

Gardiner Schools Coaches / Advisors Handbook



2017-2018

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Acknowledgement of Receipt of Coaches Handbook

By signing below, I acknowledge receipt of the Gardiner Schools coaches handbook.

Coach's Signature

Date

Extra-Curricular

Policy Purpose

It is the position of the Gardiner Public School that participation in extra-curricular activities is a privilege extended to the students who are willing to make the commitment to adhere to the rules that govern the program. It is the district's belief that participation in organized activities can contribute to the all-around development of young men and women and that implementation of these rules will serve the following purposes:

- 1) To emphasize concern for the health and well-being of students while participating in activities.
- 2) To provide a chemical-free environment that will encourage healthy development.
- 3) To diminish chemical use by providing an educational assistance program.
- 4) To promote a sense of self-discipline among students.
- 5) To confirm and support existing state laws, which prohibit the use of mood-altering chemicals.
- 6) To emphasize standards of conduct for those students who, through their participation, are leaders and role models for their peers and the younger students.
- 7) To assist students who desire to resist peer pressure, which may direct them toward the use of chemicals.

Policy Coverage

This policy states that a student shall not (1) use, have in possession, sell or distribute alcohol, tobacco / nicotine or illegal drugs, and (2) abuse prescription or non-prescription drugs. This policy is not intended to apply to the use of prescribed drugs, under a doctor's supervision, when those drugs are

used in the prescribed manner. Possession is defined as the use of a prohibited substance, having a prohibited substance in personal possession, or knowingly (as defined as a reasonable prudent person would know) being present at a function or gathering at which a prohibited substance is illegally used.

Students who feel extenuating circumstances have caused them to be present at a function or gathering at which a prohibited substance is illegally used may discuss those circumstances with the principal. The principal has the authority to determine the legitimacy of the "guilt by association" and adjust the consequences

Definition of extra-curricular Activities

Extra-curricular activities, for the purpose of this policy, shall be defined as participation in "or attendance" at any school activity that is not for credit toward the achievement of a high school diploma. Extra-curricular activities shall be those in which practice / participation typically occurs outside of the school day *and / or* for which travel is required away from the school site.

Suspension

For this policy shall be defined as loss of privilege to participate in all extra-curricular activities.

Examples of extra-curricular activities include the following: all MHSA sanctioned events, District / State Music Festivals, Model United Nations, Youth in Government, and School Plays. Pep Band is typically not seen as extra-curricular in nature as travel is generally not required. However, Pep Band participation when involving travel (e.g. Divisional and / or State athletic tournaments) will be considered an extra-curricular activity for the purposes of this policy. The above listing is meant only as a guideline for potential participants. Additions / deletions to this list will be at the sole discretion of the Gardiner School District Administration and the Activities Director.

District Administrators have the responsibility to update and implement this policy for extra-curricular activities. The involved staff has the responsibility of student awareness and implementation of this policy. Students, who elect to participate in extra-curricular activities, and parents or guardians are responsible for understanding this policy and complying with its conditions.

Policy Duration

This policy is in effect each school year from the date of the first practice for fall activities until the end of the school year. This policy applies to all students even if a student is not currently involved in an activity. Consequences for violations that are not completed by the end of the current school year will carry over to the following school year.

Violations are cumulative through the student's period of attendance in junior high or high school. Violations do not carry over from junior high to high school.

Referrals

SELF-REFERRAL: The purpose of this provision is to encourage a student / participant to seek help. This voluntary admission may not be used by the student if violation of this policy is already known to the school authorities. This provision may be used only one time by a student while enrolled in grades 7-8, and used only one time while enrolled in grades 9-12. Violations will be documented by the Activities Director. A self-referral carries a 1-week suspension from competition for a first violation or ½ of the consequence for a 2nd, 3rd, or subsequent violation. The student may continue to practice.

Who May Refer:

A school staff member can be made aware of the violation of this policy by any source (such as police, school personnel, counselors, coaches, advisors, community members, parents, other students, etc.)

