

Hot Springs School District 14-J



Home of the Savage Heat

Helping

Everyone

Achieve

Together

Activity/Athletic Handbook

2023-2024

STATEMENT OF PHILOSOPHY

A comprehensive and balanced activities program is an essential part of the overall educational program of instruction. The activities program provides opportunities for students to further develop interests and talents in student extracurricular activities. Activity participation carries with it responsibilities to the school, to the activity, to the community and to the students. These experiences contribute to the development of learning skills and enable each participating student to make maximum use of his/her education.

The interscholastic athletic program is conducted per Hot Springs School District 14-J Board and MHSA policies, rules, and regulations. Coaches 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 and an appreciation for the importance of training and preparedness. Hot Springs School District 14-J provides sufficient activities to have an outlet for a wide variety of student interests and abilities.

M.H.S.A. / ELIGIBILITY AT HOT SPRINGS HIGH SCHOOL

- 1) All high school participants must be passing a minimum of twenty (20) hours of prepared work or four solids per semester to remain academically eligible under the MHSA rules. A student that is ineligible for a semester will become eligible to compete the Monday morning of the week following the end of the previous semester provided they meet all MHSA requirements.
- 2) All Middle School students must meet the school's academic requirements to participate.
- 3) High School students must have the proper number of MHSA days of practice before they are eligible to compete in a game or meet.
- 4) **Students must attend the LAST FOUR regular class periods leading up to an event. (Periods 1 through 7) of the day to be eligible for activities for that day (sports team practices, games, 21st Century program, etc) unless approved to do so by the Activities/Athletic director (AD).**
- 5) **Parents or Guardians MUST attend the mandatory parent meeting for students to be eligible to participate in school sponsored activities.**
- 6) Equipment issued to an athlete is her/his responsibility. If the equipment is not returned, replaced or paid for, no letter or award will be issued nor shall the student be permitted to participate in any sport or activity. Coaches and sponsors expect all uniforms and equipment to be returned no later than seven (7) school days after the last day of participation. Athletic uniforms and equipment are **not** to be worn or used by any student except during school sponsored practices or events in which the student participates.
- 7) 8th grade participation is only used when a coach requests participation from the Athletic Director to have 8th grade athletes come up to the high school level and compete/practice. (School Board will vote on AD recommendations).

Deadline for Enrollment...

No student shall be eligible to participate in a MHSA contest during the first semester if he/she has enrolled later than October 15, or during the spring semester if he/she has enrolled later than the eleventh (11) school day of that semester. This rule shall not apply to a student who has transferred from another high school if his/her enrollment in that previous school meets with the above requirement.

Eligibility...

A eligibility list will be issued by the Administrative Assistant at the start of each quarter and at midterm within each quarter. This list will comprise a student's performance from the start of the quarter through the midterm. Then again from midterm through the remainder of that quarter. Eligibility requirements will take into account grades and attendance. Students will have until the end of school on the day of the midterm and ending quarter to submit work for their eligibility for the next time frame. To be considered eligible, a student must not have received any of the following:

- 1) Discipline issues will be considered on a case by case issue
- 2) Disciplinary referrals will not be eligible
- 4) Grades:

Students that receive only one "F" will have the opportunity to become eligible if the following conditions are met: a.) The student will provide written documentation (to the administration) from the teacher proving that their grade has been improved to passing status by 8:00 a.m. of the following morning of notification of ineligibility. 2.) Students receiving 2 or more F's or who have less than a 2.0 GPA will not be allowed to become eligible. Grades will not be taken into consideration after the quarter or midterm. Students in grades 10-12 who are deemed ineligible the prior semester will be considered ineligible until the first grade check of the current semester. Grade checks will be performed using Infinite Campus at 10:00 a.m. on Monday morning after a quarter/midterm break or the following day if school is not in session. Eligibility or ineligibility shall begin on the day (typically Monday) after the bi-quarterly grade check. If there is an extra-curricular competition the day of the grade check, the student will be deemed eligible until the following day. Students who are deemed ineligible under this policy will be allowed to continue to practice, but will not be allowed to miss school to travel with the team or activity.

Permission slips, physical and coaches' rules....

INJURIES

Injured participants must keep the coach/sponsor informed of their injury and recuperation. Injuries should be reported immediately to the coach. Coaches will report all injuries to the Principal and Activities Director.

PRACTICE ATTENDANCE

According to MHSAA rules all athletes must complete ten (10) days of practice before they may compete in any athletic contest.

