

# STUDENT ACTIVITIES/ATHLETIC HANDBOOK

## POPLAR SCHOOL DISTRICT

### 2025-2026



#### 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

### 2025-2026 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 2025-2026 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

**PLEASE RETURN THIS SIGN-OFF SHEET TO THE OFFICE.**

## **STUDENT ACTIVITIES/ATHLETIC HANDBOOK INDEX**

Directory Information	4
Requirements	4
Purpose	4
Chain of Command	4
Complain Process	4
Disciplinary Action	5
Sportsmanship	5
Academic Eligibility	6
MHSA Requirements	6
Poplar High School Requirements	6
Activities Philosophy	7
Accident Report Form and Procedure	8
Awards	8
Age Rule	8
Assumption of Risk	8
Attendance the Day of an Activity	8
School Absences	8
School Suspension	8
Practice Expectation	8
Bulling, Harassment, Intimidation, Hazing Policy	9
Reporting of bullying, harassment, intimidation, hazing	9
Exhaustion of administrative remedies	10
Sex based discrimination and Title IX	10
Sexual Harassment Policy	10
Cell phone use by students	10
Cell phone use and other electronic equipment	10
Activity trips-cell phones	10
Code of conduct	11
Extra and co – curricular chemical use policy	11
Policy Duration	11
Drug/Alcohol Policy	11
Student and Parent/Legal Guardian Due Process	13
College Recruiting	13
Code of Ethics	13
Contact Numbers	14
Concussion Education and Compliance	14-17
Corporal Punishment	18
Cut Policy	18
Participant Selection Policy	18
District/Building General Office Hours	18
Dress and Grooming	18-19
Dress for Activities	19
Drug/Alcohol/Tobacco Policy	19-24
Dual Activity in a season	25
Extracurricular Activities Offered	25
Homeless Students Rights	25
Insurance and injury	25-26
Lettering criteria	26
Meal Procedure/allowances	26

Medical release form	27-28
Medication policy (issuing meds to athletes)	28
Parent meeting	28
Participation fee	28
Physical exams	28
Permission to Participate form	29
Student sign out sheet	30
Suspension or exclusion from team (who makes the call)	30
Student and Parent/Legal Guardian Due Process	30
Travel Requirements	30-31
Transporting students in personal vehicles	31
Transportation To/From a contest	31
Student transportation in private vehicles	31
Transportation to/from practice	31
Transportation	31
Video Surveillance	32
<b><u>FORMS</u></b>	
Concussion Form	33
Accident Report	34-35
Prior Authorization to Release Student	36
Consent Form	37
Rules and regulations	38
Transfer Forms/information	39-42
Parent to Parent Form	43
Return to Parent Form	44
Petition for waiver of transfer rule	45
Drug free schools program consent and release form	47
Poplar School District Waiver/Insurance Form	48

# POPLAR SCHOOL DISTRICT ACTIVITIES-ATHLETIC HANDBOOK 2025-2026

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 (MHSAA) Physical Form (at least for all MHSAA 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**

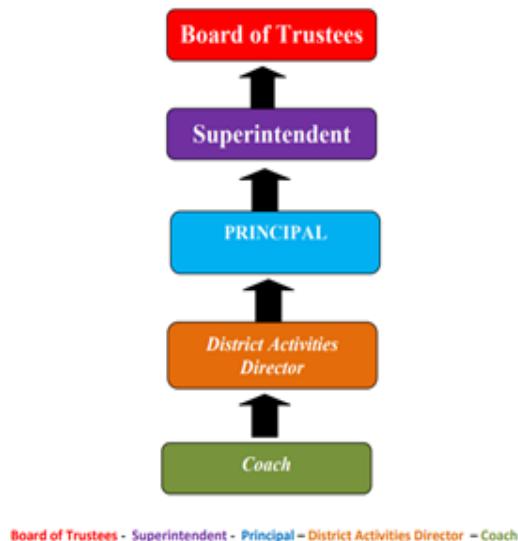
Poplar School District has an established chain of command when dealing with co-and extracurricular issues. Any issue that has an effect on student performance should first take the lowest level of action to address the situation. If the remedy at the lowest level is not appropriate, it then progresses 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 then step 3. 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 then step 4. 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) 8<sup>th</sup> graders are allowed to participate in Poplar High School Athletics and will follow the same academic guidelines as those students in grades 9-12.

