

STUDENT ACTIVITIES/ATHLETIC HANDBOOK

POPLAR SCHOOL DISTRICT

2024-2025



Mission Statement For Poplar Athletics

It is our Mission at Poplar Schools to use our athletic program to promote a healthy and positive student athlete who positively represents our school and community.

POPLAR STUDENT ACTIVITIES/ATHLETIC HANDBOOK

SIGN-OFF

2024-2025 School Year

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

1. I have received a copy of the **Poplar 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. I have received a copy of the **Poplar School Identity Release Form** and agree to the terms outlined within.

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.

STUDENT ACTIVITIES/ATHLETIC HANDBOOK INDEX

| | |
|--|------------|
| Equal Education Opportunities | Page 3 |
| Directory Information | Page 3 |
| Requirements for Participation | Page 3 |
| Purpose of handbook | Page 3 |
| Academic Eligibility for Participation | Page 3-4 |
| Activities Philosophy | Page 4 |
| Accident Report Form | Page 5 |
| Awards Criteria | Page 5 |
| Age Rule Requirement | Page 5 |
| Assumption of Risk Statement | Page 5 |
| Attendance the Day of an Activity | Page 5 |
| Bullying, Harassment, Intimidation, Hazing | Page 5-6-7 |
| Cell Phone Use by Students | 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 | Page 12 |
| District/Building General Office Hours | Page 12 |
| Dress and Grooming | Page 13 |
| Drug Testing for Athletes | Page 13-14 |
| Dual Activity in a Season | Page 14 |
| Extra-Curricular Activities Offered | Page 14 |
| Homeless Students Rights | Page 14 |
| Insurance and Injury | Page 15 |
| Lettering Criteria | Page 15 |
| Meal Procedure | Page 15 |
| Medical Information and Form | Page 15-16 |
| Medication Policy | Page 17 |
| Parent Meeting | Page 17 |
| Participation Fee | Page 17 |
| Physical Exams | Page 17-18 |
| Permission to Participate | Page 18 |
| School Sponsored Trips | Page 18-19 |
| Sportsmanship | Page 19 |
| Student Sign Out | Page 19 |
| Suspension or Exclusion from Team | Page 19-20 |
| Travel Rules, Regulations, and Procedures | Page 20 |
| Transporting Students with Personal Vehicles | Page 20-21 |
| Transportation To/From Contests | Page 21 |
| Transportation To/From Practice (Co-ops) | Page 21 |
| Video Surveillance | Page 21-22 |
| Student-Athlete & Parent/Legal Guardian Concussion Statement | Page 22-23 |
| Student Accident Report Form | Page 24 |
| Transportation Release of Liability Form | Page 25 |
| Student Activities/Athletic Handbook Acknowledgment-Sign-off | Page 26 |

POPLAR SCHOOL DISTRICT ACTIVITIES-ATHLETIC HANDBOOK 2018-2019

Poplar Public Schools (School District 9 and 9B) will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity. **(School Board Policy 3210)**

DIRECTORY INFORMATION

Regarding student records, federal law requires that "directory information" on a child may be released by the District to anyone who requests it unless the parent/guardian/caretaker relative objects in writing to the release of the information. This includes release of directory information to post-secondary institutions and military recruiters. Directory information ordinarily includes [insert directory information that is consistent with policies 3600P-3600F1-3600F2]. Please make sure a parent/guardian/caretaker relative completes the Student Directory Information Notification as found in the Student Handbook.

REQUIREMENTS

All students participating in extracurricular 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 signed by the student athlete and parent.

PURPOSE

The purpose of this guide is to establish rules, procedures, policies, and philosophy as it pertains to the Poplar School District Athletic and Activities Programs. The fundamental purpose of the athletic/activities program is to facilitate development of:

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

CHAIN OF COMMAND/COMMUNICATION

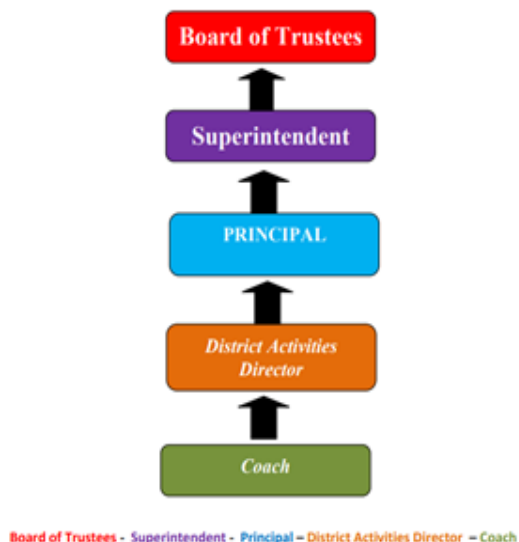
Poplar School District has an established chain of command when dealing with co-and extracurricular issues. Any issue that has an effect on student performance should first take the lowest level of action to address the situation. If the remedy at the lowest level is not appropriate, it then progresses to a written complaint process.

Complaint Process:

Board Policy 1700: Universal Complaint

This is the chain of command for the complaint process: Student/parent, assistant/ head coach, District AD, Principal, Superintendent, Board of Trustees. The following process should be used to address complaints. 1) Try to solve the problem informally with the other party involved. There will be disagreements between parents, athletes, coaches and staff. Poplar School District wants to strongly encourage all parties to try and remedy the issue at level 1 with the coach; 2) Issue the complaint in writing to the person involved and make sure a remedy/solution is requested in the complaint. If not resolved.....3) The complaint is then directed to the AD or administration and they will investigate the issue and give a written response following the timeline included with Poplar School Board Policy 1700. If not resolved, then it goes to the next step..... 4) The complaint is then referred to the Superintendent who will investigate the complaint and give a written response to the action sought by the complainant, if not resolved then; 5) The issue is taken to the School Board whose ruling is final.

Since you are working with students, you (as their advisor/coach) need to be cognizant of the rules as dictated by the parent/student handbook and by Board policy and District Standard Operating Procedures. This is your information source when dealing with student behavior.



Disciplinary Action

Disciplinary Action for coaches, advisors, participants will be handled by the District Activity Director and the Administration as per policy and expectations for any unreasonable and unethical behavior or lack of supervision. Any action taken will follow chain of command and due process procedures as well as use of all necessary documentation. In the event of continued noncompliance or “flagrant disregards” formal and immediate action may be required. If a student is ejected from a MHSA competition for unsportsmanlike conduct, they will not participate for the remainder of the event and will be suspended for the next regularly scheduled or rescheduled event at that level of competition and all other games/meets in the interim at any level of competition.

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

Section (33) SPORTSMANSHIP GUIDELINES

- A. 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.
- B. 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.

GENERAL INFORMATION RELATING TO POLICIES

ACADEMIC ELIGIBILITY FOR PARTICIPATION

Poplar School District will follow the eligibility rules as set forth by the Montana High School Association which reads as follows:

- 1) **MHSA Requirement:** A student must be enrolled and have received a passing grade (D-) in at least twenty (20) periods (4 classes) of prepared class work or its equivalent in the last previous semester in which the student was in attendance. Failure to meet this requirement will result in one (1) semester of ineligibility. A home school student is not eligible to participate for an MHSA member school. (Article II, Section (2) Eligibility, MHSA handbook)
- 2) 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

Poplar Schools further stipulate:

- 2) **Poplar High School Requirement:** Grade checks will commence at the quarter and midterm. Any student who receives an "F" in any class will be deemed ineligible. The weekly "F" policy process will be as follows: Grades will be checked the following Monday after the eligibility report is ran. The student needs to receive a passing grade the following Monday in the class they are currently ineligible in. If the student is not eligible they will once again be ineligible until the following Monday. The ineligible report will continue to be ran every Monday until the next grading period (Mid-term, quarter, and semester). If the student is still not eligible in that class at the next grading period they will be deemed ineligible for the remainder of that season. We strongly parents/students to monitor "Power School" to receive updates their grades. It is very important to note that the student is ONLY ineligible from the grading period-they cannot be deemed ineligible in any other class when the weekly "F" report is ran.

Activities Philosophy

ACTIVITIES PHILOSOPHY

It is our philosophy that participation in co-curricular activities is an integral and vital part of the total educational program.

The clubs, activities, and athletics provided by Poplar School District shall afford opportunities for students to involve themselves outside the classroom. Besides providing these programs, the District encourages student involvement because it benefits both the individual student and the school. The

student derives cooperation, dedication, personal pride and ownership, sense of purpose, enhanced self-worth, loyalty, success and recognition, physical and social development, and a wholesome use of time.

Student interest leads to pride in school, citizenship, leadership, democratic experience, and character development. Teamwork, sportsmanship, and respect for others' rights and views are advanced.

