

Roundup Public Schools



Coaching Handbook
2016-2017

Letter from the Activities Director

Welcome to coaching at Roundup Public Schools. As the Activities Director, I am happy to welcome you to the Panther coaching staff and wish you the best in all of your coaching endeavors. One of the best things about our coaching and school staff is that everyone is interested in your success and will assist you in any way possible. If you have any questions, do not hesitate to ask.

The purpose of this handbook is: 1) To create uniformity in dealing with each coach and sport; 2) To give all coaches the proper procedures to follow; and 3) To have set policy so that everyone- including board members, administration, coaches, parents, and participants- is informed on what the Activities Department does.

Through this handbook, I hope most of your responsibilities and questions are answered. This handbook is a continuous work in progress. If you think of something that should be added, please let me know.

We are confident that you will be able to instill the virtues of competitive sportsmanship, hard work, and competitive sport to the students you work with. We are excited to add you to our staff and wish you the best of luck in your upcoming season.

Best wishes,

Jim Browning
Activities Director

Roundup School's Philosophy for Activity Participants

Roundup Schools consider activities to be an integral component in the educational experience of our students. Establishing a desirable atmosphere for our activities program is a shared responsibility of students, coaches, and parents. The ultimate goals of the activities program should be to help students realize the value of participation without overemphasizing the importance of winning and to develop and improve positive traits among our student participants. To enhance this atmosphere, the following philosophies and guidelines must be utilized.

It is the responsibility of the student to:

1. Be a positive role model.
2. Understand the importance of achieving the highest academic success possible.
3. Obey school rules and regulations.
4. Enjoy the opportunities and rewards of extra-curricular participation.
5. Follow the coaches' guidelines and expectations.
6. Realize that certain levels of some activities are competitive within our school, and that this will result in varying degrees of participation for each participant.
7. Set a positive example of good sportsmanship both in language and behavior.
8. Communicate with your coach regarding any concerns, advice, or additional problems that arise regarding your activity.

It is the responsibility of the coach to:

1. Be a positive role model.
2. Encourage each student to achieve the highest academic success possible.
3. Enforce Roundup School's and MHSA's rules and regulations.
4. Provide a positive atmosphere during practice and competition.
5. Set and follow through with team guidelines and expectations.
6. Teach proper skills and techniques appropriate to the activity they are coaching.
7. Set a positive example of good sportsmanship both in language and behavior.
8. Be open to communication with students and parents.

It is the responsibility of the parent to:

1. Be a positive role model.
2. Encourage their child to achieve the highest academic success possible.
3. Help enforce school rules and regulations.
4. Enjoy watching their child participate in extracurricular activities.
5. Follow the coaches' guidelines and expectations.
6. Realize that certain levels of some activities are competitive within our school, resulting in varying degrees of participation for each participant. The school district does not guarantee equal playing time for all participants at all levels.
7. Set a positive example for good sportsmanship both in language and behavior.
8. Communicate with the coach regarding concerns or problems that may arise regarding their child's participation in an activity.
9. Realize that coaching philosophies vary, and that the head coach's philosophy shall be the

controlling philosophy.

Coaching Expectations

The coaching expectations are more clearly defined in the attached job descriptions and evaluation forms. However, the items listed below set forth the guiding philosophy that Roundup coaches should follow:

