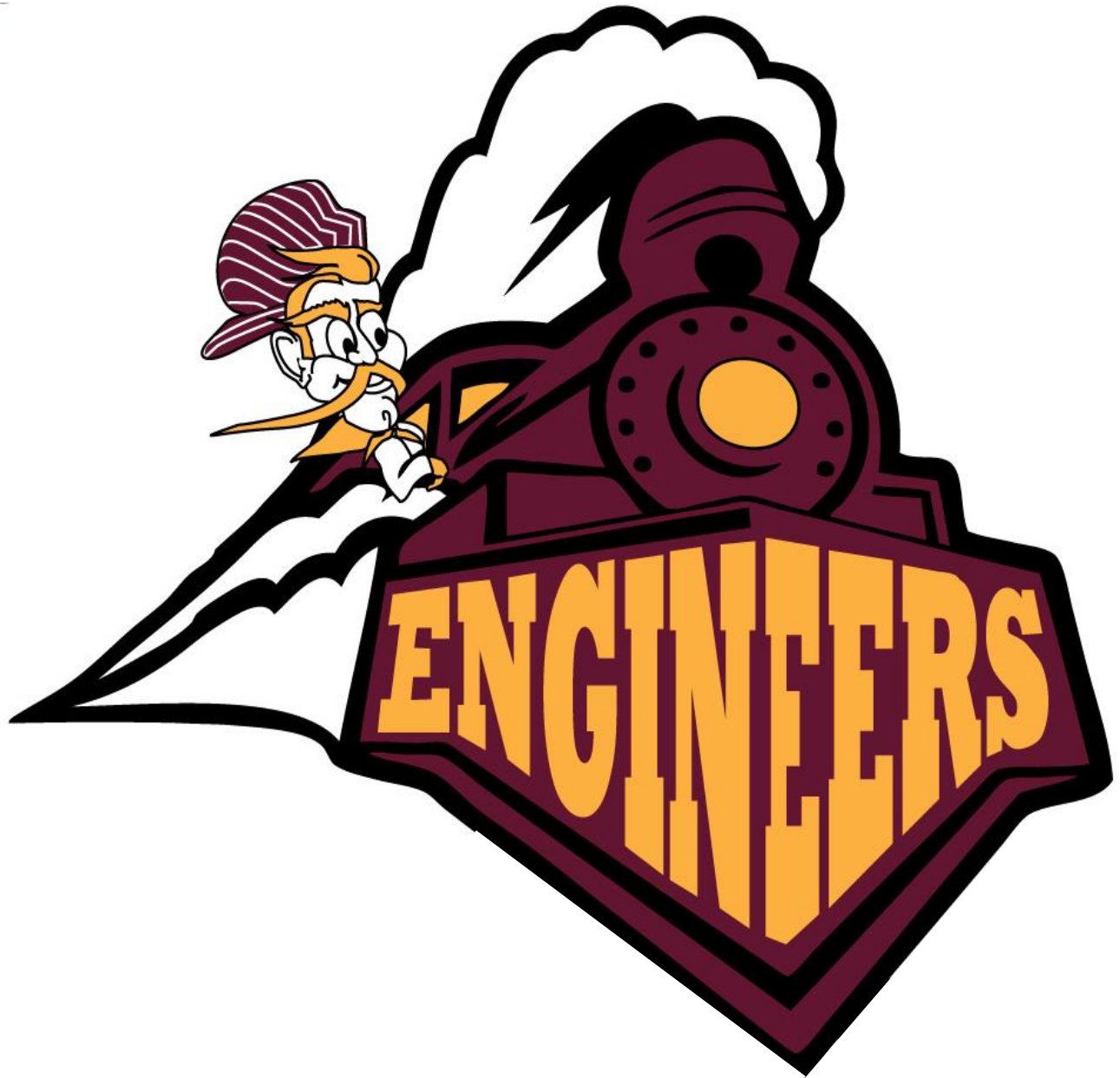


Harlowton Public Schools Activity Handbook 2019-2020



ENGINEER PRIDE

Welcome

Welcome to and THANK YOU for choosing to participate in the Harlowton Public Schools' activity program! Regardless of your role, our school greatly appreciates your willingness to dedicate your time, talent, and effort required for our school to have a successful activity program. Studies show that students who are involved in activities, on average, do better academically and are more mature. Some of the things that these programs help participants learn are personal responsibility, self-discipline, leadership skills, and many other virtues necessary for success in life.

This handbook has been created in an effort to provide a positive and cohesive guide to help all participants work together. Please read this handbook carefully so that you are aware of school policies and procedures. By understanding and complying with these policies and procedures, you will enjoy activities designed to help you further mature and develop as individuals and citizens.

Please call the school if you have questions, concerns, or successes you would like to share with us. We will be happy to assist you at any time. You may call the school at (406) 632-4324. Our website is www.harlowton.k12.mt.us.

Mission Statement

The Harlowton Public Schools accept the students as they are. Thereafter, the school and the teacher provide them opportunity for learning, and personal and social development. The ultimate goal is for students to acquire knowledge and to apply it with wisdom. During their school days, they are helped to develop their capabilities to their highest expression so that progressively, they may become a better informed, increasingly dedicated and useful participant in the responsibilities of American citizenship.

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GENERAL ACTIVITY EXPECTATIONS

Expectations of School Board

- Support and enforce the chain of command
- Proper role modeling
- Support programs and program personnel
- Follow school policies and procedures

Expectations of the Administration: Superintendent, Principals, Activities Directors

- Support and enforce the chain of command
- Support programs and program personnel
- Follow school policies and procedures
- Discipline
- Supervision
- More involvement of the Activities Director in activities/programs
- Create a positive atmosphere in all activities/programs
- Role modeling
- Support and development of our coaches
- Preseason information meetings
- Safety
- Paperwork and forms collected

Expectations of a Coach

- Understand program is school's program and coach is a part of it
- Knowledge of the sport
- Develop a relationship with all participants
 - hold participants accountable to activity's rules
 - be consistent with activity's rules
 - teach participants the value of being team member
 - teach participants ethics and behavior
 - teach participants the value of completion
 - teach participants the value of preparation to compete
- Improvements of participants
- Positive impact on an entire school
- Follow coach's code of ethics
- Fair treatment for all