Therefore, we believe it is the responsibility of the District to identify and maintain a mix of activities that motivates an optimum number of students without encroaching on one another. It is further incumbent upon the District to encourage participation by students for the above-mentioned reasons and their synergistic effect on the school community.

Finally, we believe that these activities are not an end in themselves, but vehicles to work with students. We want to "win" not for "winning's sake," but because the desire to excel is a worthwhile lifetime goal. We do not subscribe to a "winning at all costs" philosophy. We value the importance of good sportsmanship, giving one's best effort, winning humbly, and losing with grace. We believe it is not the score that makes one a "winner" or a "loser".

Accident Report Form and Procedure

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

Awards (Each District should establish criteria for awards)

Post season awards will be issued at the Poplar School District's annual athletic banquet. Coaches will have the option of issuing 2 plaque awards for their MVP's. The awards issued will be letter winners, participants, academic all-state, 3 sport athletes, and any post-season awards issued by the MHSA.

Age Rule – MHSA

Section (7) AGE RULE

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

Assumption of Risk Statement

Liability: The coach/advisor/director, any other member of the school staff, or any member of the Board of Trustees will not be held liable or responsible in case of an accident incurred during practice, games, meets, matches, tournaments, concerts, or trips supervised by Poplar Public Schools. Each parent or guardian will be responsible to sign an "assumption of risk" statement indicating that the parents/guardians assume all risks for injuries resulting from such participation. [Board Policy 2151]

Attendance the Day of an Activity

School Absences: 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 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 home sick 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/games. It is not in the best interest of our participants to be practicing 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.
- Unforeseen circumstances (i.e. weather, school cancellation) will be handled on a case by case basis by the administration.

School Suspension: School suspension means the exclusion of a student from attending individual classes or school **and participating in school activities** for an initial period not to exceed ten (10) school days. This will be treated as an unexcused absence from the activity. A student who is suspended will not be able to practice during the time they are suspended from school. Poplar Schools has zero tolerance for athletes/participants who violate school policy and are suspended from school.

Practice Expectations

Excessive absences from practice are defined by the following: any student who has missed more than 3 unexcused practices during the season. Poplar School District believes that in order to run effective and successful programs that expectation that students be at practice must be upheld. We understand that circumstances arise and it crucial that the head coach is notified previous to an absence from practice. The ramifications from excessive absences will result in the student being removed from the activity. It is mandatory that a doctors excuse be provided in writing when the student is absent from practice.

Bullying, Harassment, Intimidation, Hazing Policy

HAZING, BULLYING, HARASSMENT & INTIMIDATION

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. **(School Board Policy #3226)**

- "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
- "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect

- of:
 - a. Physically harming a student or damaging a student's property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - c. Creating a hostile educational environment, or;
 - d. Substantially and materially disrupts the orderly operation of a school.
- "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDA, social media or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

Exhaustion of Administrative Remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

SEX BASED DISCRIMINATION AND TITLE IX

No student, on the basis of sex or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination on the basis of sex should be directed to the District Title IX Coordinator, located in the Poplar School District Administration Office.

Sexual Harassment Policy (B.P. 3225)

Sexual harassment is a form of sex discrimination and is prohibited. An employee, District agent, or student engages in sexual harassment whenever that individual makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, opportunities, or treatment; or
 - d. Making submission to or rejection of such unwelcome conduct the basis for academic

decisions affecting a student.

Students who believe that they may have been sexually harassed or intimidated should consult a counselor, teacher, Title IX coordinator, or administrator, who will assist them in the complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

- FOR A COMPLETE DESCRIPTION of the Poplar School Sexual Harassment Policy, refer to Policy Descriptor code: BP 3225 and/or contact Patti Black Title IX Coordinator, Poplar Public Schools.

Cell phone use by students

Cell Phones and Other Electronic Equipment (Students)

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 which 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 operation may violate the privacy right of another person.

Activity Trips

During activity trips students are permitted to bring their phones but can use them for emergencies only. On travel to a scheduled event cell phones are prohibited (including buses). On overnight trips cell phone usage is prohibited after 10 PM. Further stipulations by head coaches may be imposed for cell phone usage while on away/overnight trips.

Code of Conduct

Extra - and Co - Curricular Chemical Use Policy

Students participating in extra- and co-curricular activities, whether sponsored by the MHS or not, shall not use, have in possession, sell, purchase, or distribute alcohol, tobacco products, alternative nicotine and vapor products, or illegal drugs or abuse prescription or non-prescription drugs during their extracurricular seasons.

This policy applies to middle and high school students who are involved in the extra- and co-curricular activities program.

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, through the student's period of attendance in grades 7-8 and in grades 9-12. The Administration shall publish the participation rules annually in the activities and student handbooks.

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 extra- and/or 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 extra- and/or co-curricular activities.

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

Drug/Alcohol Policy

The Athletic Department, in compliance with school policy, prohibits the use/abuse of tobacco, alcohol, and drugs of any form at any time. The training rules also extend beyond school time, school grounds, and school functions. We, as a department, feel that abstinence should be a way of life in and out of school.

Definition of a violation: "A violation of the Poplar High School Alcohol, Tobacco and Drug Use Policy is any drug, tobacco or alcohol related incident, which occurs on or off school premises or at school sponsored functions.

A violation includes:

- Purchase of alcohol, tobacco or drugs
- Use of alcohol, tobacco or drugs
- Possession of alcohol, tobacco or drugs
- Being under the influence of alcohol, tobacco or drugs or testing to a positive swab or Urine Analysis (UA)
- Being at a function/gathering in which an illegal substance is possessed or used
- Dealing in alcohol, tobacco or other drugs
- Possession of devices specifically or reasonably associated with alcohol or tobacco or drug use.
- The refusal of a student to cooperate fully by submitting to a request of a UA. Any refusal will result in an automatic positive.
- A court conviction involving alcohol and/or other drugs will constitute a violation of training rules.

For purposes of the Poplar Junior High School or Poplar High School athletic program, the definition of a violation will include the out-of school hours throughout a sports season. All violators are to be reported to the athletic director or principal. Coaches must report violations and are not to handle violations on an individual basis. In addition, the principal, dean of students, and members of the faculty have the responsibility to report violations promptly to the athletic director. Any person may report violations.

Follow-up action may require the commitment and or identification of the individual(s) reporting the incident to participate in due process hearings. Violations during the sport season are addressed for all individuals in the same manner with fairness, and firmness of the student and team involved.

Sports Season: Fall, Winter, and Spring seasons begin on the first day of practice/participation allowed by the MHSA/Poplar High School/Jr High, and end as soon as the student leaves Poplar High School/Jr High property after the final competition for that activity. Activities listed within the 2nd Semester will be from the 1st day of the Semester to the final day of competition for that activity.

CONSEQUENCES

The consequences afforded the student/athlete for violation of the training rules of the Poplar High School/Junior High School Athletic Department shall be consistent with school policy for alcohol, tobacco and drug use, and will include the following conditions:

First Offense:

A. Meeting of student, parent, coach/sponsor, and school administrator. B. Suspension from the current and/or next activity for ten pupil instruction days, to begin the first day following the suspension C. Student must attend all practice sessions during those ten (10) pupil instruction days. Student and

parent/guardian will sign a contract for the student to attend and complete drug and alcohol counseling/sessions and complete an evaluation (Poplar Schools can refer student/and parent to a licensed counselor). The completion of the drug and alcohol program will be determined by the counselor in accordance with athletic director. Parent/Guardian is required to attend one session. D. Student will automatically be included in Poplar School Districts drug testing program. It is to be understood that Poplar School District reserves the right to drug test any student at any time who has violated this policy. Failure to complete C above will result in suspension for the remainder of the season.

Second Offense:

A. Meeting of student, parent, coach/sponsor, and school administrator. B. Suspension for the current and/or next activity for thirty (25) pupil instruction days to begin the first day following the suspension. C. The student must obtain a professional evaluation for substance abuse. (Poplar High School can refer student/and parent to a licensed counselor) Failure to do so will result in suspension from activities. D. Student may not resume competition until C above is completed. Student will not be allowed to practice. Failure to meet or work toward meeting C will also prohibit the student from participating on any other athletic team until obligation has been met. E. Student will automatically be subject to drug testing at the discretion of the athletic director. F. No student will not be permitted to hold any school leadership or public visual position, including but not limited to class officers, student council officers, National Honor Society officers, royalty court, or athletic captain.

