

Extracurricular Activities Handbook



TROY HIGH SCHOOL

Home of the Trojans



TROY HIGH SCHOOL

"Home of the Trojans"

PO Box 867 · Troy, MT 59935
OFFICE 406.295.4520 FAX 406.295.5371

Dear Students and Parents,

We are pleased that you are part of an extracurricular activity at Troy High School. Studies show that students who are involved in these activities, on average, do better academically and are more mature. Some of the things extracurricular activities help participants learn are personal responsibility, self-discipline, leadership skills, and many other virtues necessary for success.

This handbook is arranged to answer questions you might have and to provide clear information regarding extracurricular expectations for participant conduct. Please read this handbook carefully so that you are aware of school policies and procedures. By understanding and complying with these policies and procedures, you will enjoy activities designed to help you further mature and develop.

Please call the school if you have questions, concerns or successes you would like to share with us. We will be happy to assist you at any time.

Sincerely,

Mrs. Tisee Lewis, PRINCIPAL

tlewis@troyk12.org



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Handbook Overview

The Troy High School Athletic Training Rules Handbook contains information that student-athletes and parents will need to know during the year. The handbook is organized into eight sections: General Information, Eligibility, Health & Safety, Communication, Transportation, Training Rules, and Complaints. Throughout this handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for the student. The term “student-athlete” refers to any student in the Troy School system participating in any extracurricular activity, club, or as a student-employee of the school district.



General Information

MOTTO

“Develop, Achieve, Succeed”

MISSION STATEMENT

Empowering students to develop good character, achieve academic excellence, and succeed as lifelong learners.

BELIEFS

- Student learning should be the chief priority for the district based on high expectations for all.
- A safe, supportive environment based on positive relationships and mutual respect promotes student learning and self-esteem.
- Each student should be provided with a variety of instructional approaches that reflect an individual’s unique physical, social, emotional, and intellectual needs.
- The commitment to continuous improvement is imperative to empower students to be confident, self-directed members of society.
- The community, parents, school staff, and students share the responsibility for advancing the district’s mission.



BOARD OF TRUSTEES

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools.

Ms. Lori Damon
Chairperson

Cam Foote

Mr. Eric Storkson
Vice-Chairperson

Mr. David Orr

Mrs. Carol Parsons

Mrs. Jan Fontaine

ADMINISTRATION

Superintendent:

Mrs. Christina Schertel
cschertel@troyk12.org
406.295.4321

Principal:

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tlewis@troyk12.org
406.295.4520

High School Secretary:

Ms. Tiana Michel
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406.295.4520

Activities Coordinator:

Mr. Milo Rogers
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406.295.4520

STATEMENT OF PHILOSOPHY

Troy School District understands that interscholastic athletics and school clubs are a significant part of the educational process. While our number one goal as a school district is to provide a sound academic experience for all of our students, the combination of academics and extracurricular activities provide a unique opportunity for students to expand their options for learning and personal growth. Extracurricular activities provide an educational opportunity in which students can learn essential life lessons beyond those that can be learned in an academic classroom. By providing a strong extra-curricular program, Troy Junior and Senior High School extends the opportunity of enriching the mind and body to any student meeting district, Montana



High School Association (MHSA), and/or any applicable governing body's requirements.

Participation in Troy Junior and Senior High School extracurricular activities is a privilege granted by the district to the student. This privilege may be revoked, temporarily suspended, or permanently suspended if a student's schoolwork and/or conduct become unacceptable. All participants are required to abide by all school rules as well as the expectations outlined in this handbook and any additional rules established by the coach or advisor.

Handbook Intent

It is important for students who participate in interscholastic athletics, extracurricular activities and other judged public performances, to remember that they are representing Troy High School, and as such, they should exhibit exemplary conduct both on and off campus year-round. The purpose of this handbook is to establish training rules that emphasize the ideals of good character and proper behavior.

The expectations and rules set forth in this handbook apply to all participants in any extracurricular activity at Troy Junior and Senior High School and constitute a binding contract of behavior between the school and student. Absence of signature on the Training Rules Acknowledgement Form does not release the student from obligation or consequences of this contract.

INTERSCHOLASTIC ATHLETICS

Troy High School offers a full program of interscholastic athletics:

Boys

Cross Country – fall
Football – fall
Soccer – fall
Basketball – winter
Wrestling – winter
Track – spring
Tennis – spring
Baseball – spring

Girls

Cross Country – fall
Volleyball – fall
Soccer – fall
Basketball – winter
Wrestling – winter
Track – spring
Tennis – spring
Softball – spring



Co-ed

Cheerleading– fall, & winter

Band & Chorus

CLUBS

Troy School District offers a variety of clubs for students to join and be enriched by. These clubs strengthen leadership skills and allow students to give back to the community:

- Student Council
- Drama Club
- Honor Society
- Yearbook
- Travel Club
- Pep Squad Club
- Art Club
- Shooting Club

The Board recognizes that student clubs are a helpful resource for schools and supports their formation. Student clubs must complete an application process. The Superintendent or designee is delegated the authority to approve or deny club applications.

