



JOLIET SCHOOL

2020-2021 Coaches Handbook

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STATEMENT OF PHILOSOPHY

We believe that a comprehensive and balanced athletic program enhances the instructional program of Joliet Schools. Participation in athletics is a privilege, available

to all students who meet eligibility requirements. Through a well-developed program, students learn emotional maturity, social competence, responsibility, and the ability to deal with successes and losses. Students are guided to reach their full potential, learn good sportsmanship, leadership, cooperation, and ethical behavior for each program.

BELIEFS

1. We believe in taking care of people and our programs.
2. We believe in an activity program that balances the rigor of academics with activities.
3. We believe that activities teach us to balance obligations and prioritize tasks.
4. We believe in multi-activity participation and realize trade offs exist when conflicts arise.
5. We believe that participation enhances leadership skills, relationships and maturity.
6. We believe in the highest standards of sportsmanship.
7. We believe in conducting oneself in an ethical manner.
8. We believe that activities should challenge students to push themselves to their potential.
9. We believe in respecting diversity among people.
10. We believe in providing skills to properly handle adversity and success.
11. We believe that activities will develop loyalty, cooperation, fair play and other desirable social traits.
12. We believe in promoting a positive image of Joliet Public Schools for our community.
13. We believe each program should be committed to striving for excellence.

TITLE IX AND STATEMENT OF NONDISCRIMINATION

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational programs or activity receiving federal financial assistance”. —From the preamble to Title IX of the Education Amendment of 1972

The Board is committed to an environment of nondiscrimination on the basis of race, color, religion, sex, age, national origin, economic status, disability, and other protected categories. No person shall be excluded from participation in, or denied the benefits of, any academic or extracurricular program or educational opportunity offered by the District. The District will comply with the applicable statutes, regulations, and executive orders adopted by Federal, State, and Municipal agencies.

Title IX applies to all programs in a school (including academics, extracurricular, and athletics) that receives federal financial assistance. It protects all participants in the academic program from gender discrimination including parents, students and

employees. If a school becomes aware of equal opportunity violations or sexual harassment, the school will take appropriate actions to investigate the situation. For more information on the student grievance process speak with your principal and/or follow the Student Grievance Process in this handbook. For more information on Title IX or to report any civil rights violation or Title IX violation, [Contact the district's Title IX coordinator, Mandi Hernandez.](#)

Concerns may also be reported to any of the following external agencies: Montana Human Rights Bureau and/or the Office of Civil Rights.

Pre-season Coaching Meeting

Each coach will be required to attend a mandatory pre-season meeting with the Athletic Director and administration to go over the handbook and coaching expectations for each coach. The Athletic Director will set the meeting at the beginning of each sports season for all coaches of the program. This meeting will include the head coach (and/or assistant coaches, and junior high coaches) for that sport.

Head Coaches

The varsity head coach of each sport is responsible for all the programs below them in that sport. This includes the junior varsity and junior high programs. Each varsity head coach of their program will have a recommendation in the hiring of the coaches for the programs they supervise. The varsity head coach will present their recommendations to the Athletic Director prior to the hiring of the positions. The final decision of all coaching positions is that of the administration and the board of trustees.

Supervision

All coaches are responsible for supervision of their programs. This supervision includes the supervision of the locker room during times the students are using the locker rooms before practices, after practices, before games, and after the games. **Students are not to be unsupervised at any time during the extra-curricular activities.**

Chain of Command

Communication is vital for success. Make sure to address this at your parent meetings. Stress the "24-hour rule". If at any point during the season the participant or guardian(s) has concerns, they should schedule a meeting with the coach/sponsor.

Do not ask for a meeting with coaches after a game/activity due to the potential of high emotion concerning the issue. Waiting 24 hours is always an effective policy for the benefit of all persons involved.

Coaches/sponsors will discuss the well-being of your child and other areas of skill at the time of the scheduled meeting. It is essential for all parties to endorse the chain of command protocol, which is as follows:

- Players or participants should speak to the coach when problems arise.
- Conference between player, player's guardian(s), and coach.
- Conference between player, guardian(s), coach and activities director.
- Conference between player, guardian(s), coach, activities director, and principal.
- Conference with all parties and superintendent.
- All unresolved issues taken to the board of trustees.

Dress Code for Coaching Staff

All coaches are to adhere to a dress code that requires each coach to look professional. As a coach you are representing our school district as a professional. Jeans and t-shirts are not allowed when coaching games. J Hawk apparel is acceptable to wear to games as it represents the district.

Coaches Education Program and Rules Clinic

All coaches must complete the **Coaches Education Program** as mandated by the Montana High School Association. This certification is good for five years, and then must be renewed. Documentation of completion of the Coaches Education Program is to be submitted to the high school principal and athletic director as stated in the MHSA handbook. The Montana High School Association requires the **Coaches Rules Clinic** be completed online at www.mhsa.org every year. The verification page must be printed and copy given to the high school principal and athletic director. Coaches (including volunteers) are to be certified in First Aid and CPR.

Uniforms/Equipment

Coaches are responsible for issuing uniforms and equipment to players. At the conclusion of the season, coaches must return the uniforms and equipment on the end of the season checklist and turn it into the athletic director before the stipend check is issued. Uniforms are purchased and chosen by the Joliet School, not by students or parents.

Pre-Season Parent/Athlete Meeting

Before the beginning of each season, the coach shall hold a parent meeting to review the rules and expectations of their program. In order for a student to participate, a parent/guardian must attend the meeting. Roll will be taken to assure that each participant was represented by a parent/guardian. If a parent/guardian is not able to make the meeting, the coach must make personal contact with them to review the rules and expectations. Things to be covered at the meeting are:

1. Practice schedule
2. Dress code for game days
3. Selection policy for varsity
4. Letter policy
5. Awards and requirements to earning awards
6. Cut policy
7. Absence policy
8. Expectations
9. Other rules above those stated in the athletic/activities code

Head coaches of Fall sports (volleyball, football, and cross country) are to notify the high school office of the time and place of the parent/athlete meetings no later than July 1st so this information can be sent out in the informational back to school newsletter. Information on summer programs (dates, times, etc.), summer fitness training, first day of practice, parent meeting (date, time, place) is to be outlined and distributed to students in writing prior to the last day of school in May.