Honesty Clause

Students who violate this policy and admit to the infractions will be penalized as stated per violation. Students who **deny** they have broken the rules as outlined in this policy and are later found guilty of the violation will automatically be penalized by advancing to the next numerical step in the violation consequences.

Student and Parent Due Process

If determination is made that a student has violated this policy, the student, parents, and / or guardians shall be notified of the violation. Also at this time, the student, parents, and / or guardians shall be notified of the type of discipline that will be administered.

APPEAL PROCESS: Appeals to enforcement of this policy's rules may be found in Board Policy #1700 Uniform Complaint Procedure. During the appeals process, the student remains suspended from participation in extra-curricular activities as defined by this policy.

Definitions

Terms used in this policy shall be given their ordinary and reasonable meaning except as defined below.

SCHOOL YEAR: Means the period of time from the first day of regularly scheduled practices (usually in August or September) to the end of the school year.

Counseling Sessions

Counseling is available by designated school personnel at no expense. Counselors that are not school district personnel will be pre-approved, at the sole discretion of the Gardiner School District administration, prior to enrollment and satisfactory completion for the purposes of this policy. As extra-curricular activities are a privilege provided the student and not a requirement for graduation from Gardiner High School, the expense of counseling sessions, if any, is borne solely by the student and is not a responsibility of the District.

Specific Program Expectations

At a special meeting, parents and students will be informed of the expectations contained within this policy by the coach or advisor prior to the beginning of the season for that activity. All coaches / advisors will provide a copy of this policy to parents and students. Coaches / advisors may provide the Activity Director approved agreements clarifying additional rules coaches / advisors feel are necessary for their specific activity. Parents / Guardians and students will read and sign a statement of understanding and acceptance of the policy for participation.

Training Rules

Participation Rules

The Activities Department, Gardiner High School, Gardiner, Montana, in the firm belief that organized training and extra-curricular participation is a vital aspect to the all-around development of students, and in the effort to (1) emphasize the proper ideals of sportsmanship, ethical conduct and fair play, and (2) encourage leadership, use of initiative, and good judgment by these young participants whereby our school and our community can best be represented, does hereby establish the following written training rules and general rules of conduct for our students involved in extra-curricular activities.



- A) No Late hours: home by 10:00 p.m. on week-nights including Sundays; 1:00 a.m. on Saturday nights. If no game is scheduled on Saturday, Friday night curfew is 1:00 a.m. If there are games both Friday and Saturday nights, the curfew Friday night will be one hour after the game. Special hours may be set by the coach / advisor that do not conflict with the intent of this policy.

Consequences for violating the above will include suspension from the next inter-school competition plus extra work assigned by the coach / advisor. The coach / advisor, with the approval of school district administration, may impose additional consequences as appropriate.

- B) It is very important that all participants make all practices except in case of emergency. Sickness or other unavoidable absences will be acceptable reasons for missing practice. Any participant absent from school on the day of practice or an activity will not be permitted to participate that day or evening unless an excuse has been granted by the principal in advance. Absence is defined as missing any part of the school day. If a student is home from school with an ailment, he / she will not be permitted to participate that day or evening. Any participant absent from school on **the day prior** may not participate in an activity **the next day** without a written excuse from a doctor, parent/guardian, and / or principal. This written excuse must be given to the coach / advisor or Activities Director prior to the contest.

Consequences

The following summarizes consequences for the first, second, and third violations for all extra-curricular activities. The Principal or Athletic Director will attempt to contact parents both by phone and in writing for each violation. Investigations of potential violations will be conducted by Gardiner School District administration and the Activities Director. All investigations will be conducted with concern for the welfare of all students in the Gardiner School District in mind. The Board of Trustees has sole authority to exclude a child (student) from participation for a period of more than two weeks. Decisions will be based on a preponderance of all evidence considered and the best judgment of the Activities Director and District Administration; consequences for violations of this policy shall be assigned immediately upon confirmation of the violation. All violations are cumulative as defined previously. For the purposes of this policy, single event activities are defined as those activities consisting of only one school (e.g. school play) or inter-school competition or event.

First Violation:

Multiple event activities - Suspension for a period of two (2) inter-school competition weeks and attendance at two (2) counseling sessions; this consequence can run across one or more activities seasons or school years.