STUDENT ORGANIZATIONS

1. All curricular student clubs or organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted.
2. Bylaws and rules of curricular student clubs or organizations must not be contrary to Board policy or to administrative rules and regulations.
3. Procedures in curricular student clubs or organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.
4. Student led and initiated non-curricular student groups may meet at school in accordance with District Policy without the sponsorship of the School District.



**If you are interested in joining a club,
talk to the respective club advisor.**

EQUAL OPPORTUNITY

Policy 3210: Equal Education, Nondiscrimination and Sex Equity

The District will provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, genetic information, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work physical or mental disability. The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose undue hardship on the District.

Inquiries regarding sexual harassment, sex discrimination, or sexual intimidation should be directed to the District Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. Inquiries regarding discrimination on the basis of disability or requests for accommodation should be directed to the District Section 504 Coordinator.

The Board designates the following individual to serve as the District's Title IX and 504 Coordinator:

Nikki Steiger
PO Box 867, Troy MT 59935
406.295.4321
nsteiger@troyk12.org

Any individual may file a complaint alleging violation of this policy, Policy 5012/512P – Sexual Harassment, or Policy 5015-Bullying/Harassment/Intimidation/Hazing by following those policies or Policy 1700-Uniform Complaint Procedure.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.



Troy High School

All complaints about behavior that may violate this policy shall be promptly investigated.

Retaliation against an employee who has filed a discrimination complaint, testified, or participated in any manner in a discrimination investigation or proceeding is prohibited.



Eligibility

Every effort is made to afford any student the opportunity to participate in Troy High School extracurricular activities. The student must meet the academic eligibility requirements as well as exhibit a desire and willingness to work hard. All participants are required to abide by all school rules as well as the expectations outlined in this handbook and any additional rules established by the coach or advisor.

REQUIREMENTS

In general, students are eligible to participate in extracurricular activities by meeting the requirements listed below, the Montana High School Association (MHSA) regulations, the Troy High School Student Handbook regulations, Troy School District Policies and Procedures, and the requirements stated in the Healthy Choice Pledge.

1. Student must not have reached his/her nineteenth (19th) birthday on or before midnight August 31st of a given year.
2. Student must not have been in attendance in any secondary school for more than eight (8) semesters.
3. Yearly completion of a current Physical Exam Form for student-athletes.
 - *The Physical Exam Form must be completed every year, with June 15th as the earliest day of the examination, for the following school year.*
4. Yearly completion of the Universal Extracurricular Activities Permission Form.
5. Parental/Guardian attendance at the Extracurricular Training Rules meeting, as requested by the coach or club advisor.



ACADEMIC ELIGIBILITY

Student-athletes must remember that they are a student first and an athlete second, and that getting a good education is the highest priority. It is the intent of Troy Junior and Senior High School to ensure that the student's academic status is maintained to a sufficiently successful level in order to compete as a member of any interscholastic athletic team or school club.

- Student-athletes who received two or more failing grades at the end of a quarter are ineligible to play for the subsequent quarter.
- Student-athletes who received a failing grade at the end of a quarter are ineligible to play for the first two weeks of contests of the subsequent quarter. These student-athletes are required to submit the Athletic Eligibility Weekly Sign-off Form to their coach. If the form is not filled out completely or is not turned in, the student will be ineligible for play for that week.
- If a student-athlete is struggling in a course at any time a teacher, coach or administrator may require the student to fill out the Athletic Eligibility Weekly Sign-off Form temporarily until the student's grades are improved.

Students are responsible to monitor their own academic eligibility. If a student-athlete participates while academically ineligible consequences will be given which will include, but are not limited to, at least a one-week suspension of activities.

It is up to the discretion of the coach to allow students who are not academically eligible to travel with the team on away games.

ATTENDANCE

To reach the goal of maximum educational benefits for each student requires a regular continuity of instruction, classroom participation, learning experiences, and study. Regular interaction of students with one another in the classroom and their participation in instructional activities under the tutelage of competent teachers is vital to the entire process of education. This established principle of education underlies and gives purpose to the requirement of compulsory schooling in every state of the nation. The instructional program schools have to offer can only be presented to students in attendance.



A student's regular school attendance also reflects dependability and is a significant component on a student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

Absences due to school sponsored activities, including field trips, athletic contests, etc., will not count toward the total five absences per grading period. However, students who are absent because of these activities are expected to have their work made up ahead of time.