Travel and Meals

During the district tournament, each team will be provided with one meal. Each student will be allowed up to \$10.00. If students are to stay overnight, the meal allotment will be: Breakfast - \$6.00, Lunch - \$8.00 and Dinner - \$12.00. Coaches will be allowed: Breakfast - \$6.00, Lunch - \$8.00, and Dinner - \$14.00. The Athletic Director and Principal will determine if the team will stay overnight or travel home on games during tournaments depending on distance and time of games. The Athletic Director will select overnight accommodations when needed. Tournament accommodations are made by the district and divisional authorities or the administration.

Pledge Sheet

All athletes and parents/guardians are required to read and sign the Athletic Pledge Sheet before being able to participate in any games or travel. Students are responsible for understanding and following the contents of the pledge sheet. This sheet will also

serve as permission to travel with the teams to away games and must be in the coach's possession during games and practices.

Sports Physicals

Athletes are required to receive a sports physical before drawing equipment or beginning practice. Physicals must be on the MHS physical form and be signed by both the athlete and the parent/guardian. Physicals are turned into the high school office and digitally made available on shared drive for access by coaches at all times. You'll need a school email to access this secure drive. Access will be available to head coaches only.

Insurance

The Joliet School assumes NO responsibility for medical bills resulting from injuries received by participants in activities. As a service to our constituents, however, the school has purchased a supplemental group plan which covers participants in athletics, music, drama, speech, cheerleading, service clubs, and physical education classes. It is important to note that this is an excess insurance policy with minimal coverage. If the family has other medical insurance, this policy will cover only the eligible expenses not paid by that family policy. If a family does not have insurance, the policy will provide primary coverage subject to policy limitations. Parents are encouraged to purchase additional student insurance if they do not have a family medical policy.

Joliet Schools Athletic/Activities Code

It is the belief of the administration and staff that participation in athletic/activities is a privilege, which is earned by attaining good grades and setting good examples in behavior and attitude. The ultimate success of the athletic/activity program is dependent on a cooperative effort between the parent and the school. It is in the student's best interest and that of their fellow team members if they discipline themselves to accept a few simple guidelines. These guidelines have demonstrated their value in assisting athletes who strive for championship performance.

1. The rules of the Montana High School Association will be the minimum guidelines for participation in the Joliet Athletic/Activity Program.
2. In addition, the following Joliet School standards must be maintained:
 - a. If a student receives an (F), or no credit in any class on a midterm, quarter, or semester grade report, he/she will be ineligible for participation in extracurricular activities for the next 4 ½ week grading period. A list of ineligible students will be given to the head coach at midterm and at the end of each quarter by the Athletic Director. (Coaches should ask for this information if they do not receive it.)
 - b. Eighth grade students who receive an (F) in any class for the final grading period of their eighth grade year will be ineligible for

participation in extracurricular activities for the first 4 ½ week grading period of their freshman year.

- c. Students taking a summer school class to correct the failing grade still must fulfill their ineligibility period. Ineligibility will carry from the end of one year to the beginning of the next year.
- d. Athletes/participants are expected to adhere to all training rules while ineligible.
- e. Athletes/participants are expected to exemplify the highest standards of conduct and sportsmanship at all times.
- f. Athletes/participants are expected to wear appropriate clothing while in school and while attending school activities.
- g. Athletes/participants will not be able to practice or draw equipment until their pledge sheets, physical examination, and information card are signed and returned to the Athletic/Activity Director.
- h. Each athlete/participant is responsible for the school equipment issued to their care. Lost/damaged equipment must be paid for by the student.
- i. All athletes/participants are required to travel to and from out-of-town games/activities with the team. If a parent/guardian wants their child to ride home with them from an activity, they must contact the coach or advisor and sign the travel sheet. Any other alternative travel arrangements must have the prior approval of the Principal or Athletic Director and be in writing.
- j. If an athlete/participant must be late or absent from practice or game, the coach must be informed before, not after the fact. Failure to notify the coach will result in an unexcused absence. Two unexcused absences will result in being released from the sport for the rest of the season.
- k. Athletes/participants are expected to be in school the full day of a game, activity, or practice. Athletes/participants that are not in school the full day of a game/activity or practice will not be allowed to participate. The only exceptions are medical appointments or prior permission from the Principal.
- l. Report any and all injuries to the coach/advisor.
- m. The head coach/advisor may supplement any rules as needed with the approval of the High School Principal and Superintendent.

Training Rules

- No consumption or association with intoxicating beverages.
- No use, possession, or association with illegal drugs.
- No smoking, vaping, chewing tobacco, or carrying or association with any such substance.
- Adhere to curfews specified by coaches.
- Demonstrate proper sportsmanship and conduct at all times.

1st offense – Breaking training rules will result in a suspension from all competition for the remainder of the season or activity, with a minimum of eight (8) weeks. During the suspension, the athlete/participant may continue to practice with the team at the coaches’ discretion. The athlete/participant will not travel with the team to away games/activities and may forfeit the right to any award for that sport/activity. For alcohol, tobacco, or drug related infractions, the athlete will be required to participate in a chemical dependency program.

2nd offense – Breaking training rules for the second time will result in suspension from all competition for a period of one (1) calendar year, beginning on the day the report of the second offense is presented to the Athletic Director. If an athlete is suspended for the second time for alcohol, tobacco, or drug related infractions, he/she will forfeit the right to any athletic award.

Procedures for Reporting Violations

1. Upon receiving a written report concerning breaking of training rules, the Athletic Director must be notified immediately.
2. The Athletic Director will notify all parties concerned and call a meeting to take appropriate action.
3. For offenses requiring suspension, the athlete shall immediately be suspended upon notification of the offense to the Athletic Director.
4. An emergency session of the athletic committee may be called to dispose of certain cases requiring immediate suspension of an athlete.
5. An athlete may request a hearing with the athletic committee for the purpose of appealing their right to continue to participate in the interscholastic athletic program. This request for hearing must be in writing. The committee will consist of the following:
 - a. Athletic Director
 - b. Head Coach
 - c. Superintendent
 - d. High School Principal
 - e. Board Chair or Representative

The power of the committee cannot override the duties and powers of the administration as directed by state statutes, and the Board of Trustees and/or the Montana High School Association.