Single event activities - Suspension of participation in the next current or future [single event] extra-curricular activity and attendance at two (2) counseling sessions. Activity(ies) in which the student is involved at the point of violation will take precedence in all cases. The next chronological event will be penalized.

If a student is involved in one or more (single or multiple event) activities, consequences as outlined for each event type will apply.

Second Violation:

Multiple event activities - Suspension for a period of four (4) inter-school competition weeks and attendance at four (4) counseling sessions; this consequence can run across one or more activities seasons or school years.

Single event activities - Suspension of participation in all current [single event] extra-curricular activities and attendance at four (4) counseling sessions.

If a student is involved in one or more (single or multiple event) activities, consequences as outlined for each event type will apply.

Third Violation:

All activities - Suspension for a period of eight (8) competition weeks and attendance at six (6) counseling sessions; this consequence can run across one or more activity seasons and / or school years.

During suspension, a student is expected, at the discretion of the coach / advisor, to participate in practices or meetings of the extra-curricular activity.

Student Chemical Use Policy

Rationale for establishing a chemical use policy:

- 1) Students need to have the program expectations clarified so that they can decide whether or not to participate.
- 2) School officials are concerned about the health and welfare of students. Chemicals are very damaging to the still developing body of a teenager.
- 3) Drug related traffic deaths, injuries from fights, and other negative results are of concern to all school personnel.
- 4) Schools are seeing an alarming increase in the number of chemically dependent students who require inpatient treatment.
- 5) Poor attendance and grade problems are often related to the use of chemicals.
- 6) Drug and alcohol use interferes negatively with athletic and academic performance.
- 7) When students are involved in chemical use, their emotional and intellectual development is slowed or stopped.

Statement of expectations

- 1) The student who chooses to participate in an activity should be aware that it is a privilege and he / she must make the commitment, which includes the following guidelines set by Gardiner High School.
- 2) It is the student's responsibility to follow the rules in order to stay on the team or remain in the activity.
- 3) Students are expected to avoid parties where alcohol and / or drugs are involved as they will be subject to the same consequences as everyone at the party regardless of who is or is not participating in chemical abuse.
- 4) If any student objects to any of the rules or consequences, he / she has the right to choose not to participate in any extra-curricular activities.

Policy and Consequences

Substances

A student shall not possess a beverage containing alcohol, regardless of quantity; use or possess tobacco / nicotine, marijuana / drugs; or use, consume, possess, buy, sell, or give away any other controlled substance. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for a student's own use by his / her doctor.

Competition Week

A Competition Week shall include all extra-curricular activities held Monday - Saturday.

Extra - Curricular Related Fees

Personal and consumable items are the financial responsibility of the participant. e.g. mouth guards, volleyball knee pads, etc.

Eligibility and Participation Rules

The Board of Trustees acknowledges that individual academic growth is the primary mission of the school program. The Board of Trustees also recognizes the importance of personal growth and encouragement in this process. The Trustees further recognize the value and contribution of high school activities. The Gardiner School Academic Eligibility Policy for Activity Programs reaffirms the primary academic mission. The Gardiner School district will follow the Montana High School Activities Eligibility requirement at a minimum. In addition, our goal is to provide support for students who are struggling academically while still giving them an opportunity to pursue their passion. Any student who has a GPA below a 2.0 for the current term or an F in any class (on a weekly basis) will be placed on probation and required to attend Friday school and develop an Academic Improvement Plan with their coach, teacher, advocate and administration (the Academic Improvement Team) to improve their academic standing. Students on probation are eligible for competition. If the student fails to do either of the above listed requirements he / she will be ineligible for participation in any extra-curricular contest until both of these requirements have been met. The Academic Improvement Team will monitor the progress of the Academic Improvement Plan weekly and provide support for the student to succeed. As long as the student is continuing to work on their academic growth and attending Friday school he / she will remain eligible, unless he / she remains on the Friday School list for the same class for a third consecutive week at which time he / she will become ineligible until the grade is brought to passing.