Third Offense:

A. Meeting of student, parent, coach/sponsor, and school administrator. B. Immediate suspension from all school activities for the remainder of the student's high school career. C. Referral for professional help (Poplar Schools does have options for students and chemical dependency). If a student refuses chemical dependency services from Poplar School District any cost involved will be the responsibility of the parent/guardian or student. D. If a student completes C and remains chemically free for a period of one year from the time of the referral, an appeal may be made to the Board of Trustees for removal of the suspension.

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/in-person 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 extra- and/or 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 extra- and/or co-curricular activities.** It is critically important that parents/guardians/participants understand that the expectations set forth by a program must be followed and if they are not it is possible that the participant will be removed from the team.

College Recruiting

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

Documentation of all contacts with representatives of secondary institutions should be forwarded to the Activities Director.

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

- **Code of Ethics**

ACTIVITY CODE OF ETHICS:

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

- 1) Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- 2) Eliminate all possibilities which tend to destroy the best values of the activity.
- 3) Stress the values derived from participating in activities.
- 4) Show cordial courtesy to visitors and officials.
- 5) Respect the integrity and judgment of sports officials.
- 6) Achieve a thorough understanding of the activity and its rules.
- 7) Encourage leadership and good judgment.
- 8) Recognize that the purpose of activities is to promote the physical, mental, social, and emotional well-being of all involved.
- 9) Remember ... no competition is a matter of life or death for participants, coach, school, official, fan or community.
- 10) Keep an open line of communication between participant and coach/sponsor.
- 11) 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.
- 12) 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.
- 13) Students, who participate in athletics and/or activities where a student receives an award or advances as an individual or as part of team through levels of interscholastic competition, will be part of the drug testing program as outlined in Poplar District Drug Policy.

- **Contact Numbers**

Poplar Schools District Office (406) 768-6601

Poplar High School (406) 768-6833

Poplar Middle School (406) 768-6733

Poplar Elementary School (406) 768-6633

- **Concussion Education and Compliance**

Concussion Form: 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.

A Fact Sheet for **ATHLETES**

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

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)
- 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 children can take to protect themselves from concussions.

- 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.

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> |

- **Corporal Punishment (Discipline and Punishment of Pupils M.C.A. 20-4-302)**

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

- **Cut Policy**

If your program involves selections or “try-outs” for the team, you must provide the Athletic Director with a copy of your 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 coach, athlete, 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:

1. 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.
2. The coach/advisor/activity director has the responsibility to meet with each participant who is not selected and explain the reasons for the decision.
3. 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.

- **District/Building General Office Hours (Optional)**

High School Office hours are: Monday-Thursday, 8:00 A.M. – 4:00 P.M. Friday 8:00 A.M. – 3:00 P.M.

At 8:45 A.M. the doors will be locked. There is a phone in the main office for students’ use. The purpose of this phone is strictly for parental/guardian contact. When parents/guardians call the school, messages will be taken for a return call during non-instructional time. If it is an emergency, a student will be pulled from class. We do not relay messages from non-parents calling for non-family business, nor do we acknowledge that the student attends this school for privacy and safety reasons.

- **Dress and Grooming**

Dress for Activities

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).

- **Drug Testing for Athletes**

DRUG AND ALCOHOL TESTING:

Extracurricular Activities Drug- Testing Program

The District has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States indicate that education alone, as a preventative measure, is not effective in combating substance abuse. Our commitment to maintaining the extracurricular activities in the District as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

Purpose The drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while they have drug residues in their bodies, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free participation. No student shall be expelled or suspended from school as a result of any verified positive test conducted by his/her school under this program, other than as state herein.

Testing Pool

All Poplar High School students who are involved in extracurricular activities/clubs/organizations will be included the random pool. Any extracurricular activity/club/organization added during the current school year will be subject to the testing pool.

Scope

Participation in extracurricular activities is a privilege. This policy applies to all District students in grades 9-12 who wish to participate in extracurricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed.

Consent Form

It is MANDATORY that each student who participates in extracurricular activities sign and return the Consent Form prior to participation in any extracurricular activity. Failure to comply will result in nonparticipation. Each extracurricular participant shall be provided with the Consent Form (3350F),

which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug-testing programs at Poplar High School.

Testing Procedures

1. Each student athlete is subject to one mandatory test at the beginning of the school year and will then fall under the random testing thereafter. All mandatory tests will be completed before the first scheduled activity of the season. The selection of participants for the random drug testing will be done by the principal/administrative designee from time to time throughout the school year.
2. If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include, but not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student.
3. No student will be given advanced notice of testing.
4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or the follow-up test, a student will be required to provide a sample of fresh urine, according to the quality control standards and policy of the laboratory conducting the urinalysis.
5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to twenty-four (24) ounces of fluid. If still unable to produce a specimen within two (2) hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parent's/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
6. There is a head strip of each of the specimen bottles, indicating the validity of the urine specimen by temperature. All specimens registering below 90.5 degrees Fahrenheit will be invalid. If this occurs, another specimen must be given by the student.
7. If it is proven that tampering or cheating has occurred during the collection, the student will be ineligible for all the extracurricular activities for the remainder of the school year. This will be reported by the parent/guardian.
8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.
9. The specimen will be tested by the school nurse. If the test is positive the specimen will be sent to a testing laboratory for confirmation. The specimen will be tested for alcohol, nicotine, and street drugs (which may include all drugs listed as controlled substances under the laws of the State of Montana). Also, performance enhancing drugs such as steroids may be tested.
10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and Joint Commission of Accreditation of Healthcare Organizations (ICAHO).

Chain of Custody

The school nurse will receive training on collection and testing procedures. To maintain anonymity, the student's number, not name, will be used.

2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with his/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Call four (4) or five (5) students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.

3. Before the students' urine is tested by the school nurse, students will agree to fill out, sign, and date any form which maybe be required by the testing laboratory. If a student choses, he/she may notify the administrator that he/she is taking a prescription medication.

4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen. 102 Poplar School District STUDENTS 3350 Page 3 of 4

5. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.

6. The supervisor obtaining the urine specimen will be the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two (2) minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.

7. After it has been sealed, the specimen will be transported to the testing laboratory by the school nurse. The testing laboratory will report the results to the principal/administrative designee.

8. In order to maintain confidentiality, the container which contain the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed to the principal/administrative designee with no name attached, only the student's random identification number will appear on the results sheet.

Test Procedure Results

This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.

2. The principal/administrative designee will be notified of a student testing positive (that is if the test shows that drug residues are in the student's system after using at least two (2) different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a positive test has been satisfactorily explained.

3. If the test is verified positive, the principal/administrative designee will meet with the student and his/her parent/guardian at the school. The student will be immediately suspended from activities for 10 pupil instruction days. The student must still practice. The student will complete a chemical evaluation and program offered by the Poplar Public Schools. The student will be prevented from participation in extracurricular activities until after a follow-up test is requested by the principal/administrative designee and the results are reported.

4. A follow-up test will be requested by the principal/administrative designee after 10 pupil instruction days if the student completes the chemical evaluation and program. Refusal to complete the program/evaluation will result in the student removed from the team for remainder of the season. If this follow-up test is negative, the student will be allowed to resume extracurricular activities. If a second positive result is obtained from the follow-up test or any later test of that participant the student will be immediately suspended again from the activity for 30 pupil instruction days and will be required to complete another evaluation and chemical dependency program. **In addition**, the District reserves the right to continue testing, at any time during the remaining school year, any participating student who tested positive and did not make satisfactory explanation.

5. A third-follow up test will be requested by the administration/designee when they feel that the student has made satisfactory gains in their chemical dependency program. The minimum amount of time from the 2nd to 3rd test will be 30 pupil instruction days. If the administration/designee feels that third follow-up test is not warranted it will not be issued. A failed 3rd test will result in removal from all athletic/extracurricular activities for 90 pupil instruction days. A parent/guardian will have the opportunity to contest the 90 days suspension. Only the Poplar School Board can overturn a 90 day suspension from all activities due to a third failed drug test.

5. Information on a verified positive test result will be shared on a need-to-know basis with the student's coach or sponsor. The results of negative tests will be kept confidential to protect the identity of all students being tested. (Poplar School District P. 103 STUDENTS 3350)

6. Drug testing result sheets will be returned to the principal/administrative designee, identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal/administrative designee has access.

Financial Responsibility

1. Under this policy, the District will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial follow-up drug tests. (Once a student has a verified positive test result and has subsequently tested negative from a follow-up test, any future follow-up drug test that must be conducted will be paid for the student or his/her parent/guardian.)

2. A request on appeal for another test of a positive urine specimen is the financial responsibility of the student or his/her parents/guardian.

3. Counseling and subsequent treatment by non-school agencies are the financial responsibility of the student or his/her parent/guardian.