Expectations of Parents

- Follow chain of command
- Attend pre-season meetings or watch video meeting and sign-off, before child is allowed to participate in contests.
- Make sure child has proper forms and paperwork in

- Make sure child has proper equipment and shoes
- Never allow your child to play if you know they are hurt or sick
- Proper role modeling
- Communication
- Positive sideline behavior toward:
 - players
 - coaches
 - officials
 - fans

Expectation of Athletes

- Student first
- Team player
- Sportsmanship
- School pride
- Positive representation of our school and community
- Effort
- Commitment
- Follow all team and training rules
- Become a leader
- Role model
- Follow coach directives
- Be able to work independently

5-STEP COMMUNICATION & CONFLICT RESOLUTION PROCESS

Harlowton High School has a 5-step process of communication to use in resolving conflicts. Communication in this order helps to ensure strong relationships and trust amongst all who are involved in resolving problems. The process is as follows: (Depending on severity of offense, may also include Activities Director with parent meeting)

STEP 1

Student meets with coach or could go directly to Step 2.

STEP 2

Student and parent meet with coach. (If coach is Activities Director or Principal, you may proceed to next step following the order of progression).

STEP 3

Student, parent, and coach meet with Activities Director.

STEP 4

Student, parent, coach, and Activities Director meet with Principal.

STEP 5

Student, parent, coach, Activities Director and Principal meet with Superintendent.

LEVELS OF PROGRAMS

Harlowton Public Schools has four distinct different levels of sports programs. Each program is vital to the next level. With each level of program, different expectations and purposes can be expected. Below we list the different goals and philosophies for each program.

5th and 6th

Goals

Introduction to sport
Positive experience
Learn skills and fundamentals
Teach teamwork
Build interest
Teach school pride
Have fun
Parents learn expectations of sports

Philosophy

Create excitement
Short season
Everyone gets to play
Value of being on a team
Introduce competitive spirit
Parent support participation/winning
Encourage exploring different activities

Junior High

Goals

Develop work ethic
Increases responsibility
Positive experience
Develop leadership
Keep kids interested and involved

Philosophy

Participant feels valued
Academic awareness/eligibility
More emphasis on skill building
than on winning
Everyone plays

Junior Varsity

Goals

Positive experience
Expectations of behavior
-dress
-representation of school
-behavior
Increased leadership
Community involvement
Develop work ethic and respect

Philosophy

Everyone has playing time
-effort
-attitude
-ability
Expect off-season development
Expect off-season commitment
Growth of game from coaching
and commitment

Varsity

Goals

Positive experience
Respect for game and teammates
Mentor younger participants
To win but not at the expense of fair
play and sportsmanship
Positive experience

Philosophy

Develop community support and pride
Develop attitude towards winning
Model TEAM above individual
Become a valued member of team
Head coaches oversee all lower level
programs
Learn to become part of game plan
Expect off-season development
Expect off-season commitment
Playing time is earned with:
-effort
-attitude
-ability

PARTICIPANTS

STUDENT CONDUCT

Harlowton School District operates on the philosophy that the vast majority of students are self-disciplined and behave in a productive manner. Respect for yourself and others is stressed at Harlowton Public Schools. Students need to address teachers with the proper title of Miss, Ms., Mrs., Mr., or Coach. Students must always act and represent themselves in a respectful way while at school, during school activities, and while representing Harlowton Public Schools. Every staff member, including custodians and secretaries, has the right and obligation to control student behavior in and around the Harlowton Schools during the school day and at all school activities. Students are expected to obey all reasonable requests made by any staff members at Harlowton Schools.

The expectation of a Harlowton School student's behavior is that the individual conduct himself/herself in a manner that would not bring discredit upon himself/herself, others, or the school. At all times, respect for one self, each other, and each other's property is demanded.

If these simple expectations are not followed, the student will be subject to disciplinary procedures.

MINIMUM SPORTS PARTICIPATION REQUIREMENTS

For Harlowton High School students to participate in MHSAA sanctioned sports they **MUST** be able to perform minimum sport related skill requirements set forth by the coaches. If a student-athlete cannot participate on the field/court without endangering himself/herself or affecting the safety of others, then the student-athlete will be removed from the sport. The school or the coaches will not alter the game or the rules for any of its student-athletes. Student-athletes and their parent/legal guardian must read the concussion information sheets relating to the management of sports related concussions. They must also sign and return to the school the Student-Athlete & Parent/Legal Guardian Concussion Statement found in the back of the student handbook.

ELIGIBILITY

Students will be required to meet the academic eligibility for all activities. If a student is struggling in any class, please notify the coach as soon as possible so we can provide help before the athlete becomes ineligible. Missing assignments are inexcusable; students are expected to complete all their homework assignments to the best of their ability.

SCHOOL EXTRA-CURRICULAR ELIGIBILITY

The goal of extra-curricular and co-curricular activities is to make our students successful. Research has shown that students who are involved are more successful and their dropout rate is

lower. It is important that our students who choose to become involved live up to higher standards. Students who become involved choose to represent the school, community and themselves at a higher standard.

Eligibility is checked weekly starting the second week of the quarter. Teachers will post grades on Thursday evening. Friday morning, students will have eligibility posted. If a student is ineligible, the eligibility period begins 8:00 Sunday morning and will last until 7:59 the following Sunday morning.

Ineligible students are allowed to practice but are not allowed to participate in contests or travel.

Eligibility is for all extra-curricular, co-curricular, and all school related activities. Eligibility is also used for hall passes.

Students with a “warning” or listed as “ineligible” on the weekly eligibility report will have their open campus revoked and be required to attend Title Lunch Hour during lunchtime for the week they are on the report. Students can bring a sack lunch or eat school lunch but will do so in the designated room while working on their homework to maintain passing grades.

Students with an F, regardless of subject, for more than one consecutive week will result in the student being ineligible for the week.

Any student with a grade of an F on quarter grade or semester grade will be ineligible until the 1st checkpoint of the following quarter and all grades must be passing at that time. If all grades are passing at checkpoint time, the student will become eligible on the following Sunday.

Students must attend school for at least ½ day prior to practice or competition unless they have prior approval by administration to participate in any co-curricular, extra-curricular, or school related activity.