6. Further appeals will be forwarded through the administration to the Montana High School Association Executive Office, and eventually, the MHSA Board of Control. Any action on the part of the MHSA Board of Control would finalize the appeal on any matter relating to the MHSA Constitution and By-Laws and Rules of Eligibility. (Due Process Procedure)

7. No infraction will be handled by the Athletic Director that has occurred ten (10) or more days in the past. This is to protect athletes from being blackmailed by fellow students.

Varsity Athletic Selection Policy

Choosing the members of varsity athletic squads will be the responsibility of the coaches of said squads. Prior to tryouts, the coach shall provide the following information to all candidates of the team.

- Extent of tryout period
- Criteria that will be used to select the team
- Number of players to be selected
- Practice commitment for players selected
- Game commitments
- All other information the head coach deems necessary

Whenever a squad cut becomes necessary, the process will include these important elements. Each candidate shall have:

- Competed in a minimum of five (5) practice sessions of approximately two (2) hours each. (Less in some instances, i.e., injured, excused absence)
- Performed in at least one intrasquad game.
- Been personally informed of the cut by the coach.
- Been given a reason(s) for the cut.

Tournament Teams/Playoff Games

When determining the tournament/playoffs teams the following criteria will be followed:

1. Player numbers will follow MHSA/District guidelines for these sports VB-12; BB-12; FB-32
2. District Hired Coaches
3. Two Managers

Coaches will have the discretion to determine who will be part of the team, but the numbers will not exceed the totals given above. A coach may take a player that has been injured but it will be counted against the total number of allotted for each sport.

If extra players or coaches are attending they will be required to pay their own way. The district will not pay for or transport extra players, managers, or coaches that are not part of the tournament team or playoff team.

For the other sports of track and cross country, if a student is not participating in the event the district will not pay for that student to attend. The track and cross country programs will be allowed one manager for the District, Divisional, and State meets.

Practice Times and Family Night

Arrange the practice schedule and give a copy to all student participants. Practices after tryouts are to be limited to two hours. Students who are not team members are not allowed at practices.

These practice schedules will be devised with the Athletic Director to ensure equitable prime time practices for male and female athletes. Wednesday is designated as Family Night in the Joliet community, so practices must be concluded and students off the court/field by 6:00 p.m.

Athletic Honors Policy

To letter in any sport at Joliet High School, an athlete must uphold the rules and regulations set forth in the athletic code. Misbehavior at a MHSAA sanctioned event (to include Divisional and State competitions) may disqualify athletes for letters. Participation awards will be given to varsity athletes who did not letter. All awards and requirements will be explained to the players at the beginning of the season. Awards are subject to coaches' and Athletic Director's discretion. Letters will be awarded by the following guidelines. **Additional letters may be awarded at the discretion of the head coach.**

Lettering for Sports

Cheerleading

Cheerleaders must earn a minimum of 90% of the points possible in the "Joliet Cheerleading Point System". The point system will be based upon the cooperativeness with the sponsor and administration, promptness in attending games, involvement, hard work, and the quality of performance.

Football

Players must participate in one-half of the quarters of varsity football games played.

Cross Country

Runners must attend the State Meet (maximum & members).

Girls and Boys Basketball

Players must play in one-half the total quarters played that season.

Volleyball

Players must play in one-half of the total number of games in the matches played that season.

Girls and Boys Track

Players must be at all practices unless properly excused by the head coach. They must have a score of 20 points in meets with five or more teams during the track season or qualified for divisional competition.

Softball

Players must play in one-half of the total number of games in the matches played that season.

Wrestling

Athletes must wrestle in one-half of the total number of meets in the matches held that season.

Pep Band

Players must play in one-half of the total number of games in the matches played that season.

Other Guidelines

Student Council

Members must not miss more than two meetings during the year. Members must participate in one civic volunteering project during the year. Members must man the student store a minimum of four times each month, or as needed. If students must miss their assigned times, each is responsible for notifying the store manager and arranging for a substitute.

Member attendance is required at all major Student Council and Joliet High School events, such as Homecoming, dances, spirit week, etc. Students are expected to represent Student Council and Joliet High School in a mature, responsible manner.

Selection of Team Managers

When selecting team managers, managers should be of the same grade level as the sport they are managing. If there are no students at the appropriate age group interested in being managers, coaches need to contact the High School Principal regarding manager positions.

Cheer/Band Post Season Travel

Cheer and band support groups will attend the higher level of competition in postseason play when there is more than one event at the same time.

The band will perform unless student numbers are insufficient, i.e., boys and girls tournament at the same time and members are on teams, or as band advisor determines participation. .

When logistically possible, the district will try to make arrangements for band and cheerleaders to attend with administrative approval.

Activity Fee

Activity fee may be purchased at the high school office. This fee entitles the purchaser to enter all home games at no cost. Students must pay an activity fee in order to participate in any extra-curricular activity. The coach will receive a free season pass.

Students	\$40
Senior Citizens (60 years old and up)	\$30
Adults	\$60
Family Pass (children through grade 12)	\$160

Gate Prices

All home games will have a gate price of \$5.00 for adults and \$3.00 for volleyball and football. During the basketball season, due to both girls and boys games scheduled on the same day, the gate prices are \$6.00 for adults and \$4.00 for students. Children who are not yet in kindergarten are free.

Travel Sheet

Coaches/advisors are required to complete a travel sheet for each away activity. Each student's name must be on the sheet as well as the activity and date. This sheet is carried to the activity by the coach/advisor, or assistant coach. Use the sheet to take roll before leaving the school by placing a checkmark in the first column next to the student's name. If a student wishes to ride home from the activity with their parent/guardian, the parent/guardian must sign the travel sheet next to their child's name. When taking the roll to return home, place a check mark in the second column. The second column should have a check mark or there should be a parent/guardian signature across from every name. The completed sheet must be turned into the Principal or Athletic Director on the day following the activity.

Any other alternative travel arrangements must have the prior approval of the Principal or Athletic Director and may be in writing.

Accident/Injury Report

In the event of an accident or injury, an accident/injury report must be filled out by a coach and turned into the office as soon as possible after the athlete has been cared for. This documentation is necessary to provide needed information for school reports and insurance purposes.

Management of Sports Related Concussions (Law)

The Joliet School District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. Therefore, all K-12 competitive sport athletic activities in the District will be identified by the administration.

