competition are expected and required if students are to take part in extracurricular activities. Courtesy and respect are expected from participants and coaches/advisors at all times. Should a problem arise, it should be handled on a one-to-one basis in the privacy of the coach, advisor, or administrator's office.

TRAVEL ARRANGEMENTS

Team Travel Transportation Policy

Transportation for athletic/activity teams will be scheduled by the athletic/activities director. The number of participants, distance, and weather conditions will be considered in determining the means of transportation to be used. All activities will be treated with equal consideration in determining transportation.

Requests for buses for trips should be made no later than one week prior to the trip. Students are expected to ride on the bus unless parents receive permission from the coach/advisor to take their sons or daughters with them. Parents who take their sons or daughters off the bus must first sign a check-out sheet.

All travel arrangements (lodging and meals) will be set up by the athletic/activities director. Coaches and advisors have the responsibility of informing the activities director of the need for lodging and meals.

All teams will return home from district and divisional tournaments immediately upon completion of their competition unless the team is eliminated on Saturday. In this case the team may stay for the Saturday night session. Teams qualifying for the state tournament will be allowed to stay until the tournament is over.

Travel Rule Violation Procedures

1. Parents will be contacted.
2. Students involved with possession of illegal items (alcohol, tobacco, or drugs) will be turned over to local authorities.
3. It will be the parents' responsibility to provide transportation back to Highwood.
4. Disciplinary action will be taken on the part of the school according to the discipline policy explained in this handbook and the student handbook.

Meal Policy

All participants are responsible for their own meals during the regular season. Coaches/advisors are encouraged to stop at restaurants where bus drivers and coaches/advisors eat free. The school district will provide one meal at district and divisional tournaments and all meals at state tournaments. Arrangements for meals and lodging will be made by the athletic/activities director.

USE OF DISTRICT-OWNED EQUIPMENT

No school owned equipment/materials, including uniforms, may be taken off school grounds without getting permission from administration.

APPENDIX

CELL PHONE/ELECTRONIC DEVICE POLICY

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of the superintendent, teachers, or activity supervisor is a privilege which will be permitted only under the circumstances described herein. The superintendent, teacher, or activity supervisor may grant permission for individual students to use and/ or possess cellular phones, if, in the sole discretion of the superintendent, teacher, or activity supervisor, such use is necessary to the safety and/or welfare of the student.

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Violations will be handled based on offenses listed:

- 1st Offense: Device confiscated, parent notified, and device reissued to student at the end of the day with the student's signature.
- 2nd Offense: Device confiscated, parent notified, and parent must pick up device at the end of the day with a parent's signature.
- 3rd Offense: Device confiscated, parent notified, and parent must pick up device at the end of the day with a parent's signature. Student prohibited from possessing the device on campus for seven days.
- 4th Offense: Device confiscated, parent notified, and parent must pick up device at the end of the day with a parent's signature. Students are prohibited from possessing the device on campus for thirty days.

At no time will any student operate a cell phone or other electronic device with video capabilities (iPod (w/camera), iPad, etc...) in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. Educators or coaches will monitor locker rooms during and after events, practices or class to ensure compliance with this prohibition. Failure to honor this prohibition will result in immediate discipline up to and including suspension or removal from extra curricular activities or expulsion from school.

During trips away from the school district for educational, activity or athletic purposes, the coach, advisor or educator in charge of the trip will collect all cellular phones, pagers, and other electronic signaling devices when students exit the bus. Students may possess their device during the trip while on the bus or in a school vehicle, but must turn in the device when exiting the vehicle. Devices will not be allowed in hotel rooms during overnight travel (coaches will maintain possession of the devices). The coach, advisor or educator will secure collected devices in a locked compartment or case on the bus. Devices will be returned to the students after the activity when the final destination is the return trip home. Accessing music on cellular phones, pagers, and other electronic signaling devices is not a sufficient reason for a student to maintain possession during the trip. Students may not access music/books/magazines/pictures/videos with explicit lyrics on any device and to do so would be a violation of this policy.

