

STUDENT ACTIVITY HANDBOOK

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2018-2019

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STATEMENT OF PHILOSOPHY

A comprehensive and balanced activities program is an essential component of the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, debate/speech, drama, music, student government and academic related areas. Participation in these activities should provide many students with a lifetime basis for personal values, work and leisure activities.

Such participation carries with it responsibilities to the school, to the activity, to the student body, to the community and to the students themselves.

The interscholastic athletic program will be conducted in accordance with existing Board of Trustees policies, rules and regulations. While the Board of Trustees takes great pride in winning, it does not condone "winning at any cost", and discourages any and all pressures which might tend to neglect good sportsmanship and good mental health. At all times, the activity program must be conducted in a manner which will justify it as an educational tool.

Activities play an important part in the life of Colstrip Schools. Young people learn a great deal from their participation in activities/athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of each group in our activities program. Activities play an important part, too, in helping the individual student develop a healthy self concept as well as a healthy body. Activities add to our school spirit and help all students - spectators as well as participants - develop pride in our school.

Leadership should be of the highest quality to exemplify to the participants the desired type of behavior to be developed from the activities program. Measurement of leadership success should not be in terms of just the tangible evidence of the victory and defeat or perfect performance, but rather in the intangible personality development factors that are an outgrowth of the major objectives of the activities program.

Every effort should be made to support the activities program with the best facilities, equipment and with the most qualified staff available. As much as possible, knowledge and skills gained in classes should be applied and developed further through participation in the activities program. Coaches, directors and sponsors should also teach the specific skills necessary for safe participation and improvement in activities and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior, artistic sensitivity and an appreciation for the importance of practice.

The ultimate goals of activities should be:

- I) to realize the value of participation without overemphasizing the importance of winning and
- II) to develop and improve positive citizenship traits among the program's participants.

CORE PURPOSE

The Core Purpose of Colstrip Public Schools is to effectively focus on learning and growth for all students in a safe, healthy, caring and collaborative environment that ensures each student achieves intellectual and personal excellence, and is well prepared for college and career pathways.

OBJECTIVES OF PARTICIPATION

- I. To provide a positive image of school activities at Colstrip Public Schools.
- II. To strive always for excellence in all activities that will produce groups within the bounds of good representation of Colstrip Schools and sound mental health of participants.
- III. To ensure growth and development that will raise the number of individual participants, give impetus to increasing attendance at each performance/contest and enable a program of continued upkeep and improvement of facilities.
- IV. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
 - A. Physical, mental and emotional growth and development.
 - B. Acquisition and development of special skills in activities of each student's choice.
 - C. Group cooperation with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
 - D. Directed leadership and supervision that stress self-discipline, self-motivation, excellence and the ideals of good sportsmanship that make for winning and losing graciously.
 - E. A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity.
 - F. Achievements of initial goals as set by the school in general and the student as an individual.
 - G. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
 - H. Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.
- V. To provide a superior program of student activities.
- VI. To provide sufficient activities to have an outlet for a wide variety of student interests and abilities.
- VII. To provide those student activities which offer the greatest benefits for the greatest number of students.
- VIII. To create a desire to succeed and excel.

ACTIVITY CODE OF ETHICS:

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

- A) Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- B) Eliminate all possibilities which tend to destroy the best values of the activity.
- C) Stress the values derived from participating in activities.
- D) Show cordial courtesy to visitors and officials.
- E) Respect the integrity and judgment of sports officials.
- F) Achieve a thorough understanding of the activity and its rules.
- G) Encourage leadership and good judgment.
- H) Recognize that the purpose of activities is to promote the physical, mental, social, and emotional well-being of all involved.
- I) Remember... no competition is a matter of life or death for participants, coach, school, officials, fans or the community.
- J) Keep an open line of communication between participant, coach/sponsor, and parent. When a player or parent has a question or concern regarding their son/daughter's involvement in an activity, they should contact the coach/sponsor who will make themselves available for participant and/or parent scheduled meetings.
- K) 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.
- L) 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.
- M) 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 Colstrip Schools Policy.

SEXUAL HARASSMENT

The Colstrip Public School District is committed to a positive and productive working and learning environment, free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The district prohibits sexual harassment or intimidation of its employees or students, whether committed by a coworker, supervisor, subordinate, contractor, volunteer or student and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

The District prohibits retaliation against any employee or student because he/she has made a report of alleged sexual harassment. It also prohibits retaliation against any employee or student who has testified, assisted or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender. This policy applies to individuals attending any events on District property, whether or not District-sponsored and to any school-

sponsored events regardless of location.

DEFINITIONS OF SEXUAL HARASSMENT:

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

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

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

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

For a complete description of the District #19 Sexual Harassment Policy, refer to Policy Descriptor Code 3225 and/or contact Mark Ator, District #19 Title IX Officer.

