

# **STUDENT HANDBOOK FOR ACTIVITIES/ATHLETICS**



**CIRCLE PUBLIC SCHOOLS**

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## **2023-2024**

The District 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. (School Board Policy #3210)

### **PURPOSE**

The purpose of this guide is to establish rules, procedures, policies, and philosophy as it pertains to the Circle 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.

### **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.

### **ACTIVITIES PHILOSOPHY**

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

The clubs, activities, and athletics provided by Circle Public Schools 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".

## **GENERAL INFORMATION RELATING TO POLICIES**

### **ACADEMIC ELIGIBILITY FOR PARTICIPATION**

Circle Schools 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 in at least twenty (20) periods 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. Middle school students will be required to receive a passing grade in ten (10) periods of prepared work per week. *Refer to Board Policy 3121, 3150, and 3510 regarding homeschool participation.*

2) No student who is enrolled in a grade below the ninth shall be eligible to participate in a MHSA Association Contest, except as established in Section (5) of the MHSA handbook.

### **CIRCLE SCHOOLS FURTHER STIPULATES:**

#### **Extracurricular Activities**

A variety of activities are offered on an interscholastic basis and all students are encouraged to participate. Sports offered on a varsity level are football, basketball, volleyball, track, cross country, and wrestling. All discipline policies apply to students in extracurricular activities. Students may participate in these activities if they meet all eligibility rules of the Montana High School Association and Circle Public Schools (*complete Appendix Parent Risk Form*). A student may only participate in extracurricular activities if he/she is enrolled in Circle High School. To be considered eligible; a student must enroll in the required courses for each grade and electives. Thus students should be taking at least six courses in the building unless otherwise specified by an IEP. For homeschooled students to be considered eligible, they must provide the necessary student information to the office prior to the start of practice.

Students participating must have satisfactorily passed a doctor's examination. Copies of the above mentioned documents will be on file in the activities director's office before the student can participate, or partake in, any athletic contests. The school does not provide insurance. The student and his/her family is responsible for all medical costs. All activity and participation fees must be paid before the first contest event of the student's activity.

According to MHSA rules a student must be passing on a semester basis in at least four (4) subjects to qualify to represent the school. In addition, Circle Schools have established the following rules to participate in activities.

A two (2) week "F" eligibility list:

1. Student eligibility will run from Tuesday through Monday. All student work must be turned in by the close of school the previous week. Teachers will submit their list of ineligible students Monday.
2. If a student appears on the list the first time they have until the close of school in their probation week to become eligible. If they fail to do so they would be ineligible from Tuesday through Monday for extracurricular events. In other words, if a student appears on the list two (2) weeks in a row in the same subject they are ineligible. This means that they are ineligible to compete, perform, and travel with the team. They will be allowed to practice in most cases. In some cases the principal may suspend the right to practice.
3. Once a student goes off the list his/her two (2) weeks starts all over again.
4. If a student does not get his/her name off the list the second week, ineligibility will continue weekly until his/her name is off the ineligible list.
5. This eligibility list will be for all *ungraded* extracurricular and co-curricular activities, i.e. sports,

cheerleading, plays, music (Blue Teens, Blue Bards, etc.), FFA, Speech and Drama, BPA, and Student Council.

6. No student shall participate in an activity unless he/she has been in school for the entire day of the activity unless excused for medical reasons supported by documentation from a medical facility, bereavement, or administrative discretion.

7. If a student fails a class for the quarter and/or semester, he/she will be ineligible to participate in any extracurricular activities for two competitive weeks into the next quarter. This eligibility will carry over from quarter to quarter. Fourth quarter eligibility will carry over to the first quarter for the upcoming school year.

### **Parent and Family Engagement**

Circle Schools collaborates with parents and guardians to promote the mutual goal of student achievement. To ensure parents are aware of their rights and the opportunity to engage with the School District, specific policies and procedures are available on the School District's website at <http://www.circleschools.org/> and are available to be printed upon request. Please consult the following policies to learn more about methods to be an active part of your student's education:

- Student and Family Privacy Rights – Policy 2132
- Parent/Family Engagement and Involvement in Education – Policy 2158
- Student Health Instruction – Policy 2335
- School Activities and Clubs – Policy 3233 and Policy 3510
- Student Health – Policy 3410
- Student Immunization – Policy 3413
- Student Records and Confidentiality – Policy 3600

### **Accident Report Form and Procedure**

**Injuries:** All injuries are to be reported immediately to the coach and parent/guardian regardless of the nature of the injury. The coach will fill out an accident report form and submit it to the Superintendent. Once reviewed the form will be filed in the Athletic Directors office within one (1) school day of the accident.

### **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 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 indicating that the parents assume all risks for injuries resulting from such participation.

*(School 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. It is not in the best interest of our participants to be practicing when sick.