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 encourage parents/students to monitor "Infinite Campus" to receive updates on 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.

All student athletes' grades will be checked at a designated progress mark date by the athletic director/admin. Students placed in either academic probation or academic suspension will formulate an education plan (steps/goals/etc.) with the teacher(s) that will have a goal of getting out of either probation or suspension.

Academic Probation: student can still participate in activities but must follow steps. Student can still practice.

Academic Suspension: student is ineligible to participate in activities and must follow steps. Students will have opportunities to get out of Academic Suspension by having all passing grades. Student can still practice.

1 Failing Grade (Academic Probation)

- Student is placed on academic probation while participating in activity

- Student has 1 week to raise the grade from failing to non-failing.
- Mandatory tutoring – must attend 3 hours of tutoring for the week (only if 1 failing grade)
- Failure to attend practice and tutoring will result in loss of eligibility for the remainder of the grading period.
- Failure to raise the grade to passing will place the student on academic suspension but must still comply with 3 hours of tutoring

## 2 or more Failing grades (Academic Suspension)

- Loss of eligibility immediately and student is placed on academic suspension
- Students grade will be checked weekly after one week of being ineligible to see if they are passing in all classes
- Mandatory tutoring – must attend 5 hours of tutoring for the week (only if 2 or more failing grades)
- Failure to attend practice and tutoring will result in loss of eligibility for the remainder of the grading period.

It will be mandatory for all student/athletes with one or more failing grade to attend after school tutoring until he/she is off the failing list. Grades will only be checked in the class they were failing at the grade check time. If a student fails to become eligible in that class at the next grading period, they will be deemed ineligible for the remainder of the season. We strongly suggest parents/students to monitor "Infinite Campus" to receive updates on their grades.

## 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 be 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/participates 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 DISCRIMINTION 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 MHSA 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"><li>•Appears dazed or stunned</li><li>•Is confused about events</li><li>•Answers questions slowly</li><li>•Repeats questions</li><li>•Can't recall events prior to the hit, bump, or fall</li><li>•Can't recall events after the hit, bump, or fall</li><li>•Loses consciousness (even briefly)</li><li>•Shows behavior or personality changes</li><li>•Forgets class schedule or assignments</li></ul>	<p><b>Thinking/Remembering:</b></p> <ul style="list-style-type: none"><li>•Difficulty thinking clearly</li><li>•Difficulty concentrating or remembering</li><li>•Feeling more slowed down</li><li>•Feeling sluggish, hazy, foggy, or groggy</li></ul> <p><b>Physical:</b></p> <ul style="list-style-type: none"><li>•Headache or “pressure” in head</li><li>•Nausea or vomiting</li><li>•Balance problems or dizziness</li><li>•Fatigue or feeling tired</li><li>•Blurry or double vision</li><li>•Sensitivity to light or noise</li><li>•Numbness or tingling</li><li>•Does not “feel right”</li></ul> <p><b>Emotional:</b></p> <ul style="list-style-type: none"><li>•Irritable</li><li>•Sad</li><li>•More emotional than usual</li><li>•Nervous</li></ul> <p><b>Sleep*:</b></p> <ul style="list-style-type: none"><li>•Drowsy</li><li>•Sleeps less than usual</li><li>•Sleeps more than usual</li><li>•Has trouble falling asleep</li></ul> <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/Alcohol/Tobacco 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 during the athletic season whether they are in sports and/or clubs. 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. Failure to urinate within 60 minutes results in a failed test. Tampering with urine will also result in automatic fail (ex: adding fluids to test)
- Student admission will be an automatic positive/violation of this policy whether it is use of drugs, alcohol, and/or tobacco.
- A court conviction involving alcohol and/or other drugs will constitute a violation of training rules.

PROBATION: student can still fully participate but must comply and follow guidelines set forth

SUSPENSION: student can only participate in practice but not competitions and must comply and follow guidelines set forth

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 and/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. Violations of drugs, tobacco, and alcohol will be accumulative for that academic school year meaning they reset each year. Any decisions are at the discretion of the licensed addiction counselor/athletic director/administrator.

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. Testing will be conducted for students under suspicion and that have been reported.