HAZING/HARASSMENT/INTIMIDATION/ BULLYING/MENACING B.P. 3226

Colstrip High School will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated. All complaints that have a nexus to the school can be investigated regardless the time of year. Students will be put on notice, parents may be notified of inappropriate behavior, and disciplinary action may result.

MHSA/ COLSTRIP ELIGIBILITY AT COLSTRIP HIGH SCHOOL

A student must have passed two and one-half (2 1/2) credits of instruction from the previous term (semester) to be eligible for participation in MHSA sanctioned activities. [A previous semester is defined in the current MHSA Handbook]. If a student is academically ineligible at the beginning of an MHSA sanctioned competitive sport or activity season, that student may not tryout or participate in that sport or activity during that entire season, even if the season includes more than one semester. In addition, participating students must currently be enrolled in a credit earning class during six (6) of the eight (8) periods of the day.

In order to maintain their eligibility, students must be passing every subject in which they are currently enrolled, as evidenced by weekly eligibility lists. Students whose names appear on the weekly eligibility list will be

ineligible to participate in any school activity from 12:00 noon on Monday, (or first school day of the week), on which their name appears on the list until the following Monday 12:00 noon, (or first school day of the week). Administration has the ability review individual cases and special circumstances. Students involved in Special Olympics and on the failing list **may participate at Administration Discretion**.

At any time a student is on ISS or OSS for a full day, or is in violation of the District #19 student discipline policy, he/she will not be permitted to participate in a practice or a scheduled extracurricular activity on the day(s) of ISS or OSS.

ATTENDANCE VS EXTRACURRICULAR / CO-CURRICULAR PARTICIPATION AT COLSTRIP HIGH SCHOOL

Any student absent from school one or more periods of the day of an after-school practice or activity may not participate in that practice or activity without the approval of the principal or assistant principal prior to the absence. At CHS, a student is considered absent for the purpose of after-school participation if he/she is absent 30 minutes or more from one class. Approval will be granted if the absence in question will be the result of a previously scheduled medical/dental appointment, or appointment to satisfy requirements of the law, or if the absence is a result of a family emergency.

When Colstrip High School is hosting combination boys/girls tournaments, Colstrip Schools Administration may waive this policy for actual team members that are participating in the tournament. These students must attend the tournament under the direct supervision of the respective coaches.

MHSA RULES: PARTICIPATION/AWARDS/COACHING

All students are permitted to participate in preseason and postseason sporting events, even in the sport(s) in which they regularly participate during the regular sport season, with NO EXCEPTIONS in regard to: dates of participation, number of events they participate in and number of other Colstrip students on their team(s).

The team coaching rule is in effect from August 1-May 31. This means that there is to be no coaching of one's team sport, (team sports being football, basketball, volleyball, softball, and soccer), out of season other than the one on one provision allowed presently. Coaches of individual sports, (individual sports being cross country, wrestling, track and field, swimming, golf and tennis) are not affected by this rule.

Coaches ARE permitted to coach any/all student athletes between June 1 and July 31 without restriction.

All awards presented to a student will be symbolic in nature with NO INTRINSIC VALUE.

- I) The acceptance of a sweater, jersey, watch, or any personal merchandise or cash will cause the student to become ineligible in the MHSA sponsored sport or activity for which the student received the award.
- II) No symbolic award exceeding fifty dollars (\$50.00) in value will be given each year in any sport or interscholastic activity by any member school or other person or organization to a student in recognition of a student's achievement or participation in any interscholastic activity.
- III) This award rule will not be interpreted to prohibit the acceptance of symbolic medals, trophies or other individual awards given as tokens of athletic achievement to participants in athletic meets or

tournaments which are limited to high school students or to participants in one-on-one interscholastic contests open to high school students and other contestants on equal terms, provided that in either case the award must be made by the organization conducting the meet or tournament.

IV) The award rule will not prohibit the acceptance of souvenir items by participating students in an MHSA sanctioned activity. The value of the souvenir item will not exceed \$50.00.

DISCIPLINE POLICY

For all policies pertaining to discipline while a student is a member of a Colstrip Public Schools Extracurricular/Co-curricular program, refer to the appropriate school (CHS or FBMS) discipline handbook.

EXTRA CURRICULAR DRUG TESTING

Colstrip schools will drug test all students that participate in extra-curricular activities. This must be done in order to participate. CHS Students will use Urine Test and FBMS Students will take saliva test. Students will take a baseline test before they participate. Those students will then be susceptible to a random drug test at any time throughout the academic school year. Please refer to Drug Testing Policy in Colstrip Schools District Policy for any questions you might have.