High School/Middle School-If you are more than 15 minutes late to any period you will be marked absent and will not be able to practice, play, or participate in performances.

If you are in school but are absent from class for reasons deemed unexcused, you may not participate in games, practices, or performances that day.

If a student attends morning practice and then chooses not to attend school that day, they will forfeit their practice the following day.

If buses do not run, students will have until 10:00 am to arrive at the school in order to participate in sporting events, practices, and performances.

## **School Suspension**

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. (*School Board Policy #3300*)

This will be treated as an unexcused absence from the activity.

## **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*)

1. "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.

2. "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.

3. 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 has overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

### Exhaustion of Administrative Remedies

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

## **SEX-BASED DISCRIMINATION AND TITLE IX**

No student, on the basis of sex or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any rights, 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 Tara Hubing, located in the Circle School District Administration Office.

### **Sexual Harassment Policy**

FOR A COMPLETE DESCRIPTION of the Circle Public Schools Sexual Harassment Policy, refer to Policy Descriptor code: *(Refer to School Board Policy 3225)* and/or contact Tara Hubing Title IX Coordinator.

### **NO CELL PHONES or any electronic media devices in locker rooms or restrooms.**

Do not have your cell phone "on" or visible in the locker room or the restroom. Cell phone usage in these areas will necessitate immediate confiscation. Return of the cell phone will be granted to the parent or legal guardian.

### **Use of Cell Phone & Electronic Devices on Sponsored School Trips**

Each coach or sponsor has their own set of guidelines pertaining to the use of cell phones on school trips. Each student must adhere to their advisors' rules and regulations.



## **CODE OF CONDUCT**

### **Extracurricular Chemical Use Policy**

*Refer to Tobacco Free Policy 8225*

Students participating in extracurricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, purchase, or distribute alcohol, tobacco innovations, 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 first (1<sup>st</sup>) fall practice of fall activities (August) until the last day of all school activities. (*Refer to School Board Policy 3340*)

Violations are cumulative, through the student's period of attendance in grades 4-8 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 when possible and by mail. Also at this time, the student and parent/guardian shall be notified of the type of discipline that will be administered.

### **Appeal Process**

Any parent/guardian and student who are aggrieved by the imposition of discipline, shall have the right to an informal conference with the principal to resolve the grievance. At the conference, the student and 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

### **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.

## **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.

### **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. *Refer to Board Policy 3415 and 3415P See Appendix*

### **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 Activities 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/sponsor, athlete, parents, and Activities Director can prevent a lot of problems. Individual coaches/sponsors 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 are charged with the following responsibilities relating to these decisions:

1. The coach is responsible for making decisions about who is selected, keeping those participants who

give the group the best chance of success.

2. The coach has the responsibility to meet with each participant who is not selected and explain the reasons for the decision.

3. The coach has the responsibility to meet with parents who would like to discuss a selection decision.

#### **Parent/Coach Communication**

**The coach 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**

Main Office hours are: Monday-Thursday, 7:30 A.M. – 4:30 P.M. Friday, 7:30 A.M. – 3:30 P.M. 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.

### **Contact Numbers**

Circle High School-406-485-3600, High School Fax-406-485-2332

Redwater-406-485-2140, Fax-406-485-2328

Tara Hubing - Supt & Counselor– 406-485-3600

Mauri Elness– K-12 Principal – 406-485-3600

Lindsey Williams - Activities Director - [athleticdirector@circleschools.k12.mt.us](mailto:athleticdirector@circleschools.k12.mt.us)

**Twenty-four hour rule:** A parent should not contact a coach or the school until after 24 hours to make remarks, complaints, or observations about an athletic contest.

#### **Parent/Coach Communication**

**The coach will not meet with a parent until a 24-hour waiting period is observed.** A 36 to 48 hour wait is recommended.

### **Dress and Grooming (Dress for Activities)**

Dress for appropriate representation of your school, family and community!! Coaches and students represent Circle Public Schools and the community.

Coaches 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).

### **Dual Activity in a Season**

The Circle School District believes dual participation in athletic activities often puts a strain on other areas of the student's involvement (academic, athletic, social/emotional). Therefore, at no time may students participate in dual MHSAA activity seasons that run simultaneously with the exception of Cheerleading, Speech, Drama, Band, and Choir.

### **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/divisional/regional's) for future participation.

## **Activities Offered**

### **Elementary Activities**

4-6-Girls & Boys Basketball (Jamboree)

5-6-Football

5-6-Track

5-6 Volleyball

5-6 Cross Country

5-6-Wrestling

5th Grade Participation being conditional to discussion between the parents, coaches, and administration. Administration will have final say in this decision.

