SWEET GRASS COUNTY HIGH SCHOOL ACTIVITIES/ATHLETIC HANDBOOK



In the event there is a difference in language between the Activities/Athletics Handbook and the existing Board Policy, Board Policy will be enforced as it is the governing document for Sweet Grass County High School.

Reviewed and revised 8/7/2025

SWEET GRASS COUNTY HIGH SCHOOL

ACTIVITIES-ATHLETICS HANDBOOK 2026-2027

Sweet Grass County High School will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status.

Purpose

1. The purpose of this booklet is to provide pertinent information, guidelines and recommendations to all students, parents, athletic coaches, activity sponsors and other individuals and organizations involved in the various activities available at Sweet Grass County High School (SGHS).

2. The SGHS activities program is in place to insure the development of all individual's self-esteem and abilities through involvement in activities by maximizing cooperative effort of his/her peers, school, parents and community.

Program Statement

1. A comprehensive and balanced activities program, considered to be an essential complement to the basic program of instruction at SGHS, provides opportunity for our students to further develop interests and talents in sports, debate/speech, drama, FFA, music and academic-related areas. Students should be encouraged to concentrate their time and energy in those activities which are best suited to their abilities. Participation in these activities should provide many students with a lifetime basis for personal values, for work and for leisure activities. Accordingly, appropriate skill levels should be established within activities. In order to maintain a high competitive level in all activities, coaches/sponsors will determine the number of participants retained and the amount of their participation through all levels of the program.
2. Participation in activities is considered a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, to the student's family and to the students themselves.

Network of Communication

1. Chain of Command- The authority to govern activities at SGHS shall be as follows: a. Assistant Coach/Sponsor
   b. Head Coach/Sponsor
   c. Principal/Activities Director
   d. Superintendent
   e. Board of Trustees

2. Uniform Grievance Procedure- The purpose of this procedure is to encourage positive development of lifetime problem solving skills. If a participant or his/her parent has a problem concerning the activity they are involved with, they should follow the procedure detailed in Board Policy.

Requirements for Participation in Activities

1. The following are considered extracurricular activities:
    a. MHSA sports (football, volleyball, basketball, track, golf, cross country, wrestling, softball, and cheerleading), Speech /Drama, Sweet Sixteen, Jazz Band, Student Council, National Honor Society, the School Play, and all School Clubs.
2. The following are considered co-curricular activities:
    a. FFA, Band, and Choir.
3. Requirements of all extracurricular activities:
    a. All of these activities will follow the same eligibility, drug-alcohol-tobacco and citizenship requirements for participation.
    b. Participants who miss class periods due to a school-sponsored activity will follow the same guidelines for making up assignments that are expected in the attendance policy. c. SGHS will assume no financial responsibility for injuries sustained by students involved in school activities.
    d. On some occasions, meals will be furnished to the student on out of town trips. Depending on the time involved, distance to travel, etc., the participant may be asked to provide their own “sack lunch”.
    e. In some instances, students will be required to purchase a portion of their activity or practice uniform--which will become their property. Other personal equipment is the responsibility of the student.
    f. All students are responsible for the proper care and security of practice or game equipment and uniforms issued to them. School-furnished equipment is to be worn only for contests or practice. Occasionally, parts of the uniform may be worn at school the day of a game--with permission by the coach or sponsor. All equipment not returned in good condition at the end of the season will be subject to financial penalty.
    g. Parents are expected to provide medical insurance coverage for their child during participation in activities.
4. MHSA athletic activities (football, volleyball, basketball, track, golf, cross country, wrestling, softball, cheerleading) have the following additional requirements:
    a. The Montana High School Association requires “To be eligible to participate in an association contest (athletics only) a student must have received a passing grade in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which he/she was in attendance...”
    b. A physical examination is required by both the Montana High School Association and SGHS before students can practice or participate in an athletic contest. The examination, which must be certified by a medical doctor, nurse practitioner, or PA for the current school year, covers all sports and must be on file with the coach or in the school office. The cost of the physical examination is the responsibility of the student or their parents.
    c. All athletes and parents must realize the risk of serious injury which may be a result of athletic participation. Some of the risks include, but are not limited to, the risk of sprains, fractures and ligament and/or cartilage damage which could result in a temporary or permanent, partial or complete, impairment in the use of limbs; brain damage; paralysis; or even death
5. MHSA athletic activities, Speech/Drama, FFA, FCCLA, Sweet Sixteen, Jazz Band, and International Club are required to hold a Parent/Participant/Coach/Sponsor Preseason Meeting. a. This meeting with all participants and their parents/guardians present, will be held before the first contest for the purpose of discussing all phases of student participation

in a specific sport or activity. This will be a mandatory meeting and student will

not be allowed to participate until it has taken place.

b. All sponsors/coaches will be accountable for supplying information regarding their activity to parents or guardians and participants as well as getting the required forms completed.