Confidentiality

Under this drug-testing program, any staff, coach, or sponsor of the District who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the District's commitment to confidentiality with regard to the program. Other rules Apart from this drug-testing program, the Montana High School Association and the coaching staff/sponsor of each sports/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

Legal Reference:

Adopted on/Revised on: July 11, 2016

- **Dual Activity in a Season**

The **Poplar School District** School District believes dual participation in athletic activities often puts a strain on other areas of the student's involvement (academic, athletic, social/emotional). In order for students to participate in dual activities the decision must be confirmed by the coaches/directors of both sports and the athletic director. It is highly recommended that students give 100% commitment to a single sport.

QUALIFYING ACTIVITY PREFERENCE

At any time a student is participating in multiple school-sponsored activities and more than one activity falls on the same day, the participant will attend and participate in the activity that is a state level competition or qualifying activity (districts/divisionals regionals) for future participation.

- **Extra-Curricular Activities Offered**

Poplar Schools believe that offering extracurricular activities at the elementary age is critical to building and sustaining good programs. The activities offered will adhere to the Federal Title IX mandate. Offerings will be made at the end each school year to the Poplar School District Superintendent through the Athletic Director.

ELEMENTARY ACTIVITIES: Cross Country, Basketball, Volleyball, Flag Football

MIDDLE/JR HIGH SCHOOL ACTIVITIES: Cross Country, Volleyball, Wrestling, Football, Cheerleading, Basketball, Track and Field

HIGH SCHOOL ACTIVITIES: Cross Country, Wrestling, Volleyball, Football, Cheerleading, Speech and Drama, Basketball, Track and Field, Tennis, Golf, Tennis, Flag Football

- **Homeless Student Rights**

Our school and school district provide equal access and comparable services to all students. A homeless student's residence is determined by the residence of the parent/guardian. A homeless student must meet all MHSA eligibility criteria for participation in any MHSA sanctioned activity. Contact the school districts Homeless Liaison and Activity Director for further assistance.

Keith Erickson
Homeless Liaison
Poplar Public Schools
Box 458
Poplar, MT 59255
406-768-6665

- **Insurance and Injury**

The School District does not provide accident or medical insurance coverage for students. Insurance coverage may be purchased by parents through a private company for a minimum fee. 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 insurance coverage while your child is at school or participating in activities. A parent seeking coverage must make sure the 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.

- **Lettering Criteria**

Each District establishes their own criteria for lettering. That criteria will be shared with participants and parents at the beginning of each activity season. It is highly recommended that all head coaches follow a criteria that is fair yet maintains high expectations. An emphasis on post-season play/participation should be considered.

- **Meal Procedure**

Recommended Meal Allowances

Poplar Schools proposes the following meal allowance. We strongly encourage coaches to adhere to the policy. When the District provides meals, the following meal allowances will be adhered to (Per athlete):

| | |
|-----------|---------------------------------------|
| Breakfast | \$10.00 |
| Lunch | \$10.00 |
| Dinner | \$14.00 |
| TOTAL | \$34.00 (exclusive of 15% gratuities) |

If breakfast or lunch is not offered the \$34.00 dollar amount can be utilized during the dinner meal.

Gratuities: Will not be included in any school purchase.

Any expense over the allotted amount will be the responsibility of the head coach/advisor to pay. It is highly recommended that head coaches/advisors order meals for their athletes.

NOTE: Meal amounts MAY be accrued for ONE day. These amounts are MAXIMUM including beverage and/or dessert. Specialty drinks and or desserts are the student's responsibility.

Poplar Schools Medical Information Form

MEDICAL TREATMENT/RELEASE FORM

To: Parents and/or Guardians of Students Representing Poplar High Schools in Activity Programs.
It has become exceedingly difficult to obtain medical services for students injured when competing, without first obtaining parental/guardian consent in writing. So that proper emergency assistance may be provided, we ask that you review the following statement, sign and return to the faculty member in charge.

I hereby authorize Poplar School District and its faculty members in charge of my child named below to obtain all necessary medical care for my child and I hereby authorize any licensed physician and/or medical personnel to render necessary medical treatment to my child.

Print Student's Name: _____

Signed: _____

(Parent and/or Guardian)

Address _____

Telephone No. _____

Date: _____

Emergency Contact (Within 15 miles of name of town)

Name: _____

Address: _____

Telephone No. _____

Relationship to Student: _____

Allergies? _____ YES: _____ NO

If "Yes" please list:

Medication Needed: _____ YES _____ NO

If "Yes" please list:

Special Medical Problems? _____ YES _____ NO

If "Yes" please list:

- **Medication Policy (issuing meds to athletes)**

ADMINISTERING MEDICINES TO STUDENTS (SB Policy #3416)

Poplar 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.

- **Parent Meeting**

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 only 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 Power Point presentation will be made available up to the week before the teams' first competition.**

- **Participation Fee (Districts Collection & Tracking)**

A participation fee at Poplar School District is not required by any athlete at any grade level.

- **Physical Exams (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.

- **Permission to Participate (Collected Annually)**

STUDENT PERMISSION TO PARTICIPATE

I hereby give my consent for _____ (student) to participate for Poplar Public Schools in the following Activities: Please mark all boxes for activities you will be in for entire school year on the back of this form.

I also give _____ (student) permission to ride school-sponsored transportation to/from any activity taking place away from [insert school district]. I hereby also give the school permission to seek first aid treatment and medical services if necessary for the student listed above, should an emergency arise and with the understanding that there will be no financial obligation on the part of the school.

Date _____

 Student Signature

Date _____

 Parent/Guardian Signature

Student allergies to medication: _____

Student Date of Birth: _____

Home Phone: _____ Emergency Phone _____

- **Schools Sponsored Trips**

Student participation on intra and extracurricular trips is subject to eligibility requirements. (See Activity Eligibility.) Students participating in school sponsored trips, whether for the day or overnight, are regarded by Poplar 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 extra-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. If there is a violation of any of these rules while on school sponsored trips the student could face the following: suspension from the team, discipline/suspension from school, and possible criminal action. Parents will be notified of any incident concerning their child on a school sponsored trip by the coach/advisor and/or administration.

Opportunities may occur for junior high students to attend high school co-curricular or extracurricular overnight events. Consideration for approval will be made on a case by case basis by administration at the request of the advisor or coach. And additional chaperone may be required in the event that junior high and high school students are traveling together overnight.

- **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. Any student who leaves the designated site without coach/sponsor approval will immediately be suspended from the team/activity on site and will not participate in the activity. The length of the suspension will be determined by the athletic director. Students leaving the designated location on away trips creates a safety issue that will not be tolerated by Poplar School District.

- **Suspension or Exclusion from Team – (Who makes the call)**

Dismissal of any student from a co-curricular activity needs to be brought to the attention of the Activities Director as soon as possible.

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 extra- and/or 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 extra- and/or co-curricular activities.**

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

- **Travel Rules, Regulations and Procedure (Parent written request that their child allowed alternative transportation to and from site)**

Travel Requirements: All participants must travel to and return from all out of town activities with the team unless prior written permission is asked by their parents and granted by the administration.

Participants will be released to travel with their parent/guardian only, after signing out with their coach/sponsor.

ACTIVITY TRANSPORTATION

Because of the legal implications regarding school district responsibilities and liability for 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 Poplar. This will apply to any student who is a member of a team, music group, cheerleading squad, pep bus 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 Poplar_Schools 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, grandparent, and/or adult 21 years 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 leave time will NOT be allowed to participate in the activity for that day.

- **Transporting students with Personal Vehicles**

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff members may use a private vehicle for district business without permission from the administration. Before transporting any students, the owner of any private vehicle must provide proof of sufficient liability insurance, current registration and a current Montana driver's license. A driver may only transport the number of students as there are seatbelts in his/her vehicle. If a staff member doesn't have prior approval to transports students they subject to disciplinary action by the administration.

- **Transportation To/From a Contests**

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Transportation of students to and from co-curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy. Students will travel with district approved vehicles (Bus, Van, etc...) to school sponsored events. Transporting students in private vehicles to school sponsored events is not permitted.

No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle, or a district-owned vehicle.

- **Transportation To/From Practice (Co-ops-If needed)**

TRANSPORTATION

- a. Practice: It will be the sole responsibility of the visiting school to ensure that students are transported to practice. School personnel must transport the students. Any Volunteer that is transporting students must be cleared through policy. At no time are students to themselves to/from practice. All practice trips will be equalized as close as practical between the two schools.

