

# Laurel Public Schools



Activities Handbook  
2018-2019



## INTRODUCTION

I would like to welcome all of you to another school year. Extracurricular activities are an extremely important part of the total educational experience we provide for our students. How you go about providing a positive experience for our students will have long lasting memories for them. It is critical that the experience is one that is positive and most important fun for the participants as well as for you. You, as the coach/advisors, will have a definite impact on your student/athletes. Be sure to teach them life lasting experiences they will need to make them better citizens.

I want all of you to know how appreciative the district is on your commitment to the students of Laurel High School. Your hard work and dedication make this place a much better place for the students of this school and I thank all of you for that.

## LAUREL SCHOOL DISTRICT GOALS AND EXPECTATIONS FOR ACTIVITIES

## EVALUATION QUESTIONS FOR EACH GOAL AND EXPECTATION

Listed you will find the goals and expectations of the Laurel School District as outlined in Policy 2125, 2125F and evaluation questions for each goal and expectation. You should be able to provide answers to these questions if requested by the Activities Director.

1. As with all our programs, our athletic program should be student centered to the highest degree possible. It may state the obvious, but we want to insure that the philosophy and operation of the athletic program as a whole, and each individual sport's program in particular, strive to put the student athlete's need first. Sports should only provide entertainment and reward for the adult as a secondary effect.

**When making decisions involving the student, does the coach consider the potential impact on the student and/or the student's need first? Does the coach do this consistently?**

2. A follow to #1, our sports programs need to insure the "comprehensive" development of the student-athlete in the following areas:

Mental – academics must come first! Our sports programs need to support and enhance our curriculum efforts wherever and whenever possible. **Does the coach support the spirit and the intent of the district policies concerning grades and eligibility? Does the coach actively stress this with the students and parents/guardians?**

Character – our sports programs must be "positive" and character-building programs. We must insure that we do more than talk sportsmanship and individual and team ethics – we must expect and accept nothing less in action. A strong work ethic must be encouraged and developed. Discipline and corrective measures must be administered in a positive and constructive manner. Under no circumstances should a coach insult, demean, belittle or otherwise humiliate a participant – whether in a private or public setting. Respect must be the foundation for all relationships- between and amongst all involved – participant, coach, parent/guardian, staff, etc.

**Do our athletes consistently exhibit good sportsmanship? Does the coach take the proper and necessary actions to correct an athlete when that athlete's behavior is unsportsmanlike? Does the coach consistently "model" good sportsmanship? Are our athletes good citizens in school and community? Does the coach teach, model for, and expect from, the athletes: a strong work ethic, a high standard of individual and team ethics, a high standard for respect in all relationships, and a high standard for the individual and team discipline? Is the discipline used by the coach positive, constructive and effective?**

Physical – adequate conditioning in a safe and age-appropriate manner needs to be present in any effective sports program both in and out of season.

**Are our athletes in shape? Do we have higher than normal injury rates that can be attributed to lack of conditioning or technique training? Does the coach have an appropriate training program for the athlete in and out of season? Does the coach work with the district trainer to effectively respond to and manage injuries?**

Player Development – it is expected that a quality program will maximize player development. On an individual level, we need to focus on making the marginal player good, the good player excellent, and the excellent player even more so! On the team level, the program needs to be aware of impending position needs and be bringing along athletes to fill those positions when needed.

**Is this individual and team development occurring given available personnel and resources?**

3. Coaches must strive to be role models at all times. There is the old saying in education that students learn 10% from what we say and 90% from what we do! Coaches and participants alike must take pride in the program and do all that is possible to engender that pride in others by work and action.

**Is this consistently happening?**

4. Communication must be continual among all groups. Coaches must take the responsibility to communicate the what and why of their program and even their actions when it is appropriate to do so. This communication must occur with fellow coaches, athlete and administration and most importantly- with parents/guardians. When it comes to parents/guardians, it is not acceptable to always “expect” the athlete to be responsible to carry home all messages whether those messages be positive or negative. To make the time and effort to communicate is in keeping with the overall district goal to make the parent/guardian and community our partners in education.

**What kind of communication strategies does the coach use? Are they sufficient and effective? When a breakdown in communication occurs, does the coach take steps to analyze and correct the problem?**

5. Quality programs provide the time and resources to insure appropriate staff development opportunities for coaches – both head and assistant coaches.

**Does the coach seek out opportunities to learn and grow? Does the coach demonstrate the willingness to adjust when suggestions or directions for improvement are given? Does the coach work with the assistant coaches to insure growth?**

6. Probably the most crucial challenge for a coach, as it is with a teacher, is how to motivate the athlete or student. There are a multitude of philosophies and approaches to this challenge. The

district does not pretend to have any one sure way, only the expectation that each coach will strive to find a positive and effective one that works for him or her. What would one see if motivation is present? There are at least 3 indications that most would agree is evidence that such motivation is occurring.

- a. Athletes want to be in the program.
- b. Athletes demonstrate enthusiasm and a positive attitude about the program.
- c. Athletes strive to give their all – in practice and in the contest.

**What are motivational techniques or strategies does the coach use? Are they positive, constructive, and effective? What do the attitudes of the athletes indicate relative to the 3 indicators?**

7. In an effective 7-12 program, and in some cases, 5-12, the varsity head coach's appropriate influence or "imprint" can be seen at all levels.

**Does the coach have knowledge of the overall direction and approach being taken at the sub-varsity levels? Does he provide age- appropriate advice and direction to 5-8 programs? Does he attend sub-varsity and 5-8 practices and contests?**

8. It is expected that each sport and its respective coaches are supportive of other sports and activities.

**Is an athlete expected by a head coach to give up participation in other sport and/or activities in the off season so that he or she can train for one sport? Does the coach support other sports and activities both in word and by attendance?**

9. In a quality program, the district will have an appropriate and comprehensive evaluation system in place. The system will provide accountability and data for improvement for both the staff as individuals and the program as a whole.

10. Within the parameters established by the expectations already listed, the district recognizes that it is up to the individual coach how he or she approaches the technical and operational aspects of his or her sport- x's and o's, practice schedules, specific training techniques, etc..

11. The district acknowledges that "winning" is part of any athletic endeavor. However, a given year's win/loss record cannot be the sold measure of the success or failure of any individual program. A team or program can be "competitive" and be meeting all expectations of the district and still find itself in the loss column because of the level and quality of an opponent. The reverse is also true. Winning at the expense of the district's expectation in these crucial student development areas is not acceptable.