- A. Consistent with guidelines provided by the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, the National Federation of High School (NFHS) and the Montana High School Association (MHSA), the District will utilize procedures developed by the MHSA and other pertinent information to inform and educate coaches, athletic trainers, officials, youth athletes, and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury. Resources are available on the Montana High School Association Sports Medicine page at www.mhsa.org; U.S. Department of Health and Human Services page at: www.hhs.gov; and; the Centers for Disease and Prevention page at www.cdc.gov/concussion/sports.index.html.

Annually, the district will distribute a head injury and concussion information and sign-off sheet to all parents and guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

All coaches, athletic trainers, officials, including volunteers participating in organized youth athletic activities, shall complete the training program at least once each school year as required in the District procedure. Additionally, all coaches, athletic trainers, officials, including volunteers participating in organized youth athletic activities will comply with all procedures for the management of head injuries and concussions.

*Reference: Montana High School Association, Rules and Regulations
Section 4, Return to Play*
Cross Reference: 3415F Student-Athlete & Parent/Legal Custodian Concussion Statement

Management of Sports Related Concussions (Procedure)

- B. Athletic Director or Administrator in Charge of Athletic Duties:

1. *Updating:* Each spring, the athletic director, or the administrator in charge of athletics if there is no athletic director, shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the MHSAs or the MHSAs Web site, U.S. DPHHS, and CDCP web site. If there are any updated procedures, they will be adopted and used for the upcoming school year.
 2. *Identified Sports:* Identified sports include all organized youth athletic activity sponsored by the school or school district.
- C. *Training:* All coaches, athletic trainers, and officials, including volunteers shall undergo training in head injury and concussion management at least once each school year by one of the following means: (1) through viewing the MHSAs sport-specific rules clinic; (2) through viewing the MHSAs concussion clinic found on the MHSAs Sports Medicine page at www.mhsa.org; or by the district inviting the participation of appropriate advocacy groups and appropriate sports governing bodies to facilitate the training requirements.
- D. *Parent Information Sheet:* On a yearly basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent and/or guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet which allows students to participate in extracurricular athletics and should include resources found on the MHSAs Sports Medicine page at www.mhsa.org, U.S. DPHHS, and CDCP websites.
- E. *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.
- F. *Return to Play After Concussion or Head Injury:* In accordance with MHSAs Return to Play Rules and Regulations, 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 healthcare professional (registered, licensed, certified, or otherwise statutorily recognized health care professional). The health care provider may be a volunteer.

Policy History:

Adopted on: 06/20/13

Public Relations

Following each contest or activity, the coach/advisor is required to inform the local media of the results. Statistics and scores must be called into the Gazette and the news stations immediately following the game. Statistics and scores can be faxed to the remaining newspapers on the day following the game. Please drop the information sheet off at the office to be faxed.

	<u>Phone</u>	<u>FAX</u>	<u>OFFICE</u>
1.	Q2 News	252-9938	252-5611
2.	KULR 8 News	655-2688	655-2650
3.	KSVI-TV KHMT-TV YourBigSky.com	652-6963	652-4743
4.	Billings Gazette	657-1291	657-1208
5.	Laurel Outlook	628-8260	628-4412
6.	Carbon County News	446-2225	446-2222

Media/Publicity/News Media

1. News releases pertaining to scheduling and other significant concerns should be cleared through the office of the superintendent or principal before being given to the news media.
2. Publicity in general will be handled through the office of the school administrators. Interviews will be requested by the newspaper from time to time, and the head coach/sponsor should cooperate and conduct him/herself in a professional manner. Each staff member should cooperate with the press, radio, and TV. Information desired by the press should be supplied as long as it is appropriate and professionally handled.
3. All coaches/sponsors should use discretion, honesty, and good judgment when making statements to the press, radio, or TV. Coaches should refrain from making negative statements, condemning, criticizing, or hurting others. Be positive and focus on our students and their strengths.

JHS 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, cheerleaders, and drill team members must have a physical, activity card, activity fee paid, and emergency medical card on file with the trainer/coach before they are allowed to practice or compete.
- _____ Rosters must be turned in to the Athletic Director and the Principal's Office. Make sure all names are spelled correctly and the roster is ready for printing with all necessary information provided (heights, weights, year in school, position, etc.)
- _____ Check eligibility status of all participants.
- _____ Letter requirements, training rules, and chemical use code have been given, in written form, to participants, High School Principal, and A.D.

- _____ Practice schedules are arranged and pre-season practice reported to the Athletic Director and High School Principal. (This needs to be done with the A.D. so all practices are equitable for male and female participants.)
- _____ Submit tryout process outline (schedule, etc.) and criteria for tryouts to the High School Principal and A.D.
- _____ List of transfer students given to High School Principal and A.D.
- _____ All coaches/sponsors must have a current first-aid card.
- _____ All coaches must complete the MHSA Rules Clinic and Coaches Education Program online and submit proof of completion to the A.D. before practice begins.
- _____ Coaches/sponsors, in cooperation with the A.D., will arrange for team photos for the annual program, etc. and provide the photo names. (Yearbook advisor will set photo dates-distribute photo packets to athletes and remind them to bring uniforms for picture day.)
- _____ Addresses and phone numbers of all staff members in the program must be given to the High School Principal and A.D.
- _____ Copy of pre-season letter to participants must be turned in to the High School Principal and A.D.
- _____ Parents Night should be discussed or planned with the High School Principal and A.D.
- _____ Read policy handbooks (MHSA and JHS) and activity-specific rule books.
Coaches/sponsors are responsible for knowing the rules specific to their activity.
- _____ The head coach/sponsor, and assistants, if possible attend the MCA Clinic in August.
- _____ Pre-season parent meeting planned and conducted.
- _____ Inform parents (at parent's meeting) and participants of the inherent dangers and various types of injury common to the activity.

In-Season:

- _____ Inform students of safety considerations and explain the possible consequences of unsafe and/or illegal techniques as well as the inherent dangers of legal techniques.
- _____ Maintain necessary attendance records, insurance records, and other designated paperwork.
- _____ Enforce discipline and sportsmanlike behavior at all times. Establish and oversee penalties for break of program standards.
- _____ Personally demonstrate sportsmanlike conduct and respect for others at all times.
- _____ Effectively supervise all participants during all 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 High School Principal and A.D.
- _____ Arrange for practice times and facilities in cooperation with the A.D. (Copy given to the High School Principal and high school secretary (for building use calendar).

Post-Season:

- _____ All records dated and turned in to the Principal's Office and the A.D.