6. Cut Policy:

a. If your program involves selections or “try-outs” for the team, you must provide the Activities Director with a copy of your criteria before your season begins.

b. There will be no “selections” until you have had 3 days of practice.

c. This can be one of the most difficult decisions a coach has to make but, good communication between coach, athlete, parents and Activities Director can prevent a lot of problems.

d. Individual coaches will develop their criteria for selection of those participants who will be placed on a team and those who will not be placed on a team. These criteria will be made known to participants at the beginning if their season. These criteria may be more stringent than the baseline requirements contained in this handbook. The Activities Director, prior to implementation, will approve all team selection criteria.

Codes of Conduct

1. General Information

a. Students will be expected to know the rules of participation and must make the decision to follow those rules if he/she wishes to take part in activities at SGHS. Coaches or advisors will have more comprehensive expectations. Those expectations will be presented as a part of a team handbook that is presented to students and parents who will sign forms indicating that they have been informed of the additional expectations and understand that those rules will be enforced as described.

2. Eligibility

a. Academics are considered the primary responsibility of SGHS activity participants. b. Students are required to take six subjects per semester, or have an approved individual education plan (IEP).

c. Eligibility is considered on a weekly basis and will be accumulative throughout each quarter. Grades will be pulled for the eligibility week on Monday but the eligibility week will run Tuesday morning to the following Tuesday morning

i. Students failing a class when grades are pulled will be placed on a warning list for the eligibility week. Students placed on the warning list will be able to participate and play in activities.

ii. Students with a failing grade for two consecutive weeks will be considered ineligible. Ineligible students are allowed to practice but are not allowed to participate in contests. Ineligible students can travel on Saturdays or school nights with the team as long as class time is not missed.

3. Character Education

a. All participants shall abide by a code of conduct which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor or tarnishes the reputation of the student, team, group, or the school will not be tolerated.

b. All SGHS extracurricular activity participants are expected to follow and adhere to the following expectations. Failure to do so will lead to disciplinary action.

c. As a Participant…

i. I will adhere to all school district policies - I will follow all school district rules, regulations, and policies regarding language, sportsmanship, attendance rules, behavior, harassment, and academics.

ii. I will adhere to program rules - I will follow the rules of the specific program in which I am involved. These include such things as meeting attendance, behavior, adherence to activity rules, sportsmanship, care of equipment, etc. iii. I will exercise good sportsmanship- At all times I will demonstrate sportsmanlike behavior and language toward opponents, officials, referees, fans, and coaches. My comments, cheers, and actions will be positive rather than taking the form of put-downs or intimidation.

iv. I will respect property and equipment - As a part of respecting others, I will respect their property and equipment. Responsible care of all activities facilities and equipment is a must. Vandalism and theft will not be tolerated.

v. I will respect those in positions of authority - I will show respect for those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

d. A student who violates the provisions of the character rules of this policy is not in good standing and is ineligible for a period of time to be determined by the Head Coach and Activities Director.

4. Activity Drug, Alcohol, Tobacco and Nicotine Device use

a. A student will not possess, use, buy, sell, or give away, any drug classified as an illegal controlled substance including misuse of prescription or synthetics, any alcohol, or any tobacco. This includes the misuse of common chemical substances or electronic cigarettes or tobacco delivery devices.

b. This rule will be in effect from the first day of practice for the sports or activity until the final day of competition. Violations will be cumulative over a student's high school career.

c. Being in the company of individuals possessing, using, buying, selling or giving away alcohol or drugs is strongly discouraged. Students who are involved in such situations will receive a warning on their first offense if no legal action has been brought against the student. Students involved in a second or additional occasions will be considered in violation and suspended from activities in accordance with section d.