A student must attend all his/her classes during the school day to be eligible to participate in school activities, including practice, that day. A student must attend all his/her classes on the last school day prior to the activity if the activity falls on a non-school day. The only exception to these rules is when the parent/guardian notifies the principal or Activities coordinator of the student's absence due to a medical appointment beforehand and provides a doctor's note.

DROPPING OUT OF AN ACTIVITY

If a student drops out of an activity the individual forfeits his/her letter and the benefits of being on a team or club. "To drop" means to quit without a conference with the coach or sponsor and a release by that coach or sponsor from that particular activity. If you are released from an activity, you may participate in another activity if the sponsors so consent, and if the MHSA requirements have been fulfilled.

SCHOOL ISSUED EQUIPMENT

Student-athletes are responsible for any uniforms and/or equipment issued to them. Each student-athlete is financially responsible for all lost, damaged (through negligence), or unreturned items issued by school officials in that student's name. Students will not be allowed to participate, practice, or compete in another sport until he/she has returned or paid for all uniforms and equipment that was issued to them in a previous season.



FIFTH GRADE PARTICIPATION

FOOTBALL, GIRLS BASKETBALL, VOLLEYBALL

1. 5th graders will participate in practices with 6th, 7th and 8th graders.
2. 5th graders will not participate in any 8th grade football games unless approved by parents, coaches, and administration.
3. Because other schools run their junior high and elementary seasons concurrently, we will try to have four teams per sport (5th, 6th, 7th and 8th grade).
 - a. If only two teams can be made, efforts will be made to have a 5th-6th grade team and a 7th-8th grade team.
 - b. If only 3 teams can be formed we will eliminate the 5th grade team and 5th graders will play with 6th graders.

BOYS BASKETBALL

1. Because junior high and elementary basketball do not run concurrently, coaches have the option of bringing up 5th graders to play on the junior high team.
2. It is up to coaches' discretion on who and how many 5th graders will come up to play.
3. Coaches can allow 5th graders to practice with the team, but not play in the game. If this is the case, it must be communicated to parents prior to the first game.

TRACK

5th grade participation will be allowed for track.

PARTICIPATION IN DISTRICT EXTRACURRICULAR ACTIVITIES BY UNENROLLED CHILDREN

1. Any child identified in district policy who is attending a nonpublic or home school meeting the requirements of section 20-5-109:



- a. Is eligible to seek to participate in any extracurricular activity of the District that is offered to pupils of the district who are of the same age.
 - b. Is subject to the same standards for participation as those required of full-time pupils enrolled in the school and the same rules of any interscholastic organization of which the school of participation is a member as specified in Section 3.a. and 3.b. of this policy and any related student or activity handbook provisions.
 - c. Will be assessed for purposes of placement, team formation and cuts using the same criteria as used for full-time pupils enrolled in the District.
2. In cases where there is more than one school serving the same age group within District boundaries, a child under Section 4 of this policy shall be subject to the same school zone rules applicable to full-time pupils of the District. Participation for one school for one sport and another school for another sport is prohibited.
3. The academic eligibility for extracurricular participation for a student attending a nonpublic school as specified under district policy shall be attested by the head administrator of the nonpublic school. No further verification shall be required.
4. The academic eligibility for extracurricular participation for a student attending a home school as specified under Section 4.a.ii shall be attested in writing by the educator providing the student instruction with verification by the school principal for the school of participation. The verification may not include any form of student assessment.
5. Students participating in extracurricular activities under Section 4 of this policy may be considered part-time enrollees for purposes of ANB in accordance with Policy 3150, 3121, and 3121P.



DESIGNATION OF ATHLETIC TEAMS

Unless otherwise prohibited by Policy 3210 or federal law, District sponsored athletic teams or sports designated for females, women, or girls may not be open to students who are biologically of the male sex. District sponsored athletic teams or events may be designated as one of the following based on biological sex in accordance with applicable MHSA rules, this Policy, federal law, Policy 3210, or the provisions of Section 6 of Chapter 405 (2021):

- males, men, or boys;
- females, women, or girls; or
- coed or mixed.

This section of this Policy is void 21 days after the date the United States Secretary of Education files a written report with the proper committees of the United States House of Representatives and the United States Senate as required by 34 CFR 100.8(c) due to the enforcement of Chapter 405 (2021).



Health & Safety

STUDENT MEDICATIONS

All medications, prescribed or over the counter, must be delivered to and kept by the coach if these are needed outside of instructional hours. The medication must be properly labeled with dates, name of student, medication name, dosage and physician's name. Over the counter medications must be accompanied by a signed note from the parent indicating the proper dosage and use. Authorization forms need to be submitted with the medications to the office. Students are strongly encouraged to take medications before and after activities, practices or contests when possible to eliminate the need for school personnel to administer medications.

ACCIDENTS

Students involved in an accident on campus or during a school sponsored activity, no matter how trivial, must fill out a "Standard Student Accident Report Form," which is found in the main office.

