

Hot Springs School District 14-J



Home of the Savage Heat

Helping

Everyone

Achieve

Together

Activity/Athletic Handbook

2024-2025

STUDENT ACTIVITY HANDBOOK INDEX

Equal Education, Nondiscrimination, and Sex Equity	Page 3
Directory Information	Page 3
Requirements for Participation	Page 3
Purpose of this Handbook	Page 3
Academic Eligibility for Participation	Page 3-4
Activities Philosophy	Page 4
Accident Report Procedure and Form	Page 5
Awards Criteria and MHS A Policy	Page 5
Attendance the Day of an Activity	Page 5
Green Slips	Page 6
Bullying, Harassment, Intimidation, Hazing	Page 5-6-7
Cell Phones and Other Electronic Equipment	Page 7
Chain of Command	Page 7
Chemical Use	Page 7
Code of Conduct	Page 7-8
College Recruiting	Page 8
Code of Ethics	Page 8-9
Contact Numbers	Page 9
Concussion Education and Compliance	Page 9-11
Corporal Punishment	Page 12
Cut Policy (Team Selection Process)	Page 12
Dress and Grooming	Page 12
Due Process for Student and Parent/Legal Guardian	Page 12
Extra-Curricular Activities Offered	Page 13
Handbook Changes	Page 13
Insurance and Injury	Page 13
Interscholastic Activities and Assumption of Risk Form	Page 13
Lettering Criteria	Page 14
Meal Procedure	Page 14
Medical Information and Form	Page
14	
Medication Policy	Page 14
MHS A Requirements for Participation	Page 15
Parent-Coach Communication	Page 15
Parent Meeting	Page 15
Participation Fee	Page 16
Physical Exams	Page 16
Permission to Participate Form	Page 16
School Sponsored Trips	Page 16
School Activity Transportation	Page 17-18
Travel Rules, Regulations, and Procedures	Page 17
Transporting Students with Personal Vehicles	Page 17
Transportation To/From Contests	Page 18
Transportation To/From Practice (Co-ops)	Page 18
Sexual Harassment/Hazing Policy	Page 18-20
Sportsmanship	Page 20
Student Sign Out	Page 20

Suspension or Exclusion from Team	Page 20
Video Surveillance	Page 21
Team Managers	Page 22
Scholarships	Page 22
Sports Banquet	Page 22
Middle School Sports	Page 22
8TH Grade Participation	Page 22
Lettering Criteria Explained per sport	Page 23
Student Activities/Athletic Handbook Acknowledgment-Sign-off	Page 24

1. Equal Education, Nondiscrimination, and Sex Equity (School Board Policy 3210)

[SCHOOL BOARD POLICY LINK](#)

2. Directory Information (School Board Policy 3600P and 3600F2)

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information will be limited to:

- Student's name
- Address
- Telephone Number
- Gender
- Photograph (including electronic version)
- Date and place of birth
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors and awards received
- Major field of study

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information. Please fill out form 3600F2 if you do not want your child's directory information released and return it to the activity director's office.

3. Requirements for Participation

All students participating in athletic activities must have the following prior to the first practice:

- A required physical documented on the official Montana High School Association (MHSA) Physical Form (at least for all MHSA sanctioned activities).
- An Assumption of Risk statement signed by the parent.
- A Permission to Participate form (sign-off).
- An updated medical information form.
- A Concussion Education and Compliance form is signed by the student-athlete and parent.
- Drug Testing Consent Form.

All students participating in non-athletic activities will need:

- An Assumption of Risk statement signed by the parent.
- A Permission to Participate form (sign-off).
- An updated medical information form.
- Drug Testing Consent Form.

4. Purpose of this Handbook

The purpose of this handbook is to establish rules, procedures, policies, and philosophy as it pertains to the Florence-Carlton High School Co-Curricular Programs. The fundamental purpose of the co-curricular program is to facilitate the development of:

- Sportsmanship,
- A sense of responsibility to themselves and others,

- Devotion to an athletic and/or activities assignment,
- Pride of accomplishment of a job done to the best of one's ability,
- Sense of belonging to a group,
- Social values derived from contact with students and adults from other communities and
- Healthy behaviors of participants.