EXTRA-CURRICULAR 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, or distribute alcohol, tobacco, or illegal drugs or abuse prescription or non-prescription drugs during their extracurricular seasons. These rules are in effect twenty-four (24) hours a day. If a student receives a MIP or is seen using tobacco, alcohol, or illicit drugs, the student will forfeit the privilege of participating in accordance with the activities and student handbooks (15 calendar days-including 5 days for practice).

Policy Coverage

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 6-8 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

Policy History:

Adopted on: 8/11/2003

Revised on: 5/11/2009

COACH/SPONSOR RULES AND REGULATIONS

A coach/sponsor may elect to have additional rules/regulations for their sport/group beyond those addressed in the activity handbook. A list of the specific rules/regulations requested by the coach/sponsor will be distributed to the participants involved within the first week of scheduled practices/meetings, and will be on file in the activity director's and/or principal's office.

A coach/sponsor will require every activity participant from Colstrip Schools, to return a signed copy of the District #19 **activity permission slip by the third time a sport/group/club meets.** A physical form must be turned in prior to beginning practice for any/all athletic events, current as of May 1, (non-athletic activities do not require a physical). A copy of the permission slip is included in the back of this handbook. All Students participating in an Athletic activity must take an IMPACT Baseline Test. Students and Parents must also sign off on they reviewed the MHSА Concussion Information.

PARTICIPATION FEES

A participation fee will be assessed to ALL students participating in middle school and high school activities. Fees will be assessed one (1) time per year, when the participant joins their first sport/club/group/etc. Fees will be as follows:

Frank Brattin Middle School	\$25.00	Colstrip High School	\$35.00
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***\$10.00 of this fee is for a student pass for CHS & FBMS regular season sponsored athletic events for the year.

NOTE Any student unable to pay the participation fee due to financial constraints is encouraged to contact the activities director or building principal to make arrangements for an alternative method of payment of fees (ex. installment payments, work/participation). *It is important to understand that Colstrip Schools will make every effort to see that no student is eliminated from participation in activities due to financial constraints.*

TRAVEL RULES AND REGULATIONS

Students, when traveling with a team/group/club/etc. must realize the standard of behavior expected in school is applicable at all times. Students are representing Colstrip Public Schools and should conduct themselves in such a manner that the school and community can be proud of them.

The following specific rules combined with any/all rules stated in the Colstrip Public Schools Handbook(s) will be in effect at all times:

- I) Students are not permitted in the rooms of students of the opposite sex at any time unless the coach/sponsor is present.
- II) Public and/or private displays of affection are prohibited at all times. Violation of this rule will be addressed under the District discipline policy in the student handbook.
- III) Phone calls outside of the motel/hotel facility are not to be made from student rooms at any time. If you wish to make a call, use public pay phones in the facility in which you are staying, or request that your coach/sponsor allow you to use the phone in their room.
- IV) Rental or use of video machines, tapes, games and/or pay per view movies is strictly prohibited without pre approval of your coach/sponsor. Rental of video machines, tapes, games and/or pay per view movies must be paid for by the student renting the equipment or watching the movies in advance of such use. At no time should video equipment, tapes, games, and/or movies be billed to Colstrip Schools. Students may not bring personal tapes to be viewed unless there is pre approval by the sponsor/chaperone.
- V5) Some of our busses are equipped with vcr/dvd equipment. Coaches and Sponsors bear the responsibility of what material is viewed on the bus. It is required that the movies have a rating of G, PG, Or PG-13. (No Nudity).
- VI) Cell phone use during practice, a game, or an organized team activity is prohibited. Coaches and/or Sponsors have the right to confiscate student cell phones on overnight trips.
- VII) 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.

One (1) coach/sponsor/chaperone is required for each 18 students who will be in attendance for all District #19 activities travel.

PEP BAND TRAVEL TO TOURNAMENT/PLAYOFF GAMES

Pep band travel to basketball and volleyball tournaments and football playoff games will be based on the following criteria:

- I) Pep Band will play for all home playoff football games and any volleyball, boy's basketball and girl's basketball tournaments that take place in Colstrip.
- II) Pep Band will play at boys and girls district tournaments.
- III) Pep Band will travel to Volleyball, Boys Basketball, and Girls Basketball Divisional Tournaments.
- IV) Pep Band will not travel to state wrestling and state volleyball tournaments.
- V) Pep band will depart the day of the first contest in which Colstrip is participating and will return immediately following the final contest in which Colstrip participates (exceptions may occur in the event of inclement weather or extenuating circumstances).
- VI) The District will pay for meals when the Pep Band travels to tournament games.

VII) Pep Band will travel to State Boys and Girls Basketball Tournaments

VIII) The state tournament will take precedence over the divisional tournament when a conflict arises.

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 Colstrip. 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 Colstrip 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.

IT SHOULD BE UNDERSTOOD THAT:

- I) Under no circumstances is a student permitted to drive the vehicle.
- II) Students are expected to use seat belts at all times the vehicle is in motion.
- III) Students must comply with ALL School District #19 rules.

