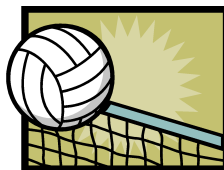


St. Regis Public School District #1

Extra/Co-curricular Activity Handbook

2023-2024



Overview

The interscholastic and extracurricular programs offered by various high schools in Montana, and governed by the Montana High School Association (MHSA), are completely voluntary on the part of the students. Participation is not required for admission. Involvement in all programs is a privilege, not a right. However, it is also a responsibility, as it requires extra effort and time beyond the regular school day on a voluntary basis.

The ST. REGIS ATHLETIC and EXTRA/CO-CURRICULAR CODE combine MHSA state requirements with specific requirements for the St. Regis School District. This code goes into effect when the student signs and returns the code to the advisor, coach, or athletic director and remains in effect until the last day of the last activity of the school year. If the student violates any issue contained in the code, the student will be subject to the consequences according to the guidelines established within the code.

Those who participate in interscholastic activities are not only members of a team but are representatives of their student body, family, and community. Therefore, it is necessary and desirable that high standards be maintained. These include academic requirements, citizenship, sportsmanship, loyalty, as well as student-athlete conduct both in and outside of the athletic arena or facility. Lowering standards by either an individual or the team to win games defeats the purpose and value of interscholastic activities.

Because the dignity of the total school program is reflected in extracurricular programs, it is important that the students involved conduct themselves in an appropriate manner. Their behaviors and actions both in and outside of our facilities should reflect pride in themselves, their school, their family, and their community. Each student's dress and appearance should be neat, clean, and well-groomed.

The purpose of the ACTIVITY CODE is to commit students and their parents to the responsibilities of the participants in the creation and maintenance of the St. Regis School District's image. The code applies to all extracurricular activities in our school. If a student has not been involved with any activities and has not signed an activity code, they will not be held responsible for violations of the code, but certainly held responsible for regular school policy. The policy also applies to managers, statisticians, scorekeepers, filmers, etc.

SECTION I. EXTRACURRICULAR ELIGIBILITY POLICY

Student participation in any extracurricular activity sponsored by St. Regis School District #1 is a privilege and a learning experience. Students wishing to participate in extracurricular activities at St. Regis Schools must comply with all the MHSA requirements and District Policy:

1. Participation Eligibility – Prior to participating in any extracurricular activity, students must have a participation form signed by a parent or guardian and a current physical exam when applicable. To be eligible to participate in extracurricular activities during any season (fall, winter, spring) a student is required to participate in all practice sessions and competitions. The coach or director of the activity may allow exceptions to this policy for excused absences.

2. Before any student is allowed to participate, including practice, he or she and parents or guardians shall have the opportunity to read this policy before the student consents in writing thereto. In the event the student refuses to sign such written consent, the student shall not be eligible to participate.

II. Academic Eligibility – Maintaining academic eligibility is the responsibility of the student. Montana High School Sports Association (MHSA) rules and St. Regis District Policy 3510 establish eligibility requirements. To be academically eligible, MHSA requires that a student must have received a passing grade and received credit in at least twenty periods (4 classes) of prepared class work or its equivalent in the last previous semester, at the school where the student participates to be eligible for participation. Students not passing four classes are ineligible for any MHSA activity the next semester and cannot become eligible during that semester, per MHSA policy. Students who are eligible, but who fall behind during a semester must follow the district policy as follows to become eligible.

A weekly “incomplete” list based on each student’s in-progress grades shall be generated each Tuesday at 8:00 a.m. The eligibility period will begin Tuesday morning and will run for one week Tuesday a.m. through Tuesday a.m.

1. Must be passing 4 classes at all times.
2. Students must show growth on a weekly basis to be eligible. A student with an incomplete grade(s) has one week (the Tuesday morning eligibility check) to show growth in order to participate in the game. If after the second week, there is no growth, the student is ineligible to participate in games until growth is made in all incomplete classes.
3. Growth is defined by increasing an academic mark by 1% from week to week (eligibility check). For example, if a student has a 49% one week, they must score at least 50% the following week.
4. A student with an incomplete must attend Achieve for 1 hour. Students failing to complete work during Achieve will not be eligible to practice or participate in games/activities. Achieve runs Monday-Thursday.
5. Eligibility will run from Tuesday a.m. to Tuesday a.m. for the remainder of the activity.
6. If a student does not pass four classes at the semester’s end, s/he becomes ineligible for further participation. Passing the first semester impacts second-semester (winter, spring) sports. The second semester impacts the following first semester (fall, winter) sports.
7. If a student has not shown growth for four consecutive weeks, s/he **may** be removed from the activity for 10 days (coaches/admin discretion). Any further lack of growth may result in the student being sent to the board for removal from the activity.