Injury

Every participant in athletics is required to report any injury, however slight, to the coach at the time it occurs. The coach will fill out an accident report form.

Insurance

The District requires that the parent, guardian, caretaker relative of student's participating in school sponsored activities (co-curricular, extra-curricular, 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 (extra-curricular, co-curricular, 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, co-curricular, 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.

CONCUSSIONS

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even what seems to be a mild bump or blow to the head can be serious. Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.

Concussion Facts for Athletes

WHAT IS A CONCUSSION?

- A concussion is a brain injury that:
- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practices or games in any sport
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged"



WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not “feel right”

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- Tell your coaches and your parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.
- Get a medical checkup. A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach’s rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the right equipment for the game, position, or activity
- Always use the proper sports equipment, for the game, position or activity, including:



- personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards).

In order for equipment to protect you, it must be:

- Worn correctly and fit well
- Used every time you play

Remember, when in doubt, sit it out!

Concussion Facts for Parents

WHAT IS A CONCUSSION?

- A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.
- You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily, answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall
- Symptoms Reported by Athlete
- Headache or “pressure” in head



- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussion.

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.



SIGNS OBSERVED BY PARENTS	SYMPTOMS REPORTED BY YOUR CHILD OR TEEN
<ul style="list-style-type: none"> ▪ Appears dazed or stunned ▪ Is confused about events ▪ Answers questions slowly ▪ Repeats questions ▪ Can't recall events prior to the hit, bump, or fall ▪ Can't recall events after the hit, bump, or fall ▪ Loses consciousness (even briefly) ▪ Shows behavior or personality changes ▪ Forgets class schedule or assignments 	<p>Thinking/Remembering:</p> <ul style="list-style-type: none"> ▪ Difficulty thinking clearly ▪ Difficulty concentrating or remembering ▪ Feeling more slowed down ▪ Feeling sluggish, hazy, foggy, or groggy <p>Emotional:</p> <ul style="list-style-type: none"> ▪ Irritable ▪ Sad ▪ More emotional than usual ▪ Nervous <p>Physical:</p> <ul style="list-style-type: none"> ▪ Headache or "pressure" in head ▪ Nausea or vomiting ▪ Balance problems or dizziness ▪ Fatigue or feeling tired ▪ Blurry or double vision ▪ Sensitivity to light or noise ▪ Numbness or tingling ▪ Does not "feel right" <p>Sleep*:</p> <ul style="list-style-type: none"> ▪ Drowsy ▪ Sleeps less than usual ▪ Sleeps more than usual ▪ Has trouble falling asleep <p><i>*Only ask about sleep symptoms if the injury occurred on a prior day.</i></p>



WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
2. Keep your child out of play. Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
3. Tell your child's coach about any recent concussion. Coaches should know if your child had a recent concussion in ANY sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

Remember, when in doubt, sit them out!

Dylan Steigers' Protection of Youth Athletes Act

The law states that a student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the student-athlete has received a written clearance from a licensed health care provider.

Links to Other Resources

CDC: Concussion in Sports

<http://www.cdc.gov/concussion/sports/index.html>

National Federation of State High School Association:

Concussion in Sports - What You Need To Know

www.nfhslearn.com

Montana High School Association: Sports Medicine Page

<http://www.mhsa.org/SportsMedicine/SportsMed.htm>



Communication

PARENT-COACH RELATIONSHIP

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to students. As parents, when your child becomes involved in our program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communications you should expect from your child's coach:

1. Philosophy of the coach.
2. Expectations and goals the coach has for your child as well as for the team/season.
3. Locations and times of all practices and contests.
4. Team requirements, special equipment, strength and conditioning programs.
5. Procedure if your child is injured during participation.
6. Team rules, guidelines and consequences for infractions.
7. Lettering criteria.
8. Team selection process.



Communication coaches expect from athletes/parents:

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts in advance.
3. Notification of illness or injury as soon as possible.

As your child becomes involved in the programs at Troy Junior and Senior High School, he or she will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way you and your child wish. At these times, discussion with the coach is encouraged. It is the first and most integral step to understanding and resolution.

Appropriate concerns to discuss with coaches:

1. The treatment of your child.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child not playing as much as you hope. Coaches make decisions based on what they believe to be the best for all student-athletes involved. As may be noted from the listed items, certain things can be and should be discussed with your child's coach. Other things, such as those listed below, *must be left to the discretion of the coach.*

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student-athletes.

There are situations that may require a conference between the coach and player, or coach and parent. These conferences are encouraged. It is beneficial when all parties involved have a clear understanding of the other person's position.