1. Rapport: A coach must be able to develop a good rapport with any number of individual and groups. It is important for coaches to establish and maintain a good working relationship with participants, the student body, the faculty, the administration, office personnel, maintenance workers, the community as a whole, spectators, officials, fellow coaches in the conference, media, and parents.
2. Cooperation: The district expects a respectful and cheerful working atmosphere between all individuals associated with the activities program at Roundup Schools. Coaches must work hand in hand with the activities director, principal, superintendent, board members, and their respective staffs.
3. Leadership: Diligence, enthusiasm, honesty, the development of every student, and a love for the sport are aspects that any Roundup coach/sponsor should exhibit. Personal appearance, dress, attitude, and work ethic should all be exemplary. At all times, a coach should strive to be professional. Professionalism must be exhibited at all times by any district coach or sponsor.
4. Discipline: A coach or sponsor in the Roundup Activities Program must be cognizant of the fact that they are to conduct themselves as a model of all that our activity program represents. The coach should hold them to the same standards that we hold our students to. Coaches should observe and enforce all school rules, training rules, rules of the game, ideals of good sportsmanship, and proper behavior during and outside of the season. A coach should remember that their actions will always speak louder than their words.
5. Improvement: A coach must take advantage of opportunities providing for self-improvement. Likewise, a coach must ensure that their participants are improving and showing growth throughout the season and their career. The goal of schools is to increase a student's intellectual growth in measurable ways each year. Likewise, the goal of Roundup's Activities Program is to increase a student's sport/activity growth in measurable ways each year.
6. Use of acceptable coaching techniques: A coach must use sound and acceptable teaching practices. Coaches are expected to run well-organized practice sessions, adhere to a highly efficient and technically sound program of injury prevention, and construct well-organized game plans.
7. Equipment: A coach must develop a system for equipment accountability which includes the

inventory, repair, reconditioning, and replacement of equipment. Coaches are expected to prepare and submit all purchasing requests through the Activities Director.

8. Supervising Assistant Coaches and Managers: A coach must keep assistant coaches and student managers well informed of duties and expectations. All coaches are expected to cooperate fully with maintenance staff, transportation staff, and others involved with the school or program

Coaches' Responsibilities:

1. To the players: The primary reason for having athletic teams within the school is to help provide opportunities for our students to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means in accomplishing this aim. We must promote and teach only clean, aggressive, and fair play while stressing good sportsmanship at all times. The coach must be the leader and set the example.
2. The coach should be fair and impartial with players, considering their individual differences, needs, interests, temperaments, aptitudes, and environments.
3. Players deserve coaches who have a genuine and up-to-date knowledge of the sport or activity they are teaching.
4. The safety and welfare of players should always be foremost in the coaches' minds.
5. The coach has a duty to keep their student participants, parents, faculty, administration, and community well-informed of all aspects of their program.
6. As a coach, you are a frequent topic of conversation at various community locations and at the dinner table. Your performance and reputation are always a matter of discussion. In light of this, your actions and statements should always reflect confidence and respect for the Roundup School District. A coach should work as a tireless advocate for the school district, the athletic department, and its employees.
7. A coach in the Roundup School District should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should belong to the various coaching associations open to the profession.
8. In athletics at our school, the head coach is ultimately responsible for their respective program. All assistant coaches report to, are assigned duties by, and are evaluated by the head coach of their respective program. It is the responsibility of the head coach to assign duties, outline expectations, and evaluate assistant coaches. It is the responsibility of assistant coaches to support the head coach at all times. In a lot of respects being an assistant coach is difficult. Assistant coaches must be willing and able to do things that they might not wish to do, or like to do. However, for our programs to be successful, we must have good assistants and head coaches that make the most of their assistant's talents.
9. All coaches and sponsors of RHS activities must support each other. The health of our activities program relies on mutual respect, encouragement, and support amongst our coaches and sponsors. Therefore, it is important to support, promote, and cooperate with all other coaches and activity sponsors for the well-being of the total program.

10. A coach/sponsor is responsible for cooperating with every faculty and staff member employed by the district. The health of our school and our extra-curricular programs is a joint effort. Communication with teachers, administration, custodial staff, and office personnel is paramount and should never be neglected.
11. Every coach/sponsor is responsible for keeping practice areas, locker rooms, and equipment storage areas clean, organized, and in order. Equipment must be neatly and properly stored at all times. Pride in our facilities and equipment, as well as those of the schools we compete at, should be stressed and enforced at all times.

Athletic Injuries and Medical Emergencies:

Every coach/sponsor, during the course of a school year, is going to encounter participants with injuries of varying degrees. Some of these injuries may be considered “minor” and unfortunately, some may be severe or life threatening. The coach/sponsor can only be expected to use common sense and to act according to their training and experience. Keep in mind that “over medicating” can be just as dangerous as doing nothing. Never play doctor. Never do more than necessary to stabilize the situation until the injured player can be treated by more completely trained individuals.