**Overall: Does the coach by work and action support the district's athletic philosophy and goals? Does the coach seek to improve upon the district's philosophy and goals by offering constructive criticism and dialogue? Given a coach's experience and training, is he or she**

**meeting the expectations of the district in light of the above goals? Can concrete examples be cited to support conclusions regarding performance in a given area?**

### **MONTANA HIGH SCHOOL RULES AND REGULATIONS**

All rules and regulations of the Montana High School Association may be found in the MHSA Handbook for the current year. Below are summaries of the regulations dealt with most often.

Enrollment/Attendance: To be eligible to participate in an Association Contest, a student must be regularly enrolled in school, must be in regular attendance from the enrollment date, and received a passing grade in at least twenty periods of prepared class work or its equivalent in the last previous semester, at the school where the student participates.

Academic Eligibility: High school students must pass four academic classes during the preceding semester in order to remain academically eligible.

Physical Exam: a physical examination is required for each student in order to be considered eligible for participation in an Association Contest. Physical examinations must be completed prior to the first practice. This examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. This certification is valid for a period of one school year. **A physical examination conducted before May 1<sup>st</sup> is not valid for participation the following school year.**

Age Rule: No student is eligible to participate in an Association contest who have become nineteen (19) years old on or before midnight, **August 31**, of a given year. Therefore a student who becomes nineteen (19) years old after midnight, August 31, of a given year, will be permitted to compete in all Association contests throughout that school year, under the provisions of this section.

Transfer Rule: Any student who transfers from one member high school, home school, or non-member school to a member high school is ineligible to participate in a varsity Association Contest for 90 P.I. days or its equivalent in districts with extended school days/four day weeks from the date of enrollment in the school to which he/she transfers. A student and his/her parents or legal guardians must reside in the attendance area of the school in which he/she is enrolled except for a student enrolling in ninth grade for the first time. This rule applies to a student who transfers after twenty (20) days of enrollment or after he/she participates in an athletic contest while enrolled grades 9, 10, 11, and 12.

### **CHEMICAL USE POLICY**

The opportunity to participate in the extracurricular program sponsored by Laurel Public Schools is a privilege extended to all district students. Students who choose to be part of the program are

expected to make the commitment to adhere to the philosophy and rules governing the various activities making up the district's extracurricular program. The board believes that participation in these types of activities can contribute to the all-around development of our students.

### **Use or Possession of Illegal Drugs, Alcohol, or Tobacco**

The board further believes that necessary and proper rules governing the use of illegal substances serve the following purposes:

- To emphasize concern for the health and well-being of students while participating in activities.
- To provide an environment for the participants that is drug, alcohol, and tobacco free.
- To promote a sense of self-discipline among the students.
- To confirm and support existing state laws governing minors and their use and abuse of illegal substances.
- To emphasize standards of conduct for those students who through their participation are leaders and role models for their peers and younger students.
- To assist students who desire to resist peer pressure to possess and use these substances.

### **Coverage**

These rules cover the use, personal possession, sale, or distribution of alcohol, illegal drugs, tobacco, and the abuse of prescription or nonprescription drugs. The 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.

A participant is in violation of this policy if he or she is knowingly in attendance at a gathering or function where illegal substances (except tobacco products) are present unless it is a family or recognized community gathering or function. Even if the participant is not in possession of, or using an illegal substance at the gathering or function, he or she will be subject to the consequences as outlined in this policy.

**1<sup>st</sup> Violation** – The student will be suspended from the activity they are currently participating in or the next activity they participate in for two weeks of competition. The offender may practice, but cannot participate in a formal activity or performance. As part of this ban on participation, the student will not be allowed to be part of the team or group during an activity either home or away. The student will be required to meet with a Chemical Dependency Counselor for an evaluation and provide written documentation verifying the appointment.

**2<sup>nd</sup> Violation** – The student will be suspended or excluded from ALL extracurricular activities for the remainder of the school year. The student will also be required to meet with a Chemical Dependency Counselor for additional evaluation services and provide written documentation verifying this appointment. This verification must be provided to the school district before the student is allowed to participate in any activities the following year.

If any violation of this policy occurs during the last two weeks of the spring season, the student will not be allowed to participate during the first two weeks of competition in the next activity they participate in during the next school year. The student must also complete the entire season of the next activity they participate in order for this rule to apply.

**Non-season Activities** – (Music, clubs, royalty candidates, class officers, and any school sponsored trips.)

**1<sup>st</sup> Violation** – The student is excluded from all non-season school activities for 20 school days. The student will be required to meet with a Chemical Dependency Counselor for an evaluation and provide written documentation verifying the appointment.

**2<sup>nd</sup> Violation** – The student will be suspended or excluded from ALL extracurricular activities for the remainder of the school year. The student will also be required to meet with a Chemical Dependency Counselor for additional evaluation services and provide written documentation verifying the appointment. This verification must be provided to the school district before the student is allowed to participate in any activities the following year.

### **Violations**

The district may become aware of infractions through law enforcement or court officers. Otherwise, the student infractions must be reported and/or validated by employees of Laurel School District or members of the Board of Trustees if action is to be taken under this policy. The district reserves the right to conduct its own investigation; make a determination of guilt; and apply sanctions independent of any pending court action against the student arising from the same offense.

### **Policy Duration**

The policy duration for this policy is for one academic year (1 school year) including the fall seasons that start before the academic school year.

## **ACADEMIC ELIGIBILITY**

All students meeting the eligibility requirements of the Montana High School Association and the local requirements of Laurel High School are eligible to compete in extra-curricular activities.

In general, students are eligible by meeting the following requirements and the Montana High School Association regulations, Laurel High School/Middle School student handbook, and student pledge:



1. Student is in regular attendance and is enrolled in and receiving a passing grade in all but one subject, and he/she is maintaining a 2.0 grade point average during each mid-term and quarter grading period. At the end of the semester, the semester grade will be the determining factor at the high school level. All class grades are computed for eligibility requirements.
2. For incoming freshmen students, the 4<sup>th</sup> quarter grades will carry over from your 8<sup>th</sup> grade to determine eligibility.

## **PARTICIPANT GUIDELINES**

All students who participate in Laurel Public Schools extracurricular programs must meet basic program requirements prior to starting practice or competition. The following printed material should be turned into the Head Coach/Sponsor or the High School/Middle School Office:

**PHYSICAL FORMS:** Physicals are required for all athletics including cheerleading. Physical forms may be obtained at the Administration Office, High School Office, Middle School Office, or the Clinics in Laurel. All information and necessary signatures must be provided. Students participating in Speech & Drama and Music are required to complete the Parent Permission Statement, but no physical is required.

**EMERGENCY MEDICAL RELEASE FORMS:** This form will accompany all teams and groups to all events so that the coach or advisor has pertinent information with them in case of an emergency. The form must be fully completed and signed by the parent or guardian or the student will not be permitted to participate in the activity.