5. Academic Eligibility for Participation

Florence-Carlton High School will follow the eligibility rules as set forth by the Montana High School Association which reads as follows:

- **MHSA Requirement:** A student must be enrolled and have received a passing grade in at least twenty (20) periods of prepared classwork or its equivalent in the previous semester in which the student was in attendance. Failure to meet this requirement will result in one (1) semester of ineligibility. Middle school students will be required to receive a passing grade in ten (10) periods of prepared work per week. A homeschool student is eligible to participate in an MHSA member school. (Article II, Section (2) Eligibility, MHSA handbook)
- No student who is enrolled in a grade below the ninth shall be eligible to participate in a MHSA Association Contest, except as established in Section (5) of the MHSA handbook

Hot Springs High School schools further stipulate:

- **BI-QUARTERLY GRADE CHECK SYSTEM** (These will accumulate per sport season--not yearly.)
 1. Grade reports will be run Monday morning to determine eligibility **FOLLOWING MIDTERN AND QUARTER BREAKS.**
 2. The AD will check the eligibility list and notify the coach.
 3. Students who are on probation or suspension will have an opportunity to meet with their teachers from 4:00- 4:15 to help them become academically eligible (or a teacher-approved time).
 4. The week(s) of suspension or probation will start on Monday of the grade check (teams that leave for a Monday contest prior to the grade check will not be affected that day).
 5. It is the responsibility of the students to tell their parents of their grade situation.
- **BI-QUARTERLY GRADE CHECK CRITERIA**
 - If a student has two Ds or ONE F after the Bi-Quarterly grade check, he or she will be placed on academic probation until the following check.
 - Probation means the student can practice but cannot participate in games or activities.
 - After two weeks of school, the school's rules of eligibility will be utilized.
 - Activities beginning in August will follow MHSA eligibility rules—a student must have passed four (4) core classes the previous semester to be eligible for the current semester.
 - Co-curriculars carrying over from first semester into second semester will have a two-week grace period starting the Monday of the second semester unless failing to meet MHSA guidelines noted above. Grade check verification in the second semester will begin after the conclusion of the second week.

6. **Activities Philosophy**

The philosophy for Hot Springs High School is to foster programs that will help build and develop young men and women to have self-control, pride in themselves and their school, a sense of good sportsmanship, and maintain positive attitudes at all times while promoting a strong work ethic. The major purpose of the programs at Hot Springs School is to promote healthy competition between teams and participants, put an emphasis on fair play, ethical conduct, and good sportsmanship, maintaining physical and mental health while enhancing self-discipline and student responsibility. Additional goals for students involved in the activity program to strive toward are:

1. Academic Excellence.
2. Respect for self and others.
3. Demonstrate leadership and appreciate the importance of teamwork.
4. Sportsmanship and team camaraderie.

Activity programs that focus on advanced skills are a part of the total school program. They offer varied opportunities for our young people to develop the skills, attitudes, and knowledge that play an important role in human development.

At the Middle School level, our activity program encourages participation by any interested student. These programs are the foundation of our high school programs.

At high school varsity levels, Hot Spring's programs will become more selective. Our ultimate objective is to produce programs that will instill pride in our community and school.

7. **Accident Report Procedure and Form (School Board Policy 3431 and 3431F)**

All injuries are to be reported immediately to the coach/advisor/activity director regardless of the nature of the injury. The coach/advisor/activity director will fill out an accident report form and file it in the high school office within one (1) school day of the accident.

(SEE WEBSITE OR OFFICE FOR FORM)

8. **Awards Criteria and MHSA Policy (MHSA Handbook)**

End of Season awards may be presented by each coach/advisor/activity director. Awards must follow MHSA guidelines outlined in Article II Section 16 of the MHSA Handbook.

9. **Attendance the Day of an Activity**

Absences from school and participation in practices, games, meets, or performances.

- If you are absent from school for a school-sponsored event you can practice, play in a game, or take part in a performance that day.
- If you are absent from school for a limited number of periods for a pre-arranged medical, dental, optometrist, etc. appointment you can participate with approval from the administration (principal, vice-principal, or the activities director). A written excuse from the doctor is required.
- You may attend practice, play in games, or participate in performances with administrative approval if absent for a court appearance, bereavement, a family

emergency, or some other reason deemed acceptable by the administration. If you are sick at home and do not come to school for all or part of the day or are absent from any class (excused or unexcused) you cannot practice, play, or participate in performances. It is not in the best interest of our participants to attend practice when sick.

- If you are in school but are absent from class for reasons deemed unexcused, you may not participate in games, practices, or performances that day.
- If you are suspended from individual classes or school, you are unable to participate in school activities for that initial period not to exceed ten 10 school days.

9.1 Green Slips

Green slips are a way to ensure students are given their homework prior to an event. These must be turned in the day prior to the event to the Athletic Director.

10. Bullying, Harassment, Intimidation, Hazing Policy

(See School Board Policy)

11. Cell Phones and Other Electronic Equipment

Student possession and use of cellular phones, and other electronic mobile devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege that will be permitted only under the circumstances described herein. At no time, will any student operate a cell phone or other electronic mobile devices with video capabilities in a locker room, bathroom, or other location where such an operation may violate the privacy rights of another person.

Student use of cellular mobile devices while on activity trips will be at the discretion of the coach/sponsor.

Please refer to the School Board policy regarding cell phones.