CHAIN OF COMMUNICATION

Following the proper chain of communication will help ensure that issues get resolved in the most effective manner:

1. Talk to the Coach
2. Talk to the Activities Coordinator
3. Talk to the Principal
4. Talk to the Superintendent
5. Talk to the School Board



Transportation

Since the school district is ultimately responsible for safe passage of students representing the Troy School System, it shall be a policy of the district that all students ride district-sponsored vehicles to-and-from a school-sponsored activity. The only exception shall be if the coach/sponsor has been notified in advance by the parent/guardian. Coaches/activity sponsors may release students only to their parents after an out-of-town activity.

STUDENT CONDUCT ON SCHOOL BUSES

School bus safety depends largely on the behavior of the student passengers. In other words, it is very difficult for the driver to train his/her eyes on the roadway (where they should be) and on the rear-view mirror watching students. To help insure the safe operation of the district's school buses, the following rules and consequences have been adopted:

Rules

1. Follow the directions of the bus driver.
2. Keep hands, feet and other objects to yourself and inside the bus.
3. Remain seated, facing forward, keeping the aisle clear.

Consequences

Students may be restricted from riding the bus if their behavior contributes to an unsafe condition as determined by the driver in consultation with the principal.



Severe behaviors include fighting, swearing, vandalism, direct defiance of the driver, use of tobacco, alcohol, and/or drugs, obscene gestures, and any other behavior disrupting the safe operation of the school bus. Students involved in severe behavior will receive an automatic suspension from district transportation.

ACTIVITY TRAVEL

During activity travel students must sit in designated spots with their teammates. Coaches are to sit in the middle or back of the bus to monitor student behaviors. Due to minimal adult supervision and driving during dark hours, boys are to sit in one section of the bus and the girls in another.

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 Troy. 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.

All participants must travel to and return from all out-of-town activities with the team.

If participants want to travel with someone other than their parent/guardian prior written permission must be given by their parents and granted by the administration.

Participants will be released to travel with their parent/guardian only, after signing out with their coach/sponsor.



Training Rules

All participants are required to abide by the training rules outlined in this handbook and any additional rules established by the coach or advisor. Consequences for failure to abide by the training rules will be given as outlined in the behavior rubric.

STUDENT-ATHLETE EXPECTATIONS

Participation in Troy Junior and Senior High School extracurricular activities is a privilege granted by the district to the student. It is important for students who participate in interscholastic athletics, extracurricular activities and other judged public performances, to remember that they are representing Troy High School, and as such, they must exhibit exemplary conduct both on and off campus at all times.

Behavior in the classroom and during school hours (including activity events) is also important to a developing student-athlete. Student-athletes reported to have been disruptive and demonstrated blatant disrespect or disruptive demeanor will face disciplinary consequences in school and in extracurricular activities.

Behaviors that constitute misconduct are included but not limited to the instances set forth below:

1. Using, possessing, distributing, purchasing, or selling tobacco products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who may be under the influence of alcohol will be treated as though they have alcohol in their possession.



3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who may be under the influence of such substances will be treated as though they have drugs in their possession.
4. Using, possessing, controlling, or transferring a firearm or weapon on school grounds.
5. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon on school grounds.
6. Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct and state and federal law.
7. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
8. Causing or attempting to cause damage to, stealing or attempting to steal, school property or another person's property.
9. Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
10. Unexcused absenteeism. Truancy statutes and Board of Trustees policy will be utilized for chronic and habitual truants.
11. Hazing or bullying.
12. Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
13. Violations of the student dress code while attending school or school activities.
14. Public display of affection while attending school or school activities.
15. Profanity while attending school or school activities.
16. Plagiarism.



CONSEQUENCES

Consequences for misconduct include but are not limited to:

1. Expulsion
2. Suspension
3. Detention, including Saturdays
4. Clean-up duty
5. Writing assignments specific to the behavior
6. Loss of student privileges
7. Loss of bus privileges
8. Notification to juvenile authorities and/or police
9. Restitution for damages to property
10. Warning
11. Time out
12. Conference with activities coordinator, guidance counselor, coach, teacher or principal
13. Letter or call to parents
14. Parent conference
15. Extra athletic drills

DELEGATION OF AUTHORITY

Each coach, club advisor, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Coaches and club advisors may remove students from participating in an activity or activities or from the program for negative behavior.

DRESS & GROOMING

The district recognizes that a student's choice of dress and grooming habits demonstrate personal style and preference. The district has



the responsibility to ensure proper and appropriate conditions for learning, athletic activities, and promoting a positive representation of the school district, along with protecting the health and safety of its student body.

Activity participants must conform to the school dress code as well as the coach or advisor's requests for game day travel.

CURFEW

Curfew is an official order for students to return home before a stated time, and remain home until a stated time. Students are to be at home unless:

- The student is with a parent or guardian.
- The student is on their way directly home from work or a lawful adult sponsored and supervised activity.
- The student is responding to a life-threatening emergency at the direction of, or on behalf of a parent or guardian.