### **Middle/Jr High School Activities**

6-8 Girls & Boys Basketball, Football, Volleyball, Cross Country, Track, Wrestling, Music Festival, Cheerleading, and Pep Band

### **High School Activities**

Girls Volleyball \*

Boys Football

Girls & Boys Basketball \*

Girls & Boys Wrestling \*

Girls & Boys Cross-Country \*

Girls & Boys Track \*

Blues Choir

Pep Band

Speech & Drama

All Class Play

BPA

National Honor Society

Music Festival

Student Council

Cheerleading

\* See 8th Grade Sports Participation

## **8th Grade Sports Participation**

8th Graders are permitted to join the high school team at completion of their junior high season and invitation of the High School Head Coach. Administration is authorized to allow earlier entrance into a sport in the event numbers are needed.

## **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.

Tara Hubing

Homeless Liaison

Circle Public Schools

1105 F Ave, PO Box 99

Circle, MT, 59215

406-485-3600

## **Insurance and Injury**

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

Also, the School District does not provide student accident insurance coverage for students. Student accident insurance coverage may be purchased by parents through a private company for a fee. Student accident insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. This is an opportunity to provide student accident insurance coverage while your child is at school or participating in activities. A parent seeking coverage must make sure the student accident insurance coverage is in place prior to the first day of practice and/or school. Please contact the coach or Activities Director for additional information.

## **Lettering Criteria**

Each coach will establish their own criteria for lettering with approval by the Activities Director and Superintendent. The lettering criteria will be shared with participants at the first coaches meeting of each activity season.

## **Meal Procedure**

### **Recommended Meal Allowances**

When the District provides meals, the following meal allowances will be adhered to:

Breakfast \$7.00

Lunch \$11.00

Dinner \$18.00

TOTAL \$36.00 (exclusive of 15% gratuities)

**Current State Rate \$59.00**

Gratuities: When appropriate (sit down meals), the coach/sponsor will include, but not exceed (**ex. 15%**) of the total meal bill.

**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.**

### **Student Meals:**

Team meals will be provided for post season competition. All meals will be purchased according to School District Purchasing policy(ies). Rates per meal will be in accordance with the School Districts per diem policies.

The district will not provide meals for regular season games, meets or tournaments. The District will allow parents or others to provide packed meals for the team(s) while traveling. This would be known as a 'cooler clause'.

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

Administering Medicines To Students (*Refer to School Board Policies 2151 and 3416*)

Coaches and or trainers may not issue medicine of any type to students. This provision does not preclude the coach and/or trainer from using approved first aid items.

## **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, it is the parent/guardian responsibility to make arrangements with the Activities Director to sign the proper paperwork before the first scheduled practice.

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

A participation fee will be assessed to ALL students participating in middle school and high school activities. Contact school secretaries for activity fee schedules.

**\*\*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 during the Academic School Year, Circle Public Schools will make every effort to see that no student is eliminated from participation in activities due to financial constraints.

## **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. The cost of the physical exam is the responsibility of the student athlete and his/her parents.

## **School Sponsored Trips**

Students are to bring praise to their school and community. General rules of conduct for students on school-sponsored are to use good judgment in regard to their conduct at all times while on a school trip, and to represent themselves so trips are as follows:

1. All students must at least dress according to the school dress code. School sponsors may require a specific dress code.
2. There is to be no use of tobacco, alcohol or drugs.
3. All students will ride the bus to the event except in cases of prior administrative approval. Students should present a written request to the coach or advisor before leaving on the trip. Parents must speak directly to the coach before taking their student after the activity. Students may return with parents with permission. Parents may sign the "Parental Release Form" the coach has with them at events.
4. All students are expected to cooperate fully at all times with the designated supervisor which includes the bus driver.
5. A student's attendance on field trips, class trips, or any other school-sponsored activity may be determined by a committee consisting of teachers and administration. The committee may choose to look at office referrals, behavior of the student and whether the student is compliant to school staff.

## **Sportsmanship (MHS 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.

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

Recommendation of dismissal of any student from an extracurricular activity needs to be brought to the attention of the Activities Director in a timely fashion. (Policy 3300 and 3300P)

### **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 extracurricular 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 extracurricular activities. Legal Reference:

§ 20-5-201, MCA Duties and sanctions

### **Travel Rules, Regulations and Procedure**

**(Parent written request that their child is allowed alternative transportation to and from site)**

#### **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 Circle. 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 (at least a day in advance) by the Activities Director and the coach.

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; parent or legal guardian, sister/brother, grandparent, and/or adult 21 years or older. This person(s) must SEE the coach and sign the student out prior to leaving the activity.

Any participant who arrives late for a coach'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 Superintendent. 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 and notify the parent/guardian. A driver may only transport the number of students as there are seat belts in his/her vehicle.

### **Transportation To/From a Contests**

#### **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

Transportation of students to and from extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy. Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior approval from the Superintendent or 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 seat belts in his/her vehicle.

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.