12. Chain of Command

On occasion, parents may have a concern, complaint, suggestion, or request related to a school decision or policy. If the question or concern is directly related to an activity, speak with your child's coach first. If further questions or concerns exist, then the next person in the chain of command should be contacted to aid in problem-solving. For the most effective communication, contact should be made in the following order:

1. Coaches
2. Activity Director
3. Principal/Superintendent.

13. ALCOHOL, DRUGS, TOBACCO, E-CIGS Policy Reference 3310

The use of tobacco by students at any time is prohibited and will result in the following disciplinary action. This disciplinary action does not preclude other discipline which may be administered in conjunction with the offense such as suspension from school. The student found to have used or have been in possession of alcohol and/or tobacco/e-cigs will be suspended from both practice and participating in all extracurricular activities in the School District for:

1. Thirty-six school days for the first offense.
2. Seventy-six school days for the second offense.
3. One calendar year for the third offense.

Policy Duration

This policy is in effect each school year from the date of the first practice for fall activities until the last day of school or activities, whichever is later. Violations are cumulative, though the student's period of attendance in grades 8-12. The Administration shall publish the participation rules annually in the activities and student handbooks.

The student found to have used or have been in possession of drugs or drug paraphernalia will be suspended from both practice and participating in all extracurricular activities in the School District.

14. College Recruiting

Coaches are encouraged to promote their athletes for scholarships whenever possible, however, this should be done after consultation with parents.

When counseling athletes or their parents, coaches should inform them of NCAA student-athlete eligibility requirements.

15. Code of Ethics

ACTIVITY CODE OF ETHICS:

It is the duty of everyone involved in school activities, participant or sponsor, to:

Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.

- 1) Eliminate all possibilities which tend to destroy the best values of the activity.
- 2) Stress the values derived from participating in activities.
- 3) Show cordial courtesy to visitors and officials.
- 4) Respect the integrity and judgment of sports officials.
- 5) Achieve a thorough understanding of the activity and its rules.
- 6) Encourage leadership and good judgment.
- 7) Recognize that the purpose of activities is to promote the physical, mental, social, and emotional well-being of all involved.
- 8) Remember ... no competition is a matter of life or death for participants, coach, school, official, fan or community.
- 9) Keep an open line of communication between participant and coach/sponsor.
- 10) Hazing, harassment, bullying, intimidation on the part of students, staff, or a third party (fan or student attending event) will not be tolerated. Activities are an extension of the classroom and a violation will be treated as such and dealt with as stated in the student and staff handbooks.
- 11) Realize that your failure as a student participant to abide by the code of ethics may result in your removal from the event, activity, and/or disciplinary action.

16. Contact Numbers

- 1) High School Office
- 2) Activities Director

17. Concussion Education and Compliance

All participants and their parent/guardian must initial all the required information on the concussion form and have it completed before the student may begin practice.

SEE Next Pages for Fact Sheets

WHAT IS A CONCUSSION?

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"

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.
- **Get a medical checkup.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs time to

heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:

- > The right equipment for the game, position, or activity
- > Worn correctly and fit well
- > Used every time you play

Remember, when in doubt, sit them out!

It's better to miss one game than the whole season.

A Fact Sheet for PARENT

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. 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 your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

If your child 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)

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- 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.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD 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 your child to return to sports.
2. **Keep your child out of play.** Concussions take time to heal. Don’t let your child return to play until a health care professional says it’s OK. Children 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 your child for a lifetime.

- 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
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your child can take to protect themselves from concussions.

3. **Tell your child’s coach about any recent concussion.** Coaches should know if your child had a recent concussion in ANY sport. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

Remember, when in doubt, sit them out!
It’s better to miss one game than the whole season.

Be Prepared

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

SIGNS AND SYMPTOMS OF A CONCUSSION

SIGNS OBSERVED BY PARENTS OR GUARDIANS	SYMPTOMS REPORTED BY YOUR CHILD OR TEEN	
<ul style="list-style-type: none"> •Appears dazed or stunned •Is confused about events •Answers questions slowly •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 	<p><u>Thinking/Remembering:</u></p> <ul style="list-style-type: none"> •Difficulty thinking clearly •Difficulty concentrating or remembering •Feeling more slowed down •Feeling sluggish, hazy, foggy, or groggy <p><u>Physical:</u></p> <ul style="list-style-type: none"> •Headache or “pressure” in head •Nausea or vomiting •Balance problems or dizziness •Fatigue or feeling tired •Blurry or double vision •Sensitivity to light or noise •Numbness or tingling •Does not “feel right” 	<p><u>Emotional:</u></p> <ul style="list-style-type: none"> •Irritable •Sad •More emotional than usual •Nervous <p><u>Sleep*:</u></p> <ul style="list-style-type: none"> •Drowsy •Sleeps less than usual •Sleeps more than usual •Has trouble falling asleep <p><i>*Only ask about sleep symptoms if the injury occurred on a prior day.</i></p>

19. Cut Policy (Team Selection Process)

If your program involves selections or “try-outs” for the team, Coaches must provide the Athletic Director with a copy of the criteria before your season begins. There will be no “selections” until you have 3 days of practice.