STUDENT DRUG, ALCOHOL, AND TOBACCO USE POLICY

Students have a right to attend school in an environment conducive to learning. The use of drugs, alcohol, and tobacco is illegal for students. These substances are addictive; they interfere with the healthy development of children and adolescents, and their use is incompatible with effective learning and teaching. Accordingly, the District hereby establishes a policy to prohibit and prevent the use of drugs, alcohol, and tobacco by students and to maintain a drug, alcohol and tobacco free educational environment.

Students are strictly prohibited from manufacturing, distributing, dispensing, possessing, using or being under the influence of any drugs (illegal or legal, OTC medications, prescription drugs), drug paraphernalia, alcohol or tobacco while on school property, at school functions, or on any school sponsored or related trips. This includes all organizational and athletic activities. Any student who violates this policy will be subject to disciplinary action up to and including expulsion from school.

GENERAL TRAINING RULES FOR EXTRA-CURRICULAR ACTIVITIES

Coaches and sponsors of activities will have uniform training rules. These will be issued to and discussed with the activity participants and parents/guardians at a pre-season meeting which must be attended by the athlete and their parent or legal guardian. Students will not be able to participate unless both the student and parent have attended the pre-season meeting or sign-off on a video of the meeting. There will be a pre-season meeting for all athletic activities at 7:00 on the first Monday of fall sports practices. Every season there will be a parent meeting held by the coach.

To participate in an activity, students must meet the eligibility requirements set forth by the Montana High School Association and also any additional requirements as set by the Board of Trustees or school administration for their activity. In addition to all rules and policies relating specifically to extra-curricular activities, students must also abide by the general rules of the school relating to student conduct (e.g., those relating to drugs, alcohol, tobacco, etc.). The Universal Training Rules Form must be signed and turned in by the second day of practice. Violations of general rules may result in discipline apart from and in addition to any consequences imposed with respect to participation in extra-curricular activities.

UNIVERSAL TRAINING RULES

Each participant and parent is required to sign and have on file at the beginning of each school year or before they compete in an activity.

EXTRA- AND CO-CURRICULAR ALCOHOL, DRUG, AND TOBACCO USE

The District views participation in extracurricular and co-curricular activities as an opportunity extended to students willing to make a commitment to adhere to the rules which govern them. The district believes that participation in organized activities can contribute to all-around development of young men and women and that implementation of these rules serve these purposes:

- Emphasize concern for the health and well-being of students while participating in activities;
- Provide a chemical-free environment which will encourage healthy development;
- Diminish chemical use by providing an education assistance program;
- Promote a sense of self-discipline among students;
- Confirm and support existing state laws which prohibit use of mood-altering chemicals;
- Emphasize standards of conduct for those students who through their participation, are leaders and role models for their peers and younger students; and

- Assist students who desire to resist peer pressure that often directs them toward the use of chemicals.

Violations of established rules and regulations governing chemical use by participants in extra- and co-curricular activities will result in discipline as stated in the student and activity handbooks.

If a student-participant is caught by teacher, coach or law enforcement officer, an athlete's own parent, or self-admission or school drug test with or in association of an illegal substance, alcohol, tobacco, etc., on or off school grounds, the student-athlete will be immediately dismissed from the team for the remainder of the season.

1st Offense:

Any student caught in violation using or in association of an illegal substance, alcohol, tobacco, vaping, or juuling etc. will automatically be suspended from competition and travel for 21 school days in which a competition takes place. (i.e. the first two weeks of practice without competition does not count towards the suspension. Students will however be allowed to continue practice, but will not be allowed to travel during the suspension. The days will start being counted on Mondays in which a competition takes place.)

If the season ends before the suspension is complete, the suspension will be carried into the next season. In the case of summer activities for FFA, FCCLA, and BPA or any other school sponsored activity the student will not be allowed to attend these events if the suspension is not over. These days do not count towards the 21 school days of the suspension. If the offense happens on school grounds or on a school-sponsored trip, the student will also be suspended from school for 3 days, as well as the parent will be responsible to come and get the student from the trip in which the offense took place. The student or parent will be responsible for expenses that occurred during this event. If it is determined that the parent cannot come get the student, the administration will make the decision on what will happen next. Any suspension that takes place in one season or the next, the student has to finish the season in good standing with the coach.

2nd Offense:

Any time the student has a second offense during their high school career, the steps will be similar to the 1st offense except the suspension will be 35 school days from activities as well as the student will need to complete a drug and alcohol and chemical awareness class that is approved by the school administration. The class will be at the parent/student's expense. If the offense happens on school grounds or on a school sponsored trip, the student will also be suspended from school for 5 days. Any suspension that takes place in one season or the next, the student has to finish the season in good standing with the coach. The student will need to come before the school board to get re-instated.

3rd Offense:

Any time the student has a third offense during their high school career the suspension will be one calendar year. The student will need to complete a drug and alcohol and chemical awareness class that is approved by the school administration. The class will be at the parent/student's expense. Any suspension that takes place in one season or the next, the student has to finish the season in good standing with the coach. The student will need to come before the school board to get re-instated.

4th Offense:

The student will forfeit all activities for the remainder of their high school career.

PARTICIPATION CONFLICTS

Harlowton High School does not allow dual MHSAA participation: ex. Track, Golf, Volleyball, Speech and Debate, Cheerleading, Basketball.

- Activity performances take precedence over practices with no undo pressure or threat of exclusion by either coaches or sponsor in the event of conflict. Final competitions take priority over regular season competitions.
- Students, coaches and parents have the responsibility to work out potential conflicts in a timely fashion.

PRE-ARRANGE

Students are required to pre-arrange for any activity before they get on the bus or miss school. Students are expected to have homework completed when they return to class as if they were in class. Under no circumstance will a student be allowed to travel if he/she did not prearrange or is not eligible.

STUDENT TRAVEL POLICY

1. Student dress must follow student handbook dress code. Coaches/Advisors will let students know what they expect and accept.
2. Boys and girls may not go into opposite gender hotel rooms.
3. Curfew will be set by coach and advisor for each overnight event.
4. Students are expected to be on time and prepared for all appointed departures. The students are expected to go to sleep at a reasonable time so they are awake and alert for the day's activities.
5. Buses will not return to locations for lost or forgotten items.