The following procedures should be followed when dealing with an injury or emergency:

1. Assess the situation. If the injury is minor, use your first aid training and experience to assist the participant to the best of your abilities. If you suspect the injury is life threatening or outside of what you are able to confidently assess, call 911 and get professional assistance.
2. With any injury, try to take note of the time. It is important in life threatening situations to be able to tell medical personnel how long the participant has been unresponsive, etc.
3. A coach must stay with the injured participant until they regain their faculties or professional help arrives.
4. In a life threatening or severe injury, a coach must attend to the injured participant until help arrives. Once help arrives, the coach must attend to the members of their team. They will likely have questions and emotions that need to be dealt with.
5. Notify the parents of the injured participant as quickly as possible. Be prepared to answer questions as to what happened, where the student is, what measures were taken.
6. Notify administration as quickly as possible.
7. As soon as possible, fill out an accident report in as much detail as possible. These reports are available at the high school office. These reports are crucial and may be needed for legal reasons.
8. If needed, sign the student up to meet with the AMP trainer. Our school contracts with AMP to provide a trainer to meet with students twice per week. The student sign-up sheet to meet with the trainer is located in the high school office. An AMP trainer and EMS workers will be at every home varsity football game.

9. Keep information about the incident as confidential as possible.
10. Arrange a meeting with administration to discuss if this accident was avoidable. If the accident is avoidable, be prepared to make suggestions as to staffing, scheduling, or equipment that can help prevent a future accident.

Rules, Regulations and Best Practices for All Coaches/Sponsors

It is the duty of the Activities Director to distribute and cover the following information to all coaches and sponsors on a yearly basis.

Coaches' Duties:

1. First Aid, MHS A Coaching Test
 - a. All athletic coaches need to have current First Aid Certification and have successfully completed the MHS A coaching program before their season starts.
2. MHS A Meetings, Rules Clinics, Referee Evaluations
 - a. All athletic coaches must attend the MHS A Rules Clinic for each sport they coach.
 - b. Coaches must attend MHS A functions as directed by the Activities Director
 - c. Complete referee evaluations as directed.
3. Provide recommendations to the Activity Director in matters of interscholastic scheduling when needed.
4. Provide clear expectations and leadership to the assistant high school coaches, junior high coaches, and elementary coaches that you oversee.
5. Communicate in a consistent and timely manner with the Activities Director in the following areas:
 - a. Rosters must be turned into the A.D. as soon as possible. Roster changes needed to be communicated weekly.
 - b. Equipment concerns, inventories, and purchasing
 - c. Transportation needs
 - d. Pre-approval of all expenditures
 - e. Departure and arrival times, trip itineraries, hotel rooming lists
 - f. Practice times and locations
 - g. Tournament or playoff procedures and travel
6. Provide book keepers, clock/score keepers, line judges, and other helpers to run Jr. High, JV, and C level contests.
7. Attend mandatory meeting for coaches held by Activities Director.
8. Conduct a mandatory pre-season parent meeting.
9. Secure and provide proper care of equipment, supplies, and physical properties used by the participants.
10. Understand that you are continually on display and must exercise good judgment in projecting positive behavior.
11. Provide and enforce regulations for your team's appearance and conduct at all times during your season. Lead by example in this regard.
12. Encourage good sportsmanship, fair play, and ethical relationships between participants and

coaches.

13. Encourage good scholarship and desirable pupil-teacher relationships.
14. Do not tolerate bullying or hazing of any kind between participants on your teams.
15. Fill out injury reports, notify administration, and refer students to the trainer as needed.
16. Supervise, evaluate, and assign duties to assistant coaches.
17. Supervise, evaluate, and assign duties to student managers.
18. Check all players for academic and MHSAA eligibility.
19. Make sure all students have a physical, parental permission form, signed training rules form, and emergency medical card on file before they are allowed to participate.
20. Prepare and submit a complete roster of all players so that program information can be sent to competing schools. This should be submitted at least one week before the first contest.
21. Have first aid equipment available at all times.
22. Help the office and Activities Director collect participation fees.
23. Help collect and store all equipment after the season's conclusion.