This can be one of the most difficult decisions a coach has to make but, good communication between coaches, athletes, parents, and Activities Director can prevent a lot of problems.

Individual coaches will develop their criteria for selection of those participants who will be placed on a team and those who will not be placed on a team. These criteria will be made known to participants at the beginning of their season. These criteria may be more stringent than the baseline requirements contained in this handbook. The Activities Director prior to implementation will approve all team selection criteria.

- A. **Participant Selection Policy:** In some activities, only a limited number of participants will be possible. Selections or auditions will occur and some participants will not be included on teams or selected for positions or roles. Coaches/advisors/directors are charged with the following responsibilities relating to these decisions:
 - a. The coach/advisor/activity director is responsible for making decisions about who is selected, keeping those participants who give the group the best chance of success.
 - b. The coach/advisor/activity director has the responsibility to meet with each participant who is not selected and explain the reasons for the decision.
 - c. The coach/advisor/director has the responsibility to meet with parents who would like to discuss a selection decision. The coach/advisor/director will not meet with a parent until a 24-hour waiting period is observed. A 36 to 48 hour wait is recommended.

20. Dress and Grooming

Coaches/sponsors/advisors are hereby encouraged and authorized to establish exemplary standards and practices in fashion, grooming and taste that will tend to enhance the appearance of the group as a whole.

Such standards and/or practices must be of a reasonable nature, appropriate to the group’s activity and reflect positively on the image of the group and school.

Further, these standards and/or practices must be made known to all potential members at the beginning of the activity season for that group (or sooner if possible).

21. Due Process for Student and Parent/Legal Guardian

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone and email. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with

the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in co-curricular activities for a period in excess of ten (10) days, the parent and student will be notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in co-curricular activities.

Legal Reference: § 20-5-201, MCA Duties and sanctions

22. **Extra-Curricular Activities Offered**

MIDDLE/JR HIGH SCHOOL ACTIVITIES include Football, Volleyball, Boys Basketball, Girls Basketball, and Track - (Subject to participation)

HIGH SCHOOL ACTIVITIES include Football, Volleyball, Girls Basketball, Boys Basketball, Boys' (Wrestling, Girls' Wrestling - Coop with Plains), Track and Field, (Girls Softball, Boys' Baseball - Coop with Plains)

23. **Handbook Changes**

Occasionally, there will be changes in handbook language or handbook guidelines. Students and parents will be notified through email of these changes.

1. Definition of an Absence see 9. **Attendance the Day of an Activity**
2. Sports Banquet changes pg 23
3. No overnight trips during the regular season unless fundraised and approved by the administration. see travel
4. Post-season meal Mileage range unless overnight. See travel
5. student scholarship requirements
6. Green slips pg 6

24. **Insurance and Injury**

The School District requires that the parent, guardian, and caretaker relative of students participating in school sponsored activities (co-curricular, etc.) provide verification of their child's health insurance coverage status. The school district does not provide health insurance to pay for injuries of students while participating in school sponsored activities (co-curricular, etc.). If the parent, guardian, or caretaker relative elects not to provide private health insurance coverage for their child, they are accepting responsibility for any medical expenses incurred by their child in the event they are injured while participating in school sponsored activities (co-curricular, etc.) that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee, or agent of the School District.

Also, the School District does not provide student accident insurance coverage for students. Student accident insurance coverage may be purchased by parents through a private company for a fee. Student accident insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. This is an opportunity to provide student accident

insurance coverage while your child is at school or participating in activities. A parent seeking coverage must make sure the student accident insurance coverage is in place prior to the first day of practice and/or school. Please contact the coach or athletic director for additional information.

25. Lettering Criteria

The lettering policy (when applicable) is determined by each sport/activity. This will be covered at the Pre-Season Parent Meeting. see bottom

26. Meal Procedure

TRAVEL RULES AND REGULATIONS

Students, when traveling with a team, group, club, etc. must realize the standard of behavior expected in school is applicable at all times. Students are representing Hot Springs School District 14-J and should conduct themselves in such a manner that the school and community can be proud of them.

- BE SAFE.
- BE RESPECTFUL
- BE RESPONSIBLE.

Trips and Travel

Meals are purchased by the school only when approved by administration for overnight trips and post season.

Breakfast	\$10.00
Lunch	\$20.00
Dinner	\$30.00
Daily total:	\$60.00

Motel/hotel reservations will be made on the basis of availability, appropriateness and cost. Rooms will be reserved to allow not more than five (5) students to a room, but in all cases, each student will be provided a bed for sleeping purposes. Not more than two (2) students per double bed will be allowed. (Ex. 5 students would have 2 double beds plus one roll-away).

If any emergency should arise on a trip, (e.g., adverse road conditions, injuries or major infraction of rules), the Activities Director and/or Principal will be contacted by phone as soon as possible. Parents will then be notified by the most efficient method.