**STUDENT ACTIVITY PASS:** A student activity pass may be purchased from the High School Office. The cost of the pass is \$35.00 and allows the student to attend all extra-curricular events including games, concerts, and plays. If the pass is lost and you need a replacement, there will be a \$5.00 charge to get another one.

**PARTICIPATION FEE:** High School student participants will be required to pay a \$50.00 participation fee per sport with a maximum fee of \$100 per year. Middle School student participants will be required to pay a \$25.00 participation fee per sport. This fee must be paid at the High School Office for high school activities and at the Middle School for middle school activities. A receipt must be given to the participant. **Any participant who has not paid the fee by the second (2<sup>nd</sup>) week of the season will not be able to participate in contests until it has been paid or has made arrangements with the Activities Director to get the fee waived.**

If the fee is waived, the participant will still need to purchase an activity pass on their own for \$35.00.

**MEDICAL INSURANCE:** Since the beginning of the 1995-96 school year, the district has not carried an accident policy for students. The cost for carrying such a policy simply got too high. Student school insurance is available to be purchased by parents/guardians if their student is not covered by any other policy. If interested please contact the Activities Director. Although, by being part of the MHSAA we are now part of secondary insurance plan that will kick in after your initial insurance for concussion injuries only.

### **COACH AND SPONSOR GUIDELINES**

General: All staff members in the Laurel Public Schools Activities Program are expected to make the best interest of the participants the number one priority in their programs. In doing so, the coach or sponsor should adhere to the following concepts:

1. Participants should always be treated with dignity and respect.
2. Treatment of participants should always be fair and consistent.
3. The program should be well organized and planned.
4. The program, participants, and staff should have high standards regarding sportsmanship, honesty, integrity, and the positive representation of the school and community.
5. The safety of the participant should be a high priority. The following of rules must be emphasized, emergency medical procedures must be planned and followed, and the injury of a student must always be handled in a conservative manner.
6. When students involved in multiple activities have conflicts, coaches and sponsors must cooperate and work out the problem in the best interest of the student. The student must not be penalized for the decision if they were allowed to do both activities.

Legal: The court system has determined that the profession of coaching has some inherent legal duties that must be met. Those duties include:

1. Adequate General and Specific Supervision – coaches must effectively carry out their supervisory duties at all times, including pre- and post practice, practice, games, and all trips from start to finish.
2. Clear and Frequent Warning of Risks – the coach must warn participants of the inherent risks frequently, not just once at the start of the season.

3. Provision of a Safe Environment – the coach must make sure that the practice and game fields and facilities do not present any dangers.
4. Fair Matching of Participants – the coach must take into account age, weight, skill level, and any other important variable.
5. Knowledgeable Evaluation of Injuries – the coach must always handle injuries in a conservative manner and must not put athletes back in action too soon.
6. Provide Fair and Equitable Rule/Regulations – have the rules of the program in writing and make sure they are followed consistently and fairly.

#### ADDITIONAL COACH & SPONSOR GUIDELINES

It is imperative that all coaches and advisors be good communicators and effectively relay information to various individuals and groups. Many problems can be eliminated early by making sure that all involved persons are aware of the expectations of the program. The following constitute the main expectations in this area:

1. **Participation Meeting** – All coaches and advisors are required to hold a meeting with all interested participants at the beginning of the season. The topics that are covered at the meeting should be communicated verbally and in writing. Copies of all program expectations are to be written out and handed out to the participants. Topics of discussion (and in writing) are program philosophy, program expectations, warnings of inherent dangers, letter requirements, “cut” criteria and procedure (if applicable), schedule, the Chemical Use Policy, equipment requirements, and all pre-season expectations such as physicals, participation fees, medical release forms, etc. Copies of all informational handouts should be given to the Activities Director.
2. **Pre-Season Letters** – If a pre-season letter is sent to participants, copies of the letter should be given to the Activities Director.
3. **Parent/Guardian Meeting-** All coaches and advisors are required to hold a meeting at the beginning of the season. Topics should include:  
Philosophy of the program, program rules and expectations, warning of inherent risks, letter requirements, schedule, “cut” criteria and procedure (if applicable), and the Chemical Use Policy. The coach should also talk to the parents about how and when the parent should approach the coach if there is a concern or question. Coaches are certainly encouraged to communicate at any time with parents/guardians for positive reasons as well. The information presented to the parent/guardians must be in writing and handed out to the parents as well as discussed verbally. Attendance must be taken and it will be the responsibility of the head coach in the high school and a designated coach in the middle school to mail all information handed out at the meeting to those parent/guardians not in

attendance. You must provide in writing to the activities director when the information was sent out to the parent/guardians.

4. **Program Promotion** – The coach or advisor is expected to communicate game, contest, or event results to the news media. Coaches should call the media following a contest regardless of whether the result was a win or a loss. The participants deserve the recognition no matter what the final result. The coach/advisor is also expected to actively promote the program by attending booster club and community organization meetings when requested.

## LAUREL PUBLIC SCHOOL ACTIVITIES COACH/SPONSOR CHECKLIST

The following list serves as a checklist for coaches/sponsors and also as a reminder of the duties and/or responsibilities of activities' personnel. Assistant coaches/sponsors will assist the head coach/sponsor in any duties as assigned.

### **Pre-season (during the first week, or before):**

- \_\_\_\_\_ All athletes including cheerleaders must have a physical on file in the Office before they are allowed to practice or compete.
- \_\_\_\_\_ Anyone participating in extra-curricular events must have the Activities Participation Form filled out and signed by themselves and parent or guardian.
- \_\_\_\_\_ Anyone participating in extra-curricular events must pay a one-time \$35.00 activity fee or get the fee waived by seeing the Activities Director or Principal.
- \_\_\_\_\_ Rosters must be turned into the Office. Make sure all names are spelled correctly and the roster has all information provided (heights, weights, year in school, position, etc.)
- \_\_\_\_\_ Letter requirements, training rules, and chemical use policy have been given to the participants and Activities Director.
- \_\_\_\_\_ List of transfer students given to Activities Director and Principal for MHSA eligibility.
- \_\_\_\_\_ Weight certification completed (wrestling & pole vaulters only.)
- \_\_\_\_\_ The head coach/sponsor, and assistants, if possible, completes the MHSA Rules Clinic on line and turns into Activities Director.

### **In-Season:**

- \_\_\_\_\_ Inform students of safety considerations and explain the possible consequences of unsafe and/or illegal techniques as well as inherent dangers of legal techniques.
- \_\_\_\_\_ Enforce discipline and demand sportsmanlike conduct and respect for others at all times.
- \_\_\_\_\_ Effectively supervise all participants during trips, practices, and performances.
- \_\_\_\_\_ Teach skills and fundamentals necessary for the specific activity.
- \_\_\_\_\_ Plan for safe and effective practices.
- \_\_\_\_\_ Arrange meals/lodging in cooperation with the Activities Director.
- \_\_\_\_\_ Arrange for practice times and facilities in cooperation with the Activities Director.