Coaches' Dress

1. Coaches should present a professional appearance at all times.
2. Coaches should dress following the same guidelines that they set for their participants. For example, if a coach demands their players dress up for a game or refrain from certain types of clothing for practice, the coach should lead by example.

Coaches' Responsibilities While Traveling

1. Advise the AD to any change in your desired departure time.
2. Communicate with participants, parents, and school personnel your departure time, return time, hotel contact information, and other pertinent information.
3. Prepare a checklist of needed equipment so that nothing is forgotten or left behind by players, coaches, or managers.
4. Make provisions for safekeeping of all participant or coaching valuables while at the visiting facility.
5. The coaching staff should check the locker rooms, hotel rooms, restrooms, or restaurant/store before the athletes leave the facility.
6. Set and inform participants of behavior standards while traveling and strictly enforce those standards.
7. Set and inform participants of travel dress standards and strictly enforce those standards.
8. Leave a list of all participants traveling with you in the office before you leave.
9. All students must ride school provided transportation to and from any activity taking place away from Roundup. This applies to any student who is a member of a team, music group, cheer group, or a member of any other school sponsored activity.
10. If a parent wants their student to ride to or from a school sponsored activity with them, or if they would like to their student to be picked up or dropped off at somewhere other than the school, a Travel Release must be filled out and approved by the High School Principal. A coach is allowed to sign a travel release at the event, but can only release the student to their parent. Students are not allowed, under any circumstance, to drive themselves to and from

- competitions. Coaches are encouraged to carry Travel Releases with them to all away games.
11. Stopping on the way to or from a contest is the coach's decision. Stops on school nights or on short trips should be avoided.
 12. If any emergency should arise on a trip such as adverse road conditions, injuries, or major infractions to the rules, the following procedure should be followed:
 - a. If an administrator associated with the activity is present, it will be their decision as to the running of the bus.
 - b. If an administrator is not present, the Activities Director, High School Principal, or Superintendent should be contacted.
 13. Coaches cannot leave until all participants have departed the facility.
 14. Ensure that lights are off and facilities are secure before leaving.

Overnight Trips

Before departing on overnight trips coaches must do the following:

1. Provide a typed travel itinerary complete with the address and phone number of the hotel to the participants, parents, and administration.
2. Provide a typed rooming list to the Activities Director.
3. Participants will be informed of when they need to be in their rooms and what time "lights out" shall be enforced.
4. Participants will not be allowed to leave the hotel without the coach's permission. If a student does leave the hotel, they must checkout with their coach and check back in once they return.
5. Students should be closely supervised at all times.
6. Coaches must closely monitor participants in the pool/hot tub area and the exercise room areas of the hotel. It is strongly recommended that coaches have a well-thought out procedure for dealing with participants in hotels with these types of facilities.

Bus Conduct

1. Coaches, managers, and players must see that the bus is clean at the end of the trip. Coaches should ensure that all equipment, personal property, and garbage is removed from the bus at the conclusion of each trip.
2. Students should remain seated in a forward direction for the duration of the trip. Kneeling in seats, yelling or hanging out of windows, horseplay, loud music, etc. should not be tolerated under any circumstances.
3. It is the coaches's responsibility to supervise students on the bus, not the driver's.
4. Students of the opposite sex are not allowed to sit in the same seat on any trip. There are no exceptions to this rule.
5. Know what your participants are doing on the bus.

Use of Opponents' Dressing Facilities:

1. Set and inform participants of appropriate conduct of opponents' facilities and enforce those standards.
2. Before leaving an opponent's facility, ensure that the facility is in the same or better condition

than when you arrived.