### **CONSEQUENCES (Tobacco/Vapes)**

First Offense:

- A. Meeting (face to face, email, phone call) of student, parent, athletic director, and/or coach/sponsor).
- B. Probation from the current and/or next activity for ten (10) pupil instruction days, to begin immediately upon violation of this policy (or at the discretion of administration).
- C. Student must attend all practice sessions during the ten (10) pupil instruction days. Student and parent/guardian will sign a contract for the student to attend and complete tobacco counseling/sessions. The completion of the tobacco addiction program will be determined by the counselor in accordance with athletic director. Parent/Guardian may be required to attend one session.
- D. Student will be allowed to practice and participate but must comply with all coaching rules and expectations along with B and C above. Failure to meet or work toward meeting B/C will also prohibit the student from participating on any other athletic team until obligation has been met and will move student from probation to suspension. Student must complete specific requirements by counselor and athletic director to be removed from suspension.

Second and Third Offense:

Follow A, B, C, D from first offense. Only addition will be on section B, 5 added days per offense after the first offense. (Ex: Second offense-15 pupil instruction days, Third Offense-20 pupil instruction days)

Fourth Offense:

- A. Meeting (face to face, email, phone call) of student, parent, athletic director, and/or coach/sponsor).
- B. Suspension from participating in extracurricular events for the remainder of school year.

### **CONSEQUENCES (Alcohol/Drugs/Drug Testing)**

Any violation of drugs will result in the student/athlete being tested at the discretion of the school (nurse, admin, AD, etc.). A violation of alcohol will not mean the student will need to take a drug test other than as assigned by the athletic director for an activity/random test. Alcohol and drug violations both run concurrently so a violation of drugs and then alcohol will result in 2<sup>nd</sup> offense. 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:

TESTING: students under suspicion of being under the influence of alcohol or drugs will be tested

REFUSAL: refusal of drug test will be an automatic positive result.

**First Offense:**

- A. Meeting (face to face, email, phone call) of student, parent, athletic director, and/or coach/sponsor).
- B. Probation from the current and/or next activity for fifteen (15) pupil instruction days, to begin immediately upon violation of this policy (or at the discretion of administration).
- C. Student must attend all practice sessions during those fifteen (15) 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 addiction counselor). The completion of the drug and alcohol program will be determined by the counselor in accordance with athletic director. Parent/Guardian may be required to attend one session. The student must complete a negative drug test after the fifteen (15) pupil instruction days.
- D. Student will automatically be included in Poplar School Districts drug testing program if it was a drug violation. It is to be understood that Poplar School District reserves the right to drug test any student at any time who has violated the drug policy. Student will be allowed to practice and participate but must comply with all coaching rules and expectations along with B and C above. Failure to meet or work toward meeting B/C will also prohibit the student from participating on any other athletic team until obligation has been met and will move student from probation to suspension. Student must complete specific requirements by counselor and athletic director to be removed from suspension.
- F. Student will automatically be subject to drug testing at the discretion of the athletic director/admin/school.

**Second Offense:**

Follow A, B, C, D from first offense. Only addition will be on section B, 5 added days for the second offense after the first offense. (Ex: Second offense-20 pupil instruction days)

**Third offense:**

- A. Meeting of student, parent, coach/sponsor, and/or school administrator.
- B. Suspension for the current and/or next activity for a minimum of twenty (20) pupil instruction days to begin immediately upon violation of this policy (or at the discretion of administration). At the discretion of the licensed addiction counselor/athletic director a student may be suspended for more than 20 pupil instruction days dependent upon if further care is needed and or the participation of the athlete needs to take more days due to various reasons.
- 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. Student may not resume competition until B/C above is completed. Student will be allowed to practice but must comply with all coaching rules and expectations. Failure to meet or work toward meeting B/C will also prohibit the student from participating on any other athletic team until obligation has been met. Failure to follow B/C will result in automatic suspension from current activity and any other activity for remainder of career until it has been completed.
- E. Student will automatically be subject to drug testing at the discretion of the athletic director/admin/school.

**Fourth Offense:**

- A. Meeting (face to face, email, phone call) of student, parent, athletic director, and/or coach/sponsor).
- B. Suspension from participating in extracurricular events for the remainder of school year.

**Testing Procedures**

1. No student will be given advanced notice of testing.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
18. 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 (JCAHO).