IF A SCHOOL BUS IS TO BE USED:

- I) Students are to remain in seats while the bus is moving, (this must be strictly enforced).
- II) Students must properly dispose of all waste material in the receptacle supplied (if food or beverages are allowed on the bus).
- III) Students must keep the noise level below that which disturbs the driver.
- IV) Students must comply with all behavioral requirements of the bus driver, coach/sponsor and chaperone(s).
- V) Beverages will be allowed in District vehicles only if they have lids.

OVERNIGHT TRIPS:

- I) Students will be given an agenda and a tentative time schedule for student and parent information. Students will be responsible for seeing that their parents receive this information.
- II) No student will remove, damage, or deface the property of any motel, restaurant, etc.

III) Riding in vehicles other than school provided or sponsored will not be permitted.

IV) It is recommended that Coaches and Sponsors confiscate cell phones prior to "lights out". Students then can collect their personal cell phone at the beginning of the next day. Parents will be provided with cell phone number of coach/sponsor as well as the motel number in case of emergency.

LODGING:

When student travel requires overnight accommodations the activities office will make arrangements in advance of the group/team departing Colstrip. In severe weather situations, poor road conditions or mechanical difficulties, arrangements may need to be made without prior knowledge.

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

Separate accommodations for male and female students will be provided.

If any emergency should arise on a trip, (e.g., adverse road conditions, injuries or major infraction of rules), the activities director and/or principal will be contacted by phone as soon as possible. Parents will then be notified by the most efficient method. If there is a major infraction of rules by a student, parents/guardians will be asked to come pick up their child.



PARENT REQUEST/RELEASE FOR STUDENT TO RIDE IN ALTERNATE TRANSPORTATION

I, _____, would like my son/daughter, _____, to travel to/from the
(parent/guardian) (student)

following activity, _____ being held in _____ with
(activity) (location)

_____. I/we assume ALL RESPONSIBILITY for my son/daughter with this
(person who will transport student)

action and hereby absolve Colstrip School District #19 from responsibility or liability, negligence and/or bodily injury.

Parent/Guardian Signature

Date

***In the event your student is to ride with someone other than the parent/guardian; the activity director, principal or assistant principal must sign below, authorizing such travel at least one (1) day in advance of the scheduled date of the activity.

Administrator

Date

STUDENT OUT-OF-STATE TRAVEL

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

provide the Board with the following information:

- I) Itinerary, including departure and return dates, lodging, mode(s) of transportation, etc.
- II) Educational rationale.
- III) Chaperones, including chaperone/student ratio.
- IV) Out-of -District Travel Form.

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

DRESS FOR ACTIVITIES

Those responsible for any performance groups, such as coach/director/advisor etc., are hereby authorized and encouraged to develop for each group exemplary standards and practices in fashion, grooming and taste that will tend to enhance the appearance of the group as a whole, and help build a constructive "esprit de corps" within the group.

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

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

During the winter months, or at any time the weather is or has the potential of being inclement, each participant must have, in addition to their regular clothing, a heavy warm coat, a cap and/or scarf, mittens, and snow boots.

STUDENT MEETINGS

Student meetings are generally open to the public and school faculty unless the students request closed participation, which must be approved by the activities director and principal.

RESTRICTED ACTIVITIES ON SUNDAY

The Colstrip Public School District does not promote activities on Sunday, but some circumstances require travel or activities to be held on Sunday.

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.

FUND RAISERS

All fund raising by Colstrip Public School students will be pre-approved by the activities director and building principal prior to the fund-raiser beginning. Students will not be dismissed from class for fund raising activities or for preparation for such fund raisers. A form for holding a fund-raiser is available in each school office, and

must be completed in its entirety and submitted to the activities director a minimum of five (5) school days prior to the scheduled start of the fund raiser. Fundraisers must be for nonprofit groups and specifically related to school activities.

MEALS DURING TRAVEL

Meals will be provided to students traveling AWAY from Colstrip under the following guidelines:

- I) HIGH SCHOOL -The only meals provided for high school athletes/participants will be at district/divisional/state competitions.
- II) MIDDLE SCHOOL - Lunch and dinner meals will be provided THE SECOND DAY for middle school athletes/participants at tournaments that extend beyond one (1) day.

MAXIMUM MEAL ALLOWANCES

When meals are provided by the District, the following meal allowances will be adhered to:

Breakfast	\$6.00
Lunch	\$7.00
Dinner	\$9.00
Daily total:	\$22.00

NOTE: Meal amounts MAY be accrued for ONE day. These amounts are MAXIMUM. Specialty Drinks and/or desserts are the student's responsibility. A 15% gratuity may be added.