- b. Each school will be responsible for all costs for transporting the students to and from practice.
- c. All additional transportation costs will be split 50/50.
- d. Students are not allowed to ride to or from competitions with anyone but their own parents or guardians. They may ride with their parents or guardians only if they have asked for and been granted permission by the Administration by providing a note requesting permission to ride with parents, to the Activities office prior to the trip. Exceptions can be made on a case by case basis by the Head Coach/Coach during a competition/away game if proper documentation is received to the Head Coach/Coach.

- **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. Audio will not be part of the video recordings made, reviewed, or stored by the District.

Student-Athlete & Parent/Legal Guardian Concussion Statement

Because of the passage of the Dylan Steigers' Protection of Youth Athletes Act, schools are required to distribute information sheets for the purpose of informing and educating student-athletes and their parents of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. Montana law requires that each year, before beginning practice for an organized activity, a student-athlete and the student-athlete's parent(s)/legal guardian(s) must be given an information sheet, and both parties must sign and return a form acknowledging receipt of the information to an official designated by the school or school district prior to the student-athletes participation during the designated school year. The law further 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.

Student-Athlete Name: _____

This form must be completed for each student-athlete, even if there are multiple student-athletes in each household.

Parent/Legal Guardian Name(s): _____

☐ We have read the *Student-Athlete & Parent/Legal Guardian Concussion Information Sheet*.

If true, please check box

After reading the information sheet, I am aware of the following information:

| | | |
|-----------------------------|--|--------------------------------------|
| Student-Athlete Initials | | Parent/Legal Guardian Initials |
|-----------------------------|--|--------------------------------------|

| | | |
|--|--|-----|
| | A concussion is a brain injury, which should be reported to my parents, my coach(s), or a medical professional if one is available. | |
| | A concussion can affect the ability to perform everyday activities such as the ability to think, balance, and classroom performance. | |
| | A concussion cannot be "seen." Some symptoms might be present right away. Other symptoms can show up hours or days after an injury. | |
| | I will tell my parents, my coach, and/or a medical professional about my injuries and illnesses. | N/A |
| | If I think a teammate has a concussion, I should tell my coach(es), parents, or licensed health care professional about the concussion. | N/A |
| | I will not return to play in a game or practice if a hit to my head or body causes any concussion-related symptoms. | N/A |
| | I will/my child will need written permission from a licensed health care professional to return to play or practice after a concussion. | |
| | After a concussion, the brain needs time to heal. I understand that I am/my child is much more likely to have another concussion or more serious brain injury if return to play or practice occurs before concussion symptoms go away. | |
| | Sometimes, repeat concussions can cause serious and long-lasting problems. | |
| | I have read the concussion symptoms on the Concussion fact sheet. | |

Signature of Student-Athlete

Date

Signature of Parent/Legal Guardian

Date

STUDENTS

Accident Report: Below is a sample accident report. Each office (ES, MS, HS) has accident reports that must be filled out by the head coach or designee after any such accident. The report must be turned in within 24 hours to the central office. If an accident happens while on an away trip the form must be submitted within 24 hours of return. It is the responsibility of the head coach to make sure that these accident reports are completed and submitted.

Accident Report

This form is to be completed by the appropriate employee(s) as soon as possible after an accident occurs. Please Print or Type.

District Name _____ School Name _____
Principal's Name _____ School Phone _____
Date of Accident: _____ Time: _____ ☐ AM ☐ PM Supervising Employee _____

| | | |
|----------------------------------|--------------------------------|--------------------------------|
| Claimant's Name _____ | | |
| <i>Last Name</i> | <i>First Name</i> | <i>Middle Initial</i> |
| Claimant's Address _____ | | |
| <i>City</i> | <i>State</i> | <i>ZIP Code</i> |
| Claimant's SS # _____ | Home Phone Number (____) _____ | |
| Claimant's Age _____ | Date of Birth _____ | Sex _____ Grade _____ |
| Parent's Name (if student) _____ | | Work Phone Number (____) _____ |

| <i>Nature of Injury</i> | |
|--------------------------------------|--|
| <input type="checkbox"/> Scratch | <input type="checkbox"/> Concussion |
| <input type="checkbox"/> Fracture | <input type="checkbox"/> Head Injury |
| <input type="checkbox"/> Bruise | <input type="checkbox"/> Sprain/Strain |
| <input type="checkbox"/> Burn | <input type="checkbox"/> Cut/Puncture |
| <input type="checkbox"/> Dislocation | <input type="checkbox"/> Bite |
| <input type="checkbox"/> Other _____ | |

| <i>Place of Accident</i> | |
|--------------------------------------|---|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Gymnasium |
| <input type="checkbox"/> Hallway | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Bathroom | <input type="checkbox"/> Sidewalk |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Stairs |
| <input type="checkbox"/> Playground | <input type="checkbox"/> Athletic Field |
| <input type="checkbox"/> Other _____ | |

| <i>Body Part Injured</i> | | |
|--------------------------------------|---------------------------------|-----------------------------------|
| <input type="checkbox"/> Ankle | <input type="checkbox"/> Foot | <input type="checkbox"/> Leg |
| <input type="checkbox"/> Arm | <input type="checkbox"/> Face | <input type="checkbox"/> Nose |
| <input type="checkbox"/> Back | <input type="checkbox"/> Finger | <input type="checkbox"/> Teeth |
| <input type="checkbox"/> Neck | <input type="checkbox"/> Hand | <input type="checkbox"/> Wrist |
| <input type="checkbox"/> Eye | <input type="checkbox"/> Knee | <input type="checkbox"/> Shoulder |
| <input type="checkbox"/> Other _____ | | |

Describe accident and injury in detail (attach additional description as necessary): _____

Were efforts made to contact the parent/guardian about the accident? ☐ Yes ☐ No

Was first aid administered? ☐ Yes ☐ No By whom? _____

Was the student ☐ Sent home ☐ Sent to physician ☐ Sent to hospital

Is student covered by Student Accident Insurance? ☐ Yes ☐ No If "yes," please list Company Name, address, and phone number _____

If medical or hospital treatment was required, please complete the following information. (Attach a copy of medical bills, if available.)

Name and address of doctor or hospital _____

Witnesses (Name, Address, and Phone) _____

Signature/Name of Person Completing the Report

Date

TRANSPORTATION RELEASE OF LIABILITY FORM

The following form must be filled out prior to an athlete being released from activity. The forms are located in the both the MS and HS office and must have athletic director/administrative approval prior to the scheduled event. No athlete/participant will be dismissed from an event if this form is not pre-approved. Only the legal guardian(s) of the athlete/participant will be granted permission for prior approval.

Poplar Schools

Prior Authorization to Release Student

The undersigned parent/guardian of _____,
student at Poplar School District #9 and 9B hereby authorize the release of said student
to _____ immediately following the conclusion of the
following designated extracurricular activity _____.

*The person authorized must be 18 years of age for student to be released from an
athletic/activity event.*

The undersigned hereby accepts responsibility for said student's safety and behavior
following said release and furthermore, hereby specifically releases the Poplar Public
Schools from any and all responsibility for said student following his or her release, herein
authorized.

Date: _____

Signature of Parent/Guardian: _____

Printed name of Parent/Guardian: _____

____ Approved

____ Disapproved

Date: _____

Signature of Administrator: _____

To be signed upon release of said student following the conclusion of the above stated
extracurricular activity. Only the above indicated individual is authorized to sign for said
student. Signee agrees to accept full responsibility for the safety and behavior of said
student following said release:

Signature: _____ Date: _____ Time: _____

Poplar Schools Extracurricular Consent Form

I have received and have read and understand a copy of the Poplar Schools' "Extracurricular Activities Drug Testing Program". I desire that _____

Participate in this program and in the extracurricular program of Poplar Schools and hereby voluntarily agree to be subject to its terms for the entire high school career (grades 9-12). I accept the method of obtaining urine specimens, testing, and analysis of such specimens and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

Date: _____, 20__

Student Signature

Parent Signature

I, _____, have decided not to participate in any extracurricular activities sponsored by Poplar Schools for the remainder of the school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to urinalysis.

Student Signature

Date

Parent/Guardian Signature

Date

Poplar High School Participation Rules and Regulations

These rules apply to all activities for which a student participates, including, but not limited to, sports, speech and debate, cheerleading, competitive music, clubs and organizations.

Eligibility Requirements

1. Fall Semester eligibility will be based on the MHSA rule of passing four (4) classes in the previous semester. Freshmen are eligible by promotion.
2. The first eligibility check will be a midterm. Any F's on an eligibility check will render the student ineligible. To be eligible, students must be passing in every class.
3. Ineligible students will be allowed to practice until they are eligible. Students who are academically ineligible will not be allowed to travel with the team nor will they be allowed to "sit the bench" in any capacity at home or away games.
4. Before a student may participate in any sport or cheerleading, he/she must have a completed MHSA physical form and parent permission form filed in the office of the Athletic Director.