It is the responsibility of the student to check with their teachers if they feel one of their grades may be in error. The student has a 24 hour period (4:01 p.m. on the day eligibility is announced to 4:01 p.m. the following day) in which to speak to an instructor and have any errors corrected.

At the end of a semester a teacher may give a student a check mark to be considered as a passing grade "C" only if a) he / she is an identified special needs student, and / or b) the student has an incomplete due to approved extended absences. The teacher will set an appropriate time for the incomplete to be made up and eligibility will then be recalculated. Eligibility for all fall activities will be based on the student's grades at the end of the previous school year. The higher of the last quarter or the 2nd semester grade will be used to make the eligibility determination.

Eligibility

This eligibility policy goes beyond that of the Montana High School Association eligibility ruling which is the basis of school policy.



Coaching Sportsmanship

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

- 1) Always set a good example for others to follow.
- 2) Instruct the players about their sportsmanship responsibilities.
- 3) Discipline those players who display un-sportsman like behavior. If necessary, forfeit their privileges of representing the school.
- 4) Be a good host to opponents; treat them as our guests.
- 5) Refrain from making degrading/critical remarks, arguing, or going through motions indicating dislike or disdain for a decision made by officials during or after a contest either at the competition site, from the bench, in the locker area or through any public news media.
- 6) Publicly shake hands with the officials and opposing coach before and after the contest.
- 7) Refrain from being ejected from a contest.
- 8) Refrain from physically or verbally assaulting an official.

Sanctions for Violators

Coaches who violate the provisions of this sportsmanship policy may have one or more of the following sanctions imposed:

- 1) Given a verbal warning.
- 2) Asked to leave school property.
- 3) Civil actions may be taken.

Varsity Lettering Qualifications

To earn a varsity letter, an athlete must complete the season, with injuries as an exception, contribute to the overall success of the program and meet the following sport specific qualifications.



Football:	Play in 5 of the varsity contests.
Basketball:	Play in 11 of the varsity contests
Volleyball:	Play in 11 of the varsity contests
Track:	Earn an average of 1 point per track meet during the regular season or place at the District Track meet.
Golf:	Qualify for State (score 100 for boys, score 120 for girls).
Cross Country:	Qualify for State
Speech and Drama:	Competitors must place in 2 Invitational Meets and compete at the Divisional Tournament

Trips

All trips by classes or school organizations must be approved by administration. All students participating in these trips must have written permission from their parents / guardians in advance. Students are required to dress and act properly according to school policy while on such trips.

Students are expected to dress appropriately; either in coach approved travel suites or otherwise directed by the coaching staff.

Seating is to be separated boy / girl by front to back of bus with coaches / advisors sitting in between.

Movies on Activity Buses

PG rated movies may be shown on all trips. PG-13 rated movies with unanimous parental approval may be shown to grades 7-12. Parental / Guardian permission will be determined by anonymous ballots of parents prior to the trip.

Transportation

All students participating in an activity are expected to ride the bus with the team unless prior written permission has been granted by the school principal or superintendent.

On return trips, parents / guardians can arrange for release of students into their care with written notice. If the parents / guardians are not present and would like alternate transportation for the return of their student, they must sign a change of transportation form and return it to the office prior to the departure of the team from school.

Coaches Responsibilities

Procedure Prior to First Practice

- Ensure every student-athlete has completed the following forms: Physical Form, Proof of Insurance Form, and Concussion Form.
- Check to make sure all student-athletes are academically eligible.
- Submit a list of possible volunteers to the Activities Director. No-one other than contracted coaches and volunteers submitted to the Activities Director will be allowed on the field of court with the team.
- Make sure First Aid and CPR certifications are up to date for all coaching staff.
- Make sure Fundamentals of Coaching, MHSA rules clinic, and Concussion courses certifications are up to date for you, your assistants and volunteers. The school will pay for the Fundamentals of Coaching course.
- Check with school nurse for possible students with medical plans.
- Provide a practice schedule to the Activities Director and Main Office.
- Payment of stipends are completed at the end of the season with the completion of the Extra-curricular and Athletic Programs Payroll Record Form, requiring the Activities Director or Principals signature. Any variations to this will need to be worked out with the District Clerk to assure proper approval and administration of pay.