27. Medical Information and Form

(see website or office)

28. Medication Policy

Hot Springs School District recommends that medication be given at home whenever possible. Students requiring medication shall be identified by parents and/or physician and will be encouraged to notify coach/sponsor or Activities Director. Under no circumstances will school personnel provide aspirin or other patient's medication to students.

29. MHSA Requirements for Participation (MHSA handbook)

[MHSA HANDBOOK](#)

30. Communication coaches expect from athletes/parents:

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts in advance.

3. Notification of illness or injury as soon as possible.

As your child becomes involved in the programs at Hot Springs School District, he or she will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way you and your child wish. At these times, discussion with the coach is encouraged. It is the first and most integral step to understanding and resolution.

Appropriate concerns to discuss with coaches:

1. The treatment of your child.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child not playing as much as you hope. Coaches make decisions based on what they believe to be the best for all student-athletes involved. As may be noted from the listed items, certain things can be and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach.

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student-athletes.

There are situations that may require a conference between the coach and player, or coach and parent. These conferences are encouraged. It is beneficial when all parties involved have a clear understanding of the other person's position.

Both parties must wait 24 hours before discussing issues after the contest's conclusion.

31. Parent Meeting

Parents/guardians and students participating in an activity are required to attend an informational meeting to discuss and sign the activities policy. Parents are required to attend one of these meetings per year, even if they have more than one child participating in more than one activity. This meeting will be held before the first practice session. If parents are unable to attend the regularly scheduled meeting, a Powerpoint presentation will be made available up to the week before the teams' first competition. Failure to attend this meeting will result in missing very important information.

32. Participation Fee

A participation fee will be assessed for ALL students participating in middle school and high school activities. Fees will be assessed before a student joins a sport/activity. Fees will be as follows:

non participating k -5 Student: \$30
non participating 6-12 Student: \$40
Student Athlete: \$75
Parent: \$75

****NOTE**** Any student unable to pay the participation fee due to financial constraints is encouraged to contact the activities director or building principal to make arrangements for an alternative

method of payment of fees (ex. Sponsorships, installment payments, work/participation). It is important to understand that **Hot Springs** Public Schools will make every effort to see that no student is eliminated from participation in activities due to financial constraints.

33. Physical Exam (MHSA Form)

MHSA Handbook: ARTICLE II Section (3) Physical Exam

A physical examination is required for each student in order to be considered eligible and to be approved for participation in an Association Contest. Physical examinations must be completed prior to the first day of practice. This examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. This certification is valid for a period of one school year. A physical examination conducted before May 1st is not valid for participation the following school year. The physical examination form developed by the MHSA Medical Advisory Committee and approved by the MHSA Executive Board must be used. A current form may be obtained from the school office or from the medical office giving the physical.

A physical examination is required for each student in order to be considered eligible to participate in an association contest. This exam must be certified by a medical doctor for the current school year." (MHSA Handbook Article II Section III). The cost of the physical exam is the responsibility of the student-athlete and his/her parents.

34. Permission to Participate Form

(see website or office)

35. Schools Sponsored Trips

Student participation on intra and co-curricular trips is subject to eligibility requirements. (See Activity Eligibility.) Students participating in school sponsored trips, whether for the day or overnight, are regarded by Hot Springs School and the public as representatives of the school system. As representatives of the school system, public image is projected by the conduct, the attitudes and the reputations of those students who take a leading role in intra- and co-curricular activities. Therefore, student participants must comply with rules of the school system, the rules of their coaches or advisors, and the civil laws of society.

Student conduct on any school sponsored trip that does not adhere to the reasonable standards established will be dealt with in a timely manner by the coach/advisor and administration. Student misbehavior on school sponsored trips may lead to student suspension from participating in school sponsored trips. Parents will be notified of any incident concerning their child on a school sponsored trip by the coach/advisor and/or administration.

36. ACTIVITY TRANSPORTATION

Because of the legal implications regarding school district responsibilities and liability of any student involved as a participant in a school sponsored extracurricular activity, participating students will be required to ride school-sponsored transportation to and from any activity taking place away from Hot Springs. This will apply to any student who is a member of a team or any other school-sponsored activity involving students as assigned participants. It does not include student spectators, except those riding on a pep bus.

The only exception will be a written request by a parent for their son/daughter to ride with THEM to/from the activity. The parents must SEE the coach/sponsor and sign a release at the time of the request. If for some reason, the parent may want the student to LEAVE an activity with someone other than themselves, a request must be made *in writing* PRIOR to the scheduled activity and must be pre-approved by the Activities Director or another Hot Springs administrator. Any person providing transportation for student activity members, with a specific request from the parent as previously outlined, must meet one of the following qualifications: 1) an immediate family member; sister/brother or grandparent 2) 21 years of age or older. This person(s) must SEE the coach/sponsor and sign the student out prior to leaving the activity.