#### 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 chooses, 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 2<sup>nd</sup> to 3<sup>rd</sup> 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 3<sup>rd</sup> 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 of 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.

- **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 Steiger's 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***

**Prior Authorization to release a student:**

If a student-athlete chooses to ride home after an event with their parent/legal guardian the signing of the Poplar athletic handbook acknowledges the parent/legal guardian right to do so. No pre-authorization form is needed if the receipt of this handbook is completed.

For a student-athlete who chooses to ride home with someone other than their parent/legal guardian a prior authorization form MUST be filled out prior to the student-athlete being released to the parent/legal guardian. These forms can be found in the middle school and high school office. They must be signed by parent AND the building principal/athletic director.

## 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

### **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**

## Transfer Forms



MONTANA HIGH SCHOOL ASSOCIATION  
 1 South Dakota Avenue  
 Helena, Montana 59601  
 406-442-6010  
 406-442-8250 (fax)  
[www.mhsa.org](http://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 1 <sup>st</sup> 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
				s	t	n	s	t	n								s	t	n	s
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"/>					YES	NO	NO	NO	YES	YES	YES		
1				<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"/>										
3				<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"/>										
5				<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"/>										
7				<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"/>										
9				<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"/>										

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](http://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	<input type="text"/> School Name	<input type="text"/> Date
Superintendent or Principal of Receiving School	<input type="text"/> School Name	<input type="text"/> 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](http://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:

[Large empty box for writing reason for 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



## **Drug Free Schools Program Consent and Release Form**

I, \_\_\_\_\_ (student's name), have read the Drug Free schools information provided and agree to abide by the Poplar School Districts Drug Free Schools Program rules and regulations. I understand that I will not be penalized in any way for participating in this program.

\_\_\_\_\_ (student initials) I volunteer to submit to drug testing in accordance with the rules and regulations of the Drug Free Schools Program.

I do hereby give consent to the Poplar School District to collect a specimen from me, and I further give my consent to the Poplar School District to forward the sample(s) to the testing laboratory for its performance of appropriate tests thereon to identify the presence of drugs and then to transmit the results to the Poplar School Districts school nurse/administrations/athletic director.

I authorize the testing laboratory or PSD to release test results to the individual(s) in charge of adhering to the programs rules and regulations.

I also expressly authorize the Poplar School District to release any test-related information, including positive results as directed by my specific, written consent authorizing release of the information to an identified person.

I understand that refusal to submit to testing or a positive adulterated test result will be reported to the parent, administration, and/or athletic director.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**POPLAR SCHOOL DISTRICT WAIVER/INSURANCE FORM**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

**POPLAR SCHOOL DISTRICT ATHLETIC WARNING STATEMENT & CONSENT TO PARTICIPATE**

As an athlete / athletic parent in the PSD Athletic program, I / We understand that participation in any sport can be a dangerous activity involving **MANY RISKS TO INJURY**. I / We further understand that there are serious risks including and not limited to brain damage, cardiac arrest, serious injury to internal organs and to bones, joints, ligaments, muscles, tendons, and other serious injury or impairment to other aspects of the athlete's general health and well-being. I / We understand that the dangers and risks of participating in sports also include the potentially high cost of medical care and impairment of the athlete's future ability to earn a living, to engage in other business, social and recreational activities, and generally enjoy life. Recognizing these risks, I / We consent to the participation of my / our son / daughter in the sports program offered by PSD. I / We also agree to comply with all rules, regulations, and recommendations of administrators, coaches, athletic trainers and doctors concerning injury prevention and care. I / We hereby grant consent to any and all health care providers designated by Poplar School District to provide my child any necessary medical care as a result of any injury / illness. I / We consent to participation in all sports that are offered by Poplar School District.

Signature of Parent / Guardian: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

**EMERGENCY INFORMATION**

Parent / Guardian Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Secondary Individual: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**HEALTH INSURANCE INFORMATION:**

*This MUST be completed. You must have insurance to participate. Also, please inform us of any changes in your insurance coverage during this school year.*

Carrier: \_\_\_\_\_

Policy No.: \_\_\_\_\_

Group No.: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Policyholder's name: \_\_\_\_\_

**MEDICAL HISTORY:** List any allergies or medical conditions:

---

---