Curfew times are as follows:

School Nights – 10:00p.m.

School nights are the night before a school day, typically Sunday through Thursday during the school year.

Weekend Nights – 12:00 midnight

Weekend nights are nights before a non-school day, typically Friday and Saturday during the school year.

Late Arrivals – 11:00 p.m. on school nights 12:00 midnight on weekends

Students are expected to be home no later than one-half hour after the activity/athletic bus arrives in Troy. The activity sponsor may make special arrangements in advance.

Violations

The first violation of curfew will result in the student being suspended from participation in one activity. The second violation will result in the student being suspended from 25% of the season's activities.



Subsequent violations will result in the student being dismissed from the team. The administrator reserves the right to select the most appropriate discipline options to handle the misbehavior.

COMMUNICATION DEVICES

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of district employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video or camera capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. This constitutes a violation of the law and law enforcement will be notified.

Confiscation and Search of Device Contents

If there is suspicion that a cell phone or other electronic device with video or camera capabilities has been in use in a locker room, bathroom, or other location where such operation may violate the privacy right of another person, the device will be confiscated and searched. Compromising photos found on the phone may result in immediate removal of the student from the extracurricular activity and/or further disciplinary action.

SPORTSMANSHIP

Athletes and participants who receive a technical foul or an unsportsmanlike conduct penalty will be taken out of the contest for a period of time based on the severity of the violation.

Ejection rule

If a student is ejected from an MHS competition for unsportsmanlike conduct, they will not participate for the remainder of the event and will be suspended for the next regularly scheduled or rescheduled event at that level of competition and all other games/meets in the interim at any level of competition. A second violation will result in a four-competition suspension. While participating for Troy High School, any ejection requires a letter of apology to the official before the next weekly contest.



ALCOHOL, TOBACCO, DRUGS, AND OTHER MOOD MODIFYING SUBSTANCES

Extra- and Co-Curricular Alcohol, Drug, and Tobacco Use

The district views participation in extracurricular activities as an opportunity extended to students willing to make a commitment to adhere to the rules which govern them. The district believes that participation in organized activities can contribute to all-around development of young men and women and that implementation of these rules will serve these purposes:

1. Emphasize concern for the health and well-being of students while participating in activities;
2. Provide a chemical-free environment which will encourage healthy development;
3. Diminish chemical use by providing an education assistance program;
4. Promote a sense of self-discipline among students;
5. Confirm and support existing state laws which prohibit use of mood-altering chemicals;
6. Emphasize standards of conduct for those students who, through their participation, are leaders and role models for their peers and younger students; and
7. Assist students who desire to resist peer pressure that often directs them toward the use of chemicals.

Violations of established rules and regulations governing chemical use by participants in extra- and co-curricular activities will result in discipline as stated in student and extracurricular activities handbooks.

Policy 3340 & 3221: Use of Alcohol and Drug-Sensor Devices

Students are prohibited by Montana law and district policy from using or possessing alcoholic beverages and other illegal substances. It is district policy to deter use or possession of alcoholic beverages and illegal substances by students on district property or at school-sponsored or related activities or events, through use of sensors or tools such as breath-test instruments, saliva test strips, etc.



Anytime the Superintendent, another administrator, teacher, coach, or advisor has reasonable suspicion that a student has consumed an alcoholic beverage or illegal substance, the student will be given an opportunity to admit or deny consumption. If the student admits consumption of alcohol or an illegal substance, appropriate disciplinary action will be taken under applicable district policies, student handbook, and extracurricular activities handbook provisions, including potential restriction of or exclusion from participation in extra- and co-curricular activities.

If the student denies consumption of alcohol or an illegal substance, the Superintendent or another district employee designated by the Superintendent may utilize a sensor device to either confirm consumption or eliminate the suspicion. Confirmation of consumption will result in appropriate disciplinary action under applicable district policies, student handbook, and extracurricular handbook provisions, including potential restriction of participation in or exclusion from extra-and co-curricular activities.

If the student refuses to submit to testing for the presence of alcohol, the district may rely upon other evidence of alcohol consumption in determining whether district policy has been violated.

CONSEQUENCES FOR USE OF ALCOHOL, TOBACCO, DRUGS, AND OTHER MOOD MODIFYING SUBSTANCES

Students participating in interscholastic athletics and extracurricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, or distribute alcohol, tobacco, or illegal drugs, or abuse prescription or non-prescription drugs. If a student receives an MIP, or it is confirmed that they were in the possession of or using tobacco, alcohol, or illicit drugs, the student will forfeit the privilege of participating in accordance with the expectations laid forth in this handbook.

This policy applies to students who are involved in extra- and co-curricular activities program from 5th grade to 12th grade.