PUBLIC CONCERNS RESOLUTION

Any area of concern should be addressed with the appropriate coach/sponsor with an attempt to resolve the concern at the lowest level. In the event resolution is not reached after discussing a concern(s) with the coach/sponsor, the concern can be addressed via the prescribed Public Concern Resolution process designed for that purpose. Appropriate forms for registering such concerns may be obtained in the administrative office of each school. The process will then proceed through the appropriate chain of command for the timely resolution at the lowest possible level.

TEAM MANAGERS

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

- I) interested in working with the teams in a particular sport as a manager must apply to the head coach of that sport for a manager position.
- II) must maintain the same eligibility requirements as that of the athletes.
- III) must maintain the same dress code requirements as that of the athletes.

IV) must understand that additional time requirements and physical labor, (event setup and take down, laundry, cleaning of equipment/gymnasium/storage areas) will be part of the manager's duties.

V) must abide by all of the rules and regulations of Colstrip Public Schools.

A maximum of two (2) managers will travel to district/divisional/state tournaments. Wrestling may be the exception to this rule.

CHEERLEADERS

Cheerleaders will tryout for each season - fall for volleyball and football and winter for boys & girls basketball. There will be a maximum of 10 Varsity cheerleaders (boys & girls) allowed.

Cheerleaders will **ONLY** travel to district/divisional/state tournaments for girl's basketball, boy's basketball, volleyball, and football play-offs. The state tournament will take precedence over the divisional tournament when a conflict takes place.

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

CROSS COUNTRY - GIRLS AND BOYS

- I) must compete in at least half of the varsity meets that the team competes in for the season and/or compete in the divisional and/or state meet.
- II) must receive a minimum number of meet points as provided by the head coach at the beginning of the season.
- III) must complete the season in good standing.
- IV) coach's discretion.

FOOTBALL

- I) must play in at least half of the total number of quarters the team will have played in for the season and/or-practice with the team through 2nd round and beyond playoffs
- II) must complete the season in good standing.
- III) coach's discretion.

BASKETBALL - GIRLS AND BOYS

- I) must play in at least half of the total number of quarters the team will have played in for the season and/or play in the divisional and/or state tournament.
- II) must complete the season in good standing.
- III) coach's discretion.

WRESTLING

- I) must earn the minimum number of varsity points for lettering purposes as provided by the head coach at the beginning of the season.
- II) must complete the season in good standing.
- III) coach's discretion.

VOLLEYBALL

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

III) coach's discretion.

TRACK

- I) must achieve minimum event time/height/distance as provided by the head coach at the beginning of the season.
- II) must complete the season in good standing.
- III) coach's discretion.

GOLF - GIRLS AND BOYS

- I) must compete in at least one half of the varsity meets that the team competes in for the season and/or compete in the divisional and/or state meets.
- II) must complete the season in good standing.
- III) coach's discretion.

SOFTBALL

- I) must compete in at least half of the competitions that the team competes in for the season and/or compete in the state meet.
- II) must complete the season in good standing.
- III) coach's discretion.

SPEECH AND DRAMA

- I) must attend all meets unless involved in other CHS school activities.
- II) must earn at least two (2) team points during the competitive season.
- III) must participate at divisional.
- IV) must practice with a coach each week.
- V) must complete season in good standing.
- VI) coach's discretion.

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

LETTERING PROCEDURES

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

M.H.S.A. TRI-SPORT LETTERING AWARD

A student receiving a varsity letter in three (3) or more M.H.S.A. sanctioned activities in a year will receive an additional Tri-M.H.S.A. Letter once in their high school career. They will receive a star for any year thereafter when they letter in three (3) or more M.H.S.A. sanctioned activities.

NON-M.H.S.A. TRI-LETTERING AWARD

Any student receiving a letter in three (3) or more non-M.H.S.A. sanctioned activities in a year will receive an additional Tri-lettering Award once in their high school career. They will receive a star any year thereafter when they letter in three (3) or more non-M.H.S.A. sanctioned activities.

HIGH SCHOOL BAND

Awards are given to students who demonstrate loyalty, dependability and outstanding contributions to the band. Individuals who participate in District Music Festival and State Solo and Ensemble Festival will receive a certificate. Students should not expect to receive certificates, special awards or recognition for minimum service and average participation.

100% PEP BAND

The recipient(s) receive a trophy and his/her name is placed on a plaque that is displayed in the band room. Students must attend and participate in ALL pep band events to be considered.

PEP BAND

To be eligible for this award you must not have missed more than four (4) events throughout the year. This is an accumulated total from all the games we play during the year. If you are absent because of a school activity it will be counted as an extracurricular/co-curricular absence. Missing an event because of being ineligible does not count as an excused absence.

Transfer students and students that start during the year or mid-season will meet the requirements for that season.

ACTIVITY AWARD

This is a pin given based on the accumulated points earned in ALL band activities participated in during the year.