### **Post-Season**

- \_\_\_\_\_ Inventory all equipment and plan for future needs.
- \_\_\_\_\_ Participant/letter winner/award list turned in to Activities Director.
- \_\_\_\_\_ Record boards updated.
- \_\_\_\_\_ List of All-Conference and All-State selections turned in to Activities Director.
- \_\_\_\_\_ Awards ordered for awards banquets and/or assemblies, banquet time arranged.
- \_\_\_\_\_ Budget proposal submitted to Activities Director.

## **JOB DESCRIPTIONS**

### Head Coach/Advisor

With the head coach/advisor will rest the responsibility to conduct the sport or activity in the best interest of the school system by adhering to policies of the school board and the regulations of the school and district administration. In addition, all head coaches must familiarize themselves with the Montana High School Association regulations.

In addition to the general expectations and duties outlined on previous pages, the head coach has the following responsibilities:

1. Instruct all participants in the rules of the activity with an emphasis on those rules which have safety and sportsmanship implications.
2. Monitor all injuries to participants in the program.
3. Use a variety of techniques and drills to condition the participants in ways which will be both effective and safe.
4. Display professional and sportsmanlike behavior at all times.
5. Determine the program philosophy and system to be used.
6. Promote the sport by prompt and accurate reporting of results to the media.
7. Provide leadership for assistant coaches and define the roles of those coaches. Supervise all assistant coaches and communicate with all coaches in the program 5 through 12.
8. Cooperate with the Activities Director in the following:
  - a. Equipment concerns and purchases
  - b. Transportation
  - c. Arranging practice times
  - d. Play-off/ tournament arrangements
  - e. Voucher authorizations
9. Secure and care for equipment, supplies, and physical properties used by the participants.
10. Prepare, inspect, and maintain practice facilities and equipment.
11. Exercise good judgment in projecting positive coaching behavior and taking responsibility for the team's appearance and conduct during practice and games or events.
12. Make sure all participating pre-season responsibilities (physicals, fee, etc.) are completed prior to a student practicing or competing.
13. Make sure all participating students are academically and legally eligible.
14. Exercise good judgment and due process when dealing with student infractions and discipline, and make sure that participants are aware of all expectation prior to the start of the season.
15. Submit yearly activities budget to the Activities Director.

16. Make sure all facilities are secured after each use, and that participants respect those facilities.
17. Carry emergency medical release forms on all trips.
18. Head coaches will evaluate assistant coaches as deemed necessary on the form provided in this handbook. These evaluations should be done within 30 days of completion of a given season.
19. It is the head coach's responsibility to be with the varsity team on all trips. He/she must travel with the varsity team on all out of town trips. It is the head coach's responsibility to insure that all teams are supervised by a paid assistant on all trips. If the above is not possible you must get prior approval from the high school principal or activities director.
20. The Montana High School Association now requires that all coaches at the high school level pass a Coaches Certification Test in order to coach. This district requires that you take and pass that test. Once you pass the test, your certification is good for 3 years. You will not be recommended for rehiring for the next school year until the test is completed.

#### Assistant Coach/Advisor

The general duties of assistants are as follows:

1. Follow the program as planned and organized by the head coach/advisor.
2. Perform duties and provide assistance as directed by the head coach/advisor.
3. Teach the techniques, strategies, philosophies, and rules of the activity as directed by the head coach/advisor.
4. Carry out all policies and procedures as directed by the School Board, Principal, and Activities Director.
5. Advise the head coach and offer suggestions in a positive professional manner.
6. The Montana High School Association now requires that all coaches at the high school level pass a Coaches Certification Test in order to coach. This district requires that you take and pass that test. This includes all middle school coaches. Once you pass the test, your certification is good for 3 years. You will not be recommended for rehiring for the next school year until the test is completed.

### Cheerleading Coach/Sponsor

The general duties and responsibilities are as follows:

1. Advise and lead the cheerleaders so they function as effectively as possible to instill school spirit at activities events.
2. Direct and supervise the training of the cheerleaders.
3. Supervise the conduct of the cheerleaders at practice sessions and all contests.
4. Lead and direct the cheerleaders in such a way as to encourage good sportsmanship by example and leadership.
5. Inventory and care for all cheerleading uniforms and supplies.
6. Ensure that all fees are paid and all participants have physicals.
7. Carry out any other duties relating to cheerleading as may be directed by the High School Principal or Activities Director.
8. The Montana High School Association now requires that all coaches at the high school level attend and complete a Cheerleading Training Clinic. This district requires that you take this training. Once you are certified your certificate is good for three years.

### Speech and Drama Coach

The general duties and responsibilities are as follows:

1. Help develop and make recommendations for a competition schedule.
2. Require participating students to have all pre-season requirements (fee, etc.) completed before competing.
3. Thoroughly explain all eligibility requirements, participation rules, and expectations of the program.
4. Review lettering requirements, Chemical Use Policy, and Eligibility Policy with students and also to parent/guardians at a pre-season meeting.
5. Turn in a list of transfer students to the Activities Director so that MHSAA certification can be completed.
6. Carry emergency medical releases on all trips.
7. Maintain constant supervision of students while on trips including motels, on buses, and in restaurants.
8. Duties of the assistant coach are to carry out the program as directed by the head coach and to be of assistance as required.
9. Submit list of letterwinners to the Activities Director immediately upon end of the season. Also submit a yearly budget and rough draft of next year's proposed schedule as soon as possible.



### Non-Staff and Volunteer Coaches/Sponsors

District 7-70 does not allow the use of volunteers or non-staff coaches or sponsors unless approved by the Building Principal or Activities Director. An application form must be filled out and given to the Activities Director. These forms are available from the Activities Director. A volunteer coach may coach students in single day events if they have completed MHSA coaching requirements and also district required fingerprinting and background checks. A paid district administrator must be present for supervision.

Please be aware of the following School District Policy:

District employees who fail to fulfill their job responsibilities or follow the reasonable directions of their administrators or supervisors or who conduct themselves on or off the job in ways that significantly affect their effectiveness on the job or in other such ways that the law determines to be good cause shall be subject to discipline. Behavior, conduct, or action which may institute disciplinary action or dismissal may include, but is not limited to: immorality, unfitness, incompetence, or violation of the adopted policies of the trustees. Discipline shall be in accordance with state and federal law, district policies and certified and classified master agreements.