Sportsmanlike Conduct

Students shall not, at any time while involved in an activity, use inappropriate language, physically or verbally attack other persons, nor exhibit other unsportsmanlike conduct as determined by the coaching or advising staff. Violations will be dealt with by the District Discipline Policy.

Rules of Activity

Each Head Coach/Advisor shall distribute to each participant rules governing their activities. The rules shall be signed by the participant and a parent/guardian and returned to the head coach.

Curfew

Sunday – Thursday.....10:00pm
Friday and Saturday.....11:00pm
Night before an event.....10:00pm

Dress

Dress for participants will be appropriate for representing Poplar Schools.

Use of Alcohol/Drugs

Use of alcohol/drugs is prohibited. If any participant found in violation shall be subject to the consequences as described in School Board Policy, and as outlined in the Student Handbook.

Tobacco

Any violations of tobacco will follow athletic handbook.

Attendance

1. A student assigned a suspension is not allowed to participate in co-curricular events for a period of five (5) calendar days from the date of assignment.
2. A student must receive permission from the Principal or Athletic Director to participate if he/she is absent for any part of the school day of an event.

Make-up Work

In order to travel with a team which necessitates absence from school, arrangements must be made in advance for make-up work as required by the teacher.

Care of Equipment

Each Student is expected to assume responsibility for the care of all school property. All issued equipment must be turned in upon completion of the activity. A student who has not turned in equipment or who has an unpaid bill will not be allowed to

participate in another activity nor will he/she receive any awards until such equipment is turned in and/or bills are paid.

School Sponsored Trips

Students must obtain permission from the chaperon before leaving the group. Student representing the school will ride the school bus or school approved vehicles to and from the activity. Students are subject to Poplar Public Schools Discipline Policy. Any student committing an infraction of the discipline policy which is also a violation of law will be turned over to local authorities. The coach/advisor will notify the Principal/Athletic Director who will in turn call the parents/guardians to notify them of the situation. The parents/guardians will be requested to travel to the destination of where the student is being detained and take immediate custody of the student.

Season

A season for an activity begins the first day of MHSA allowable practice. The season ends upon returning home from the last event.

Warning

Poplar professional personnel will take responsible precaution for the safety of all students while involved in an activity, however, students are warned that due to the nature of extracurricular activities, all have inherent risks. There is the possibility of injury or death to those taking part in activities.

Insurance

1. While the school does carry some insurance it is not adequate to cover each student and parents are encouraged to purchase additional coverage if they do not have health insurance that adequately covers their child.
2. The school insurance policy is secondary to any personal or HIS coverage you may have. It is important to remember that HIS must be notified within twenty-four (24) hours for any emergency claim. Notification of HIS is the responsibility of parent/guardian.

Statement of Consent and Agreement

I have read the Poplar Schools Participation rules and regulations and I understand that all School Board Policy and MHSA Regulations will be enforced regardless of their inclusion in the document. I agree with and will help enforce these rules to the best of my ability.

I further understand that there is an inherent risk of injury or death to extracurricular activities and accept that risk.

Medical Treatment Release

In case of a medical emergency, I give my permission for the student named here to receive necessary medical treatment.

Student's Signature _____

Student's Printed Name _____

Parent's Signature _____

Parent's Phone # _____

Emergency # _____

Transfer Rule

Below are the general guidelines for students who transfer into Poplar High School. All guidelines follow the MHSA handbook. It is important that parents/guardians understand that transfer rules are applied by the Montana High School Association and we simply follow their guidelines. If the transfer is athletically motivated it will be denied and the student will need to sit 90 pupil instruction days. In appendix A there is the full wording on the transfer rules/forms.

1. Any student who transfers from one high school or junior high school to another high school is ineligible to participate in a varsity Association Contest for 90 days from the date of enrollment in the school to which he/she transfers. This rule applies to a student who transfers after twenty (20) days of attendance or after he/she participates in an athletic contest while enrolled in grades 9, 10, 11, and 12.

EXCEPTIONS by MHSA to the transfer rule are as followed if the following students are to be declared eligible:

- a) A student who moves into a new district or school attendance area upon a corresponding change or residence by the parents or legal guardians with whom the student was living during his/her previous school enrollment.
- b) A student who is a ward of the court or state and is placed in a district or school attendance area by court order.
- c) Students transferring from one high school to another under a bona fide foreign exchange program will be eligible for two (2) consecutive semesters only after the principal properly certifies that they meet all eligibility requirements.
- d) A student who marries and establishes a new residence in a new district or school attendance area.
- e) A student who transfers to another school because his or her school ceases to operate.
- f) A student in attendance at a school designated by the governing body of that school as a result of reorganization, consolidation or annexation, or a student ordered transferred within a school system for other than interscholastic competition purposes by a board of education or governing body of a private or parochial school system.
- g) A student who completes the last grade available in the school system previously attended.
- h) A student who moves from parent/legal guardian to parent/legal guardian the first time in his/her high school career will be eligible upon verification to the MHSA office that this is the first move and is certified by the administrators involved that the move was neither athletically motivated nor was the move because of recruitment.

APPENDIX A

MHSA Transfer Language

be considered by the Executive Board prior to summer recess. For all other sports seasons, the application shall be submitted at least 60 days prior to the first activity for which he/she seeks the waiver.

7.3 It will be the burden of the student to prove:

- a. the student does not create a safety risk to other players, and
- b. the student does not skew the overall competitiveness of the particular activity(ies) for which the student will participate, and
- c. the student's participation will not result in the exclusion of other eligible players, and
- d. the student meets all other criteria necessary for participation in MHSA activities.

7.4 The Executive Director is vested with the authority and responsibility to make the initial waiver determination. In making the initial determination, the Executive Director shall consider such evidence as is provided by the applicant; and the Executive Director may request the applicant to provide specific information or additional information; and the Executive Director or staff may make an independent investigation of the facts. The Executive Director shall then make a determination as to each activity for which a waiver is sought and notify the applicant.

7.5 Upon initial receipt of the waiver application, the request shall be scheduled for hearing before the Executive Board at the next scheduled meeting. It shall be scheduled neither sooner than 30 days nor more than 60 days from the day the application is received. If the Executive Director thereafter grants a waiver, the scheduled hearing will be vacated. If the Executive Director refuses to grant the requested waiver, then the student will be so notified and can proceed to present his waiver request to the Board. At the hearing, the Board will consider all documentary evidence previously considered by the Executive Director together with any additional evidence submitted.

Section (8) SEMESTER RULE

8.1 A student will be eligible to participate in Association Contests for four (4) consecutive years [eight (8) consecutive semesters] after entering the ninth grade. Enrollment of twenty (20) pupil instruction days during a ninth grader's first semester in high school constitutes his/her first semester of attendance. A ninth grader who is enrolled fewer than twenty (20) pupil instruction days in his/her first semester of high school does not begin his/her eight (8) consecutive semesters unless he/she has participated during this time in an Association contest. Such a period of fewer than twenty (20) pupil instruction days is not considered to be "the last previous semester attended" under Section (2).

INTERPRETATION

This rule also applies to a student who has been declared eligible under Section (5)C (Students below ninth grade).

Section (9) DEADLINE FOR ENROLLMENT

9.1 A student shall have been regularly enrolled in at least twenty hours of prepared class work per week and in attendance for ten hours per week no later than fifteen (15) school days after the beginning of the semester to be eligible during that semester. This rule shall not apply to transfer students who have met the attendance requirements in the school last attended. Regular attendance is defined as actual physical presence in the building (bricks and mortar).

Section (10) TRANSFER RULE

10.1 Any student who transfers from one member high school, home school, or non-member school to a member high school is ineligible to participate in a varsity Association Contest for **half the number of P.I. days in the current school year of the school to which he/she transfers** from the date of enrollment (first day he/she attends classes) in the school to which he/she transfers. A student and his/her parents or legal guardians must

reside in the attendance area of the school in which he/she is enrolled except for a student enrolling in ninth grade for the first time (see Section (12) Record of Transfer.) This rule applies to a student who transfers after twenty (20) days of enrollment or after he/she participates in an athletic contest while enrolled in grades 9, 10, 11 and 12, **EXCEPT** the following students may be declared eligible:

- a. A student who moves into a new district or school attendance area upon a corresponding change of residence by the parent(s) or legal guardian(s) with whom the student was living during his/her previous school enrollment. The legal guardianship must have been established at least one calendar year before the transfer. If the parent(s) or legal guardian(s) move to a new location a student must follow within a calendar year of the move to be eligible for varsity competition after proper certification by his/her principal.
- b. Students transferring from one high school to another under any bona fide foreign exchange program will be eligible for two (2) consecutive semesters of eligibility for participation in activities under the administration of any NFHS member association, after the principal properly certifies that they meet all eligibility requirements. The exchange student will not be eligible beyond these two semesters even if he/she chooses to stay at that school, transfer to a different high school or remain under a bona fide program. The student would be ineligible for **half the number of P.I. days in the current school year at the school he/she attends** following the two consecutive semesters of eligibility. A student who returns to the school at which he/she was enrolled directly before attending a bona fide foreign exchange program will be eligible immediately upon re-enrollment. (A student who has graduated from a high school in his/her own country and is now in the United States under a foreign exchange program would not be eligible.) Refer to Article II, Section (4).