HIGH SCHOOL CHORUS

Activity awards are given to students who demonstrate loyalty, dependability and outstanding contributions to the extracurricular choral program.

ACTIVITY LETTER AND DISTINGUISHED ACHIEVEMENT AWARD

Both of these activity awards are based on a point system.

ALL-STATE BAND, CHOIR and ORCHESTRA PIN

Awarded to students who qualify for All-State Gala activities.

FRANK BRATTIN MIDDLE SCHOOL AWARDS

A Certificate of Participation will be awarded to all Frank Brattin Middle School students completing school-sponsored activities in good standing.

ELEMENTARY ACTIVITIES

GEOGRAPHY BEE: Boys and girls in grades 4 & 5 may participate in the local geography bee.

SPEECH: Boys and girls in grade 5 may participate in speech writing and presentation.

SPELLING BEE: Boys and girls in grades 4 & 5 may participate in a spelling competition, with winners

advancing to a county wide competition

STUDENT COUNCIL: A student government is assembled from the student body of PBES and learns the practices and procedures of a governmental body. This group also sponsors a limited number of school-wide activities throughout the school year.

MIDDLE SCHOOL ACTIVITIES

BOYS/GIRLS BASKETBALL: Boys and girls in grades 6, 7 and 8 may participate in this program which instructs participants in the fundamentals of basketball, team play and good sportsmanship. Interscholastic competition will be scheduled with area schools. Intramural games will be played.

CROSS COUNTRY: Boys and girls in grades 6, 7, and 8 may participate in this sport. Participants will learn the fundamentals of distance running, team play and good sportsmanship. Interscholastic competition will be scheduled for cross country runners with area schools.

DRAMA: Students in grades 6, 7, and 8 participate in the production of a middle school play(s). Students make up the cast, stage and lighting crews and production assistants. The play(s) is then performed for the student body as well as public performances.

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

GEOGRAPHY BEE: Students in grades 6, 7 and 8 may participate in the local geography bee with winners advancing on to a state wide competition.

INDIAN CLUB: All middle school students may participate in Indian Club. Meetings are held and the club sponsors activities that enhance knowledge of Indian culture.

EXTRACURRICULAR INSTRUMENTAL: Band students select solo and ensemble music and prepare it for a bi-annual music festival. Schools from our area bring their students to the festival or we travel to another community for a festival, and all solo and ensemble participants are adjudicated by well-known instructors and clinicians.

JAZZ BAND: Participants from grades 6, 7, and 8 are instructed in big band sound and performance styles. Following preparation of several musical selections, the jazz band performs at different school and community functions.

MEMORY BOOK: Students in grades 6, 7, and 8 may assist in the production of the middle school memory book. Processes that are learned include photography and layout.

NATIONAL JUNIOR HONOR SOCIETY: Students who meet specific academic requirements are eligible to apply for membership in NJHS. This organization sponsors school activities throughout the year as well as performing service activities for the school and community.

SCIENCE CLUB: Students in grades 6, 7, and 8 may participate in this club in which a study of various scientific information and processes are investigated and discussed. Club social activities are likewise carried out, and a field trip is taken by club members.

SPEECH: Boys and girls in grades 6, 7 and 8 may participate in speech writing and presentation.

SPELLING BEE: Students in grades 6, 7 and 8 may participate in a spelling competition with winners advancing to a county wide competition.

STUDENT COUNCIL: A student government is assembled from the middle school student body by majority election. This government body learns the practices/procedures of government as well as Robert's Rules of Order. Middle school student council sponsors a limited number of school-wide activities throughout the year.

SWING CHOIR: Participants from grades 6, 7, and 8 are instructed in pop music and performance styles. Following preparation of several musical numbers, the swing choir will perform at different school and community functions.

TRACK: Boys and girls in grades 6, 7 and 8 may participate in track. Participants are introduced to the many events available in track and field and are given instruction in the events in which they are most interested. Interscholastic competition is scheduled with area schools.

EXTRACURRICULAR VOCAL: Choir students select solo and ensemble music and prepare it for a bi-annual music festival. Schools from our area bring their students to the festival as well (or we travel to another school's festival) and all solo and ensemble participants are adjudicated by well-known music instructors and clinicians. The extracurricular choir will perform at different school and community functions

VOLLEYBALL: Grade 6, 7, and 8 girls may participate in this program that instructs participants in the fundamentals of volleyball, team play and good sportsmanship. Middle School volleyball matches will be scheduled with area schools.

WRESTLING: Grade 6, 7 and 8 participants will learn the fundamental techniques of wrestling, team play and good sportsmanship. Interscholastic competition will be scheduled with area schools.

HIGH SCHOOL ACTIVITIES

BOYS BASKETBALL: Boys in grades 9-12 may try out for the BBB teams. The program currently has freshman, JV and varsity squads competing in a full complement of interscholastic competition. The varsity team will conclude the season with district, divisional and state tournaments.