### EQUITY POLICY

True equity is based not on the letter of the law but instead on the spirit of the philosophy. The best way to think of equity is that all participants, whether male or female, all deserve the same treatment. All staff members in the Laurel Public School Activities Program are expected to be well acquainted with the expectations of MHSA, Ridgeway and Title IX. The Laurel Public School District is committed to adhering to the spirit as well as letter of the law in regards to sex equity. The spirit of equity, not only with regard to sex but all areas, is to be established and maintained in the following areas for equivalent programs:

- A. Schedule
- B. Practice Facilities
- C. Uniform Purchase and Replacement
- D. Hiring of Coaches
- E. Evaluation of Coaches
- F. Team Support (Boosters, etc.)
- G. Transportation
- H. Number of Activities
- I. Coaches' Pay
- J. Meal Arrangements
- K. Motel Accommodations
- L. Game and Contest Facilities
- M. Medical and Training Facilities

In addition to specific equity requirements in athletics, all activities staff members are expected to be knowledgeable of and sensitive to all forms of discrimination, bias, and harassment that may occur on the basis of sex, race, nationality, or other factors. The Laurel High School Pep Band, with the approval of the Administration, may attend and perform for Girls and Boys Basketball Divisional, Volleyball Divisional, and State Tournaments (except volleyball) every year and will perform on Friday and Saturday only provided the team is still playing on Saturday. The Pep Band will also attend and perform for Divisional Basketball and Divisional Volleyball on Thursday of the tournament if the distance to travel is under 75 miles. The Pep Band, with the approval of the Administration, may also attend and perform for any home State Football Playoff Game or any home or away State Championship Football game or home or away State Championship Soccer Match, should either the football or soccer team qualify for such State events. The Pep Band will also perform for any home Divisional Tournament events. The Pep Band Director shall provide a written list of all activities that the Pep Band performs at to the Activities Director and that list will provide equal number of boys and girls activities that they perform for.

The cheerleading coach/sponsor shall provide a written list of all activities that the cheerleaders will perform at to the Activities Director and that list will provide equal number of boys and girls activities that the cheerleaders perform for.

Taking school days off for tournaments must be done in an equitable manner for all activities.

## **FINANCIAL ACCOUNTING**

### Accounting Policies and Procedures

- A. Direct Payments (Vouchers)
  - a. The voucher system for disbursements is used for travel advances and reimbursements. Vouchers should be requested as far in advance as possible.
  - b. Voucher forms should be returned to the Activities Director with 48 hours after each trip.
  - c. Tips cannot be written or included on the vouchers.
  - d. Procedures for the preparation of voucher requests are as follows:
    - i. The voucher shall be complete in its entirety including the following:
    - ii. Date
    - iii. Vendor Name
    - iv. Vendor Address
    - v. Voucher Explanation-description of merchandise or service

- vi. Amount
- vii. An authorized signature (Activities Director or Principal)
- viii. Signature of Vendor
- ix. Signature of User

B. Annual Budget Requests

- a. Head coaches and sponsors are responsible for submitting preliminary budget requests to the Activities Director annually.
- b. Purchases of any kind must be approved by the building principal or activities director and purchased only after the appropriate requisitions and purchase orders have been obtained.
- c. Disposal of equipment must be done in accordance with Board Policy.

C. Selling of School Logo Items

- a. If anyone sells items that contain Laurel High School Logos, you need to make sure that receipts are kept and all money collected needs to go through the office.

D. Fund Raising

- a. A school activity must make a written request for approval of special projects involving fund raising through the principal or activities director.
- b. Money raising activities should be carefully controlled by the school to insure that extreme care and good taste is observed in making solicitations. Competition with community businesses should be considered. The number of fund raising activities should be kept to a minimum. All fund raising projects must receive prior approval from the principal or activities director.
- c. Fundraising Guidelines:
  - i. Funds raised must be given to the coach/sponsor to be then given to the principal or activities director.
  - ii. All funds raised will then be placed in the appropriate activity account.

E. Ticket Prices

- a. Season Passes
  - i. Individual Student - \$35.00
  - ii. Individual Adult - \$65.00
- b. Single game or event:
  - i. Student - \$4.00
  - ii. Adult - \$6.00
  - iii. Pre-School – Free
  - iv. Senior Citizens with Gold Pass – Free
  - v. Senior Citizens outside of District - \$4.00

## **MISCELLANEOUS ACTIVITY ITEMS**

### **Cutting Policy**

When dealing with initial cuts in any program, parents/guardians must be notified by letter for all participants who will be cut from your program. This letter should go out within 48 hours and will include the reasons for the athlete being cut. If the cut occurs during the season, direct notification is required.

### **Leaving Times for Coaches**

In order to assure district-wide uniformity regarding coaching leaving for extracurricular trips, we will be following this outlined procedure. If we have buses leaving during the school day, coaches will be dismissed from teaching duties not more than 45 minutes prior to departure to prepare. Buses leaving right after school (3:35-4:00 p.m.); coaches may request up to 30 minutes release time to prepare. Make arrangements for these or other circumstances with your building principal.

### **Participation Conflicts**

1. Activity performances take precedence over practices with no undue pressure of threat or threat of exclusion by either coach/sponsor in the event of conflict.
2. In the event of performance conflicts between Laurel Public School Activities, the student will be allowed to make the choice with no undue pressure or threat.

### **Students Absent From School**

There is a policy in the student handbook regarding students absent from school who are involved in extracurricular activities. This policy states the following: Students absent during the day and/or part of the day on an activity or practice will not be permitted to participate in that event. If the student is absent the Friday before an event on the next day (Saturday), they may be permitted to take part in the activity during that Saturday with the consent of the parent, the administration, and the head coach or group advisor of the event. On overnight trips when the team leaves before a Saturday, students who are absent on the day before may not be allowed to accompany the team. Approval for participation will be considered if the absence in question results from a previously scheduled medical/dental/vision appointment, an appointment that satisfies requirements of the law, Senior Pictures being taken, or if the absence results from some family emergency, or with the approval of the head coach, building principal and the activities director. A student will not be excused from assigned detention time for a practice or school activity.

### **Notification of Parent/Guardians**

Parent/guardians need to be notified by the coach when a given discipline action or other failure on the athlete's part will have a substantial or unexpected impact on the athlete's playing time.

### Building keys

1. Necessary keys will be issued by the building principal. Sponsors and coaches receiving keys are to be held responsible for their use. Coaches, sponsors, and advisors are responsible for taking measures to lock up facilities at the end of practice sessions and games when appropriate. It is the responsibility of the coach or sponsor to make sure the building is secured and lights, showers, etc. are turned off.
2. The coach has the major responsibility for all facilities he/she uses for practice, meetings, or competitions, as well as securing the buildings upon return from trips.
3. **All keys from noncertified staff must be turned in a week after the season ends or you will not get your last paycheck.**

### Transportation Guidelines

1. Make sure that the participants are under control on the bus.
2. Whenever a conflict arises, be sure to work out the problem between you and the bus driver and not in front of the participants.
3. When you get back from any trips, the coach and bus driver will walk through the bus together to check for damages or garbage.
4. Report any problems that arise to the activity director as soon as possible.
5. Coach Bus Guidelines – The varsity teams that are traveling furthest distance will have priority for use of the two buses.