8. During time of ineligibility, students must attend all practices, as required by the coach, to stay in the activity.
9. Students taking a college course in which the grading scale differs from St. Regis' 4.0 scale, the grade percentage will be used and aligned with the 4.0 scale.

III. Conduct Eligibility - A student, who because of violations of school district rules and regulations or legal violations of federal or state law, is suspended from school or is required to serve a full day of suspension, will not be allowed to participate in extracurricular or co-curricular activities during the term of the suspension (District Policy #3510). This ban on participation includes practice sessions, competitions, and attendance of school sponsored activities. Legal violations may/shall result in loss of participation as determined by the administration.

No student shall take or appropriate the property of another with the intent to keep or allow wrongful use of said property. No student shall knowingly sell or purchase stolen property. Consequences will be determined by coaching staff/advisor and administration.

Any student committing an act which results in a conviction (other than a minor traffic violation) may be dismissed by the school board from participating in any extracurricular events for the rest of the school year.

SECTION II. ALCOHOL, TOBACCO AND DRUGS

- A. Use or Possession-** Any student of St. Regis School District #1 who uses or possesses any alcoholic beverages, tobacco or illicit drugs (as defined in the District Board Policy #3340- Extra- and Co-curricular Alcohol, Tobacco and Drug Use) at any time during the stated season of the activity in which the student desires to participate shall be ineligible to participate in any such extracurricular activity as provided below, including practice at the option of the coach or director, upon finding by the administration of such use or possession during such stated season for the following time periods:

Students participating in athletics or other extracurricular activities should not be attending parties where alcohol and/or illegal drugs are present. Nor should they consume, transport, or possess any tobacco products, drugs, or alcohol. Any student, after a due process investigation by the Administration who has been found to have consumed, transported, or possessed tobacco, alcohol, or illegal drugs, will be subjected to the following consequences:

- Upon the **first offense, the** student/athlete will be suspended from participating in any extracurricular contest for 10 school days.
- Upon the **second offense** the student/athlete will be suspended from participating in any contest or extracurricular activities, including practices, currently participating in for 10 school days.
- Upon the **third offense** by the student/athlete, the Administration will make the recommendation to the St. Regis School Board for suspension from athletics and/or extracurricular activities for the rest of the season.

- A **fourth violation** will result in the Administration making a recommendation to the St. Regis School Board that the student not be permitted to participate in any athletic or extracurricular activities for the remainder of the year.
- Any un-filled suspensions will carry onto the following year.
- Any student athlete serving a suspension of any length must complete a re-entry interview with the Athletic Director/Administrator/Coach before rejoining the team. The goal is to help the student prevent any further suspensions.

Each student is allowed due process. A situation may occur and the investigation may not complete until Monday, in the event there were contests between those two dates, the student would be allowed to participate.

During suspension the student/athlete may participate in practices but cannot attend or participate in a contest or extracurricular activities as a participant or be transported in a school vehicle to a contest. If a student is suspended, they are not eligible for team honors. This code is in effect during the entire school year for all extra/co-curricular activities. For athletics, an unfulfilled suspension will affect the following sports activity.

The following activities (not all inclusive) are considered extracurricular or co-curricular: football, volleyball, soccer, basketball, golf, track, Business Professional of America, FFA, Science Club, DI, etc. If any new extracurricular activities are started after the revision of this code (7/28/15) they will be included upon Board approval.

B. Selling or Distributing Drugs - The administration will make recommendations to the St. Regis School Board for suspension from extracurricular activities for the rest of the school year.

This policy is in addition to and not in lieu of the student alcohol/drug board policy and the student may be simultaneously subject to the penalties and disciplinary actions provided by both policies. Finally, nothing herein shall be construed as prohibiting the administration from invoking any other penalty or disciplinary action for violation of this policy or any other violation in or out of school, which in the discretion of the administration merits such action.

SECTION III: MISCELLANEOUS

A. Curfew - All students must abide by the curfews set by their coaches. Any violations will be dealt with by the coaches.

B. Other Rules - The head coaches of each sport may add additional rules as they see fit for their activity. These will be consistent with the foregoing rules and regulations and shall be limited to issues directly relevant to the welfare of their team. Coaches need to have separate rules/expectations on file with the Athletic Director. These rules must be signed by students and parents.

- C. Attendance** - Students shall be in attendance at school for at least one-half of the school day in order to be eligible for the practice on that day, unless their absence has been approved by the principal (in the case of extenuating circumstances). Medical, Dental etc.

Students that are eligible shall be at school for the entire school day on the day of extra and co-curricular event(s), or the day preceding a weekend event (Friday, Saturday, Sunday), unless the absence has had PRIOR approval by administration.

Students shall be responsible for informing the coach of their inability to make practice; punishment for this is up to the coach.