Procedure Prior to First Contest

- Submit a roster to the Activities Director before first contest.
- A parent meeting has occurred to inform parents about your expectations, the school substance policy, lettering requirements, practice schedules, and game schedules. When you choose a date for your parent meeting let the school Secretary know so she can put it on the school calendar. Meeting is to occur before the first competition.
- Confirm that Students have paid activity fees.
- If the contest is away, email a list of all students traveling to the Activities Director and the Front Office.
- Keep a list of equipment issued to athletes. Turn in a spreadsheet / list to the Activities Director.

Procedure After Season is Over

- Inventory equipment for amount and condition.
- Discuss coaching evaluation with Activities Director/**Principal**.
- Evaluate coaching staff.
- Submit a list of equipment or uniforms needed for the following year.
- Submit a list of awards to the Activities Director. \$100 limit.
- Complete paperwork for payment with the Activities Director (Extra-curricular and Athletic Programs Payroll Records form).
- Check with Activities Director to see if it is the teams turn on the uniform rotation to order new uniforms.
- Do not announce post season individual awards voted on by district/conference coaches until after the last team in the district/conference is done playing.

Tournaments

- The Activities Director will make reservations for staying overnight.
- Coaches can check out a credit card from the District Clerk to pay for meals. Please turn in all receipts with the credit card.
- The school will stay at hotels that have continental breakfast, so students will be allowed \$7 a meal for two meals per day. If other eating arrangements are made and not paid by the school, then \$14, excluding gratuity, can be used for one meal per student and coach per day.

Overnight Travel

- Coaches are expected to follow the curfew hours set forth in the training rules unless competition prevents meeting those hours.
- Coaches are responsible to ensure players are in their assigned rooms by curfew hours.
- Rule for staying overnight are at the discretion of the Activities Director or Administration. There will be no sport specific exemptions. Overnight travel will be evaluated and decided by administration on a per occurrence basis.

Locker Rooms

- Proper supervision will be provided to prevent hazing / bullying in the locker rooms for home and away contests.

- Locker rooms will be inspected to ensure students are keeping the areas neat and clean.
- Turn the lights off after each practice.

Open Gyms

- Open Gym / Field is an arrangement whereby the school's facilities are scheduled for volunteer play for all the student body grades 9-12 from your high school. Open gyms do not violate MHSA rules if they are conducted according to the following guidelines: 1. The open gym is open to any high school student (grades 9-12) from your high school who is interested in attending. 2. There is NO instruction during the open gym, whether by a coach or anyone else. 3. Coaches may supervise open gyms, but they cannot instruct, organize drills etc., or participate with the students. 4. There is no organized competition, such as established teams participating in round-robin competition etc. There is no such thing as an open gym during the sport-specific season (i.e. no volleyball open gym during volleyball) or during the allowed coaching window of June 1-July 31. Other than during the season or the June 1-July 31 window, open gyms can be held on Sunday if the school district allows.
- Enforce all MHSA guidelines pertaining to participants and coaching criteria.
- Sign up for gym usage using calendar on the bulletin board used for announcements across from main office.
- Provide a safe and supervised environment for all; on the court and in the locker rooms.

Facilities

- When leaving the school either for travel or after the last practice of the day turn off all lights and lock all doors.
- Do not leave students in the school unsupervised.
- Ensure students pick up their trash and leave a clean bus.

Injuries

- Use the injury report form located in the office to report all injuries to the front office. When in doubt complete the form. Sign your name and indicate if you contacted parents about the injury. Notification should be done on the first day back to school after the activity in which the injury has occurred.

Purchasing

- Check with business clerk for procedure regarding purchasing
- AD will establish a budget for each program
- Coaches should check in advance before purchasing any items personally for the program.
- Per school policy individuals can only be reimbursed up to \$75.00.

The **Bruin Dozen Award** is given to any athlete that has competed in 3 sports seasons for 4 years.

Student Statisticians / Managers

These individuals are considered participants of the sporting event and should follow the same guidelines as players and cheerleaders for their sport. Sports where the athletes are using the towels should have managers wash and fold towels.