**Explanations of "in the company" violations:

i. Students who respond to a call or visit a party briefly to drive a friend home will be considered designated drivers and are not in violation of this rule. Those who drive for a period of time while other students are drinking in the vehicle will be considered in violation.

ii. Students attending family functions will not be considered in violation. Gatherings involving groups of students or young people at a "house party" or party where there is use of alcohol or drugs will be considered a violation.

iii. Students employed where legal items may be sold or consumed are not in violation.

d. On what is considered a first violation of the provisions of part a. or c. of this

section, the student will be suspended from activities for two (2) competition weeks and will be required to complete the following provisions prior to reinstatement:

i. Develop a written plan indicating their understanding of the problem, willingness to change their behavior, and a commitment to activities by including action accountability to support the commitment. The written plan may be accompanied by up to five letters of support.

ii. The plan must include enrollment in and completion of a chemical abuse education courses at the student's expense.

iii. Four (4) hours of school or community service. (2nd offense is eight (8) hours) iv. Meet with the SGHS school guidance counselor a minimum of two (2) times during the suspension period for a minimum of 1/2 hour per session, to discuss their substance abuse problem. (2nd offense is a minimum of four (4) times)

e. For a second violation in a student's high school career, the student will be suspended from activities for four (4) competition weeks and complete the previously stated provisions.

f. Should there be a third offense, students will be suspended from all extracurricular activities for 18 weeks.

g. Definitions related to the suspensions:

i. A week of suspension is defined as seven calendar days when school is in session.

ii. A competition week is defined as a week where there are contests or games. Competition weeks can span several weeks if there are no contests or games scheduled.

iii. During a suspension of 1st or 2nd offense, a student may still participate in practices or meetings of their extracurricular activities.

iv. Suspension may span two (2) different activity seasons or two (2) different school years.

v. Students should be advised that while they are under suspension the activities policy is still in effect.

5. Additional Expectations

a. Students involved in activities at SGHS will be expected to realize that they are a part of a group representing their school and community. They will be expected to adhere to the following rules of conduct as enforced by coaches/sponsors.

i. Curfew: Students will be expected to follow city regulations concerning curfew. Students may be expected to be home earlier on the night before contests as directed by coaches or sponsors.

ii. Hair and Dress: Students are expected to stand out as a team and not as individuals. Clean and safe haircuts are recommended. Participants will be expected to dress neatly and appropriately, both at school and during activity trips as required by their specific activity.

iii. Travel: The student is subject to the full direction and authority of the coach or advisor not only at practice and contests, but also while traveling to

and from an activity. During travel, the coach or advisor has full responsibility from the time of departure until return. All school policies are in effect during the trip and any student violation may result in the student being sent home at the parent's
expense. A student will not be released from a group to travel with others

unless written arrangements were made by the parent or guardian for release to a parent or guardian.

General Information Relating to Policies

Academic Eligibility for Participation

Sweet Grass County High School will follow the eligibility rules as set forth by the Montana High School Association. SGHS further stipulates:

1. Sweet Grass County High School Requirement: Eligibility is considered on a weekly basis and will be accumulative throughout each quarter. Grades will be pulled for the eligibility week on Monday but the eligibility week will run Tuesday morning to the following Tuesday morning.
    a. Students failing a class when grades are pulled will be placed on a warning list for the eligibility week. Students placed on the warning list will be able to participate and play in activities.
    b. Students with a failing grade for two consecutive weeks will be considered ineligible. Ineligible students are allowed to practice but are not allowed to participate in contests, Ineligible students can travel on Saturdays or school nights with the team as long as class time is not missed.
2. Students and parents should continually monitor "Infinite Campus" so they are aware of what their student athlete's grades are in each class.

24-Hour Rule

1. If at any point during the season the participant or parent has concerns, they should schedule a meeting with the coach. Do not ask for a meeting with a coaches after a game/activity. Waiting 24 hours is always a good policy for the benefit of the parent, coach, and most importantly your son/daughter. Coaches/Advisors will discuss the well-being of your son/daughter and the areas of strengths and weaknesses but never playing time.