6. Students are expected to use appropriate language and manners at all times. As representatives of their school and community, students are to act maturely and follow the instructions of all chaperones, advisors, teachers, and coaches.
7. Use and distribution of alcohol, tobacco, and drugs is prohibited.
8. Students are never to go anywhere on their own. They must remain with the group.
9. Students are not allowed to swim without an advisor/chaperone supervising the pool at all times unless approved by the advisor. When the group is in the hotel, individuals may not leave the hotel area unsupervised. Swimming pool rules must be followed at all times.
10. Students will not receive a warning on these policies. If a student breaks any of these policies, they will be at risk of being sent home immediately at their parents' expense and/or are subject to school disciplinary action and/or will reimburse the school for expenses. A coach or advisor can have additional rules students must abide by.

TRANSPORTATION RULES

1. Pupils must obey bus drivers promptly as they are in full charge of buses and pupils while in transit. Students need to understand that riding a bus is a privilege and not a right. Any student who fails to follow bus rules may lose this right for a determined amount of time.
2. It is every student's responsibility to ensure the safety of all riders. No distractions to the bus driver or other riders will be allowed. After one warning, students may lose all bus riding privileges for remainder of school year.
3. Buses will leave the school as soon as loaded, but not earlier or later unless directed by the Superintendent for some emergency.
4. Pupils should stay off the roadway at all times while waiting for the bus.
5. Bus riders should keep their hands inside the bus at all times.
6. Follow the Student Conduct policy that is set forth.
7. Any damage to a bus should be reported to the driver at once.
8. Any student disfiguring or mutilating a bus will be required to pay damages.
9. Pupils must help keep buses clean, sanitary and orderly.
10. Pupils must walk or provide their own transportation to bus stops, if necessary.
11. No persons other than regular bus students will be permitted on the bus without permission from the Superintendent or Principal.
12. Moving from one seat to another, placing feet on seat, or standing in the bus will not be permitted.
13. Students will be loaded or unloaded at the bus stops or school buildings only.
14. The Emergency Door is ONLY to be used in case of an Emergency.

15. All students must have a note or phone call from parents or guardians if planning on getting off the bus, or riding another bus, at other than regular loading or unloading area or stop.
16. Students are to be properly dressed for the weather conditions. Students must have hats, gloves, winter coats and proper footwear during winter months. Students without hats and gloves and coats will not be allowed to get off a bus at a stop if nobody is around to pick student up. They will be taken back to Harlowton. Students on extra- curricular buses should bring a blanket during winter weather.
17. Students who are not properly dressed for winter weather may be denied access to the bus.

EXTRA-CURRICULAR BUSES

All of the above listed rules for regular transportation of students apply to extra-curricular trips.

1. Drivers, chaperones, sponsors, and coaches responsibilities begin and end in Harlowton, Montana.
2. Coaches and sponsors will explain transportation policies to the students.
3. Responsibility for control, discipline, and punishment is with the sponsor or coach.
4. Students must ride to the scheduled event on school transportation. Students attending more than 1 event in a day must ride school transportation to the first event AND give both advisors a note stating who they will be riding to the second event with three (3) days before the events take place. The student must ride home with the second event bus. Transportation between events will not be school responsibility or liability. A release form must be signed. Students will return by the same transportation unless parents write a letter to take the athlete home with the parent. However, if the student is riding home with another responsible adult, a note from the parent must be with the coach, sponsor, or activities director before leaving Harlowton. Students may only ride home with a pre-arranged adult.

HAZING/BULLYING

There will be no tolerance for bullying or hazing. We will have a team where all members are valued for their contributions.

EQUIPMENT

Each athlete is responsible for taking care of his/her equipment, letting coaches know any repairs that need to be made, etc. At no time should an athlete alter the equipment without coach's permission. Players that lose or alter equipment will be subject to a monetary fine, equal to the cost of replacement of equipment altered. Do not cut or alter any school equipment.

INJURIES

All injuries that occur during the season, both during and outside of extracurricular activity, must be reported to the coaches. If you do not report an injury you cannot receive treatment. Allow the coaches and licensed medical professional to assess injuries and recommend proper course of action. (No self-diagnosis!) Only injuries with documented professional diagnosis will be considered for an athlete's practice/game participation. If student/athlete is seen by a licensed medical professional, that student/athlete will not be allowed to practice or play until the school has received clearance from that licensed medical professional.

PRACTICES

Practice is not optional. Please notify one of the coaches if you will not be able to attend practice. Consequences for missing practice will be dealt with on an individual basis depending on circumstances. Missed practices could result in less playing time, possible suspension, and potential dismissal from the team.

APPROPRIATE LANGUAGE/DRESS

Student-athletes are not only representing their team but their school and community as well. At all times students will conduct themselves in a manner to support this privilege.

PARENTS/GUARDIANS

PARENT CODE OF ETHICS

The administrative team, faculty, support staff, and coaching staff of Harlowton Public Schools understand that both parenting and coaching provide challenging, and at times difficult roles for all involved as we strive to help our children reach their full and true potential on and off the field of competition.

1. Be a positive role model through your own actions to make sure your child has the best activity experience possible.
2. Be a "team" fan, not a "my kid" fan.
3. Weigh what your children say; they may slant the truth to their advantage.
4. Show respect for all participants, coaches, spectators, and support groups.
5. Be respectful of all officials' decisions.
6. Avoid coaching your children before during, or after a game, because it may conflict with the coach's plans, strategies, and philosophy.
7. Praise student-participants in their attempts to improve themselves as students, as participants, and as people.

8. Gain an understanding and appreciation for the rules of the contest.
9. Recognize and show appreciation for the rules of the contest.
10. Remember the competition is for the students and not the adults.
11. Help your child learn that success is oriented in the development of a skill and should make a person feel good about themselves, win or lose.
12. Support the 24 hour rule: *Parents are not permitted to discuss athletic/activity concerns with the coach for at least 24 hours after an issue arises at a game, practice, or other instance. Parents will schedule an appointment with the head coach if an issue arises.*
13. Reinforce our drug and alcohol free policies by refraining from the use of any controlled substances before and during all activities and contests.
14. Remember that a ticket to a school athletic event is a privilege to observe the contest.

24 HOUR RULE

If at any point during the season the participant or parent has concerns, they should schedule a meeting with the coach. Do not ask for a meeting with coaches after a game/activity. Waiting 24 hours is always a good policy for the benefit of the parent, coach, and most importantly your son/daughter. Coaches/advisors will discuss the well-being of your daughter/son and areas of strengths and weaknesses but never playing time. Please remember the chain of command.