Any participant who arrives late for a coach's/sponsor's announced start time will NOT be allowed to participate in the activity for that day. Coaches will not wait for missing students.

IF A SCHOOL BUS IS TO BE USED:

RULES AND REGULATIONS

The following rules and regulations have been developed to insure the safest and most efficient transportation for your children.

WHILE RIDING THE SCHOOL BUS

- 1) The driver is in full charge of the bus and students. Students will comply promptly with any request made by the driver.
- 2) Observe the same conduct as in the classroom.
- 3) Be courteous, use no profane language.
- 4) Do not eat or drink on the bus; driver can approve food or drink; must have a lid if okayed.
- 5) Keep the bus clean.
- 6) Do not smoke.
- 7) Stay in your seat.
- 8) Keep head, hands, and feet inside the bus.
- 9) Do not be destructive.
- 10) Bus drivers are authorized to assign seats.

EXTRACURRICULAR DESIGNATED DROP OFF LOCATIONS

The three designated drop off and pick-up locations that may be utilized during extracurricular travel are:

1. Lonepine Store
2. Camas Prairie School
3. At corner of HWY 200 and 28

These three (3) sites are the only locations that may be used as drop off or pick-up sites during extracurricular activities.

BUS DISCIPLINE

School bus drivers have the responsibility and authority to maintain discipline on the school bus. School bus drivers are asked to report misbehavior on the school bus to the superintendent. Such reports will result in one of several possibilities. They are:

- 1) The student(s) is given a warning about misbehavior.
- 2) A conference will be scheduled with the student, parent/guardian, and superintendent.
- 3) A revocation of riding privileges for a predetermined period of time.

OVERNIGHT TRIPS

- A) Students will be given an agenda and a tentative time schedule for student and parent information.
- B) Students will be responsible for seeing that their parents receive this information.
- C) No student will remove, damage or deface the property of any motel, restaurant, etc.
- D) Riding in vehicles other than school provided or sponsored will not be permitted unless advance arrangements have been between the parents or legal guardians and Hot Springs High School. Students will only be permitted to travel with parents or legal guardians.

STUDENT OUT-OF-STATE TRAVEL

Any individual or group of students wishing to travel out of state with an overnight stay may request a hearing before the Board of Trustees. The Board may grant or deny the request for out-of-state travel on an individual, case-by-case basis. Before approval of any trip will be considered by the Board of Trustees, the advisor will provide the Board with the following information:

- a) itinerary, including departure and return dates, lodging, mode(s) of transportation, etc.
- b) educational rationale
- c) chaperones, including chaperone/student ratio
- d) total cost and sources of revenue

All trips must be approved by the Board prior to any fundraising efforts being started.

1. Transportation To/From Practice (Co-ops)

TRANSPORTATION

It will be the sole responsibility of the individual to transport themselves to and from the home site of the co-op, whether for practice or a game. If the home site bus comes through Florence, they can pick the students up at the high school.

37. Harassment, Hazing, Bullying

The athletic department recognizes that hazing, harassment, sexual or otherwise, and/or bullying of students and staff is abusive and illegal behavior that harms victims and negatively impacts the school culture. We are committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of harassment. To this end, we strictly prohibit all forms on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

A. Hazing Definitions

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a risk of emotional, physical or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- o Any humiliating, degrading or dangerous activity demands a student to join a group, regardless of the student's willingness to participate (conduct has the potential to endanger the mental or physical health or safety of a student).
- o Any hurtful, aggressive, destructive or disruptive behavior such as striking, whipping, sleep deprivation, restraint or confinement, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- o Substance Abuse – use or abuse of tobacco, alcohol or illegal drugs.
- o Any activity that intimidates or threatens the student with ostracism, that subjects a student to emotional, physical or psychological stress, embarrassment, shame or humiliation that adversely affects the health or dignity of the student or discourages the student from remaining in school.
- o Any activity that causes or requires the student to perform a task or act that involves violation of state or federal law or of school district policies or regulations.

B. BULLYING DEFINITION:

- Bullying consists of inappropriate persistent behavior including threats, or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put downs and/or badgering others. Bullying similar to all forms of harassment and hazing are prohibited behaviors.

Common characteristics of bullying:

- o Physical – hitting, kicking, taking or damaging a victim's property
- o Verbal – using words to berate, hurt, or humiliate
- o Relational – maliciously spreading rumors, and/or actively excluding a person from the peer group to cause emotional harm to them.