- D. Sportsmanship** - Students representing St. Regis Schools shall exemplify the highest standards of good sportsmanship. Sportsmanship is defined as those qualities of courteousness, fairness, and respectfulness to officials, teammates, opponents, coaches, spectators, and all others associated with an event. Therefore, St. Regis students shall act in a sportsmanlike manner on AND off the field, court, or wherever the event is taking place.

Violations - The coach, athletic director and/or administrator shall determine the punishment consistent with MHSA and St. Regis policy for violations, including suspension from competition to being taken to the school board for suspension from the activity.

E. Complaint Process - When a person has a complaint about an athletic program, the complainant should contact the athletic director or principal to review the complaint process. No parent is allowed to speak with a coach about a concern until a minimum of 24 hours have passed since the last contest. The following step-by-step process will be followed if a participant and/or parent have concerns that they feel need to be addressed:

- **Step One:** Participant and/or parent must express the problem and desired solution directly to the coach. (Level 1: Informal)
- **Step Two:** If dissatisfied with level 1, participant and/or parent can express problem and desired solution in writing to the building level administration. (Level 2: Athletic Director)
- **Step Three:** If dissatisfied with level 2, participant and/or parent can express problem and desired solution in writing to the superintendent. (Level 3: Administration)
- **Step Four:** If dissatisfied with level 3, participant and/or parent can request in writing a hearing before the School Board. (Level 4: The Board)

- F. Appeal Process for Disciplinary Action** - If an extracurricular/co-curricular participant or parent has a grievance in regard to discipline procedure, they must make a written request to appeal the decision within five days of the action grieved. A committee made up of the advisor, coach, athletic director, principal, and superintendent will hear the appeal and make a decision. All decisions can be appealed to the School Board.

- G. Dress Code** – Students participating in extracurricular / co-curricular activities represent St. Regis Schools and as a representative should reflect pride in our school and the activity in both demeanor and dress. On activity days that occur at St. Regis, student participants are expected to wear attire appropriate to their activity (nice pants/skirt and team jersey, BPA shirts, etc.). For events that occur away from St. Regis, student participants are expected to wear dress slacks, shirt and tie for men, and nice pants or skirt and blouse for women.
- H. Coaches’/participants’ meetings** - Prior to the start of extracurricular activities the Athletic Director will meet with coaches to establish expectations and review policies and the extracurricular handbook. The athletic director and coaches will then schedule participant meetings with participants and parents/guardians prior to the start of any activity.
- I. 8th Graders Playing Varsity**-8th Graders will be brought up at the request of the head coach, upon approval from the Athletic Director and Administration. The decision to bring up 8th grade students will be based upon the following criteria; a) Low Participation numbers at the HS level, b) Opportunity of 8th grader student(s), c) Advanced skill/ability. All 8th grade students will be offered the opportunity if necessary, but it is reasonable that a try-out process may be followed, in certain instances.
- J. Global, National, State of Emergency**- In the case of such emergencies, each Extracurricular activity will continue to the highest extent advised by said governing bodies. Advisors and Coaches will work with administration, with guidance from said governing bodies, to continue implementing a quality athletic/club experience during such times. Examples of, but not limited to (Zoom meetings, Individualized daily/weekly workout programs or lessons, or small group/modified instruction of skills related to activity).
- Coaches/Advisors are expected to continue working and communicating daily/weekly with students in each activity in order to receive full coaching stipends.
 - Athletes/participants are expected to check in daily/weekly with Coaches/Advisors
 - The intent is to continue with skill development even if competitions have been canceled.

Coaches/Advisors not willing to continue with skill development will have their extra-curricular stipends prorated to reflect the actual services rendered.

SECTION IV: TRANSPORTATION

- A. Extra and Co-Curricular Meal Policy # 3512** - The school will pay up to \$10.00 for meals on trips (70 miles or more) away from the school for participants of extracurricular activities. (Note: Sack lunch may be used as an option.)

- B. After School Late Runs** - St. Regis Schools will offer transportation home upon the completion of after school practices. In the fall, a late bus will run after volleyball and football practices are complete. There will be only one bus for student-athletes during this season. If one practice is shorter than others, i.e. a game practice, the late bus driver will wait until the other practices have completed before beginning the evening run.

During winter sports, two late buses will run. The first will be after the first practice of the evening and the second after the second practice. Only high school basketball teams practice the same evenings as junior high has different seasons. If one high school team does not have evening practice, only one bus will run, after the completion of the early practice. Students must ride the bus immediately following practice. I.e., a student who participates in the early practice must ride the first late bus, not the one following the 2nd practice.

Throughout the spring season, only one late sports bus runs. This is after the completion of golf and track practice. The bus driver will pick up the golf participants at the course, and then proceed to pick up the track participants at the school. Junior high and high school end at the same time.