- _____ Inventory all equipment and plan for future needs with the A.D.
- _____ Participant/letter/winner/award list turned in to the A.D. and the high school office.
- _____ Record boards updated.
- _____ List of all-Conference and All-State selections turned in to the High School Principal and Athletic Director.
- _____ Awards ordered for award banquets and/or assemblies.
- _____ Officials ratings completed (HS only).
- _____ Budget proposals (orders) submitted to the High School Principal and Superintendent.
- _____ Schedule suggestions submitted to the High School Principal/Activities Director.
- _____ Results of the season's competitions completed and submitted to the High School Principal and Athletic Director.

EXPECTATIONS OF STUDENT PARTICIPANTS

All students participating in the JHS Activities Program are expected to follow and adhere to the following expectations. Failure to do so will lead to disciplinary action that may result in suspension or dismissal from the activity.

1. Adherence To All School District Policies – Students at all times must follow all school and district rules, regulations, and policies regarding student behavior. This includes all expectations regarding language, sportsmanship, attendance rules, behavior, and academics.
2. Adherence To All Laws – While involved in JHS activities, students are expected to follow all local, state, and federal laws concerning theft, assault and battery, chemical use, etc.
3. Adherence To MHSA Rules – Students are expected to follow all MHSA rules regarding academic, transfer, and age eligibility as well as all rules pertaining to awards, sportsmanship, student conduct, and others.
4. Academic Performance – The major objective of a high school student is to graduate in good standing. All students are required to place academics at the top of their priority list. Academic standing, both in spirit and to meet MHSA eligibility requirements must have priority over all other school activities.
5. Chemical Use Policy – Students are expected to refrain from the use of chemical substances as outlined in the JHS chemical Use Policy.
6. Student Behavior – Students participating in activities are representatives of the school district and Joliet community. They are expected to conduct themselves appropriately at all times while representing the school. This includes language, dress, respect for others, sportsmanship, adherence to laws, respect for property, etc.

7. Pre-season Responsibilities – all students participating in activities are expected to take care of all pre-season responsibilities by the required deadlines. This includes physicals, payment of fees, and all other paperwork necessary for equipment, etc.
8. Adherence To Program rules – Students participating in activities are expected to follow the rules of the specific program in which they are involved. These include such things as practice attendance to sport rules, sportsmanship, care of equipment, etc.
9. Sportsmanship – Activities participants are at all times required to demonstrate sportsmanlike behavior and language. Comments, cheers, and actions should be positive rather than taking the form of put downs or intimidations.
10. Respect For Others – All activities participants are expected to demonstrate respect for others at all times. This applies to the treatment of opponents, officials, referees, fans, and coaches. The simple rule of treating others with the same amount of dignity and respect as you would wish them to treat you should be the philosophy of all participants.
11. Respect for Property And Equipment – Part of respecting others is also respecting their property and equipment. Responsible care of all activities facilities and equipment is a must. Vandalism and/or theft will not be tolerated in the JHS Activities Program.

Joliet Public Schools Job Description 2020-2021: HEAD COACH

1. REPORTS TO: Athletic Director
2. SUPERVISES: Assistant coaches, student assistants, players and managers
3. BASIC FUNCTION: To provide leadership, supervision, and organization of a specific athletic activity, and to carry out the objectives of the total athletic program.
4. GENERAL RESPONSIBILITIES:
 - a. Coach shall begin practice sessions on the opening date allowed by the MHSA.
 - b. All teams will compete in the maximum amount of contests allowed by the MHSA if scheduling permits.
 - c. Coaches shall be certified teachers whenever possible.
 - d. Coaches should make every attempt to become familiar with proper first aid and training procedures necessary to run their program as safely as possible. Coaches must have current First Aid Training.
 - e. Coach shall, by example and instruction, teach good sportsmanship.
 - f. Any coaches' season that extends beyond the normal season/school year due to tournament participation shall be considered part of the coaching contract.
 - g. Coach shall turn in all required end of the year reports, lists or forms as required by the school or the MHSA to the Athletic Director.
 - h. Coach will coordinate with the Athletic Director to develop a monthly practice schedule prior to distribution to team members.

- i. Coaches, advisors and their assistants are required by state law and District policy to report suspected child abuse or neglect. Reports should be made to the Department of Public Health and Human Services Child Abuse Hotline at 1-866-820-5437. Reporting to a supervisor does not relieve the individual of the obligation to make the report to DPHHS.

5. PRIMARY RESPONSIBILITIES:

a. Year-round responsibilities

- i. Formulate objectives for the upcoming sports season.
- ii. Keep abreast of new ideas, techniques and rule changes by attending clinics and workshops, reading in your field and encouraging the assistant coaches to do the same.
- iii. Be knowledgeable of rules and regulations concerning your sport
- iv. Implement proper procedures for out-of-season practices according to MHSAA guidelines
- v. Be active in professional organizations such as the state coaches association
- vi. Be in charge of inventory, selection, care and maintenance of equipment
- vii. Assist the Athletic Director as needed

b. SEASONAL RESPONSIBILITIES:

i. Before the Season

- 1. Assist the AD with proper registration of all athletes
- 2. Make sure all athletes have turned in physicals and pledge sheet before drawing equipment or beginning practice
- 3. Attend MHSAA sponsored rules clinic in area of coaching
- 4. Attend district, regional and state meetings as requested
- 5. Host a pre-season parent/guardian/athlete meeting
- 6. Review the district policy on accident reporting and insurance procedures
- 7. Explain regulations of the district presented in the athletic code
- 8. Prepare a written description of the method of squad cuts, awards and letter requirements and explain to athletes
- 9. Assist AD in compiling eligibility lists and other reports
- 10. Arrange for a systematic issuance of school equipment
- 11. Instruct team managers on proper care of equipment, facilities, and other duties as assigned

ii. During the Season:

- 1. Assume responsibility for constant care of equipment and facilities being used
- 2. Assume supervisory control over all phases of teams in the program