5-STEP COMMUNICATION & CONFLICT RESOLUTION PROCESS

Harlowton High School has a 5-step process of communication to use in resolving conflicts. Communication in this order helps to ensure strong relationships and trust amongst all who are involved in resolving problems. The process is as follows: (Depending on severity of offense, may also include Activities Director with parent meeting)

STEP 1

Student meets with coach or could go directly to Step 2.

STEP 2

Student and parent meet with coach. (If coach is Activities Director or Principal, you may proceed to next step following the order of progression.)

STEP 3

Student, parent, and coach meet with Activities Director.

STEP 4

Student, parent, coach, and Activities Director meet with Principal.

STEP 5

Student, parent, coach, Activities Director and Principal meet with Superintendent.

COACHES/ADVISORS

NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS' COACHES CODE OF ETHICS

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

- **The coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- **The coach** shall uphold the honor and dignity of the profession. In all personal contact with students, officials, activities directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- **The coach** shall take an active role in the prevention of drug, alcohol, and tobacco abuse.
- **The coach** shall avoid the use of alcohol and tobacco products when in contact with players.
- **The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- **The coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- **The coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- **The coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- **The coach** should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- **The coach** shall not exert pressure on faculty members to give student special consideration.
- **The coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

HEAD COACH/ADVISOR CHECK LISTS

Pre-Season

- All participants have physical, activity ticket and emergency medical card on file before they can practice.
- Rosters must be turned in to the Activities Director. Make sure all names are spelled correctly and roster is ready for printing with all necessary information provided.
- Check eligibility status of participants.
- Letter requirements are explained to participants.
- Practice schedules are arranged and pre-season practices reported to the Activities Director.
- Each coach can have up to 4 managers or statisticians. It is the head coach's discretion to have a job description and requirements for the managers.
- All coaches/sponsors have a current first aid card.
- Parents' meeting should be discussed or planned with the Activities Director.
- Read Activity Handbook.
- Attend the MHSA rules clinic or participate on-line.
- Concussion Education Presentation – (Annually) - www.nfhslearn.com
- Every Coach needs to complete Coach's Education Program – (Every 5 Years) – www.nfhslearn.com
- Inform parents and participants of the inherent dangers and various types of injury common to the activity.

In-Season

- Arrange for practice times and facilities in cooperation with the Activities Director.
- Start practices in a timely fashion. After school practices should start 15 minutes after last bell.
- Limit all practices to maximum of two hours.
- Film session one time per week is allowable to extend practice ½ hour. Any extra film session will be included in two hour practice time. If film is shown on Wednesday, students must be out of the school by 6:30.
- Honor Wednesday night family night. All activities are out of the school by 6:30 on Wednesday nights. Practices should end in time for athletes and contestants to shower and be out of the locker room and school by 6:30.
- On the first day of practice, review the Activities Handbook with all participants.

- Make sure that the Universal Training Rules Form is turned in by the second day of practice.
- Inform students of safety considerations and explain the possible consequences of the unsafe and/or illegal techniques as well as the inherent dangers of legal techniques.
- Maintain necessary attendance records, insurance records, and other designated paperwork.
- Effectively supervise participants during trips, practices, and performances.
- Teach skills and fundamentals necessary for specific activity.
- Plan for safe and effective practices.
- Arrange meals/lodging in cooperation with the Activities Director and submit pre-trip information.
- Inform Activities Director of specific needs or unusual circumstances.
- Require licensed medical provider release when a licensed medical provider holds a participant out of activities.
- Never place winning above athlete's safety and health.
- Travel with medical release forms.

Post Season

- All records typed, dated, and turned in to the Activities Director.
- Inventory equipment and give a list to the Activities Director.
- Participant letter winner list turned in to the Activities Director.
- List of All-Conference and All-State selections turned in to the Activities Director.
- List of award winners turned in to the Activities Director.
- Budget proposal submitted to Principal and Activities Director.
- Schedule suggestions submitted to Activities Director.
- Summer program plan and summer camp plan submitted to Activities Director and Principal.
- May conduct a post season participation survey.

VOLUNTEER COACHES

While Harlowton Public Schools does not discourage volunteer coaches, a few qualifications have to be met.

-Title IX

-Head Coach has to approve

- School board must approve
- Background checks must be made
- Expense of travel is responsibility of volunteer coach except at tournament time
- Volunteer coach may ride the bus, but not if it keeps a student from riding the bus

PRACTICES

Practice is not optional. Please notify one of the coaches if you will not be able to attend practice. Consequences for missing practice will be dealt with on an individual basis depending on circumstances. Missed practices could result in less playing time, possible suspension, and potential dismissal from the team.

- Arrange for practice times and facilities in cooperation with the Activities Director.
- Limit all practices to maximum of two hours.
- Film session one time per week is allowable to extend practice ½ hour. Any extra film session will be included in two hour practice time. If film is shown on Wednesday, students must be out of the school by 6:30.
- Start practices on a timely fashion. After school practices should start 15 minutes after last bell.
- Honor Wednesday night family night. All activities are out of the school by 6:30 on Wednesday nights. Practices should end in time for athletes and contestants to shower and be out of the locker room and school by 6:30.
- On the first day of practice, review the Activities Handbook with all participants.
- Make sure that the Universal Training Rules Form is turned in by the second day of practice.

MEALS AND OVERNIGHT

In most cases overnight arrangements will be made by the basketball, football, or volleyball conference. If not, the Activities Director will make reservations for overnight trips. In such cases, the A.D. will make the reservations for any tournament game in which the team has a possibility of playing after 7:00 at night and playing before 10:30 the following morning.

Overnight trips during the season for any sport will be at the cost of the students participating.

The activities fund may pay for a limited number of meals per season. Meal limits will be set by the Administration prior to the contest.

LETTER REQUIREMENTS

VARSITY LETTER REQUIREMENTS

The varsity award shall be presented to an athlete who satisfies the participation requirements as listed, completes all team obligations (including paying all bills and returning all equipment), and receives the recommendation of the coach.

SPECIFIC SPORT REQUIREMENTS FOR LETTERING

Football: Players must participate in one play in at least 8 quarters during the regular varsity season.

Boys Basketball: Up to 16 boys who practice in preparation for tournaments will letter.