These buses run for the convenience of those at practice. The drivers are **NOT** responsible for driving athlete's home after contests. It is the responsibility of the parents to make sure their children have a ride home. If a bus returns from competition and practice is still going on, they may then ride the bus if they speak with the driver. It is not the responsibility of the driver to make sure they are on the bus. The bus will not wait for a contest bus to return. They will run on the practice schedule.

- C. No student is allowed to ride the late sports bus unless they are participating in the sport.** i.e., in order to ride the late basketball bus, you must be participating in basketball. If at any time the driver deems a student unruly and determines it is unsafe for them to ride the bus, the student is removed from all late bus routes until a conference and/or phone call with the parents has taken place. Once conversation has been had, the student and parent must sign a discipline letter and will be allowed to ride again once the driver feels it is safe for students to return.
- D.** Students must remain at the school after the completion of their practice. It is not the responsibility of the driver to wait for students who have left school to return before the bus departure.
- E.** Students are expected to travel with the team/club to any extracurricular activity, unless there has been **PRIOR** approval by the administration. (in the case of extenuating circumstances, such as family emergency, medical, etc.). Advisors/coaches, managers, stats keepers, etc. must ride the team bus with the participants.
- F.** Advisors/coaches may not release a participant to anyone except parent/guardian, unless the parent/guardian has provided a signed alternative travel waiver identifying who the responsible party taking custody of the participant is, and that party signs a release form provided by the coach accepting responsibility. At no time will the advisor/coach release a participant to the

custody of someone under the age of 18.

SECTION V: CONCUSSION PROTOCOL

St. Regis School District Policy #3415P addresses the district's concussion protocol. Athletic Director, coaches, athletes, and parents all have a responsibility in protecting student athletes from concussions and taking appropriate steps when a concussion is suspected.

Appendix A provides comprehensive information from the National Federation of State High School Associations (NFHS) and Sports Medicine Advisory Committee (SMAC) for both coaches and parents, including a concussion Signs and Symptoms checklist coaches will use when a concussion is suspected.

SECTION VI: MEDICAL EMERGENCY

In the event of a medical emergency involving an athlete under the supervision of a coach of St. Regis Schools, and in the absence of a licensed trainer whom we have contracted, advisors/coaches will make an immediate general assessment of injury, checking for:

- A. ABC's (Airway, breathing, circulation)
- B. Deformities/apparent fractures
- C. General athletic injuries

If it is determined that victim is in cardiac arrest, the advisor/coach will:

- Send for the AED located in high school gym or front office lobby (whichever is closer)
- Designate someone to call 911
- Position the victim on his back and begin hard and fast compressions until AED arrives
- Turn on the AED and follow audio commands.
- Open the victim's shirt and wipe his chest dry of sweat or water.
- Attach one pad to the victim's upper right chest and one to the lower left side. The pads will be labeled with a picture of where they go. Plug the wire from the pads into the AED if they are not already attached.
- Make sure no one is touching the victim so the AED can analyze correctly.
- Push the 'Analyze' button or let the AED automatically begin its analysis. Just wait for the analysis to complete.
- If the AED determines a shock is required:
 - o Keep everyone clear of the victim.
 - o Press the 'shock' button.
 - o Let the AED reanalyze.
- If the AED determines no shock is needed:
 - o Check for a pulse.
- If you cannot find a pulse, continue "hard and fast" chest compressions until the EMT's arrive. If there

is a pulse and breathing, place the victim in the recovery position and monitor.

Once you have attached the AED to a victim, do not remove it. It will continue to analyze and if the victim lapses again, the AED will recommend a shock if needed. When Emergency Medical Services personnel are on the scene, they can remove it.

In the event of any serious injury, the coach-in-charge must immediately activate the emergency medical system (911). **DO NOT MOVE A SERIOUSLY INJURED ATHLETE!**

Advisor/Coach-in-charge will give and continue to give proper basic first-aid procedures until qualified medical help arrives and relieves the coach of the responsibility.

Advisor/Coach-in-charge will contact the parents/guardians and notify them of the athlete's injury as soon as possible.

Advisor/Coach-in-charge will contact the athletic director and building administrator to notify them of the athlete's injury as soon as possible.

Advisor/Coach-in-charge will file a written report of the injury with the activities director.

EXTRA AND CO-CURRICULAR HANDBOOK CONSENT PAGE

(SIGN AND RETURN TO SCHOOL)

SECTION VII:

By signing below, the participant and parent/guardian indicate that they have read and agree to the extracurricular policy contained in this handbook.

Participant's Name: _____ Signature: _____

Date: _____

Participant's Parent's Name: _____ Signature: _____

Date: _____