Attendance the Day of an Activity

School Absences: Absences from school and participation in practices, games, meets or performances School Suspension: School suspension means the exclusion of a student from attending individual classes or school **and participating in school activities.**

1. If you are absent from school for a school sponsored event you can practice, play in a game, or take part in a performance that day.
2. If you are absent from school for a limited number of periods (no more than 3) for a medical, dental, optometrist, etc. appointment you can participate with approval from the administration (principal, or the activities director). A written excuse from the doctor is required.
3. You may attend practice, play in games, or participate in performances with

administrative approval if absent for a court appearance, bereavement, a family emergency, or some other reason deemed acceptable by the administration.

4. If you are home sick and do not come to school for all or part of the day or are absent from any class (excused or unexcused) you cannot practice, play, or participate in performances. It is not in the best interest of our participants to be practicing when sick. Students must be in attendance for 4 out of 7 periods on the day of an activity/event or the Friday preceding the activity/event.
5. If you are in school but are absent from class for reasons deemed unexcused, you may not participate in games, practices, or performances that day.

Hazing, Bullying, Harassment and Intimidation

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

1. “Hazing” includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
2. "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication (“cyberbullying”) or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
    a. Physically harming a student or damaging a student’s property;
    b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
    c. Creating a hostile educational environment, or;
    d. Substantially and materially disrupts the orderly operation of a school.
3. Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, PDA, social media or the internet.

<u>Reporting</u>

1. All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such

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

Exhaustion of Administrative Remedies

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

Sex Based Discrimination and Title IX

No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities. Inquiries regarding discrimination on the basis of sex should be directed to the District Title IX Coordinator, located in the Administration Office.

Sexual Harassment Policy

1. Sweet Grass County High School is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The district prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or students, and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the district will not tolerate such behavior between members of the same or opposite sex.
2. Furthermore, the district prohibits retaliation against any employee or student because he/she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender.
3. This policy applies to individuals attending any events on district property, whether or not district sponsored, and to any school sponsored events regardless of locations.
4. Definitions:
    a. Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical, and/or visual contact of a sexual nature when: i. Submission is made either explicitly or implicitly a term or condition of an individual's employment or education;
    ii. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
    iii. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment

or education;

iv. Creating an intimidating, hostile or offensive employment or educational environment.

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

1. Unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student or employee feel uncomfortable; or
2. 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

b. FOR A COMPLETE DESCRIPTION of the Sweet Grass County High School Sexual Harassment Policy, contact Mr. Austin, Title IX Coordinator.

Student and Parent/Legal Guardian Due Process

1. If a determination is made that a student has violated a policy, the student and parent/guardian shall be notified of the violation by telephone and mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered.
2. Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.
3. If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent and student will be notified of the date and time the Board will consider the recommendation. The Board may exclude a high school student from participation in extra and/or co-curricular activities.

Legal Reference: § 20-5-201,3 MCA Duties and sanctions

Cell Phones and Other Electronic Equipment (Students)

1. Student possession and use of cellular phones and other electronic mobile 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 mobile devices with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Coach/Sponsor/Advisor Additional Rules and Regulations

1. A coach/sponsor may elect to have additional rules/regulations beyond those

addressed in the individual sports handbook. The coach/sponsor must provide a copy to administration, parents and student athletes prior to the first practice.

2. It is encouraged that all coaches/sponsors develop a list of team rules and non-compliance consequences and distribute to all team members to be reviewed by the participants and parents at the first meeting of the team/group. This will include all common Activity Handbook rules and any additional rules/regulations the coach/sponsor deems appropriate. The parents

and participants will sign the rules and return to the coach/sponsor. A copy of the rules must be on file in the activities office.

Insurance and Injury

1. The School District requires that the parent, guardian, caretaker relative of students 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 (extra-curricular, 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.

Lettering Criteria

1. Each sport establishes their own criteria for lettering. That criteria will be shared with participants at the beginning of each activity season.

Lettering Guidelines

1. Varsity Letter winners are awarded to student-athletes who have met certain criteria set forth by each sport they participate in.
2. The very first time a student-athlete earns a varsity letter, they will receive:
    a. Chenille "S"
    b. Letter Certificate
    c. Sport specific pin for the sport they have lettered in
    d. Bar
3. If the student-athlete letters in a sport for the first time and they already have the Chenille ""S", they will receive:
    a. Letter Certificate
    b. Sport specific pin for the sport they have lettered in
    c. Bar
4. For each time the student-athlete letters in a sport they will receive:
    a. Letter Certificate
    b. Bar
5. Student-athletes who earn Academic All-State will receive a Star pin each time they earn the honor during the school year.
6. Student-athletes who have been chosen as team captains will receive a "CAPTN" pin for each time they have earned the role of team captain.
7. Student Managers will receive a "MGR" pin for each time they serve as a team

manager. They will receive a sport-specific pin the first time they manage for that sport.