Girls Basketball: Up to 16 girls who practice in preparation for tournaments will letter.

Volleyball: Up to 16 girls who practice in preparation for tournaments will letter.

Girls Track: Individuals must place 6th or higher in an individual event at District.

Boys Track: Individuals must place 6th or higher in an individual event at District.

Boys Golf: Qualify for the State tournament (shoot 100 or under during the season).

Girls Golf: Qualify for the State tournament (shoot 120 or under during the season).

Music/Band: Students who receive a one (1) Superior Rating at District Music Festival.

Pep Band: The participant must play at 80% of the home games and tournaments that the band plays at. Games missed because of active participation in another school-sponsored activity may be waived at the discretion of the music teacher.

Speech/Debate: To earn a Speech/Debate Letter, participants must:

- participate in all regular season meets unless excused by the coach.
- place in the top 8 in at least one meet.
- qualify for the Divisional Meet.

To qualify for the Divisional Meet a participant must attend at least 95% of their scheduled practices throughout the season and compete in at least 80% of the regular season meets.

Cheerleading: Participants who practice and participate at games in preparation for tournaments will letter.

Managers and statisticians: Awards will parallel the regular award system if they manage for the entire season. Teams are limited to four (4) awards in this category.

Season is defined as that period of time from the first practice to the season's end.

LETTERING CRITERIA THAT PERTAINS TO ALL SPORTS

- An athlete who moves from one level of competition to another during the season will be eligible to letter at the highest level provided the athlete has met the coach's requirements.
- An athlete who is a starter or plays regularly and was thereafter injured may be awarded a letter if, in the coach's judgment, he/she would have met the lettering requirements.
- An athlete must complete the season in good standing with the school and coach.

VARSITY LETTERS

1st year award: Chenille award letter*;

- Gold medal insert signifying the sport;
- Gold service bar which indicates one year of lettering;
- Certificate

2nd year award: Gold service bar and certificate.

3rd year award: Gold service bar and certificate.

4th year award: Gold service bar and certificate.

*Only one chenille letter will be awarded to an athlete during his/her athletic career.

PARTICIPATION AWARDS

All members of an athletic squad who successfully complete an athletic season for a particular sport, but who have not earned a varsity letter, are to be awarded a participation certificate.

SENIOR NIGHT RECOGNITION

Seniors will be recognized:

Pep Band: One time per year at Senior night of last home Basketball game for Seniors who have had 80 % attendance for the year.

Sports: At last home sporting event of the season

Speech: At Showcase

Cheerleading: Fall & Winter during Senior night at last home contest of the season

DEAN LUCAS AWARD

This award is presented each year at Class Night to senior boys and/or girls who maintain a high scholastic average, letter in at least two (2) sports and demonstrate athletic excellence. Each

athlete will receive a plaque and have his/her name placed on the honor plaque for public display. The athletic director and head coaches will determine the recipients and the number (if any) of awards to be given.

STAFF HEALTH & SAFETY

ATHLETICS

1. Provide trained personnel to oversee the proper use of equipment and facilities.
2. Check all equipment and playing facilities to make sure safety devices are in place and working order.
3. Abide by all Montana High School Association's (MHSA) regulations pertaining to equipment, supervision and standards.
4. Provide adequate security for fans, contestants and officials.
5. Equipment or structures which could be involved in a collision shall be padded.
6. Exits should be clearly marked, unobstructed and usable.
7. First aid kits shall be readily available and persons available to render first aid.
8. All coaching staff members must have a current, state approved first aid card.
9. Do not encourage or order an injured participant to continue playing.
10. Check bleachers, grandstands or other spectator areas for hazards such as splinters, cracks, loose or missing nails or bolts, or poor footing.

INJURY OR ILLNESS

For any injury the coach must fill out an Accident Report that is available from the Activities Director or District Office.

The coach is responsible for the medical kit provided for the team. It is the coach's responsibility to restock the kit before a road trip. Please return the kit to the Activities Director room within one week of the completion of the season. If a kit is damaged, lost, or not returned, the replacement value will be assessed to that sport's budget.

ON THE ROAD INJURIES

All coaches/advisors are required to have an emergency travel form for every athlete in a travel folder.

The head coach is responsible for an injured student at an away contest.

If a student is hospitalized for any length of time, it is the responsibility of the head coach or coach delegated to remain with the student until a parent/guardian arrives or the student is released to go home. In the event that there is only one coach/advisor, a parent or other school personnel may be appointed to ride home with the bus driver, but may not be left alone with the students without the bus driver for direct supervision.

RETURN TO ACTIVITY/PLAY

If for any reason a student has been removed from activity/play due to illness, injury or surgery by a licensed medical professional, the student may not return to activity/play without written consent from the attending licensed medical professional. The written consent will be kept on file until the end of the school year.

WEIGHT ROOM USAGE

The use of the weight room is encouraged for all students to get bigger and stronger. It is also encouraged for rehabilitation. However, the weight room must be supervised by the coach or advisor at all times when students are in the weight room. A coach may not, at any time, send a student to the weight room during practice to work on rehab without the supervision of an adult.

CONCUSSIONS

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even what seems to be a mild bump or blow to the head can be serious. Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If an athlete reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

CONCUSSION FACTS

A concussion is a brain injury that:

- is caused by a bump or blow to the head;
- can change the way your brain normally works;
- can occur during practices or games in any sport;
- can happen even if you haven't been knocked out;
- can be serious even if you've just been "dinged."

SIGNS AND SYMPTOMS OF A CONCUSSION

If an athlete has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion.

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting

- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not “feel right”

PREVENTION

Every sport is different, but there are steps athletes can take to protect themselves from concussion. Encourage them to practice good sportsmanship at all times. Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly. Learn the signs and symptoms of a concussion.

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly

Thinking/Remembering:

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down

Emotional:

- Irritable
- Sad
- More emotional than usual
- Nervous
- Repeats questions
- Can’t recall events prior to the hit, bump, or fall
- Can’t recall events after the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments
- Feeling sluggish, hazy, foggy, or groggy

Physical:

- Headache or “pressure” in head
- Nausea or vomiting
- Fatigue or feeling tired
- Balance problems or dizziness

- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not “feel right”

Sleep*

- Drowsy
- Sleeps less than usual
- Sleeps more than usual
- Has trouble falling asleep

*Only ask about sleep symptoms if the injury occurred on a prior day.