### Lay Coaches

All lay coaches need to review Policy 5455-Disciplinary Action-Employees-with the activity director as a part of the orientation process.

### Professional Leave for Coaches

Professional development leave may not be used for assistant or middle school coaches to just “attend” post season tournaments unless there are schedules workshops or meetings which would involve them.

### Use of Driver’s Education Car or Ford Excursion

When requesting the use of the driver’s education car or ford excursion please do so well in advance to be sure that you will get one. When using the car or excursion, only school district employees may drive the vehicle. Whatever your destination is, that is the only place you can drive the vehicle. It should not be used for personal use in any way.

### Cheerleading Travel

Cheerleaders will cheer for home varsity events and trips to Billings as selected by the Cheerleading Coaches and Activities Director only. They will also travel to all post-season Montana High School Association sponsored events.

School Led Prayer

Prayer led by any school district employee is a violation of the Establishment Clause of the United States Constitution. School led prayer by a district employee is illegal and will not be tolerated by this district.

**UNIFORM ROTATION SCHEDULE  
HIGH SCHOOL**

(This item is under review)

**UNIFORM ROTATION SCHEDULE  
HIGH SCHOOL**

(This item is under review)

(This item is under review)

**UNIFORM ROTATION SCHEDULE  
MIDDLE SCHOOL**

(This item is under review)

## Laurel Public Schools –Coaches Evaluation

Coach:

School Year: 2018-19

Activity:

Evaluator:

**Above Average, Satisfactory, Needs Improvement, Unsatisfactory**

### PERFORMANCE FACTORS:

A. **OBSERVANCE OF RULES COMPLIANCE**: Demonstrates knowledge and compliance with MHSA, and Laurel Public Schools rules and regulations. Includes counseling students and enforcement of rules.

Rating:

Comments:

B. **STUDENT-ATHLETE SUCCESS**: Promotes and facilitates student-athlete classroom success through a commitment to student-athlete class attendance, academic achievement, and graduation while promoting and observing the policies of Laurel Public Schools

Rating:

Comments:

C. **SPORT SUCCESS**: Demonstrates a commitment to athletic success. Works hard to help the team improve over the course of the season and develops a successful offseason program that helps promote the program. Demonstrates a willingness and success in developing a middle school program that promotes student athlete growth.

Rating:

Comments:

D. **ADMINISTRATION**: Demonstrates fiscal and administrative responsibility, including budget, scheduling, and student assistance. Demonstrates responsibility when working with uniforms and equipment.



Rating:

Comments:

E. **WORK HABITS:** Demonstrates the work characteristics of accessibility, punctuality, and general positive demeanor with students and peers.

Rating:

Comments:

**F. PERSONAL APPEARANCE/DEMEANOR AND PROMOTION OF PROGRAM:**

Maintains a professional appearance in all public forums and conducts themselves in a professional manner. Fosters a positive environment in all aspects of the program.

Rating:

Comments

Overall Comments:

\_\_\_\_\_ **Coach** \_\_\_\_\_ **Date**

\_\_\_\_\_ **Activities Director/Evaluator** \_\_\_\_\_  
**Date**

# LAUREL SCHOOLS ACTIVITIES STAFF 2018-19

## Cross Country

**Head Coach:** Amy Caldeira

**Assistant High School:** James Haskins

**Assistant High School:** Kimberly Foote

**Middle School:** Mikayla Hirshkorn

## Boys Soccer

**Head Coach:** Leroy VanderPool

**Assistant High School:** Andrew Davis

## Girls Soccer

**Head Coach:** Aloma Jess

**Assistant High School:** Val Nauman

## Golf

**Head Coach:** Jim O'Neil

**Assistant High School:** Shawn Hackman

## Volleyball

**Head Coach:** Kortney Klein

**Assistant High School:** Kelcey Hunter

**Assistant High School:** Rebecca Stewart

**Assistant Middle School:** Amy Detienne

**Assistant Middle School:** Monica Mendive

**Assistant Middle School:** Kristie Fox

**Assistant Middle School:** Wendi Graves

## Football

**Head Coach:** Mike Ludwig

**Assistant High School:** Jon Hicks

**Assistant High School:** Matt Kimmet

**Assistant High School:** Blake Pierce

**Assistant High School:** Chris Smith

**Assistant High School:** CJ Edgmond

**Assistant Middle School:** Shannon Harper

**Assistant Middle School:** Rich Klein

**Assistant Middle School:** Kyle Howe

**Assistant Middle School:** Jeff Wagner

**Assistant Middle School:** Dan Gatley

### **Wrestling**

**Head Coach:** Ted Hill

**Assistant High School:** Ryan Mayes

**Assistant High School:** Mark Verlanic

**Assistant Middle School:** Mark Verlanic

**Assistant Middle School:** Taylor Pownall

### **Girls Basketball**

**Head Coach:** Pat Hansen

**Assistant High School:** Steve Willis

**Assistant High School:** Robin Taylor

**Assistant High School:** Wendi Graves

**Assistant Middle School:** Denise Boettcher

**Assistant Middle School:** Wendi Graves

**Assistant Middle School:** Tom Maack

**Assistant Middle School:** Brett McKee

**Assistant Middle School:** Rachel Mayes

### **Boys Basketball**

**Head Coach:** Pat Hansen

**Assistant High School:** Steve Willis

**Assistant High School:** Open

**Assistant High School:** Tim McKinney

**Assistant Middle School:** Denise Boettcher

**Assistant Middle School :** Jeff Wagner

**Assistant Middle School:** Jeramie Meadows

**Assistant Middle School:** Jake Anderson

**Assistant Middle School:** Tanner Haskins

### **Track**

**Head Coach:** Brandi Fox

**Head Coach:** Curt Fox

**Assistant High School (half) :** Carrie Price

**Assistant High School:** Amy Caldeira

**Assistant High School:** Chris Smith

**Assistant High School :** Mike Lee

**Assistant High School:** CJ Edgmond

**Assistant High School:** Shane Thompson

**Assistant High School (half):** Wendi Graves

**Assistant High School:** Brenda McNeil

**Assistant Middle School:** Kelcey Hunter

**Assistant Middle School:** Dan Gatley

**Assistant Middle School:** Wendi Graves

**Assistant Middle School:** Taylor Pownall

**Assistant Middle School:** James Haskins

### **Softball**

**Head Coach:** Open

**Assistant High School:** Rebecca Wetsch

**Assistant Middle School:** Katie McLeod

### **Cheerleading**

**Head Coach:** OPEN

**Assistant High School:** OPEN

### **Speech Drama Debate**

**Head Coach:** Elizabeth Schwartz

**Assistant High School:** Daniel Johnson

**Assistant High School:** Doug Anderson

**Assistant High School:** Daniel Porsch

### **CO CURRICULAR ACTIVITIES ADVISORS:**

**Plays:** Tara Moon

**Band Director:** Elliot Cross

**Choir Director:** Rhonda Burghardt

**Yearbook Advisor:** Jeannie Leinwand

**HS FFA Advisor:** Open

**MS FFA Advisor:** Lisa Hamilton

**Weight Room Trainers:** Ted Hill (Fall), Mike Ludwig (Winter & Spring)

**Musical:** Rhonda Burghardt, Denise Hammer

**BPA:** Jeannie Leinwand

**Student Council:** Lori Hodges, Andrea Prevost

**District Wellness Coordinator:** Val Nauman

**LINK Crew:** Ted Hill & Wendy Bekkedahl

## END OF SEASON AWARDS

<b>Cross Country</b>	
<u>Girls</u>	<u>Boys</u>
Most Inspirational Runner	Most Inspirational Runner
Most Improved Runner	Most Improved Runner
Outstanding Runner	Outstanding Runner
<b>Golf</b>	
<u>Girls</u>	<u>Boys</u>
Commitment Award	Commitment Award
Most Improved	Most Improved
Lowest Stroke Average	Lowest Stroke Average
<b>Soccer</b>	
<u>Girls</u>	<u>Boys</u>
Most Valuable Player	Most Valuable Player
Most Inspirational Player	Most Inspirational Player
Offensive Player of the Year	Offensive Player of the Year
Defensive Player of the Year	Defensive Player of the Year
Rookie of the Year	Rookie of the Year
Goal Keeper of the Year	Goal Keeper of the Year
Most Improved	Most Improved
<b>Volleyball</b>	
Most Blocks	Most Digs
Most Ace Serves	Most Assists
Most Kills	Best Serving Percentage
<b>Football</b>	
MVP - Offense	Most Outstanding Lineman
Team Blackshirt of the Year	Purple Helmet Award
MVP - Special Teams	Iron Man Award
<b>Wrestling</b>	
Outstanding Wrestler	Most Improved

Most Takedowns	Most Pins
<b>Basketball</b>	
<u>Girls</u>	<u>Boys</u>
Best Free Throw Percentage	Best Free Throw Percentage
Best Field Goal Percentage	Best Field Goal Percentage
Most Assists	Most Assists
Most Rebounds	Most Rebounds
Best 3 Point Field Goal Percentage	Best 3 Point Field Goal Percentage
Outstanding Offensive Player	Outstanding Offensive Player
Outstanding Defensive Player	Outstanding Defensive Player
<b>Track</b>	
<u>Girls</u>	<u>Boys</u>
Outstanding Sprinter/Hurdler	Outstanding Sprinter/Hurdler
Outstanding Runner	Outstanding Runner
Outstanding Thrower	Outstanding Thrower
Outstanding Horizontal Jumper	Outstanding Horizontal Jumper
Outstanding Vertical Jumper	Outstanding Vertical Jumper
Most Inspirational	Most Inspirational
<b><u>Softball</u></b>	
Most Inspirational	Defensive Player of the Year
Most Improved	Offensive Player of the Year

## **OPEN GYM**

If you allow people in the school during non-school hours you are assuming supervision of your guests and proper use of school property. This applies to all High School facilities and OPEN GYM. We expect you and your guests to follow normal school policy on appropriate safety practices, internet guidelines, and security procedures. You must be in the general area that you have allowed your guests to have access. If the weight room is in use you must be in the weight room or at the door to observe use of the weight room. We expect all staff members, students, and other guests to be respectful at all times. If a student or guest is acting inappropriate, we expect you to deal with it immediately. If this involves a student and you believe it needs to be referred to the office for additional punishment, fill out a Pink slip and give it to the Assistant Principal. If two or more faculty members want to use the same area at the same time we expect you to work it out. If you are unable to resolve the scheduling conflict please see the activities director or principal and we will resolve the issue. You are not to give your school keys to any non-staff member for any reason. If you are going to use the gym or weight room with others, we want you to put your name and the time you are using the gym on the calendar that is posted by the activities director's door either before you use the area or the morning of the first school day after using the area.

A couple of items that seem to be unique to Open Gym. You must be sensitive to the students that are participating in Open Gym. The rules you establish must be equitable and follow access guidelines. The purpose of your rules need to be based on controlling the environment and encouraging equal access. You can limit participation based on behavior or if they are students or not students but you cannot limit participation based on the sex of the students or ability of the student. Any selection of teams must be gender neutral. any division of space must be gender neutral. The rules we have set for Open Gym are in effect during the school year. –Open gym during the summer will be scheduled by the coaching staff in collaboration with the activities director.

Using the school facility is a privilege we enjoy and we want to continue to be able to extend this privilege to you as staff members

## **SCHOOL DECORATIONS AND DISPLAY CASES**

First let us say we appreciate all that parents and guardians do for their children. While we appreciate their efforts, we need to assure that there is a balanced approach to activities and the support must be consistent with our education mission.

We have implemented some new procedures regarding parent/guardian decorations in the school. The policies address three areas: locker decorations, display cases, and signs.

#### Locker Decorations:

1. Decorations will be allowed only for postseason competition and only on varsity members lockers.
2. Decorations will be limited to the size of the lockers.
3. 3" away from the locker will be the max depth of the decoration.
4. All decorations must be approved prior to placing them on the lockers by the high school administration. Please do not purchase materials before getting approval for your plan.

#### Display Cases:

1. All display cases must be approved by the activities director.
2. The activities director will also assign the display case for your activities use.
3. If the activity involves both male and female students, the display must be representative of both female and male participants.

#### Other Signs:

Only student made signs will be allowed at the high school or high school activities. Pictures of athletes may adorn our facilities if bought by the parent group of the sport.

### **GUIDELINES FOR EXTRACURRICULAR TRIPS**

#### **MEALS:**

1. The students will furnish their meals for the first meal.
2. The school will furnish the second and all other meals.
3. If the team or group leaves Laurel before 6:00 a.m., the first meal will be considered the breakfast meal. If the team leaves after 6:00a.m. and before 12:00 noon, the first meal will be lunch. If the group leaves after 12:00 noon, the first meal will be the evening meal.
4. The evening meal will not be furnished if the team or group arrives home before 6:00 p.m.
5. The following prices will be considered when ordering meals during all extracurricular events: Breakfast - \$5.00    Lunch- \$6.00    Evening -\$9.00
6. If a student goes over the approved amount, that student will have to make up the difference. If a coach goes over a group meal amount, the coach will have to make up the difference.
7. We are not allowed to add a tip to the school vouchers. You may suggest to students that they bring extra money for tip.