3. Organize and prepare written practice plans with the idea of developing the athlete's greatest potential
 4. Apply discipline in a firm and positive manner as outlined according to athletic policy
 5. Emphasize safety precautions and use accepted training and injury reporting procedures
 6. Conduct oneself and teams in an ethical manner during practice and contests
 7. Report outcome of home contests to media immediately following the game
 8. Instruct players on rules and rule changes, and new ideas and techniques
 9. Provide a copy of all correspondence, schedules and bulletins to Athletic Director
 10. Adhere to school policy regarding school bus regulations and transportation
 11. File a discipline report with the AD when applicable
 12. Directly supervise or designate a supervisor of all dressing rooms and lock up equipment at the close of each practice session or contest
 13. Be responsible to see that the building is locked and equipment secured after practices and games by being the last one out of the building
 14. Upon returning from away games, the head coach or designated assistant coach shall wait until all athletes have rides or are picked up by parents/guardians
 15. Accompany and direct the varsity team in all interscholastic activities at home and away and assistant coaches at such activities
 16. When traveling to contests, the coach has the responsibility to supervise his/her team and to insure proper behavior while going to, from and at the competition site
 17. Coach must accompany the team on the bus when traveling to and from away games
 18. Require that team members dress in an appropriate manner representing Joliet High School on game day and when traveling
- iii. End of the Season:
1. Arrange for the systematic return of all school equipment and hold the athlete responsible for all equipment not returned
 2. Arrange for cleaning, storing and inventorying all equipment and uniforms

3. Recommend student athletes who have fulfilled requirements for athletic letters, awards, certificates or special awards
4. Provide a recommendation for assistant coaching positions for the next year
5. Submit recommendations for next year
6. Select equipment and make recommendations for purchases
7. Maintain records of team and individual accomplishments
8. Evaluate past season and assistant coaches and turn in reports to the Athletic Director
9. Attend post season evaluation meeting with the AD

Winning is desirable at all levels of interscholastic athletics. It is not, however, to be placed on a more important level than the development of the athlete. This is especially true at the junior varsity and freshman levels. It is strongly encouraged that an opportunity be given for all squad members to participate in all sub varsity games.

Guidelines

High School Extracurricular Programs and Staffing				
Fall Sports/Activities				
Activity	Minimum to Continue Program	Minimum # of Coaches	Minimum for Additional Coach	Notes
Cheerleading	4	1	N/A	No additional coaches required
Cross Country	4	1	13-24=1 25-39=1	The minimum number of 4 can be a combination of boys and/or girls since the techniques taught are the same for both genders. But if the program is dropped, both boy's and girl's programs should be dropped to maintain Title IX and Ridgeway Settlement equity. MHSB Class B State scoring requires a minimum of 5 runners of one gender to be eligible for team scoring, but individuals can participate for individual awards.
Football 11 Man	15	3	30-44=1 45+=1	Football requires a different level of supervision due to its nature as a contact sport and the number of participants/positions that have to be coached at any given time. The outline for other types of football programs is just for planning purposes in the case of a decrease in student enrollment that leads to a reclassification of the program. If the numbers of participants at the various levels of competition rise above a certain level, the level of competition will likely increase.
9 Man	15	2	20-29=1	
8 Man	15	2	16-24=1	
6 Man	12	1	13-20=1	
Volleyball	12	1	13-20=1 21-36=1	A maximum of 36 participants creating 3 teams of 12 members will be allowed. Any numbers over 36 must be reduced by the end of 1st week of practice.
Winter Sports/Activities				

Girl's Basketball	10	1	13-20=1 21-36=1	A maximum of 36 participants creating 3 teams of 12 members will be allowed. Any numbers over 36 must be reduced by the end of the 1st week of practice.
Boy's Basketball	10	1	13-20=1 21-36=1	A maximum of 36 participants creating 3 teams of 12 members will be allowed. Any numbers over 36 must be reduced by the end of the 1st week of practice.
Cheerleading	4	1	N/A	Maximum of 12 Cheerleaders No additional coaches required
Speech & Drama	5	1	9-16=1 17-30=1 30+=1	Due to the number of different events that this activity competes in, the amount of individual coaching requires multiple coaches at smaller numbers initially.
Spring Sports/Activities				
Golf Girls and Boys	5	1	15+=1	The minimum number of 5 can be a combination of boys and/or girls since the techniques taught are the same for both genders. But if the program is dropped, both boys' and girls' programs should be dropped to maintain Title IX and Ridgeway Settlement equity. MHS A Class B State scoring requires a minimum of 5 golfers of one gender to be eligible for team scoring, but individuals can participate for individual awards.
Track MS/HS Girls and Boys	12	1	13-16=1 17-24=1 25-32=1 33-89=1 90+=1	The minimum number of 12 can be a combination of boys and/or girls since the techniques taught are the same for both genders. But if the program is dropped, both boys' and girls' programs should be dropped to maintain Title IX and Ridgeway Settlement equity. Low number thresholds are a result of the multiple types of events that students participate in and require specialized training/supervision in different parts of the track and field complex. *The same rationale and ratios will be followed for the middle school and high school track meet supervision.

Middle School School Extracurricular Programs and Staffing

Fall Sports/Activities				
Activity	Minimum to Continue Program	Minimum # of Coaches	Minimum for Additional Coach	Notes
Cross Country 6th-8th Grade	4	1	15-30=1 31+=1	COMBINED WITH HIGH SCHOOL PROGRAM
Football 6th-8th Grade	15	1 Coach/Grade Level	N/A	See high school rationale
Volleyball 5th-8th Grade	12	1/Team	5th/6th Grade=1 7th Grade=1 8th Grade=1 20+ at any level=1	Middle School Volleyball usually has one team per grade level which requires 1 coach per team so that proper supervision can take place at tournaments.
Winter Sports/Activities				
Basketball Girls and Boys	5	1/Team	5th/6th Grade=1 7th Grade=1 8th Grade=1 20+ at any level=1	Middle School basketball usually has one team per grade level which requires 1 coach per team so that proper supervision can take place at tournaments.
Spring Sports/Activities				
Track Girls and Boys	12	See High School	See High School	Coaching staff combined with high school