A student will not be allowed to participate in any activities if they fail to attend practice regularly. Unexcused absences from practice can result in the student not participating that week. Chronic failure to attend practice can result in removal from the activity. Coaches have the authority to set their own rules for practice attendance. Coaches' rules will be written, distributed at the start of the season and will be on file with the Activity Director.

COACH/SPONSOR RULES AND REGULATIONS

- A. 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.

Participation Rules-MHSAA....

MHSA RULES: PARTICIPATION/AWARDS/COACHING

All students are permitted to participate in preseason and post season 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 Hot Springs 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.

- 1) 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
- 2) No symbolic award exceeding twenty (\$20.00) 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
- 3) 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
- 4) 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 \$5.00.

STUDENTS

DISCIPLINE POLICY

For all policies pertaining to discipline while a student is a member of a Hot Springs Schools Extracurricular / Co-curricular program, refer to the appropriate school handbook.

Activity Discipline Policy

These rules govern any student who is involved in any form of seasonal extra-curricular activities at Hot Springs Schools. Any sanction imposed herein is additional, separate, and distinct from other sanctions, which may be imposed for violating rules outlined in the student handbook.

- 1) If the conduct of a student is determined by the coach/sponsor and administration to be detrimental to the athletic/activity program, the student may be suspended from the program for a period to be determined by the coach/sponsor and administration. Denial from participating with the team for a period of time may result from violation of school rules and regulations. A participant who is removed from a team for disciplinary reasons for the remainder of the season is **not eligible** to practice or play in another seasonal program or activity during the remainder of that season.
- 2) **ALCOHOL, DRUGS, TOBACCO, E-CIGS**

Policy Reference 3310

The use of tobacco by students at any time is prohibited and will result in the following disciplinary action. This disciplinary action does not preclude other discipline which may be administered in conjunction with the offense such as suspension from school. The student found to have used or have been in possession of alcohol and/or tobacco/e-cigs will be suspended from both practice and participating in all extracurricular activities in the School District for:

1. Thirty-six school days for the first offense.
2. Seventy-six school days for the second offense.
3. One calendar year for the third offense.

The student found to have used or have been in possession of drugs or drug paraphernalia will be suspended from both practice and participating in all extracurricular activities in the School District.

3) **VANDALISM/THEFT**

Policy Reference 3520 & 3310

Damage to school property in excess of \$25 and/or theft will result in the same penalties as stated in the alcohol, drugs, and tobacco policy. Full restitution will be required before a student may be reinstated into an extracurricular activity. Depending upon the severity of the theft and/or damage, the district may impose other penalties as well. Students may be allowed to reduce the appropriate penalty up to 50% by performing voluntary service for the district in the amount of hours equal to the number of school days by which the penalty is reduced.

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 Hot Springs School District 14-J and should conduct themselves in such a manner that the school and community can be proud of them.

BE SAFE.
BE RESPECTFUL
BE RESPONSIBLE.

Trips and Travel

Meals are purchased by the school only when approved by administration for overnight trips and post season.

Breakfast	\$7.00
Lunch	\$8.00
Dinner	\$11.00
Daily total:	\$26.00

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). 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.

ACTIVITY TRANSPORTATION

Because of the legal implications regarding school district responsibilities and liability of 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 Hot Springs. This will apply to any student who is a member of a team 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 Hot Springs 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 or grandparent 2) 21 years of age 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 start time will NOT be allowed to participate in the activity for that day. Coaches will not wait for missing students.

IF A SCHOOL BUS IS TO BE USED: RULES AND REGULATIONS

The following rules and regulations have been developed to insure the safest and most efficient transportation for your children.

WHILE RIDING THE SCHOOL BUS

- 1) The driver is in full charge of the bus and students. Students will comply promptly with any request made by the driver.
- 2) Observe the same conduct as in the classroom.
- 3) Be courteous, use no profane language.
- 4) Do not eat or drink on the bus; driver can approve food or drink; must have a lid if okayed.
- 5) Keep the bus clean.
- 6) Do not smoke.
- 7) Stay in your seat.
- 8) Keep head, hands, and feet inside the bus.
- 9) Do not be destructive.
- 10) Bus drivers are authorized to assign seats.

EXTRACURRICULAR DESIGNATED DROP OFF LOCATIONS

The three designated drop off and pick-up locations that may be utilized during extracurricular travel are:

1. Loneline Store
2. Camas Prairie School
3. At corner of HWY 200 and 28

These three (3) sites are the only locations that may be used as drop off or pick-up sites during extracurricular activities.