**LEAVING TIMES:**

Leaving times before divisional and state tournaments and playoffs.

1. If the site of the event is **200** miles or more the teams may leave the day before their date of competition. If the coach/sponsor wants to practice on the day before competition, The activities director or principal will arrange for that practice. If due to the practice time set up by the activities director or principal, it requires the team to leave before 6:00a.m., the team may leave two days before the competition.
2. If the site of the event is less than **200** miles and the team needs to leave prior to 6:00 a.m. of the day of the competition in order to be at the event on time the team may leave the day before the competition.

**STAYING EXTRA NIGHTS:**

All teams will return home on the last day of their competition. The only exception to this will be in the case of an emergency. If you plan on staying an extra night, you must get permission from the High School Principal or Activities Director.

**MOTEL ARRANGEMENTS:**

1. Coaches will be allowed to stay in a bed themselves.
2. Students will stay 4 in a room.

**STUDENTS ARRIVING HOME LATE:**

1. Students arriving home after midnight are expected to be in school that day. Any exceptions must go through the activities director or principal.

## Laurel Booster Club Request for Support Form

\_\_\_\_\_  
Person(s) Requesting Support

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Team, Club, or Organization Affiliation

\_\_\_\_\_  
Date Support Needed By

Team, Club, or Organization is willing to help LBC fund raising? Yes No

Type of Support being requested and Why:

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

**Note:** If you are requesting goods to be purchased you must include a complete description and a picture if possible. You must include the actual cost of item (2 bids if possible) and total quantity of items being purchased.

**Instructions for Submission:** All requests must be presented to the Booster Club at a regular scheduled meeting (**first Tuesday of the month at 7:00 pm**) by someone representing the team, club, or organization requesting the support. The Booster Club reserves the option to fully fund the request or a portion of the request. All requests must first be reviewed and approved by Herb Townsend prior to being requested to the Booster Club.

\_\_\_\_\_  
Date request was voted on.

\_\_\_\_\_  
Result of the vote

\_\_\_\_\_  
Portion of request to be funded.

\_\_\_\_\_  
LBC officer confirmation

\_\_\_\_\_  
Activity Director Approval

\_\_\_\_\_  
Date

LAUREL PUBLIC  
SCHOOLS

OUT OF TOWN ACTIVITY TRIP CONSENT FORM  
FOR APPROVED FAMILY MEMBERS

It is the policy of Laurel Public Schools to have Coaches' permission forms need filled out prior to allowing family members to ride activity buses. If seats are available, and with the approval of the principal or activities director coaches and sponsors may have immediate family ride the bus. Immediate family shall consist of employee's spouse, 1 school-age child, parents or grandparents, brothers and sister, in-laws, and school age grandchildren.

I, \_\_\_\_\_ (coaches or sponsors name), give my permission for the following individuals to ride the bus on \_\_\_\_\_

(date) to \_\_\_\_\_ (location) for \_\_\_\_\_  
(name of activity):

Age (if school age)

Relationship

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

In consideration of the district's agreement to allow me or my child to travel on the bus, I agree to accept responsibility for any loss, damage, or injury to either me or my child that occurs during this trip that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee, or agent of the Laurel School District

In the event it becomes necessary for the district staff in charge to obtain emergency care for the individuals listed above, the school district assumes no financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances.

Coach or Sponsor: \_\_\_\_\_  
Date: \_\_\_\_\_

Adult (if not school age): \_\_\_\_\_  
Date: \_\_\_\_\_

Principal or Activities Director: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

### **MIDDLE SCHOOL BASKETBALL RULES**

The following rules will be in effect for Middle School Basketball. Keep in mind that it is the school's responsibility to make sure these rules are followed. It is not the responsibility of the officials.

1. The same basketball will be used for both boys and girls. This ball will be the girl-sized ball.
2. No zone defense is allowed in either grade.
3. Man-to man pressing without trapping is allowed during the entire game, with the exception that the team leading cannot press if ahead by 0 or more points
4. Games will start at 9:00 a.m. on Saturdays and at 4:15 p.m. on weekdays unless agreed upon by the schools involved.
5. MOA officials are recommended

6. Quarter times: 7th grade - 7 minutes; 8th grade - 8 minutes. (These times can be changed upon agreement of the schools involved.

7. By mutual consent, coaches may agree to play athletes the second quarter who did not start the first quarter. This would allow coaches to play some of the lesser talented players against common abilities.

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## **MIDDLE SCHOOL VOLLEYBALL RULES**

The following rules will be in effect for Middle School Volleyball.

1. Matches will start at 9:00 a.m. on Saturdays and at 4:15 p.m. on weekdays unless agreed upon by the schools involved.
2. Invitationals: Win 2 out of 3 games to a score of 25 points maximum for the first 2 games and to a score of 15 points maximum for the third game with a rally scoring system. Win by two points, games capped at 30 points for the first 2 games and 20 points for the third game.
3. Duals: Will play three (3) out of five (5) match format and will play a rally scoring system. Games 1 and 2 score to 25 with a cap of 30, and games 3, 4, and 5 score to 15 with a cap of 20.
4. Schools will try to field two (2) teams at both the 7th grade and 8th grade levels.
5. There will be a 45 minute time limit for invitationals on Saturdays. Clock may be stopped during the last minute for time-out or substitution.

## Laurel Public Schools Out-of-Town Parent Release Form

Student/Athlete	Parent/Guardian	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand the following Laurel Public Schools Policies and Procedures regarding student activity travel:

1. Travel by private transportation rather than school assigned carriers is prohibited unless approved in advanced.
2. When traveling out of town, students must travel to and from the event unless prior written arrangements have been made by the parent or legal guardian.
3. When out of town a coach or advisor may release a student to a parent/legal guardian, but only in a face-to-face meeting with the parent/legal guardian after prior written approval has been granted.
4. Coaches reserve the right to refuse requests by players to leave their teams if, in the coach's opinion, it serves the best interest of the individual or program to do so.
5. Special circumstances travel requests by parents/legal guardians should be directed to the activities director or building principal.

I understand that the ability of coaches and other school officials to properly supervise students may be impaired when students are not under their direct control. I also understand that if I have arranged, through prior written approval, to transport my son/daughter from an out of town site, the duty and responsibility of the school, coach/advisor, and School District 7 & 7-70 has ended when my son/daughter is released to my care.

I hereby request permission from the school, and grant my own permission, for the above listed student to use alternative transportation.