Joliet Public Schools Job Description 2020-2021: ASSISTANT COACH

1. **REPORTS TO:** Head Coach
2. **BASIC FUNCTION:** To provide leadership, supervision, and organization of a specific athletic activity, and to assist the head coach in carrying out the objectives of the total athletic program.
3. **GENERAL RESPONSIBILITIES:**
 - a. Promoting the worth of each participant in the program
 - b. Displaying school and program support to incoming players and parents/guardians
 - c. Assisting the head coach in the development of the total sports program
 - d. Coaches, advisors and their assistants are required by state law and District policy to report suspected child abuse or neglect. Reports should be made to the Department of Public Health and Human Services Child Abuse Hotline at 1-866-820-5437. Reporting to a supervisor does not relieve the individual of the obligation to make the report to DPHHS.
4. **PRIMARY RESPONSIBILITIES:**
 - a. Cooperate and assist the head coach
 - b. Be loyal to the head coach
 - c. Fill in for the head coach at games or practices in the event the head coach is ill or unable to attend
 - d. Have a written, detailed plan for each practice
 - e. Be aware of legal responsibilities and guard against negligence
 - f. Use professionally sound coaching methods
 - g. Apply discipline in a firm and positive manner as outlined according to athletic policy
 - h. Emphasize safety precautions and use accepted training and injury reporting procedures
 - i. Carefully explain and demonstrate fundamentals
 - j. Teach at the player's level
 - k. Strive to prevent all injuries
 - l. Apply discipline in a firm and positive manner as outlined according to athletic policy
 - m. Offer encouragement and constructive criticism
 - n. Be responsible to see that the building is locked and equipment secured after practices and games by being the last one out of the building
 - o. Upon returning from away games, the coach shall wait until all athletes have rides or are picked up by parents/guardians
 - p. When traveling to contests, the coach has the responsibility to supervise his/her team and to insure proper behavior while traveling to, from, and at the competition site
 - q. Coach must accompany the team on the bus when traveling to and from away games

Joliet Public Schools Job Description 2020-2021: CHAPERONES/VOLUNTEERS

The following guidelines apply to anyone requesting to be a chaperone/volunteer for extra and co-curricular activities.

1. All volunteers and chaperones must receive prior approval from the Activities Director to begin volunteering or chaperoning, after filling out the District Volunteer/Chaperone Application, submitting to a fingerprint background check (if required) and being approved by the Superintendent. All school rules apply to District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. To comply with District policy, during District sponsored events, chaperones:
 - may not use, sell, provide, possess, or be under the influence of drugs (including medical marijuana) or alcohol
 - may not use tobacco or a vapor product in the presence of, or within the sight of, students
 - may not possess any weapon
 - may not administer any medications, prescription or nonprescription, to students.
3. Students must be supervised constantly while at District-sponsored events and trips. Chaperones supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with their chaperone at all times. Chaperones are expected to account for all participants regularly and before changing activities. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
4. Monitoring student behavior is an essential function of each chaperone's duties. Chaperones are expected to be familiar with school rules related to student behavior and to go over rules and standards of behavior, safety rules, and any site-specific rules with students.
5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
6. Chaperones who transport students in their personal vehicle must complete the District Private Transportation for School Activities form, and receive prior approval from the Activities Director in writing. Chaperones must comply with all District and State student transportation rules and regulations. The Chaperone's personal vehicle insurance must provide primary coverage in the event of an accident or injury.
7. Be sure to know what to do in an emergency (medical emergency, natural emergency,

lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

FUNDRAISING GUIDELINES

Purpose & Philosophy:

The Board recognizes that fundraising at the school level has become an important source of providing for needs over and above that available through regular district sources. The Board also recognizes that issues such as excessive solicitation of businesses and patrons, student safety, and financial ethics can arise while fundraising efforts are undertaken. The Board strongly recommends that great care and restraint should be exercised by school level personnel in planning and implementing fundraising projects.

Definitions:

“Fundraising” means sales made by a school or made by a student; that are for the purpose of raising funds for the school to purchase equipment, materials, or provide transportation; and that are part of an officially sanctioned school activity.

Fundraisers may be grouped into the following categories:

School-based fundraisers – School-based fundraisers are initiated, planned, and implemented by individuals employed by a given school. Such fundraisers may take a variety of forms including book fairs, school t-shirt sales, box tops for Education, or school festivals. Individuals operating on behalf of the PTA are not involved in such fundraisers in any capacity. Funds raised through school-based fundraisers are not deposited into the PTA bank accounts and start-up funds for such fundraisers should not be provided by the PTA.

PTA Fundraisers – PTA fundraisers are initiated, planned, and implemented by the PTA, which involves representatives from both families and schools. Funds raised through PTA fundraisers are deposited into PTA bank accounts.

Booster Club Fundraisers – Booster club fundraisers are initiated, planned and implemented by boosters club members. These members include representatives from families, the school, and the community. Funds raised through boosters clubs are deposited into boosters club accounts. Boosters clubs may include such groups as band boosters, chorus boosters, and athletic boosters.

School Club Fundraisers – School Club fundraisers are initiated, planned and implemented by school sanctioned organizations and their advisors. Funds raised through school clubs are deposited into the school bank account and designated for the use of the school club which raised the money.

Guidelines:

1. All fundraising efforts must be approved by the building administrator or designee. An approval form must be submitted. Before giving approval, the administrator or designee will review the purposes of the fundraising effort, how much money will be spent, and the guidelines and directions that will be given to the students regardless of their participation.
2. The request must be filed in the school office before any fundraising activity is initiated and prior to making any commitment to vendors. Once approved, one (1) copy of the form should be maintained on file in the school office.
3. No rewards or prizes may be offered to groups, classes or students unless specifically approved by the building administrator and/or Executive Regional Director.
4. Student grades or citizenship standing shall not be affected by a student's ability or willingness to participate in fundraising efforts.
5. Sales quotas for students may not be a part of any fundraising effort and students may not be required to pay for any unsold items which are returned to the school.
6. An individual student or group of students may not use the facilities or resources of the school to conduct a personal fundraising effort not sponsored by the school except on the same basis as all other public uses of school facilities.
7. The parents/guardians of elementary students must give permission for their students to participate in a fundraising effort before any products or materials are sent home with the student.
8. Projects where school organizations buy or have donated raw materials, turn them into a finished product under the supervision of school personnel, and sell them to the public may be allowed. When food is prepared, a food handler's permit will be required. The selling of baked goods or other food items intended for human consumption, which have been prepared at home by students or parents/guardians is not allowed unless previously approved .
9. Whenever possible, fundraising activities should demonstrate the district's commitment to promoting healthful behaviors and improving personal wellness.

Selling nutritious foods reinforces nutrition messages taught in classrooms and lunchrooms.