COACH EVALUATION

NAME OF COACH: _____

SPORT/SEASON COACHED: _____

Please rate "S" for satisfactory and "U" for unsatisfactory or needs improvement.

- | | | |
|---------------------|-------|--|
| 1. Cooperation | _____ | Demonstrates cooperation in the general school program. Works well with staff (administrator, maintenance, fellow teachers, and sponsors of other activities). |
| 2. Knowledge | _____ | Has above average knowledge of the sport. |
| 3. Leadership | _____ | Has the ability to provide staff leadership and coordinate within the program. |
| 4. Public Relations | _____ | Has the ability to present the school program to parents, staff, and community in a desirable way. |
| 5. Students | _____ | Has primary interest in the welfare of the contestants. |
| 6. Guidance | _____ | Has the ability to provide adequate guidance to students in personal affairs, academics, and individual control. |
| 7. College | _____ | Is respected for sound judgment and for recommending scholarships for his/her participants. |
| 8. Equipment | _____ | Maintains satisfactory control of equipment and inventory. |
| 9. Ethics | _____ | Maintains a high degree of ethics and good relations with officials. |
| 10. Regulations | _____ | Demonstrates a willingness to accept school, conference, and MHSAA governing regulations. |
| 11. Personality | _____ | Demands respect, possesses a sense of humor, and is pleasing overall. |
| 12. Attitude | _____ | Displays a positive attitude toward his job. |
| 13. Supervision | _____ | Supervises the locker room, bus conduct, home and away contests, and the building in general. |
| 14. Motivation | _____ | Has the ability to lead players in a desire to excel. |
| 15. Preparation | _____ | Prepares for contests (arrival time, bus schedule, equipment, facilities, officials). |
| 16. Communication | _____ | Has the ability to communicate skills to participants. |
| 17. Improvement | _____ | Makes an effort to improve coaching abilities and techniques. |

TEAM'S RECORD: WINS _____ LOSSES _____

OVERALL EVALUATION: SATISFACTORY _____ UNSATISFACTORY _____

(Continued on the back side)

NUMBER OF WRITTEN COMPLAINTS RECEIVED: _____

(All complaints will be in writing and attached to this form.)

COMMENTS: _____

Recommendations:

Coach

Evaluator

Date

HEAD COACH END OF SEASON CHECKLIST

Coach's Name _____

Sport _____

Please turn in the following checklist to the Athletic/Activities Director at the conclusion of the season:

- _____ Updated inventory of equipment
- _____ All equipment collected and properly stored
- _____ List of letter winners and major award winners given to Athletic Director
- _____ List of any new records (Highwood School or MHSA) given to Athletic Director
- _____ Completed coaching evaluations of all assistant coaches

Coach's Signature

Date

AD Signature

Date

JUNIOR PROM CHECKLIST FOR ADVISORS

Below is a checklist to help plan and organize the Junior Prom. The timeline is simply a guideline and will vary depending on when the prom is scheduled.

OCTOBER/NOVEMBER

- _____ Select and book a location for the Prom
- _____ Book a DJ for the Prom
- _____ Meet with the students to select a theme and theme song (if desired)

JANUARY

- _____ Secure a photographer

FEBRUARY

- _____ Place order for supplies from prom catalogs
- _____ Place order crowns for Prom King and Queen
- _____ Set ticket prices
- _____ Decide on refreshments (and purchase): punch, mints, nuts, cookies, etc.
- _____ Make tickets and have them available for sale two weeks before the Prom

MARCH

- _____ Secure a minimum of two staff members to chaperone the Prom
- _____ Talk to the 8th grade girls about serving as hostesses
- _____ Grand March: determine time and location; write script and determine who will read it

ONE WEEK BEFORE PROM

- _____ Junior Class selects the king and queen
- _____ Make sure all out-of-district students' permissions slips have been turned in
- _____ Confirm location and DJ

AFTER PROM

- _____ Make sure all supplies and decorations have been properly stored
- _____ Ensure all receipts/bills have been turned into clerk
- _____ Write thank-you notes to chaperones

JUNIOR SENIOR BANQUET CHECKLIST FOR ADVISORS

Below is a checklist to help plan and organize the Junior/Senior Banquet. The timeline is simply a guideline and will vary depending on when the banquet is scheduled. The Junior Class holds most of the responsibilities of planning the banquet.