BUS DISCIPLINE

School bus drivers have the responsibility and authority to maintain discipline on the school bus. School bus drivers are asked to report misbehavior on the school bus to the superintendent. Such reports will result in one of several possibilities. They are:

- 1) The student(s) is given a warning about misbehavior.
- 2) A conference will be scheduled with the student, parent/guardian, and superintendent.
- 3) A revocation of riding privileges for a predetermined period of time.

OVERNIGHT TRIPS

- A) Students will be given an agenda and a tentative time schedule for student and parent information.
- B) Students will be responsible for seeing that their parents receive this information.
- C) No student will remove, damage or deface the property of any motel, restaurant, etc.
- D) Riding in vehicles other than school provided or sponsored will not be permitted unless advance arrangements have been between the parents or legal guardians and Hot Springs High School. Students will only be permitted to travel with parents or legal guardians.

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:

- a) itinerary, including departure and return dates, lodging, mode(s) of transportation, etc.
- b) educational rationale
- c) chaperones, including chaperone/student ratio
- d) total cost and sources of revenue

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

DRESS/APPEARANCE FOR ACTIVITIES

Specific dress codes will be made by the coach/sponsors, and explained to students before functions. Always remember that you are representing Hot Springs.

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/Athletic Director and Principal.

RESTRICTED ACTIVITIES ON SUNDAY

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

FUNDRAISERS

All fundraising by Hot Springs Public School students and staff will be pre-approved by the District Administrative Assistant prior to the presenting to the student council. After that, students must then present the idea to the student council before starting. Students will not be dismissed from class for fund raising activities or for preparation for such fundraisers. A form for holding a fundraiser is available in each school office, and must be completed in its entirety and submitted to the Administrative Assistant a minimum of five (5) school days prior to the scheduled start of the fundraiser.

SPORTS BANQUETS

Sports Banquets will be held in the Hot Springs Elementary School Multi-purpose Room. All Coaches and the Activities/Athletic Director will be responsible for planning the banquets. For the 2022-23 School Year, the following dates all sports within a season will participate as follows:

Fall Sports Banquet (Volleyball, Football, Cross Country)-Monday, November 20, 2023, 6:30 pm.

Winter Sports Banquet (Basketball, Wrestling)-Monday, March 18, 2024, 6:30 pm.

Spring Sports Banquet (Track, Softball)-Tuesday, May 28, 2024, 6:30 pm.

Harassment, Hazing, Bullying

The athletic department recognizes that hazing, harassment, sexual or otherwise, and/or bullying of students and staff is abusive and illegal behavior that harms victims and negatively impacts the school culture. We are committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of harassment. To this end, we strictly prohibit all forms on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

Hazing Definitions

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a risk of emotional, physical or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- Any humiliating, degrading or dangerous activity demanded of a student to join a group, regardless of the student's willingness to participate (conduct has the potential to endanger the mental or physical health or safety of a student).
- Any hurtful, aggressive, destructive or disruptive behavior such as striking, whipping, sleep deprivation, restraint or confinement, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Substance Abuse – use or abuse of tobacco, alcohol or illegal drugs.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to emotional, physical or psychological stress, embarrassment, shame or humiliation that adversely affects the health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task or act that involves violation of state or federal law or of school district policies or regulations.

BULLYING DEFINITION:

- Bullying consists of inappropriate persistent behavior including threats, or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put downs and/or badgering others. Bullying similar to all forms of harassment and hazing are prohibited behaviors. Common characteristics of bullying:
 - Physical – hitting, kicking, taking or damaging a victim's property
 - Verbal – using words to berate, hurt, or humiliate
 - Relational – maliciously spreading rumors, and/or actively excluding a person from the peer group to cause emotional harm to them.

SEXUAL HARASSMENT DEFINITIONS:

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:

- a) submission is made either explicitly or implicitly a term or condition of an individual's employment or education
- b) submission to or rejection of that conduct or communications by an individual is used as a factor in decisions affecting that individual's employment or education
- c) 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:

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

Reporting Complaints

In order for the District to effectively intervene in these situations and to take prompt corrective measures, it is essential that **all** victims of hazing or bullying **and persons with knowledge of** hazing or bullying report the harassment immediately. The District will promptly investigate all complaints of hazing or bullying, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

Investigation/Resolution

If, after appropriate investigation, the District finds that a student, an employee or a third party including parent/guardian has violated this policy, prompt corrective action will be taken.

All complainants and those who participate in the investigation of a complaint of hazing or bullying have the right to be free from retaliation of any kind. The complainant will be notified of the outcome of the investigation.