C. SEXUAL HARASSMENT DEFINITIONS:

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when:

- a) submission is made either explicitly or implicitly a term or condition of an individual's employment or education
- b) submission to or rejection of that conduct or communications by an individual is used as a factor in decisions affecting that individual's employment or education
- c) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or of creating an intimidating, hostile, or offensive employment or educational environment

An intimidating, hostile or offensive employment or educational environment means an environment in which:

- a) unwelcome sexually-oriented jokes, innuendos, obscenities, pictures/posters or any action with sexual connotation makes a student or employee feel uncomfortable
- b) an aggressive, harassing behavior in the workplace or school that affects working or learning, whether or not sexual in connotation, is directed toward an individual based on their sex

Reporting Complaints

In order for the District to effectively intervene in these situations and to take prompt corrective measures, it is essential that **all** victims of hazing or bullying **and persons with knowledge of** hazing or bullying report the harassment immediately. The District will promptly investigate all complaints of hazing or bullying, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited

disclosure may be necessary to complete a thorough investigation.

Investigation/Resolution

If, after appropriate investigation, the District finds that a student, an employee or a third party including parent/guardian has violated this policy, prompt corrective action will be taken.

All complainants and those who participate in the investigation of a complaint of hazing or bullying have the right to be free from retaliation of any kind. The complainant will be notified of the outcome of the investigation.

PUBLIC CONCERNS RESOLUTION

Any area of concern should be addressed with the appropriate coach/sponsor with an attempt to resolve the concern at the lowest level. The 24 hour rule should always be upheld. Any concerns are not to be discussed with the coach during the event whether that is a game or practice. Please wait 24 hours before approaching the coach. If approached during a team event, the coach is entitled to ask the public to wait a proper amount of time. If no solution is made, the process will then proceed through the appropriate chain of command for the timely resolution at the lowest possible level.

38. Sportsmanship (MHSA Handbook p. 26-27)

Section (33) SPORTSMANSHIP GUIDELINES

Statement of philosophy: The Montana High School Association has established policies, expectations and responsibilities which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the interscholastic program conduct themselves in a sportsmanlike manner.

The coach represents the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.

A. Code of Conduct: A coach will be in violation of the standards for good sportsmanship established by the Montana High School Association by:

1. Making degrading/critical remarks about officials during or after a contest either at the competition site, from the bench, in the locker area or through any public news media;
2. Arguing with officials or going through motions indicating dislike/disdain for a decision;
3. Detaining the officials following a contest to request or argue a ruling or explanation of actions by the official;
4. Being ejected from a contest;
5. Physically assaulting an official.

39. Student Sign Out Sheet (protocol when students request to leave site)

Students are not permitted to leave the facility in which their coach/sponsor is present without specific permission from their coach/sponsor in advance of the student's departure. When permission is granted to leave the facility by the coach/sponsor, the student(s) must sign out with the coach/sponsor when leaving and sign back in upon their return.

40. Suspension or Exclusion from Team

Dismissal of any student from a co-curricular activity needs to be brought to the attention of the Activities Director in a timely fashion.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone and mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in co-curricular activities for a period in excess of ten (10) days, the parent and student will be notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in co-curricular activities.

Legal Reference: § 20-5-201, MCA Duties and sanctions

41. Video Surveillance

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video cameras.

The Superintendent will notify staff and students, through staff and student handbooks or by other means, which video surveillance may occur on District property. A notice will also be posted at the main entrance of all District buildings, and on all buses, indicating the use of video surveillance.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

42. TEAM MANAGERS

Most teams are in need of managers to assist in record keeping, taking care of equipment and supplies, and to assist the coaches and players. The following guidelines will apply to the selection and responsibilities of all student managers. All students:

- a) interested in working with the teams in a particular sport as a manager must apply to the head coach of that sport for a manager position
- b) must maintain the same eligibility requirements as that of the athletes
- c) must maintain the same dress code requirements as that of the athletes
- d) must understand that additional time requirements and physical labor, (event setup and take down, laundry, cleaning of equipment/gymnasium/storage areas) will be part of the manager's duties
- e) must abide by all of the rules and regulations of Hot Springs Public Schools Activity Handbook

A maximum of three (3) managers will travel to district/divisional/state tournaments to include: one (1) statistician, one (1) camera/video operator, and one (1) bench manager.

43. SPORTS BANQUETS

Sports Banquets will be held in the Hot Springs Elementary School Multi-purpose Room. All Coaches and the Activities/Athletic Director will be responsible for planning the banquets. For the 2024-25 School Year, the following dates all sports within a season will participate as follows:

**One sports Banquet at the end of the year
Approx Date: May 27th 2025**

44. Student Scholarship Requirements

If a student is deemed eligible for a financial scholarship they can use the funds towards one of the following criteria:

- a. Sports Activity Fee (\$75)**
- b. Gear up to (\$75 total)**

44.1 Parent Activity Pass Scholarship Requirements

If a parent is deemed eligible for an activity pass scholarship they will have to participate in the following requirements:

- a. required to volunteer as a stamper at gymnasium events that their student participates
- b. Work chain crew for home football games
- c. assist with sports banquet and other activities when needed

45. 8th Grade Participation In High School Athletics

- a. For 8th grade participation in sports, coaches will have to demonstrate the need for 8th grade participation. At that time, the Administration will review the need for that participation and determine if it is warranted.
- b. If it is determined that there is a need, ALL participants will be given the same opportunity to participate. NO EXCEPTIONS
- c. 8th grade participants can choose to not participate in high school athletics.
- d. 8th grade participation in Junior High sports may not occur after he or she has participated in coinciding sport at the high school level.
- e. An eighth grade athlete may participate in High School sports after the conclusion of the Junior High season of that coinciding sport.