March

- _____ Select a date (typically in May, but dependent on schedule)
- _____ Select a location. If held at a location other than the school, make reservations if needed.
- _____ Meet with clerk to discuss finances for planning banquet for both junior and senior class

April

- _____ Discuss with junior class who will be included on the invite list
- _____ Distribute invitations
- _____ Typically juniors present each member of the senior class with a small gift.
- _____ Discuss/Plan/Purchase gifts
- _____ Confirm reservation if needed

May

- _____ Determine junior class advisor who will be responsible for giving a speech
- _____ Determine senior class advisor who will be responsible for giving a speech
- _____ Determine member of the junior class who will be responsible for giving a speech
- _____ Determine member of the senior class who will be responsible for giving a speech
- _____ Hold Junior/Senior Banquet

PARENT-COACH COMMUNICATIONS GUIDE

PARENT-COACH RELATIONSHIP

Since research indicates that students involved in co-curricular activities have greater chances for success during adulthood, Highwood School will strive to maintain quality programs for students. Many of the character traits required to be a successful participant in activities are exactly those that will promote a successful life after high school. We hope the information provided within this document makes your child's experience within the Highwood School' activities program more enjoyable.

Parenting, coaching, and advising are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the others and provide greater benefits to the young people with whom we work. As parents, when your children become involved in one of our programs, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach/advisor of your child's program. We look forward to getting to know both you and your child as we work together to make the Highwood Schools the best they can be.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH/ADVISOR

1. Coaches', advisors' philosophy.
2. Expectations (i.e. team rules) the coach/advisor has for your child as well as all the participants involved with the program.
3. Locations and times of all practices, meetings, and contests.
4. Team requirements – fees, special equipment, off-season training requirements, etc.
5. Procedures should your child be injured during participation in an activity.
6. Discipline that results in the denial of your child's participation. This includes both school and team rules infractions.

COMMUNICATION COACHES/ADVISORS EXPECT FROM PARENTS

1. Concerns expressed directly to the coach or advisor.
2. Notification of any schedule conflicts well in advance.
3. Specific concerns relating to a coach's or advisor's philosophy and/or expectations.

As your children become involved in the programs of Highwood Schools, they will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go the way you or your child wish. At these times, discussion with the coach is encouraged. We will encourage students in our programs to consult with their coach/advisor first, as this develops responsibility and a working relationship between your child and the coach/advisor.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES/ADVISORS

1. The physical and mental treatment of your child.
2. Ways to help your child improve.
3. Concerns about your child's behavior.
4. Special needs of your child.

Highwood Schools believes coaches and advisors are professionals who make judgment decisions based on what they believe to be best for all students involved. Just as there are certain things parents are encouraged to discuss with coaches (listed above), there are other things that should be left to the discretion of the coach/advisor. They are:

1. Team strategy
2. Play calling
3. Playing time
4. Other students' participation

We encourage conferences between the coach/advisor and the parent. It is important that both parties involved have a clear understanding of the other's position. When conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern:

1. Call Highwood School (733-2081) to set up an appointment.
2. If the person you are trying to reach is unavailable, call the A.D. to help you set up a meeting for you.
3. Please do not attempt to confront the coach/advisor before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

THE NEXT STEP

WHAT TO DO WHEN A MEETING WITH THE COACH DOES NOT PROVIDE SATISFACTORY RESOLUTION

1. Set up an appointment with the A.D. and the coach to discuss the situation.
2. Together, the next appropriate step can be determined.

RECEIPT OF 2024-2025 ACTIVITIES HANDBOOK FOR COACHES/CLASS/CLUB ADVISORS

I have received a copy of the 2024-2025 Activities Handbook. I understand the handbook contains information I will need during the school year, and that I will be held accountable for the information. My signature below confirms that I have read the Activities Handbook and agree to its contents.

Name of Staff Member (Printed) _____

Signature of Staff Member _____

Date _____

Please Sign and Return to the School Office