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. The 24 hour rule should always be upheld. Any concerns are not to be discussed with the coach during the event whether that is a game or practice. Please wait 24 hours before approaching the coach. If approached during a team event, the coach is entitled to ask the public to wait a proper amount of time. If no solution is made, 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:

- a) 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
- b) must maintain the same eligibility requirements as that of the athletes
- c) must maintain the same dress code requirements as that of the athletes

d) 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

e) must abide by all of the rules and regulations of Hot Springs Public Schools Activity Handbook

A maximum of three (3) managers will travel to district/divisional/state tournaments to include: one (1) statistician, one (1) camera/video operator, and one (1) bench manager.

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

***All student athletes must participate in community service for each sport. (1hr minimum per sport)**

CROSS COUNTRY - GIRLS AND BOYS

a) must compete in at least half of the varsity meets that the team competes in for the season and/or compete in the state meet

b) must complete the season in good standing

BASKETBALL - GIRLS AND BOYS

a) 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 district, divisional and/or state tournament

b) must complete the season in good standing

FOOTBALL

a) must play in at least 12 varsity quarters the team will have played in for the season

b) must complete the season in good standing

TRACK

a) must achieve minimum event time/height/distance as provided by the head coach at the beginning of the season

b) must complete the season in good standing

c) must compete in the Divisional meet

SOFTBALL

a) must suit up for varsity

b) must complete the season in good standing

VOLLEYBALL

a) 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 district, divisional and state tournament

b) must complete the season in good standing

WRESTLING

a) must achieve minimum event time/height/distance as provided by the head coach at the beginning of the season

b) must complete the season in good standing

c) must compete in the Divisional meet

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 the 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.

MIDDLE SCHOOL ACTIVITIES

BOYS BASKETBALL: Boys 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 and the season will conclude with an interscholastic tournament. Students as young as 5th grade are allowed to participate with approval of the school board after review.

GIRLS BASKETBALL: 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. Competition will include interscholastic games with area schools and a tournament at the conclusion of the season. Students as young as 5th grade are allowed to participate with approval of the school board after review.

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. Students as young as 5th grade are allowed to participate with approval of the school board after review.

FOOTBALL: 6, 7 and 8 grade participants will learn the fundamentals of tackle football, team play and good sportsmanship. Interscholastic games will be scheduled with area schools.

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. Students as young as 5th grade are allowed to participate with approval of the school board after review.

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 competition will be scheduled with area schools. Students as young as 5th grade are allowed to participate with approval of the school board after review.

FFA/FCCLA: Boys and girls in grades 6, 7 and 8 may participate in FFA/FCCLA. Participants are introduced to the many events available in both clubs and are given instruction in the events in which they are most interested.

HIGH SCHOOL ACTIVITIES

Levels of Competition

JV: Junior Varsity programs provide training and guidance to players in the basic fundamental skills in an effort to ready them for participation in the varsity level. Striving to win is an important goal of junior varsity programs, but all participants should be able to participate in most contests.

Varsity: Varsity programs are the final product of many years in the program. Varsity teams represent the best students the school has to offer. As such, these programs are extremely competitive in nature and have a different role than junior varsity and junior high. The competitiveness of the varsity environment makes striving to win a primary goal. The goal to win as many contests as possible is not consistent with providing equal opportunity to all individuals to participate equally in every contest. **REMEMBER** it is the coaches' job to reward playing time in varsity events.

Sports

BOYS BASKETBALL: Boys in grades 9-12 may try out for the BBB teams. The program currently has 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 JV and varsity squads. Interscholastic games are scheduled for each team with divisional and state tournaments culminating the varsity season.

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 the state meet.

FOOTBALL: Participants in grades 9-12 are instructed in technique, team play and good sportsmanship. Interscholastic games will be scheduled with area schools.

SOFTBALL: Participants in grades 9-12 are instructed in technique, team play and good sportsmanship. Interscholastic games will be scheduled with area schools.

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. Interscholastic competition is scheduled for JV and varsity teams with a district, divisional and state tournament culminating the season.

WRESTLING: Participants in grades 9-12 are instructed in technique, team play and good sportsmanship. Interscholastic matches and duals are scheduled with surrounding areas.

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 high school students who have or are taking Family and Consumer Science classes.

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. The high school student council sponsors a number of school-wide activities throughout the year.

VOCATIONAL CLUBS OF AMERICA / FFA: VICA /FFA is the organization of students interested in the vocational and agricultural trades of building construction, automotive, welding, design and drafting, farming, ranching, and range management. Membership is open to all high school students.

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

INSURANCE INFORMATION

School insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this program is optional. Students playing sports must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this package. Coverage for accidents occurring at school is generally the responsibility of the individual who has the accident.