Violations are cumulative, through the student's period of attendance and participation in junior high and high school extracurricular activities, grades 5-12. The rules apply to all students regardless of circumstances and even if they are of legal age.



Students found guilty, by the Activities coordinator or school administrator, of any of these violation standards will be suspended from participating in activities involved as outlined below:

1. **The first offense** will result in:

- A rolling 50% suspension from the activities/contests of a season.
 - *For example, if a student is found guilty of substance abuse with two football games left in an 8 game regular football season, the student would be suspended from those two games plus the first 5 games in an 18-game regular basketball season, in order to complete the 50% suspension.*
- Suspension from practice for a week.

The participant must enroll in drug/alcohol intervention course purchased by the offender before activity can resume. In order to return to the activity the participant must apologize to all of the teammates or participants and re-sign the Healthy Choice Pledge Form.

- A student may lessen the suspension to a rolling 25% by completing the following within the given time frame:
 - Within two weeks, write a five-page essay on the effects of illegal substances on the body.
 - Within two weeks, present findings from essay to teammates through a formal PowerPoint presentation or equivalent.
 - Throughout the rest of the season, submit to random drug/alcohol testing.
2. **The second offense** will result in the suspension from all activities for a calendar year. The participant must enroll in drug/alcohol intervention course purchased by the offender before activity can resume. In order to return to the activity, the participant must apologize to all of the teammates or participants and re-sign the Healthy Choice Pledge Form.
3. **The third offense** will result in the suspension from all activities for the remainder of the participant's high school career.



NOTES:

- The activity minimum is up to and including the activity at the highest level the student participates. The activities to be missed will be established at the student hearing by the activities coordinator.
- Pre-trial diversion and /or MIP are considered a violation along with any violation that does not end in arrest.
- The length of the suspension will carry over into the next semester or next school year if the semester or school year ends before the suspension has been served.
- Offenders become ineligible to receive any award associated with the extracurricular activity, such as a letter, state recognition, certificate, etc.
- Completion of the season in good standing is required for activities to count to complete the suspension.
- Drug related offenses will require a clean drug-test administered by a doctor and purchased by the offender, before activity can resume, including practice.
- If one of the violations occurs during the grades of 5-8 a participant has the opportunity for a one lifetime appeal if the participant receives three offenses during their participation. To appeal a violation occurring during grades 5-8 a participant must write a letter of appeal to the principal describing why the violation should be waived. A committee of participants, teachers, and administration will evaluate the appeal.

Presence at party or gathering where alcohol or drugs are being illegally consumed

If an extracurricular participant attends a party where alcohol or drugs are being illegally dispensed, the student must leave immediately, and should encourage as many classmates as possible to leave with them. To remain in the presence of illegal activity shall constitute a violation of the training rules.

Note: The intent of the “presence at a party” is not to deny participation with adult family members in gatherings such as weddings, anniversaries or other family gatherings.



Hosts of Parties Lose the Most

It is considered major misconduct for an extracurricular participant who is involved in the organization, facilitation, promotion, or hosting of any gathering or social event where alcohol or drugs were known to be available or used (See Behavior Rubric).

Cyber Image Policy

Any identifiable image, photo or video which implicates an extracurricular participant to have been in possession of or presence of alcohol and/or drugs or portrays actual use, or out of character behavior or crime, shall be confirmation of a violation of the code. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the extracurricular participant must assume. It must also be noted that there may be persons, who would attempt to implicate an extracurricular participant, by taking such images, to place them in a situation where they might be in violation of this code standard. This is our rationale for demanding that our extracurricular participant not place themselves in such environments.

If a determination is made that a student has violated this policy, the student and parent or guardian shall be notified of the violation when possible, at which time the student and parents or guardian shall be notified of the type of discipline that will be administered.

MAJOR MISCONDUCT

Student-athletes and extracurricular participants will also abstain from engaging in any activity which constitutes a felony under state or federal law, multiple misdemeanors, or any activity which will embarrass or discredit the school, its staff, its students, or his or her teammates.

Students found guilty of any of these violation standards will be suspended from participating in activities involved as outlined below:

1. The first offense will result in a suspension of a full calendar year of activities/contests.
2. The second offense will result in the suspension from all activities for the remainder of the student's high school career.

Extracurricular Activities Handbook



The Major Misconduct section is in effect 24 hours a day, 365 days a year.

BEHAVIOR RUBRIC

MISCONDUCT	1 ST INCIDENT	2 ND INCIDENT	SUBSEQUENT INCIDENTS
Tardies to practice or games	1st tardy: Coach will address.	2nd tardy: Coach will address.	3rd tardy: One-activity suspension.
Truancy to practice or games	One activity suspension.	Suspension from 25% of season's activities.	Dismissal from the team.
Dress Code Violation at extracurricular activity	Warning from the coach.	One-activity suspension.	Dismissal from the team.
Disruption in school, at practice, or game, OR Minor Bus Behavior	Coach will address.	One-activity suspension.	Dismissal from the team.
Curfew Violation	One activity suspension.	Suspension from 25% of season's activities.	Dismissal from the team.
Major Disrespect / Insubordination at school, practice or games OR Major Bus Behavior	One activity suspension.	Suspension from 25% of season's activities.	Dismissal from the team.