### **Overnight Travel**

1. A chaperone for either/both genders of participants traveling will accompany groups when the activity requires an overnight stay.
2. At no time should students of the opposite gender be allowed in a room without the direct supervision of the coach.
3. If both genders are traveling together, the groups will be separated by the aisle or one group will be seated at the front and the other at the back with the coach sitting between the groups.
4. Rotate the seating arrangement to allow each group equal opportunity to sit at the front and back of the bus.
5. Managers of opposite sex will sit near the coaches.



### **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.

### **Student-Athlete (Male & Female) of the Year Award**

Before Awards Night, all head coaches are encouraged to vote for one male and one female athlete of the year for high school. Those eligible for the award must meet the following criteria:

- Be a Junior or Senior in high school
- Have participated in two or more sports including but not limited to: football, volleyball, basketball, wrestling, cross-country, track
- Shown good sportsmanship throughout the entire year to all students, staff, competitors from other schools and the community
- Shown leadership qualities such as volunteering to help with District and/or community activities and working with students in younger grades
- Maintained passing grades and have not been on the ineligible list ( Academic probation list is okay) the entire current year
- In the event a sport or season is canceled during the current school year, the head coaches and administration have the authority to include those student-athletes who were going out for that sport and would qualify for the award to be included in the nomination list
- The male and female student-athlete with the majority of head coach votes for their respective award will be the winner. Should there be a tie between two or more student-athletes, the high school staff will be given the names of those tied and an anonymous vote will be held among the staff to decide the winner. Should there remain a tie after the high school staff votes, then the Superintendent will vote to decide the winner(s).

**Please fill out and sign the following forms and return to the school**  
**Medical Information Form (Updated Annually)**

MEDICAL TREATMENT/RELEASE FORM

To: Parents and/or Guardians of Students Representing

Circle School 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 office at the appropriate campus for your student. The form will then be filed with the Activities Director(s).

**I hereby authorize Circle Public Schools and its faculty members/employees/athletic representatives 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 Circle, MT)**

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:

\_\_\_\_\_

We have private health care coverage for our student? \_\_\_\_\_ YES \_\_\_\_\_ NO

**Permission to Participate (Collected Annually)**

## STUDENT PERMISSION TO PARTICIPATE

I hereby give my consent for \_\_\_\_\_ (student) to participate for Circle Public Schools in the following Activities: **Please place a X beside the activities the student will be in for the entire school year, even if at this time you are still considering an activity.**

### Elementary Activities Middle/JR High Activities High School Activities

Elementary Activities		Jr. High Activities		High School Activities	
<input type="checkbox"/>	4th/5th/6th Jamboree Basketball	<input type="checkbox"/>	Volleyball	<input type="checkbox"/>	Volleyball
<input type="checkbox"/>	5th/6th Grade Track	<input type="checkbox"/>	Football	<input type="checkbox"/>	Football
<input type="checkbox"/>	5th/6th Grade Cross Country	<input type="checkbox"/>	Cross Country	<input type="checkbox"/>	Cross Country
<input type="checkbox"/>	5th/6th Grade Football	<input type="checkbox"/>	Basketball	<input type="checkbox"/>	Basketball
<input type="checkbox"/>	5th/6th Volleyball	<input type="checkbox"/>	Wrestling	<input type="checkbox"/>	Wrestling
<input type="checkbox"/>	5th/6th Wrestling	<input type="checkbox"/>	Track	<input type="checkbox"/>	Track
<input type="checkbox"/>	5th/6th Music Festival	<input type="checkbox"/>	Music Festival	<input type="checkbox"/>	Speech and Drama
<input type="checkbox"/>		<input type="checkbox"/>	Cheerleading	<input type="checkbox"/>	Blues Choir
<input type="checkbox"/>		<input type="checkbox"/>	Pep Band	<input type="checkbox"/>	Pep Band
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	All Class Play
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Business Professionals of America
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	National Honor Society
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Music Festival
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Student Council
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Cheerleading

School Sponsored Transportation and First Aid Release Form

I also give (student) permission to ride school-sponsored transportation to/from any activity taking place away from Circle Schools. 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:**

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**Student Date of Birth:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Emergency Phone:** \_\_\_\_\_

**STUDENT HANDBOOK**  
**FOR**  
**ACTIVITIES/ATHLETICS**  
**SIGN-OFF**  
**2023-2024 School Year**

My signature on this document verifies my receipt and responsibility to read and follow the following documents:

1. I have received a copy of the **Circle Public Schools Student Handbook for Activities/Athletics** for the 2023-2024 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 **Circle School Identity Release Form** and agree to the terms outlined within.

(PRINT) Name of Student(s)

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

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

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

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

**RETURN THIS SIGN-OFF SHEET TO THE OFFICE PRIOR TO THE FIRST PRACTICE**