Practices:

1. A practice schedule will be developed so that boys and girls will have the high school gym for practice at 4PM an equal number of times during the season. The only exception would be if one the coaches were unable to practice at 4PM due to a work schedule conflict with their primary employer.
2. Notify participants and parents of practice start and end times. Adhere to those times, and give as much notice of a schedule change as possible to participants and parents.
3. All practices are to be supervised by coaches at all times. If a coach is unable to be present, the practice should not be held.
4. Be cognizant of the school schedule when scheduling practice times.
5. Sundays and Holidays: Practice or meetings should not be held without the permission of the Activities Director.
6. No practice or meetings can be held on Thanksgiving, Easter, or Christmas.
7. Practice during school breaks can be held at the discretion of the head coach with administrative approval.
8. Practices must be concluded by 6:00 PM on Wednesdays in accordance with the district's family night policy.
9. Arrange for facility and equipment set-up before practice begins.
10. Always have a documented practice plan prepared and available before each and every practice session. The plan should include: practice schedule, drills to be used, techniques to be taught, and specific areas to be focused on.
11. Encourage participants to secure clothing and valuables left in locker rooms while practicing.
12. If you are not going to use a scheduled practice time, let other coaches know so that practices can be moved accordingly.

Rosters

1. A roster for all teams must be turned in one week before the first contest for each sport.
2. Inform the Activities Director of any roster changes as soon as possible so that program information is always correct. This includes player position or uniform number changes.
3. Make clear to a participant any change in status and the reasons for that change in order to maintain good public relations and team morale.

Game Procedures

1. Assist in the set-up of field or court.
2. Supervise participants at all times including participants whose contest has concluded or has yet to start.
3. Secure participant and coach clothing and valuables.
4. After game is completed, ensure that all participants return to the dressing or other designated area. Do not allow participants to linger on the court or in the stands.

5. Dressing rooms and sidelines must be picked up and left in a clean and orderly manner whether the game is at home or away.
6. Call the results of all home games into the *Billings Gazette*.

Participant Playing Time/Competitiveness

1. At the Elementary level, emphasis should be placed on developing the skills of all of the participants. Playing time should be as equal as possible for all participants that are in good standing.
2. At the Junior High level, emphasis should be placed on developing the skills of all of the participants. Efforts should be made to play all team members in good standing at every contest, but playing time will be based on making the team as competitive as possible.
3. At the Freshman "C" Squad level cuts are appropriate if there is an excess of eligible participants. Emphasis should be placed on developing the skills of all of the participants. Efforts should be made to play all team members in good standing at every contest, but playing time will be based on making the team as competitive as possible.
4. At the Junior Varsity and Varsity level cuts are appropriate if there is an excess of eligible participants. Emphasis should be placed on developing the skills of all of the participants. Playing time will be based on making the team as competitive as possible.

End of Season Procedures

1. All equipment must be carefully inventoried and stored. A copy of the inventory should be submitted to the Activities Director.
2. Any equipment needing repair or reconditioned should be brought to the attention of the Activities Director.
3. Equipment rooms and sheds must be cleaned thoroughly and made ready for the next season's sport.
4. Letter awards and other award lists must be turned in to the Activities Director as soon as possible so that awards can be purchased and engraved in time for the season ending banquet.
5. Meet with participants individually to explain their growth during the season, areas they need to improve, and specific things the participant should do to improve
6. Head coaches must complete the following checkout procedure to receive their final paycheck for the season:
 - a. Provide a typed summary of the season. Include progress made by the program, areas you see a need for improvement, a plan to address any areas of deficiency, and goals for the next year.
 - b. A list of participants that successfully completed the year denoting letterwinners, captains, managers, and award winners.
 - c. Schedule of games played with results of each game, meet, or match.
 - d. A list of any new individual or team records set during the season.
 - e. An inventory of all uniforms and equipment.

- f. Requisitions for new equipment needed for next season.
- g. A “wish list” of equipment or other supplies for your program.

Injuries:

1. In the case of participant injury, administer first aid and call 911 if the injury is severe, life threatening, or if the situation calls for professional medical expertise.
2. Always have participant emergency medical cards for each participant and manager with you at all times.
3. Have injured students utilize the AMP trainer who comes to the high school twice a week.
4. If a student sees a doctor, they must bring back clearance to resume participation.
5. Have a “med kit” with you at each practice and contest.
6. Notify a participant’s guardian and administration of injuries.
7. Fill out an incident report on all injuries.