MISCONDUCT	1ST INCIDENT	2ND INCIDENT	SUBSEQUENT INCIDENTS
Alcohol, Tobacco, Drugs, and Other Mood Modifying Substances	The first offense will result in a rolling 50% suspension from the activities/contests of a season and suspension from practice for a week. Must enroll in drug/alcohol intervention course purchased by the offender before activity can resume.	The second offense will result in the suspension from all activities for a calendar year. Must enroll in drug/alcohol intervention course purchased by the offender before activity can resume.	The third offense will result in the suspension from all activities for the remainder of the participant's high school career.
Major Misconduct	The first offense will result in a suspension of a full calendar year of activities/contests.	The second offense will result in the suspension from all activities for the remainder of the participant's high school career.	
Other Misconduct	The administrator reserves the right to select the most appropriate discipline options to handle the misbehavior.		

A student's past discipline records, individual circumstances and severity of a particular incident will determine the specific nature of the consequences. The behavior rubric is a guide for administrators, coaches, teachers, parents, and players. The school administration reserves the right to determine the level of disciplinary action taken for each incident depending on the situation, student(s) involved, and past history.



DUE PROCESS FOR PARTICIPANTS

Troy Junior and Senior High School recognizes the rights of individuals and due process will be used in determining suspension or exclusion from any of the activities of the school. The following due process procedure will be used in regard to students participating in the activities of the school when a violation of the rules and regulations regarding activities occurs. In the event of the admission of guilt, the requirements of due process are significantly reduced.

1. Before any suspension is ordered, a building administrator will meet with the student to explain charges of misconduct, and the student will be given opportunity to respond to the charges.
2. When a student's presence poses a continuing danger to persons or property or poses an ongoing threat of disruption to the educational process, a pre-suspension conference will not be required, and an administrator may suspend a student immediately. In such cases, a building administrator will provide notice of and schedule a conference as soon as practicable following the suspension.
3. A building administrator will report any suspension to a student's parent or legal guardian. An administrator will provide a written report of suspension that states reasons for a suspension, including any school rule that was violated, and a notice to a parent or guardian of the right to a review of a suspension. An administrator will send a copy of the report and notice to the Superintendent.
4. The Superintendent will conduct a review of any suspension on request of a parent or legal guardian. A student and parent or legal guardian may meet with the Superintendent to discuss suspension. After the meeting and after concluding a review, the Superintendent will take such final action as appropriate.



APPEAL PROCESS

Any parent or legal guardian and student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At this 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.



Complaints

UNIFORM COMPLAINT PROCEDURE

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a specific process in state or federal law that supersedes this process or collective bargaining agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance with the terms of the applicable agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under: state or federal law or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursue other remedies and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

Deadlines requiring District action in this procedure may be extended for reasons related but not limited to the District's retention of legal counsel and District investigatory procedures.

Level 1: Informal

An individual with a complaint should first attempt to discuss it with the appropriate employee or building administrator, with the objective of resolving the matter promptly and informally in accordance with



requirements of Policy 2158. If such resolution is not possible, the individual may choose to file a formal written complaint in accordance with specifications at Level 2. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating, including the complaining individual's position to assert legal rights: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident. The applicability of the deadline is subject to review by the Superintendent to ensure the intent of this uniform complaint procedure is honored.

When a complaint alleges violation of Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

If the complainant has reason to believe the administrator's decision was made in error, the complainant may request, in writing, that the Superintendent review the administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator shall turn the complaint over to the applicable District nondiscrimination coordinator. The coordinator shall ensure an investigation is completed in accordance with the applicable procedure. In the case of a sexual harassment or Title IX complaint the applicable investigation and appeal procedure is Policy 3225P or 5012P. In the case of a disability complaint, the coordinator will complete an investigation and file a report and recommendation with the Superintendent. Appeal of a



decision in a disability complaint will be handled in accordance with this policy.

Level 3: Superintendent

If the complainant appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other district employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If the complainant has reason to believe the Superintendent's decision was made in error, the complainant may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: The Board of Trustees

Upon written appeal of a complaint alleging a violation the individual's rights under state or federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board may consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting, (2) appoint an appeals panel of not less than three trustees to hear the appeal and make a recommendation to the Board, or (3) respond to the complaint with an explanation of why the appeal will not be heard by the Board of Trustees in accordance with this policy. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.