MIDDLE SCHOOL ACTIVITIES

BOYS BASKETBALL: Boys in grades 6, 7 and 8 may participate in this program which instructs participants in the fundamentals of basketball, team play and good sportsmanship. Interscholastic competition will be scheduled with area schools and the season will conclude with an interscholastic tournament. Students as young as 5th grade are allowed to participate with approval of the school board after review.

GIRLS BASKETBALL: Girls in grades 6, 7 and 8 may participate in this program which instructs participants in the fundamentals of basketball, team play and good sportsmanship. Competition will include interscholastic games with area schools and a tournament at the conclusion of the season. Students as young as 5th grade are allowed to participate with approval of the school board after review.

CROSS COUNTRY: Boys and girls in grades 6, 7, and 8 may participate in this sport. Participants will learn the fundamentals of distance running, team play and good sportsmanship. Interscholastic competition will be scheduled for cross country runners with area schools. Students as young as 5th grade are allowed to participate with approval of the school board after review.

FOOTBALL: 6, 7 and 8 grade participants will learn the fundamentals of tackle football, team play and good sportsmanship. Interscholastic games will be scheduled with area schools.

TRACK: Boys and girls in grades 6, 7 and 8 may participate in track. Participants are introduced to the many events available in track and field and are given instruction in the events in which they are most interested. Students as young as 5th grade are allowed to participate with approval of the school board after review.

VOLLEYBALL: Grade 6, 7, and 8 girls may participate in this program that instructs participants in the fundamentals of volleyball, team play and good sportsmanship. Middle school volleyball competition will be scheduled with area schools. Students as young as 5th grade are allowed to participate with approval of the school board after review.

FFA/FCCLA: Boys and girls in grades 6, 7 and 8 may participate in FFA/FCCLA. Participants are introduced to the many events available in both clubs and are given instruction in the events in which they are most interested.

LETTERING PROCEDURES FOR M.H.S.A. SANCTIONED ACTIVITIES

***All student athletes must participate in community service for each sport. (1hr minimum per sport)**

CROSS COUNTRY - GIRLS AND BOYS

- a) must compete in at least half of the varsity meets that the team competes in for the season and/or compete in the state meet
- b) must complete the season in good standing

BASKETBALL - GIRLS AND BOYS

- a) must play in at least half of the total number of quarters the team will have played in for the season and/or play in the district, divisional and/or state tournament
- b) must complete the season in good standing

FOOTBALL

- a) must play in at least 12 varsity quarters the team will have played in for the season
- b) must complete the season in good standing

TRACK

- a) must achieve minimum event time/height/distance as provided by the head coach at the beginning of the season
- b) must complete the season in good standing
- c) must compete in the Divisional meet

SOFTBALL

- a) must suit up for varsity
- b) must complete the season in good standing

VOLLEYBALL

- a) must play in at least half of the total number of games the team will have played in for the season and/or play in the district, divisional and state tournament
- b) must complete the season in good standing

WRESTLING

- a) must achieve minimum event time/height/distance as provided by the head coach at the beginning of the season
- b) must complete the season in good standing
- c) must compete in the Divisional meet

These are minimum requirements for earning varsity letters. If the coach intends to add requirements, he/she must have them reviewed by the activities director and must notify team members at the beginning of the season.

LETTERING PROCEDURES

Students who letter will receive a chenille letter and emblem the first time they letter in their high school career. Subsequent sports that are lettered in will receive an emblem in the first year and a bar for each subsequent year in the same sport thereafter.

45. Student-Athlete & Parent/Legal Guardian Concussion Statement

(see website or office)

46. **Accident Form** _____

(see website or office)

47. **Transportation Release of Liability Form**

(see website or office)

48. **Student Sign Off (Handbook)**

2024-2025 School Year

My signature on this document verifies my consent and understanding on the following documents which can

be found on our website [www.https://www.hssdmt.org/](https://www.hssdmt.org/)

1. **Hot Springs School Student Activities/Athletic Handbook** for the 2024-2025 school year. I have read and understand the policies and procedures as outlined in the handbook and agree to follow and abide by said policies and procedures.
2. **Directory Information Release Form** and agree to the terms outlined within.

PRINTED Name of Student(s)

_____	_____
Parent Signature	Date
_____	_____
Student Signature	Student Signature
_____	_____
Student Signature	Student Signature
_____	_____
Student Signature	Student Signature

PLEASE RETURN THIS SIGN-OFF SHEET TO THE OFFICE BEFORE THE FIRST DAY OF PRACTICE