WHAT SHOULD YOU DO IF YOU THINK AN ATHLETE HAS A CONCUSSION?

1. Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for the athlete to return to sports.
2. Keep the athlete out of play. Concussions take time to heal. Don't let athletes return to play until a health care professional says it's OK. Athletes who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting an athlete for a lifetime. Remember, when in doubt, sit them out! Dylan Steigers' Protection of Youth Athletes Act is the law which states that a student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the student-athlete has received a written clearance from a licensed health care provider.

Links to Other Resources CDC –Concussion in Sports

<http://www.cdc.gov/concussion/sports/index.html>

National Federation of State High School Association/ Concussion in Sports -

What You Need To Know

www.nfhslearn.com

Montana High School Association – Sports Medicine Page

<http://www.mhsa.org/SportsMedicine/SportsMed.htm>

RETURNING TO SPORTS AND ACTIVITIES

After a concussion, an athlete should only return to sports practices with the approval and under the supervision of their health care provider. When available, be sure to also work closely with your team's certified athletic trainer.

Below are **six gradual steps** that you, along with a health care provider, should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.

It is important for an athlete's parent(s) and coach(es) to watch for concussion symptoms after each day's return to play progression activity. An athlete should only move to the next step if they do not have any new symptoms at the current step. If an athlete's symptoms come back or if he or she gets new symptoms, this is a sign that the athlete is pushing too hard. The athlete should stop these activities and the athlete's medical provider should be contacted. After more rest and no concussion symptoms, the athlete can start at the previous step.

6-Step Return to Play Progression

Step 1: Back to regular activities (such as school)

Athlete is back to their regular activities (such as school) and has the green-light from their healthcare provider to begin the return to play process. An athlete's return to regular activities involves a stepwise process. It starts with a few days of rest (2-3 days) and is followed by light activity (such as short walks) and moderate activity (such as riding a stationary bike) that do not worsen symptoms. You can learn more about the steps to return to regular activities at: https://www.cdc.gov/headsup/basics/concussion_recovery.html.

Step 2: Light aerobic activity

Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, light jogging. No weight lifting at this point.

Step 3: Moderate activity

Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (less time and/or less weight from their typical routine).

Step 4: Heavy, non-contact activity

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

Step 5: Practice & full contact

Young athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

Step 6: Competition

Young athlete may return to competition.

TITLE IX OF THE EDUCATION ACT

AMENDMENTS OF 1972

This law gives students the right to an education that is free of bias, stereotyping, and any other form of sex discrimination. It guarantees equal opportunities not only in athletics, but also in all aspects of school life—academics, counseling, school rules, etc.

If a parent, student, or teacher feels that there is a policy, procedure, or practice of the Harlowton School District which would be prohibited by Title IX/Section 504 and other federal and state civil rights laws, rules, and regulations, a Grievance or Complaint can be filed according to a Basic Procedure. Because that Basic Procedure is quite long, it is not published in its entirety here, but it will be made available to anyone who wishes by calling either school. The steps for that Grievance or Complaint as stated in the Basic Procedure are summarized as:

Level 1: Principal or Immediate Supervisor – A student, parent, or teacher with a grievance should first discuss it with the person directly involved, with the objective being to resolve the matter promptly and informally.

Level 2: Title IX and Section 504 Coordinator – If the grievance is not resolved at Level 1, and the Grievant wishes to pursue it further, a grievance must be filed in writing to the Harlowton School Title IX Coordinator within 10 days of the event giving rise to the grievance or from the date the Grievant could reasonably become aware of such occurrence. The Coordinator will investigate, attempt to resolve the matter, and will submit a written report regarding the decision and/or action taken by her within 15 days after receipt of the written grievance.

Level 3: Superintendent – If the grievance is not settled at Level 2, a written appeal must be presented to the superintendent within 10 days of receiving the report from the Coordinator. A meeting must be held within 10 days after the Superintendent receives the written appeal. The report of the Superintendent's decision and/or action must be sent to all parties involved within 15 days.

Level 4: The Board of Trustees – The Board Chairman may receive the grievance if either party wishes to go beyond Level 3. The matter will be taken up at the next regular Board meeting. The Board of Trustees must make a decision within 30 days after that meeting.

Level 5: County Superintendent – Either party may appeal the decision of the Board of Trustees by filing a Notice of Appeal with the County Superintendent within 30 days following the final decision of the Board pursuant to the Rules of School Controversy (10.6.103 et seq. ARM; see also Ridgeway Settlement Agreement.)

UNIFORM COMPLAINT PROCEDURE

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those involving challenges to educational material and those governed by a collective bargaining agreement, and complaints alleging violations of Title IX or discrimination under Section 504.

Except as noted above, the District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under: (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

The Superintendent has the authority to contract with an independent investigator at any time during the complaint procedure process. Within fifteen (15) calendar days of the Superintendent's receipt of the independent investigator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary.

Level 1: Informal

An individual with a complaint is first encouraged to discuss it with the appropriate teacher, counselor, or building administrator, with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident.

When a complaint alleges violation of Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the administrator's decision, either may request, in writing, that the Superintendent review the

administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision.

Level 3: Superintendent

If either the complainant or the person against whom the complaint is filed appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: The Board

Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided

Level 5: County Superintendent

When a matter falls within the jurisdiction of a county superintendent of schools, the decision of the Board may be appealed to the county superintendent by filing written appeal within thirty (30) calendar days of the Board's decision, pursuant to Montana law.

Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act) Title II of the Americans with Disabilities Act of 1990 § 504 of the Rehabilitation Act of 1973

ACTIVITIES DIRECTOR RESPONSIBILITIES

Mr. Travis Hiner: HHS 632-4324 Hillcrest 632-4361

All events must be approved by the A.D. **and** Superintendent and on the District calendar by 8:00 a.m. on Monday of each week. **No** events will be added to the weekly schedule after that time.