10. Fundraising projects may include the following:
 - a. Product sales (popcorn, fruit, cookbooks, clothing, cards, etc.)
 - b. Bazaar, carnival (no rides), or fair
 - c. Craft, art, hobby, science fair
 - d. Dance
 - e. Supper, luncheon, or dinner
 - f. Ice cream social
 - g. Athletic competition between students and faculty
 - h. Concert, play, stage production
 - i. Bake sale or food sales
 - j. Sponsored movie night at a theatre or at the school
 - k. Donations
 - l. School pictures
 - m. Bike/bowl/jump/read/skate/walk-a-thons
 - n. Gift-wrapping
 - o. Fun runs
 - p. Car wash
 - q. Recycling
 - r. Auctions
 - s. Raffles

This list is not exhaustive. All fundraising projects, regardless of type, must be approved by building administrators prior to commencement of the activity. No project is guaranteed approval, even if it falls within the categories described above.

11. Raffles may be permitted and must comply with Montana gambling rules. The raffle must be specified as a raffle for "charitable purposes." The proceeds from the raffle may only be used for charitable purposes and to pay for prizes; the proceeds may not be used for the administrative costs of the raffle. The raffle must have a random selection process, meaning that the winning ticket stub (or another "indicator" of the purchaser's identity) is drawn from a drum or other "receptacle" after being "thoroughly mixed." The entity conducting the raffle must maintain the follow records for a minimum of 12 months and provide these upon request to the Gambling Control Division:
 - a. a record of the total proceeds collected;

- b. a detailed description of the prize(s) awarded;
- c. a description of the selection process used to determine the winner(s);
- d. a record reflecting the source of the prize(s), including any money paid to purchase prizes;
- e. a record of any administrative costs paid with raffle proceeds;
- f. a description of how the raffle was publicly identified as a charitable raffle, where applicable;
- g. the name and address of the person(s) awarded raffle prize(s); and
- h. a detailed record of the distribution of the charitable raffle proceeds, where applicable.

The raffle terms (including the date of the drawing) must be available to the public prior to the sale of any raffle tickets.

12. Staff members and/or advisors of school clubs or school activities involved in fundraising must properly document their activities by submitting approval forms and properly accounting for money received and expended.
13. Members of the school staff are personally responsible for all products and any money handled during fundraising activities.
 - a. Security arrangements for all products are to be made with an administrator. With permission of the administrator, fundraising products may be kept in classrooms overnight if they are locked in a secure place.
 - b. Students should take orders prior to the actual delivery of products whenever possible. Students are limited to handling goods valued at no more than \$30.00 before additional products are released for distribution, unless accompanied by a parent or responsible adult.
 - c. Monies collected from students must be turned over to the staff member in charge of finances each day.
 - d. A receipt book must be kept by each fundraising advisor with a record of monies received, including students' names and dates. Receipts shall be given to students each time money is received from them.
 - e. All invoices related to the payment for fundraising merchandise must be submitted to the staff member in charge of finances (bookkeeper, accountant, secretary) for payment.
14. All monies collected in school fundraising activities must be deposited intact in the appropriate school account no less than once a week. No fundraising expenses or payment of merchandise can be made from these receipts.
15. Under no circumstances is money to be kept in classrooms, taken from the building by the fundraising advisor, or deposited in private accounts.

16. Staff members or students are prohibited from opening private bank accounts for money generated from school activities or using the school's name for private activities or private fundraising.
17. Faculty advisors assume personal responsibility for all monies collected up until those monies are deposited with the school office.
18. Parent organization fundraising projects should be undertaken only with the approval and support of the parent organization's membership and not as an individual's effort.
19. Fundraising should be limited to reaching specific objectives rather than general fundraising to increase the treasury. The following procedure must be followed in fundraising projects:
 - a. Parent organizations must keep the building administrators of the schools they represent informed of all fundraising projects. This will ensure that the activities are within the guidelines of the District and will prevent duplication of activities.
 - b. Prior to the ordering of the fundraising products, careful consideration should be given to the storage and safekeeping of the products to be sold.
 - c. All orders for fundraising products should be processed through the treasurer (or other designated officer) of the organization.
 - d. A careful record should be kept of all products issued to show those receiving the products to be sold. Each individual receiving products should sign for them. It is suggested that no student receive more than \$30.00 worth of products at one time, unless accompanied by a parent or other responsible adult.
 - e. As money is turned in, individual receipts should be issued.
 - f. All monies collected by the organization's treasurer should be deposited in the organization's bank account (or school account) on a regular basis. Money shall not be kept in an individual's bank account, nor cash kept in an individual's home or in a staff member's classroom or desk.
 - g. The organization shall prepare a summary of the fundraising project after its completion and submit this to the building administrator.

Fundraising Request Form

Groups wishing to organize fundraising activities shall complete this *Fundraising Request Form* for approval by the building administrator prior to fundraising plans being initiated.

School or Group requesting or representing: _____

Date submitted: _____ Sponsor & Coordinator:

Sponsor email: _____ Sponsor phone number: _____

Group raising funds: _____

Date fundraiser is to take place: _____ Amount to be raised: _____

Purpose of the fundraiser: _____

Summarize how the activity will benefit the students of the school, including an estimate of the number of students that will benefit, and the students participating:

Description of the fundraiser in detail: _____

Have efforts been made to obtain funds from other sources? If yes, please specify such efforts and the amounts of any other funds that have been secured:

Note: Use additional sheets if necessary to explain the fundraising project request.

I, the building administrator or designee, of Joliet Public School

_____ Approve the request

_____ Approve the request subject to following conditions:

_____ Do not approve the request

Building Administrator or Designee _____ Date _____

Coaches Receipt and Review of the Coaches Handbook 2020-21

I have received a copy of the Joliet Coaches Handbook and have read the contents. I agree to follow the expectations, rules, and guidelines, and promote and role model professional and sportsmanlike behavior.

CONFIDENTIALITY AGREEMENT: As an employee with the school district, I may have access to student records. Student records contain confidential information protected by the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 C.F.R. 99). Any confidential information contained in student records is to be used exclusively for professional purposes. I understand that the provisions of the Family Educational Rights and Privacy Act may apply to records that I view in the course of my employment/internship with the school district. By signing this agreement, I agree to keep any and all information that I learn about students confidential and will not disclose confidential information obtained from student records.

The terms of this agreement remain in effect during and after my employment with the school district. Violation of the terms of this confidentiality agreement can result in termination of employment with the school district or other forms of discipline the district deems appropriate under the circumstances.

Coach Signature

Date

(Print Name)