GIRLS BASKETBALL: Girls in grades 9-12 may try out for the GBB teams. The program currently includes; freshman, JV and varsity squads. The program currently has freshman, JV and varsity squads competing in a full complement of interscholastic competition. The varsity team will conclude the season with district,

divisional and state tournaments.

CHEERLEADING: Participants in grades 9-12 will be instructed in safe cheerleading techniques, movements and good sportsmanship. Cheerleading performances will be at most HOME activities and some tournaments. *****NOTE***** separate tryouts for fall and winter cheerleaders will take place.

CROSS COUNTRY: Male and female participants in grades 9-12 are instructed in technique, team play and good sportsmanship. Interscholastic competition is scheduled throughout the season, culminating in a divisional and state meet.

FOOTBALL: Participants in grades 9-12 are instructed in technique, team play and good sportsmanship. A full compliment of interscholastic games are scheduled for the JV and varsity teams.

GOLF: Golf is open to all students that wish to learn the fundamentals of the game, team play and good sportsmanship. Interscholastic competition is scheduled throughout the season, with a divisional and state meet culminating the year.

SOFTBALL: Female participants in grades 9-12 are instructed in technique, team play and good sportsmanship. Interscholastic competition is scheduled throughout the season, culminating with a Divisional and State Tourney.

SPEECH: Speech team members in grades 9-12 are taught the fundamentals of speech writing, interpretation and presentation. Interscholastic competition is scheduled with area schools. The speech season concludes with a divisional and state competition.

TRACK: Male and female participants in grades 9-12 learn technique, team play and good sportsmanship. Interscholastic competition is scheduled throughout the season, culminating with a district, divisional and state meet.

VOLLEYBALL: Girls in grades 9-12 learn technique, team play and good sportsmanship in this program. The program currently has freshman, JV and varsity squads competing in a full complement of interscholastic competition. The varsity team will conclude the season with district, divisional and state tournaments.

WRESTLING: Participants in grades 9-12 learn technique, team play and good sportsmanship. Interscholastic competition is scheduled throughout the season culminating with a divisional and state meet.

BUSINESS PROFESSIONALS OF AMERICA: BPA is the organization of students interested in business practices and office/clerical work. Membership is open to all students who have previously or are currently enrolled in classes in the business department.

CLOSE UP: Students interested in history and government may participate in Close Up, which is an organization involved in teaching American history and how our government operates. In the spring, Close Up students have the opportunity to travel to Washington, D.C., for an intensive week of "close up" learning.

DRAMA: High school students participate in the production of a high school play(s). Students make up the cast, stage and lighting crews and production. The play(s) is then performed for the public.

NATIONAL FFA ORGANIZATION: FFA is the organization of students interested in working on personal agriculture projects, community projects, and/ or competing in Career Development events. Membership is open to anyone in high school that is enrolled in an Ag class.

FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA: FCCLA is the organization of students that develop and lead projects in personal, family, career and societal issues related to Family and Consumer Sciences. FCCLA is open to all CHS students who have or are taking Family and Consumer Science classes.

EXTRACURRICULAR INSTRUMENTAL: High school band members prepare solo and ensemble arrangements for district and state music festivals as well as public performances at the high school and throughout the community. Pep band is also included in this category in which participants perform for home athletic events and at some tournaments throughout the year.

NATIONAL HONOR SOCIETY: Students that meet specific academic requirements are invited to apply for membership in NHS. This organization sponsors activities throughout the year as well as performing service activities for the school and community.

NATIVE AMERICAN CLUB: All high school students may participate in Native American Club. Meetings are held and the club sponsors activities that enhance knowledge of Native American culture.

PHOTO CLUB: All high school students who are or who have taken photography classes are eligible to become members. Through Photo Club the students are given more opportunities to learn photography techniques including developing, mounting, layout and composition.

SCIENCE CLUB: All students may participate in this club in which a study of scientific processes and procedures is carried out. Club social activities are organized and a yearly field trip taken.

SPANISH CLUB: All students may participate in this club in which a study of Spanish culture and the language is carried out. Club social activities are organized and a yearly field trip taken.

STUDENT COUNCIL: A student government is assembled from the high school student body by majority election. This government body learns the practices and procedures of government as well as Robert's Rules of Order. The high school student council sponsors a number of school-wide activities throughout the year.

VOCATIONAL CLUBS OF AMERICA: Skills USA is the organization of students interested in the vocational trades of building construction, automotive, welding, design and drafting. Membership is open to all high school students.

EXTRACURRICULAR VOCAL: High school choir members prepare solo and ensemble arrangements for district and state music festivals as well as public performances at the high school and throughout the community.

YEARBOOK: High school students may assist in the production of the high school annual. Processes that are learned include photography, developing and layout.