Tournament Team

of Students (players and managers) reimbursed for travel by the state

Football 28

Volleyball/Basketball 16

Golf / Track / Cross Country # of Qualifiers and season long managers



Transportation Changed by Parent

Students are expected to take regular district transportation on school sponsored trips unless alternate transportation is approved. If the parent is taking their son or daughter after an activity they just need to provide the coach or advisor with a written note in person. For all other changes, this form must be completed and approved by the Principal or Superintendent. Approval will not be granted for students to drive themselves or ride with other students. The parents must contact the administrator in person in person to get approval prior to the activity bus leaving the school! All students getting off in Emigrant, Tom Miner Basin and Corwin Springs to ride home with other student’s parents will need to fill out one form to cover that sport. Gardiner School District reserved the right to deny or revoke student’s privileges if they are abused or misused the student will have to be picked up in Gardiner. By completing this form, the parent agrees that the Coach / Advisor will be notified and given a copy that their responsibility for the student is being transferred to the approved person or persons. This will release the school from liability for the student at that time.

I am requesting that _____ (student name) be allowed to make the following changes in the school provided transportation.

Activity _____ Where _____

Date of Activity _____

What changes

Approved by _____ and _____
(Parent) (Administrator)

Date _____

Coach Evaluation

Follow All MHSA Rules Head Coach-Season Evaluation

Coach's Name: _____

Sport: _____

Year: _____

Rating Scale: E = Excellent
 S = Satisfactory
 N = Needs Improvement
 U = Unacceptable

I. Professional and Personal Relationships

E S N U

1. Submits team rosters, travel lists, awards, and orders in a timely manner.
2. Understands and follows rules of the MHSAA and Gardiner Schools.
3. Works cooperatively with the Athletic Director, maintenance staff, and other personnel.
4. Cooperates with news media to reward the effort of team/individuals.
5. Show self-control and poise including sideline conduct and towards officials.
6. Works with team/individuals to develop appropriate goals.
7. Has confidence and respect of student-athletes.
8. Develops relationships and works cooperatively with other coaches in the athletic program.

II. Coaching Performance

E S N U

1. Is well versed and knowledgeable in all aspects of assigned sport and can effectively teach them.
2. Establishes the fundamental philosophy, skills, and techniques to be taught by the staff.
3. Develops a well-organized practice schedule.
4. Effectively utilizes practice time for both individual and team developments.
5. Delegates authority with responsibility while remaining accountable for such delegations.
6. Develops integrity within coaching staff and works to develop coaches.
7. Understands the medical aspects of the position and follows policy.
8. Provides leadership and attitudes that produce positive efforts by participants.
9. Has individual and team discipline and control.
10. Develops respect by example in appearance, manners, behavior, language, and conduct.
11. Is fair, understanding, and patient with team members.
12. Shows an interest in student-athletes in off-season activities and classroom efforts.
13. Has awareness of legal coaching responsibilities and operates within those responsibilities.

III. Related Coaching Responsibilities

E S N U

1. Is concerned about the proper care of equipment.
2. Follows proper procedures for purchase of equipment.
3. Attends to factors which relate to athletic safety.
4. Is cooperative in sharing facilities.
5. Provides proper supervision and security of facilities.

Comments:

Signature Coach: _____ Date: _____

Signature AD: _____ Date: _____

What is a Concussion?

- A concussion is a brain injury and all are serious.
- Most concussions occur without loss of consciousness.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.

What is a Concussion? (Definition provided by the Center for Disease Control)

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

Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs. For our athletic coaching staff, every coach shall complete the “NFHS Concussion in Sports-What You Need to Know” course each year. The course will be viewed before the coach has contact with student athletes in his / her respective sport.

ImPACT (Immediate Post-Concussion Assessment and Cognitive Test) baseline testing will occur every other year for students in grades 8 through 11. All new students will be tested.