Training Rules:

1. Training rules must be enforced at all times.
2. Inform your participants of the training rules and any additional rules you may have.
3. If you suspect an athlete is using drugs or alcohol, inform the Activities Director immediately so that the student can be tested for illegal substances as soon as possible.

Eligibility

In addition to the Montana High School Association’s enrollment, attendance, and academic eligibility requirements, Roundup Public Schools requires its extracurricular participants to meet the following standards:

1. Elementary and Junior High participants that have a failing grade in any class are not allowed to participate in away games where travel would require the student to miss class time.
2. Any high school student that fails a class for a semester is ineligible to participate in extracurricular activities for the following nine week grading period. At the end of the nine week grading period the student can become academically eligible if they are passing all of their classes.
3. In some cases students that fail spring semester classes can “make-up” the failed course through summer courses or online offerings through Roundup Public Schools. In order to “make-up” failed classes the student must meet the following:
 - a. The student must meet MHSА academic standards. To do this, the student must have received a passing grade in at least twenty periods of prepared work per week or its

equivalent during the semester.

- b. The student must meet with the Superintendent to ascertain the availability of suitable summer course offerings that would replace the failing grade(s). Roundup Schools does not guarantee that suitable classes will be available.
4. Any student absent from school four or more periods of the day of an after-school practice or activity may not participate in that practice or activity without the approval of the Activities Director prior to the absence. Approval will be the result of a previously scheduled medical/dental appointment, or appointment to satisfy requirement of the law, or if the absence is due to a family emergency.
5. The principal and superintendent have the authority to exclude from activity participation any participant who is in violation of any school rules

Gender Equity Policies

1. A practice schedule will be developed so that boys and girls basketball get an equal number of 4PM practices in the high school gym. The only exception to this policy would be to accommodate a coach that is not primarily employed through the district and has a conflict due to their work schedule with their primary employer.
2. A six-year rotation of uniforms will be established. This rotation will include football, volleyball, boys basketball, girls basketball, cheer, and track. This policy will cover home and away uniforms for football, basketball, and volleyball, as well as sweats and uniforms for track. The uniform rotation schedule will be kept by the Activities Director. Any warm-ups or shooting shirts will be bought by individuals, not the school. Equipment for all sports will be ordered at the end of the school year for the next year. Each coach is responsible for submitting orders of the equipment they will need for the upcoming year.
3. All half time performances need to be prearranged with the Activities Director. Equity will be required. Performances will have to occur at an equal number of boys and girls activities. This policy applies to bands, cheerleaders, and any other performing group. Post season event will not be covered under this policy.
4. Every effort will be made to have the pep band at all tournaments. The Superintendent, High School Principal, and Activities Director will decide if the band will attend and/or stay overnight at tournaments that are over 150 miles from Roundup. For District and Divisional events, where the distance to the tournament is over 150 miles from Roundup, the pep band will play for games held in the afternoon and return home. If the District or Divisional event is held in the evening, the pep band will not play at that event. The pep band will travel and spend the night at State level competitions.
5. Participants of extra-curricular activities will pay for their own meals while on trips during the regular season. The one exception will be for trips of over 200 miles one way. On trips of over 200 miles one way, the school will pay for one meal at the rate of \$12 per person. These groups include all junior high and high school athletic teams, Speech and Drama, and pep band. During tournaments or post season play including District, Divisional, and State tournaments, the school will provide meals using the following guidelines: Breakfast \$6.00, Lunch \$8.00, Dinner \$12.00 or a maximum of \$26.00 per day per individual. It is recommended that coaches plan for two meals a day and stay within the total daily limit.

Anything in excess of the total limit should be paid for by the individual participant. Coaches and sponsors are responsible for keeping participants within the daily limits.