ANY AND ALL RULES AND REGULATIONS IN THIS HANDBOOK ARE SUBJECT TO CHANGE AT ADMINISTRATIVE DISCRETION AND/OR AS THE NEED ARISES.

INSURANCE INFORMATION

The following information contains the procedure that must be followed when requesting insurance coverage from District #19 schools, when an injury occurs in relationship to an activity/athletic event. Please understand that Colstrip Public Schools does not carry the primary insurance coverage for students. Your personal health plan is the primary carrier, and all bills must be submitted to them before the school's insurance becomes involved.

- 1) Students **MUST** tell the coach/sponsor of the injury so that the coach/sponsor can file an accident report. Notification to the coach/sponsor **PRIOR** to seeking a physician's care is very important. The insurance

carrier

for Colstrip Schools WILL NOT process any paperwork without first having an accident report on file.

- II) Submit all bills to your personal insurance company first. Any remaining balance that exists AFTER your carrier has processed the claim will be the only amount the district carrier will CONSIDER (be sure to keep a copy of the original bill). DO NOT SEND THE BILL TO THE SCHOOL.
- III) After your personal insurance has covered their portion of the bill, request an insurance form from Joanne Schrupp, District Clerk (748-4699 ext3403). Fill the form out completely, following all instructions on the form.
- IV) The completed form, your original bill and a copy of what your insurance carrier has previously paid must then be submitted to the address on the insurance form provided by the school.
- V) Proof of claims must be submitted within 90 days from date of injury. Benefits are payable for expenses incurred within one year from date of accident.

*****NOTE*** The injured student must seek medical care within 30 days following the injury.**

*****COVERED EXPENSES*** A list of covered expenses can be obtained by contacting the Joanne Schrupp, District Clerk at Central Office.**

COLSTRIP PUBLIC SCHOOLS' ACTIVITY RULES

Students who participate in any activity at Colstrip Schools are required to abide by all district rules and policies. The penalties for non-compliance are contained in the district discipline policy and it is the duty of each student participant and his/her parent to read, follow and understand the rules.

ELIGIBILITY - Any student, to be eligible for Frank Brattin Middle School or Colstrip High School activities, must be passing every subject in which he/she is currently enrolled, as evidenced by the weekly eligibility list. Any student on the eligibility list with one or more failing grades will not be permitted to participate in any school activity for the week and weekend following their name appearing on the list. In addition, students attending Colstrip High School must have passed two and one-half (2 1/2) credits of instruction from the previous term (semester) to be eligible for participation in MHSAA sanctioned activities. (Previous semester is defined in the current MHSAA handbook).

All reports of a rule violation will be investigated and dealt with by the respective coach/sponsor and activities director/principal.

Coaches/sponsors may have additional rules for his/her sport/activity. A copy of these rules will be provided for the student participant at one of the first practices.

ASSUMPTION OF RISK - The Board recognizes that certain risks are associated with participation in interscholastic activities. While the District will strive to prevent injuries and accidents to students, each parent or guardian will be required to sign an "assumption of risk" statement, which indicates that the parents assume all risks for injuries resulting from such participation. Each participant shall be required to furnish evidence of physical fitness on an MHSAA-approved form prior to becoming a member of an interscholastic team. A participant shall be free of injury and shall have fully recovered from illness before participating in any event.

****By signing the form below, student and parent(s) agree that they have read and agreed to abide by all rules regarding extracurricular /co-curricular activities as stated in the student activity handbook, respective school's handbook and this form.**

STUDENT PERMISSION TO PARTICIPATE

(Please sign and return)

I hereby give my consent for _____ (student) to participate for Colstrip 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 Colstrip. 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.

I have read and agreed to abide by all rules regarding extracurricular/co-curricular activities as stated in the student activity handbook, respective school's handbook and this form.

Date _____

Student Signature_____

Date _____

Parent/Guardian Signature_____

Student allergies to medication:_____

Student Date of Birth: _____

Home Phone: _____ Emergency Phone_____

-OVER-

Please mark all boxes for activities you will be in for entire school year:

CHS

- Cross Country
- Girls Basketball
- Boys Basketball
- Football
- Golf
- Softball
- Track
- Volleyball
- Wrestling
- Cheerleading
- Close Up
- Drama (Play)
- Speech/Drama
- FFA
- FCCLA
- Honor Society
- Indian Club
- Pep Band
- Photo Club
- Science Club

FBMS

- Cross Country
- Girls Basketball
- Boys Basketball
- Football
- Track
- Volleyball
- Wrestling
- FCCLA
- Academic Olympics
- Extra Curricular Band
- Drama (Play)
- Indian Club
- NJHS
- Science Club
- Speech
- Spelling/Geography Bee
- Student Council
- Yearbook

Academic Olympics Spanish Club
BPA Student Council
Special Olympics VICA
IPAD Yearbook

Special Olympics