1. A foreign exchange student is an international student who attends high school in the U.S. To be eligible for interscholastic athletics in the U.S., such student must be under the auspices of and be placed with a U.S. host family by an international student exchange program that has been accepted for listing by the Council on Standards for International Educational Travel (CSIET) and be recognized by the U.S. Department of State. The foreign exchange program must assign students to host families by a method that ensures that no student, or his/her parents, school or other interested party may influence the assignment for athletic purposes. The foreign exchange student may not be selected or placed on any basis related to his/her athletic interests or abilities.

2. A foreign exchange student is considered to be placed with a host family when written notice of placement is provided by the exchange organization to the student and his/her parents, and to the host family. Neither the school the student attends nor any person associated with the school shall have input into the selection of the student.

3. The foreign exchange student must possess a current J-1 or F-1 visa, issued by the U.S. State Department.

4. The foreign exchange student must comply with all eligibility requirements set forth by the state high school association of which the school he/she attends is a member.

When a foreign exchange student changes his/her attendance from one high school to another, eligibility for MHSA activities will be determined by

the Executive Director after receiving a petition for Waiver of the Transfer Rule (Hardship).

- c. A student who marries and establishes a new residence in a new district or school attendance area.
- d. A student in attendance at a school designated by the governing body of that school as a result of reorganization, consolidation or annexation or a student ordered transferred within a school system, for other than interscholastic competition purposes, by a board of education or the governing body of a private or parochial school system.
- e. A student who moves from parent to parent or legal guardian to legal guardian the first time in his/her high school career will be eligible upon verification to the MHSA office that this is the first move and certified by the administrators involved that the move was neither athletically motivated nor was the move because of recruitment. The legal guardianship must have been established at least one calendar year before the transfer.
- f. A student who transfers to another school for the primary purpose of participating in a sport(s)/activity(ies) not sanctioned by the Montana High School Association (and does not participate in an MHSA sanctioned sport at that school) and returns to the school from which he/she transferred.
- g. A student who transfers from a home school to an MHSA member school in the same school district for the first time in his/her high school career and has never attended high school.
- h. A student who has attended high school and resides in a district other than where the student's parent(s) resides, and who subsequently returns to live with the student's parents becomes immediately transfer eligible for varsity competition in the parent's district. This can be applied only one time during the student's career.

INTERPRETATIONS

1. *Date of enrollment means the first day he/she attends classes.*
 2. A transfer student who changes high schools without the corresponding change of residence by parents or legal guardian (legal guardianship must be established at least one calendar year before the transfer) is eligible to compete as a member of a non-varsity team, only, if his/her school is in a contest against non-varsity teams, only, of other member schools, providing he/she meets all other eligibility requirements. No student may compete unattached or independently.
- NOTE a: Athletes participating in cross-country, track and swimming will be allowed to compete in the contests where varsity and sub-varsity team members compete at the same time to conserve time and expense, but are scored separately. Example: cross-country meet where varsity and sub-varsity runners run at the same time but are identified and scored separately.
- NOTE b: The following interpretations apply only to transfer students and their eligibility for varsity Association contests:
3. A change of residence is the actual physical relocation by the parents or legal guardians of a student at a new residence and termination of all occupancy of a previous residence. The change in residence must be bona fide, include other minor siblings and involve transfer from one school district attendance area to another school district attendance area. For the purpose of eligibility, there can be only one residence.
 4. If a transfer student enters after the beginning of a semester he/she will become eligible after the expiration of *half the number of P.I. days in the current school year* in the school he/she is now attending.
 5. Guardianship is not recognized for the purpose of these rules, when either parent is living and legally competent unless such guardianship has been legally established at least one calendar year before the transfer.
 6. If a family moves to a new location, a student should attend the school within the attendance area. If, however, the new home is geographically more convenient to an out of district school, attendance may be allowed, with MHSA approval, without reference to school district or county boundaries. Under these conditions a student would become eligible as soon as his/her principal properly certifies in writing to the MHSA office that he/she is eligible. Should he/she later decide to return to his/her home school after an attendance of 20 days or more in the school away from home, he/she would be considered the same as any other transfer student and would lose one semester of eligibility.
 7. For the purpose of these rules a student cannot establish a residence apart from his/her parents. If he/she habitually makes his/her home with a relative and the

student changes schools because the relative changes residence, the student will lose eligibility time in accordance with the transfer rule. A student, both of whose parents are deceased and who has no legal guardian, may change high schools without loss of eligibility time. However, a student may not change school systems within a city or school district.

8. A student may enroll in a new high school in anticipation of a change of residence on the part of his/her parents. After his/her parents establish residence at the new location, he/she will become varsity eligible as soon as the principal of the school to which the student transfers properly certifies in writing to the MHSA office that he/she is eligible.
9. When two or more high schools have been established within one school system and under the administration of one board of trustees, the district shall be divided into a corresponding number of high school attendance areas. Students shall attend the high school of the designated attendance area.
10. Each year the board of trustees shall designate a school attendance area for each high school under its jurisdiction not later than the opening date set for fall sports, such boundaries must not be changed during any current school year.
11. Students transferring from one high school to another in the same school system but in a different attendance area are ineligible for *half the number of P.I. days in the current school year after enrollment*, unless there is a bona fide corresponding change of residence on the part of the parent(s) or legal guardian (legal guardianship must be established one calendar year before the transfer) from the previous attendance area to the present attendance area.
12. A student who enrolls at MSDS for the first time may become eligible after the principal certifies that the student meets all eligibility requirements.
13. A student attending an alternative school not housed within the high school is considered eligible for competition if the student resides in the attendance area of the high school for which he/she competes and if all other eligibility requirements are met.

10.2 Transfers from one school system to another within the same city or town: In the cities or towns which have more than one high school system (e.g. both a public high school and a private high school), a student must complete **half the number of P.I. days in the current school year** of attendance before being eligible when transferring from one high school system to another within such city or town, even though the parents or legal guardian with whom the student has been living during the period of his/her last high school enrollment moved into the immediate vicinity of the new school.

10.3 **Hardship Rule:** A high school student who, because of circumstances beyond his/her control such as broken home conditions, death of parents or guardian, abandonment or other exceptional circumstances, finds it necessary to change high schools may be declared eligible by the Executive Director provided the principal of each high school involved files a statement with the Executive Director that the change was necessary, was not athletically motivated, and there was no known undue influence. If the transfer of any student from one school to another is approved by the Executive Director under the foregoing circumstances, he/she shall be eligible provided he/she meets all other eligibility requirements. Appeals on Petitions for Waiver of the Transfer Rule under the Hardship Rule shall be acted upon by the MHSA Executive Board at any regular or special meeting, including conference phone calls, provided the school or individual requesting, agrees to pay the cost of the call.

The official MHSA waiver form must be used.

Section (11) ELIGIBLE TRANSFERS

11.1 A student who transfers enrollment, but retains eligibility pursuant to Section (10), shall be considered eligible as soon as the principal of the school to which the student transfers properly certifies in writing to the Montana High School Association office that the student is eligible to represent the school in an Association Contest.

(The principal's certification verifies that the student has met all eligibility requirements in Article II of these By-Laws.)

11.2 A transfer student shall not be eligible to participate as a member of his/her new school's athletic team if he/she transfers after the last scheduled regular-season Association contest for a given sport during a specific sport season.