6. Once a team has been eliminated from their post season tournament they should return to Roundup. If a team is eliminated on Friday, and they have already paid for their rooms through Friday, they may stay Friday night and return on Saturday morning. If a coach wishes to come home on Friday they may choose to do so. No group will stay on Saturday night unless permission from the Superintendent, High School Principal, or AD is obtained.
7. Volleyball, basketball, and track will have two coaches per 25 participants. If one of these programs has more than 25 participants, a third coach may be added. Football will have four coaches. If more than forty-five players participate, an additional coach may be added.
8. The lettering policy for football, volleyball, and basketball will be the same. If a participant is on the district tournament roster and/ or have finished the regular season on the varsity team roster, the participant will letter. Cheerleading, Speech and Drama, Track, and Golf will have similar requirements pertinent to their activities. Lettering requirements should be given to the participants of each activity before the season starts.

Social Media/Networking Policy

Use of social media to communicate such as Facebook, text messaging, twitter, email, etc. should align to district standards. The best practice of staff (certified and classified), coaches, sponsors and advisors is to refrain from engaging in social networking with student and/or student athletes.

Recommended Best Practice for dealing with students and social media:

- Email students through school controlled and monitored accounts;
- If you need to communicate through Facebook, then contact administration and setup an account on the District server;
- Do NOT solicit students as friends or contacts on social networking sites;
- Do NOT accept the solicitation of students as friends or contacts on social networking sites;
- Do NOT share with students' access information to personal websites or other media through which a staff member would share personal information and occurrences;
- Refrain from accessing social networking websites for individual use during school hours, unless asked to do so by administration;
- Except in an emergency situation, staff should not access social networking sites using district equipment or personal equipment, during instructional time;

CELL PHONES AND OTHER ELECTRONIC EQUIPMENT

Employees are strongly discouraged from using their personal cell phone during the school days. When necessary, employees may use their personal cell phones and similar communication devices only during non-instructional time. In no event shall an employee's use of a cell phone interfere with the employee's job obligations and responsibilities.

Staff text messaging students is not to happen at any time during school hours and is discouraged by the district unless the message is educationally relevant
Violation of the cell phone request may include disciplinary action as determined by administration.

There is an inherent risk of using a cell phone while driving. Employees that use District vehicles for school business should refrain from using a cell phone. Though the District recognizes that employees may need to use their phones while driving, pulling over to a secure area is encouraged. Absolutely **NO** texting is allowed while operating a district-owned vehicle. Failure to comply with the conditions set forth may result in disciplinary action.

TOBACCO-FREE ENVIRONMENT

In order to protect the health of students, staff, and the general public, provide a healthy working environment, and promote good health for students; tobacco use is prohibited on all district property and in district-owned vehicles. Tobacco use is prohibited in all district buildings. Tobacco use is defined as the carrying or smoking of any kind of lighted pipe, cigar, cigarette, or any other smoking equipment or material or the chewing or sniffing of a tobacco product.

Management of Sports Related Concussions

Roundup Public Schools recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities and acknowledge the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that it is important to take measures to ensure the safety of youth athletes participating in organized youth athletic activities with regard to concussions and head injuries.

TRAINING

The District shall ensure that all coaches, athletic trainers, officials, including volunteers, will have access to and will complete training regarding concussions and head injuries at least once each school year.

PARENT/GUARDIAN INFORMATION:

Prior to practicing and participating in any organized youth athletic activity during each school year, the youth athlete and the youth's parent/guardian must review and sign the Student-Athlete & Parent/Legal Guardian Concussion Statement.

RESPONSIBILITY:

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

RETURN TO PLAY AFTER CONCUSSION/HEAD INJURY:

In accordance with MHSAA Return to Play Rules and Regulations and The Dylan Steigers Protection of

Youth Athletes Act, a student athlete who has been removed from play, practice, tryouts, training exercises, preparation for an athletic game, or sport camp may not return until the athlete is cleared by a licensed health care professional (registered, licensed, certified, or otherwise statutorily recognized health care professional).

OPEN GYMS

When promoting their activity, conducting off season programs for training and conditioning, or when holding open gyms, coaches are to be cognizant of MHSAA rules governing "practices", "contests", "open gyms", and "student eligibility", and take measures so that violations do not occur.

These programs or open gyms shall not interfere with other programs which are in season. Respect for in-season programs and athletes are expected, and in-season programs shall have three weeks to commence before any open gyms or out of season programs are permitted.

These out-of-season activities must be supervised and the building secured upon conclusion.