Master Calendar: updated, printed, and distributed weekly:

- at Admin meetings
- at Staff meetings
- at monthly Board of Trustees meetings

Scheduling

- Games
- Calendar
- School Events
- Game Change Updates
- All referees, MOA and others
- Gym and School Buildings
- Pictures: coordinate with building Principals

Games PIC (10 nights w/o PIC pay)

Enforce School policy/procedures

MHSA Dealings

- Annual Meeting
- Transfer of new Students – Check with Principal
- Participation Data
- Coaches Ed. Reports
- NFHS Testing

Eligibility Report: Check with Principals

Concussion testing

Game Preparations

- Programs
- Ticket takers
- Line Judges
- Announcers
- Chain Crew
- Clock Keeper
- Cleaning Crew
- Towels for teams

Pre-Season Meetings Every Season

- Coaches
- Parents
- Athletes

Orders

- Coaches Equipment
- Training Supplies
- Uniform Rotation
- Chenille, pins

Reservations

Montana Coaches Association Clinic

Forms:

- Physicals
- Activity & Participation Fees
- Inventory
- Practice Schedules

Bus Schedule – at Admin meetings

- Bus Leave Times
- Drivers

Evaluations

- Head Coaches
- Assistant Coaches

Attend Coach-Parent Meetings

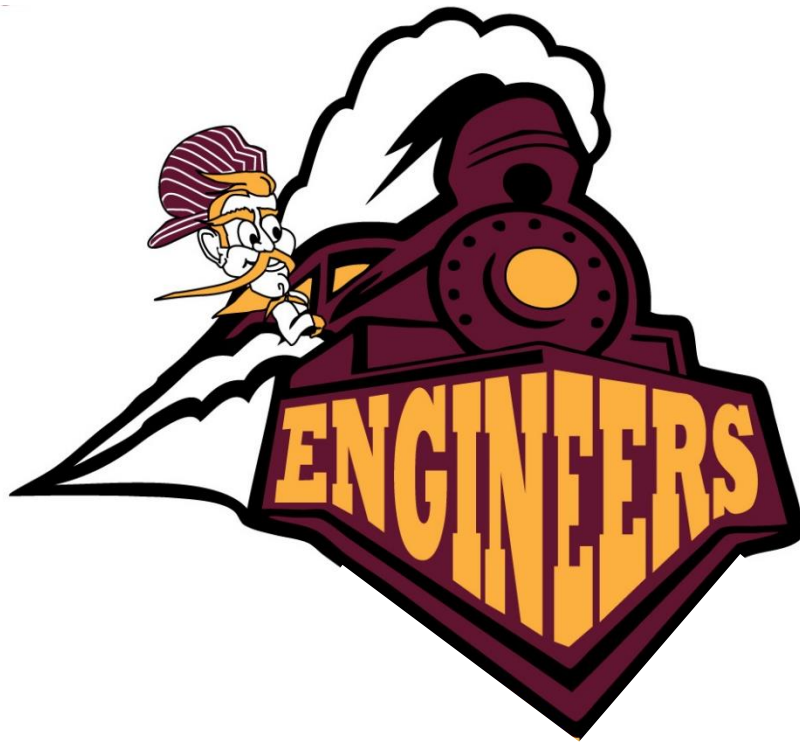
Tournament Packets

Certificates and Lettering

Awards Banquet

Dean Lucas Award

**Best of luck in all
your activities!**



**Have a great year,
ENGINEERS!**

Receipt of Activity Handbook

“I have received a copy of the *Harlowton Public Schools Activity Handbook* for 2019-2020. I understand that the handbook contains information and expectations for all parties involved to have a successful season.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.
2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to ensure the validity of the findings.
3. The third part of the document describes the results of the data analysis and the key findings. It identifies the main trends and patterns observed in the data, as well as the implications for the organization's strategy and operations.
4. The fourth part of the document provides recommendations and conclusions based on the findings. It offers practical suggestions for improving the organization's performance and achieving its goals.

5. The final part of the document summarizes the overall findings and conclusions. It reiterates the importance of data-driven decision-making and the need for continuous monitoring and evaluation of the organization's performance.

Conclusion

The findings of this study indicate that there is a significant need for improved data management and analysis practices within the organization. The current processes are outdated and inefficient, leading to a loss of valuable information and a lack of insight into the organization's performance.

It is recommended that the organization invest in modern data management systems and tools, and implement a comprehensive data governance framework. This will ensure that data is collected, stored, and analyzed in a consistent and reliable manner, enabling the organization to make data-driven decisions and improve its overall performance.

The implementation of these recommendations will require a significant investment of resources, but the long-term benefits of improved data management and analysis are expected to outweigh the costs. The organization should prioritize this initiative as a key strategic objective to ensure its continued success and growth.

The findings of this study also highlight the importance of data literacy and training for all employees. It is essential that all staff members understand the value of data and are equipped with the skills and knowledge to effectively use data in their work. This should be a key focus of the organization's training and development programs.

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Conclusion

The findings of this study indicate that there is a significant need for improved data management and analysis practices within the organization. The current state of affairs is not sustainable, and it is essential to implement the recommended changes to ensure long-term success.

It is recommended that the organization should invest in training and resources to enhance the skills of its staff in data management and analysis. This will help to ensure that the data is collected and analyzed accurately and consistently.

Furthermore, the organization should establish a clear framework for data management and analysis, including the roles and responsibilities of the staff involved. This will help to ensure that the data is managed and analyzed in a structured and systematic manner.

Finally, the organization should regularly monitor and evaluate its data management and analysis practices to ensure that they remain effective and relevant. This will help to ensure that the organization is able to adapt to changing circumstances and continue to improve its performance.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

1. Establish a clear and consistent system for recording all financial transactions.
2. Ensure that all records are kept in a secure and accessible location.
3. Regularly review and audit the records to identify any discrepancies or errors.
4. Maintain detailed records of all assets and liabilities.
5. Keep records of all contracts, agreements, and legal documents.
6. Document all major decisions and actions taken by the organization.
7. Retain records for a sufficient period to meet legal and regulatory requirements.
8. Implement robust internal controls to prevent fraud and mismanagement.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the importance of using reliable and validated instruments to ensure the accuracy and reliability of the findings.

3. Results

The results of the study indicate that there is a significant positive correlation between the variables examined. This suggests that the factors being studied are closely related and influence each other in a meaningful way.

4. Discussion

The findings of this study have several implications for practice and theory. They suggest that the theoretical framework used in the study is supported by the empirical data. Additionally, the results provide valuable insights into the underlying mechanisms and processes that drive the observed relationships. These findings can be used to inform decision-making and the development of effective interventions and policies.