Transfer Forms



MONTANA HIGH SCHOOL ASSOCIATION

1 South Dakota Avenue
Helena, Montana 59601
406-442-6010
406-442-8250 (fax)
www.mhsa.org

RECORD OF TRANSFER

Article II, Section 12 of the MHSA By-Laws requires that a Record of Transfer be filed for all transfer students. This official transfer form must be used. A student who moves from parent to parent or legal guardian to legal guardian the first time in his/her high school career will be eligible upon verification to the MHSA office that this is the first move and certified by the administrators involved that the move was neither athletically motivated nor was the move because of recruitment. The legal guardianship must have been established at least one calendar year before the transfer. The transfer supplement (parent-to-parent form) must also be filed. A student who has attended high school and resides in a district other than where the student's parent(s) resides, and who returns to live with the student's parents becomes immediately transfer eligible for varsity competition in the parent's district. This can be applied only one time during the student's career. To be eligible for competition at any level, the student must meet all eligibility requirements, including age, semester, transfer,

Please complete the information for each transfer student. List the students in order by grade in school. Use additional forms if necessary.

| | Name of Student | Student's Date of Birth | High School from Which Student Transferred | Enrollment Date of Student | Indicate the SEMESTERS in which the student attended high school including current semester: | | | | | | | | Did parents move with student to your attendance area? | Was move from parent/legal guardian to parent/legal guardian for the first time? Include FORM. | Did the student reside in a district other than the parents' and return to their district for the 1st time in their career? Include FORM. | Did the move take place under a bona fide foreign exchange program? | Did the student receive credit in 20 hours of prepared work or its equivalent in the last previous semester? | Is the student eligible for VARSITY? | Is the student eligible for sub-varsity? |
|----|-----------------|-------------------------|--|----------------------------|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--|--|---|---|--|--------------------------------------|--|
| | | | | | 9th Grade | | 10th Grade | | 11th Grade | | 12th Grade | | | | | | | | |
| | | | | | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | | | | | | | |
| | John Smith | 6/30/95 | East High School - Boise, ID | 9/3/12 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | | YES | NO | NO | NO | YES | YES | |
| 1 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | |
| 2 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | |
| 3 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | |
| 4 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | |
| 5 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | |
| 6 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | |
| 7 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | |
| 8 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | |
| 9 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | |
| 10 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | |

Name of High School Submitting Transfer Form

Name/Signature of Superintendent or Principal

Date

Contact Number(s) for Person Submitting Form



MONTANA HIGH SCHOOL ASSOCIATION

1 South Dakota Avenue
Helena, Montana 59601
406-442-6010
406-442-8250 (fax)
www.mhsa.org

PARENT TO PARENT FORM

Article II, Section (10), 10.1, e, of the Montana High School Association Handbook states the following:

- e. *A student who moves from parent to parent or legal guardian to legal guardian the first time in his/her high school career will be eligible upon verification to the MHSA office that this is the first move and certified by the administrators involved that the move was neither athletically motivated nor was the move because of recruitment. The legal guardianship must have been established at least one calendar year before the transfer.*

Student's Name: _____
Date of Enrollment: _____
School of Enrollment: _____

| | |
|---|---|
| Name of Parent/Legal Guardian from whom the student moved: _____ | Name of Parent/Legal Guardian to whom the student moved: _____ |
| Relationship to student: _____ | Relationship to student: _____ |

By signing below the administrators certify the following:

1. The information pertaining to the student name above is accurate.
2. The student has moved from parent to parent for the first time in his/her career.
3. The move was NOT athletically motivated.
4. The move was NOT the result of recruitment.

SIGNATURES:

| | | |
|---|----------------------|---------------|
| _____ Superintendent or Principal of Transferring School | _____ School Name | _____ Date |
| _____ Superintendent or Principal of Receiving School | _____ School Name | _____ Date |

For a student moving from parent to parent, this form must accompany the Record of Transfer form on which the transferring student's name appears. Please retain a copy for your records.



MONTANA HIGH SCHOOL ASSOCIATION

1 South Dakota Avenue
Helena, Montana 59601
406-442-6010
406-442-8250 (fax)
www.mhsa.org

RETURN TO PARENT FORM

Applies to students returning to parent(s) for the first time.

Article II, Section (10), 10.1, h, of the Montana High School Association Handbook states the following:

- h. A student who has attended high school and resides in a district other than where the student's parent(s) resides, and who subsequently returns to live with the student's parents becomes immediately transfer eligible for varsity competition in the parent's district. This can be applied only one time during the student's career.*

Student's Name: _____
Date of Enrollment: _____
School of Enrollment: _____

Name of school student attended outside the parent's district:

Name of individual with whom student resided before returning to parent:

By signing below the administrator certifies the following:

1. The information pertaining to the student name above is accurate.
2. The student has resided in a district other than where the parent(s) reside.
3. The student returned to live with the parent(s) and is attending high school in the parent's district.
4. This is the first return-to-parent move for the student.

SIGNATURES:

Superintendent or Principal

School Name

Date

For a student returning to parent, this form must accompany the Record of Transfer form on which the transferring student's name appears. Please retain a copy for your records.



PETITION FOR WAIVER of the TRANSFER RULE

This form is to be used when submitting information to the MHSA for waiver of the transfer rule under the provisions of the "Hardship Rule" as published in the Association Handbook. Follow the instructions on this form when preparing.

Hardship Rule: A high school student who, because of circumstances beyond his/her control such as broken home conditions, death of parents or guardian, abandonment or other exceptional circumstances, finds it necessary to change high schools may be declared eligible by the Executive Director provided the principal of each high school involved files a statement with the Executive Director that the change was necessary, was not athletically motivated, and there was no known undue influence. If the transfer of any student from one school to another is approved by the Executive Director under the foregoing circumstances, he/she shall be eligible provided he/she meets all other eligibility requirements. Appeals on Petitions for Waiver of the Transfer Rule under the Hardship Rule shall be acted upon by the MHSA Executive Board at any regular or special meeting, including conference phone calls, provided the school or individual requesting, agrees to pay the cost of the call.

MHSA Procedure for Action on a Petition: Each petition will be acted upon by the Executive Director following the receipt of this completed form in the MHSA office.

(1) Petition for Waiver completed by petitioning school; (2) Petition forwarded to superintendent or principal of school from which student transferred; (3) Reverse side of this waiver form completed by superintendent or principal of school student last attended; and (4) Completed form returned to the Montana High School Association office.



| | |
|--|---|
| Name of School Submitting Request: _____ | |
| Name of Student: _____ | |
| Student's Date of Birth: _____ | Student's Grade Level in Current Year: _____ |
| Current School Year: _____ | Date Student Enrolled in This School: _____ |
| Mother and Father: Married (living together) <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> | |
| Mother: Living <input type="checkbox"/> Deceased <input type="checkbox"/> | Father: Living <input type="checkbox"/> Deceased <input type="checkbox"/> |
| District Where Mother Lives: _____ | District Where Father Lives: _____ |
| School Last Attended: _____ | Last Date of Attendance There: _____ |

STATE FULL DETAILS

It is the responsibility of the petitioning school to supply statements of proof that it was necessary for the student to transfer as stated above. Be sure that your explanation is attached as a supplement to this form if the space below is not adequate; the same is to accompany your request for waiver when it is forwarded to the superintendent or principal of the school the student last attended. Request immediate return of this form to the MHSA office. All information provided will be considered confidential. Note: A complete statement giving reasons for transfer must be included before this petition will be considered.

- In your opinion, under the hardship rule, was this transfer **necessary**? Yes ☐ No ☐
- In your opinion, was this move **athletically motivated**? Yes ☐ No ☐
- In your opinion, was there **undue influence** on the student? Yes ☐ No ☐

Reason for the student's transfer:

Signed _____ Date _____
(School administrator) (over)

ACTION ON WAIVER BY PRINCIPAL OF HOME DISTRICT OR SCHOOL LAST ATTENDED

Observe carefully: All waivers requested under "The Hardship Rule," as stated on the other side of this petition must be approved by the principal of the student's school and by the school last attended before being acted upon by the Executive Director.

- In your opinion, under the hardship rule, was this transfer **necessary**? Yes ☐ No ☐
- In your opinion, was this move **athletically motivated**? Yes ☐ No ☐
- In your opinion, was there **undue influence** on the student? Yes ☐ No ☐
- Did the student pass in **twenty** periods of prepared work per week his/her last full semester of attendance? (*Twenty (20) days attendance constitutes a semester.*) Yes ☐ No ☐
- Was the student enrolled in at least **twenty** periods of prepared work per week at the time of withdrawal from your school? Yes ☐ No ☐

I have read carefully the foregoing petition and hereby:

_____ Approve the Waiver

_____ Disapprove the Waiver

Note: State reason for disapproval.

I certify that the reasons for transfer as stated on this form or attached paper(s) are correct to the best of my knowledge.

Signed _____ Date _____
(School administrator)

High School _____ City _____ State _____

Phone Number _____ Fax _____

A copy of this side of this petition must be sent to the petitioning school listed on the front side.

This original must be sent to:

**Montana High School Association
1 South Dakota Avenue
Helena, MT 59601
Phone: 406-442-6010
Fax: 406-442-8250**