Management of concussions is a complex and evolving process. Current best practices in the field of concussion management will be implemented by Gardiner School to ensure the safety of students. To comply with Montana High School Association direction and the Dylan Steigers Protection of Youth Athletes Act, parents and students will review and sign the front page of “Student-Athlete & Parent / Legal Guardian Concussion Statement”. If a student sustains a concussion, Gardiner School will continue to require that the student be cleared to return to school and also to return to sports activities by a Medical Doctor, Doctor of Osteopathic Medicine, Nurse Practitioner or Physician’s Assistant trained in the evaluation and treatment of concussions.

It is the responsibility of every Gardiner School employee, student, or parent / guardian to report when they believe a concussion has occurred. This includes injuries sustained outside of school as well as during school and school sponsored activities.

In the event a Gardiner School staff member suspects a student may have suffered a concussion or head injury, the following steps will be initiated:

1. Immediately evaluate the student for signs or symptoms consistent with a concussion. Utilize SCAT2 (Sport Concussion Assessment Tool 2) for the assessment.
2. Evaluate the need for emergency (911-ambulance) care.
3. Proceed as follows if signs or symptoms of a concussion are present.
 - Remove student-athlete from the school activity.
 - Notify parents / guardians about the possible injury.

- Ensure student / athlete is evaluated by a Medical Doctor, Doctor of Osteopathic Medicine, Nurse Practitioner or Physician's Assistant trained in the evaluation and treatment of concussions.
- Notify the Activities Director.
- The student / athlete may not return to school activities (classes or sports) until the school has received a written clearance from one of the above listed healthcare professionals. The student may not return to play / sports activities until they have successfully completed the return to school and return to play protocol.
- "IF IN DOUBT, SIT THEM OUT." will be the philosophy for the management of potential injuries to Gardiner School students.

If the student requires accommodations regarding return to school activities those modifications to the school day will be coordinated with one of the above listed health care professionals, principal, teaching staff, parent / guardian and school nurse.

For further information please see: <http://www.cdc.gov/concussion/sports/index.html>

If an athlete sustains an injury, make sure to inform parents (even if the injury seems minor) and complete the concussion checklist for coaching staff (which includes Packet SCAT 2, Concussion Checklist for Parents / Guardian, Heads up Concussion – fact sheet for parents, Gardiner School Incident Report and the Return to Play Flow Sheet).

Student Dress Code

A student and their parent / guardian is responsible for a student's pattern of personal appearance. Personal appearance includes dress, grooming, and personal hygiene. Because a direct correlation between dress, attitude, and achievement in school. Students will be expected to keep themselves well-groomed and neatly dressed at all times. Personal appearance of a student shall be respected provided it does not interfere with the health and safety of the student and classmates; and does not materially or substantially disrupt or distract the educational process.

- A) All school attire must be in good condition; holes, tears, or ragged unsightly edges are not acceptable.
- B) Shorts, skirts, dresses must be at least mid - thigh in length.
- C) No headgear, such as sweatbands, hats, bandannas, or scarves will be worn in the school building during regular school hours.
- D) For health and safety reasons, shoes or sandals must be worn in school.
- E) Shirts must cover the mid-section.
- F) No spaghetti strap shirts or dresses allowed.
- G) Wide strap tank tops will be allowed if neat and cut in a modest fashion.
- H) Clothing that is revealing or immodest is not allowed.
- I) Obscene or suggestive insignia or beer, liquor, or tobacco / nicotine advertisements are not allowed.
- J) Activities teams should dress in either team travel suits or jackets with colored pants or at the coaches discretion.

K) No hats are to be worn off of the team bus except for Track, Golf, and Cross Country as those coaches permit.

The Board of Trustees delegates to the Administration and faculty the right to determine acceptable wear. If the Administrator feels attire is unacceptable the student will be asked to change. Consequences for repeat offenders are at the Administration's discretion.

Chain of Command

- Student talks to Coach / advisor
- Parent and Student talk to Coach / advisor
- Parent and student talk to Activities Director then Activities Director talks to coach
- Parent and student talk to Principal or if Activities Director is Principal then directly to Superintendent then administration talks to coach
- Parent and student talk to Superintendent then administration talks to coach
- Parent and student appeals to Board

References:

<http://montanacoaches.com/>

<http://www.mhsa.org/>