GRIEVANCE PROCEDURE – TITLE IX & SECTION 504

Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or pre-marital status is prohibited unless based upon reasonable grounds as provided by Title IX/Section 504.

Should an employee or student believe that a provision of the Title IX/Section 504 has been violated, he/she shall adhere to the following grievance procedure:

- . Definitions:
 1. Grievance: A complaint alleging any policy, procedure, or practice which would be prohibited by Title IX/Section 504 and other federal and state civil rights laws, rules and regulations.
 2. Title IX: Title IX means Title IX of the Education Amendments of 1972 (20 USC Section 1681), the 1975 Implementing Regulation and any memoranda, directives, guidelines, or subsequent legislation that be issued or enacted.
 3. Section 504: The Rehabilitation Act of 1973 (29 USC 794).
 4. Grievant(s): A student, parent/guardian or employee of Hot Springs Public School District who submits a grievance.
 5. Hot Springs Public Schools: Any reference to any school district as defined in 20-6-101, Montana Codes Annotated.
 6. Title XI/Section 504 Coordinators: The employee(s) designated to coordinate.
 7. Day: Meaning a working day; calculation of working days in grievance procedure shall exclude Saturdays, Sundays and school holidays. (20-1-305 MCA)
- B. Basic Procedural Rights: Applicable to all levels of the grievance process
 1. Each party shall have the right to representation, to present witnesses and evidence, and to question opposing witnesses.
 2. The designated COORDINATOR may not have direct interest in the outcome of the grievance and must remain impartial.
 3. Relevant agencies/institutional records should be available to all parties subject to requirements and clarification in ***Guidelines for Student Records***, Office of Public Instruction, September 1984.
 4. Law prohibits intimidation or retaliation of any kind.
 5. Prior to contested case hearing rights of the GRIEVANTS confidentiality in proceedings and records shall be respected.

6. This procedure does not deny the right of the GRIEVANT to file formal complaints with other state and federal agencies or to seek private counsel for complaints or alleged discrimination.
7. All records pursuant to the grievances shall be maintained by the clerk of the School District separate and apart from student personnel records for a period of not less than five (5) years. (20-1-212-MCA)

C. Process:

1. **Level 1: Principal or immediate supervisor**
Student/parent/guardian/employee with a grievance should first discuss it with the teacher, counselor or building administrator involved, with the objective of resolving the matter promptly and informally. Employees with a grievance should first discuss it with their principal or immediate supervisor, with the same objective.
2. **Level 2: Title IX and Section 504 Coordinator**
If the grievance is not resolved at Level 1 and the GRIEVANT wishes to pursue the grievance, they may formalize it by filing the grievance in writing. The grievance shall state 1) the nature of the grievance; 2) the remedy requested; and 3) be signed by the GRIEVANT. The filing of written grievance at Level 2 must be to the COORDINATOR within ten (10) school days of the event giving rise to the grievance or from the date the GRIEVANT could reasonably become aware of such occurrence.
The COORDINATOR shall investigate and attempt to resolve the grievance. A written report regarding the decision and/or action of the COORDINATOR will be sent to all concerned parties within fifteen (15) school days after the receipt of the written grievance. If the Superintendent is the COORDINATOR and grievance is not resolved at Level 2, either party may advance to Level 4
3. **Level 3: Superintendent**
If the grievance is not resolved at Level 2, either party may process it to Level 3 by presenting a written appeal to the Superintendent within ten (10) school days of receiving the report from the COORDINATOR. The parties may request a meeting with the Superintendent or the designee and COORDINATOR. The meeting(s) shall be held within ten (10) school days after the receipt of the written appeal. A written report regarding the decision and/or action of the Superintendent will be sent to all parties within fifteen (15) school days after the receipt of the report.
4. **Level 4: The Board of Trustees**
Either party may process the grievance beyond the decision reached in Level 3 by filing written grievances within ten (10) school days with the Chairperson of the Board of Trustees. Upon receiving the grievance, the matter shall be placed on the agenda of the Board of Trustees for consideration at the next regular meeting. A decision shall be made and reported in writing to all parties within thirty (30) school days of said meetings.
5. **Level 5: Rules of Controversy**
Either party may appeal the decision of the School Board by filing a Notice of Appeal with the County Superintendent within thirty (30) days after the final decision of the Board pursuant to the Rules of School Controversy.

ANY AND ALL RULES AND REGULATIONS IN THIS HANDBOOK ARE SUBJECT TO CHANGE AS THE NEED ARISES.