8. Student-athletes may receive pins for: Football, Volleyball, Cross Country, Cheerleading, Basketball, Track & Field, Golf, Speech & Drama, and Rodeo.

Physical Exams (MHSA form)

1. A physical examination is required for each student in order to be considered eligible and to be approved for participation in an Association Contest. Physical examinations must be completed prior to the first day of practice. This examination must be certified by a licensed medical

professional acting within the scope and limitations of his/her practice. This certification is valid for a period of one school year. A physical examination conducted before May 1st is not valid for participation the following school year. The physical examination form developed by the MHSA
Medical Advisory Committee and approved by the MHSA Executive Board must be used. A current form may be obtained from the Montana High School Association.

2. A physical examination is required for each student in order to be considered eligible to participate in an association contest. This exam must be certified by a medical doctor for the current school year." (MHSA Handbook Article II Section III). The cost of the physical exam is the responsibility of the student athlete and his/her parents.

Accident Report Form and Procedure

1. Injuries:
   a. All injuries are to be reported immediately to the coach/advisor/activity director regardless of the nature of the injury. The coach/advisor/director will fill out an accident report form and file it in the principal's office within one (1) school day of the accident. 2. Return to Play
      a. If for any reason a student has been removed from participating due to an illness, injury or surgery by a licensed medical professional, the student may not participate in the activity without written consent from a licensed medical professional

Assumption of Risk Statement

1. Liability
   a. The coach/advisor/director, any other member of the school staff, or any member of the Board of Trustees will not be held liable or responsible in case of an accident incurred during practice, games, meets, matches, tournaments, concerts, or trips supervised by Sweet Grass County High School. Each parent or guardian will be responsible to sign an "assumption of risk" statement indicating that the parents/guardians assume all risks for injuries resulting from such participation.

Scheduling Practice Times and Contests

1. Practices are not optional. Please notify one of the coaches if you will not be able to attend practice. Consequences for missing practices will be dealt with on an individual basis depending on circumstances. Missed practices could result in less playing time, possible suspension, and potential dismissal from the team.
2. Facilities Use: When there is conflict in prime-time use of a facility, Sweet Grass County High School will have those parties involved work out an equitable schedule

for facility use. If this cannot be done, the Athletic Director will present the parties involved with an equitable schedule, which will be strictly adhered to. M.H.S.A. scheduled events take precedence over practice times.

Student Sign-Out Sheet (protocol when students request to leave site)

1. Students are not permitted to leave the facility in which their coach/sponsor is present without specific permission from their coach/sponsor in advance of the student's departure. When permission is granted to leave the facility by the coach/sponsor, the student(s) must sign out with the coach/sponsor when leaving and sign back in upon their return.

Suspension or Exclusion from a Team

1. Suspension of any student from a co-curricular activity needs to be brought to the attention of the Activities Director in a timely fashion.

Transportation To/From a Contest

1. Student Transportation in Private Vehicles
    a. Transportation of students to and from school and to curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy.
    b. Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior approval.
    c. No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle, or a district-owned vehicle. Before transporting any students, the owner of any private vehicle must provide proof of sufficient liability insurance, current registration and a current Montana driver's license. A driver may only transport the number of students as there are seatbelts in his/her vehicle.
2. Transport To/From Co-Ops
    a. It will be the sole responsibility of the visiting school to ensure that students are transported to practice. School personnel must transport the students. Any Volunteer that is transporting students must be cleared through policy. At no time are students to transport themselves.
3. Travel Requirements
    a. All participants must travel to and return from all out of town activities with the team unless prior written permission is asked 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.**

Concussion Education and Compliance

Concussion Form: All participants and their parent/guardian must initial all the required information on the concussion form and have it completed before the student may begin practice.

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

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 proper sports equipment, 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:

> The right equipment for the game, position, or activity
> Worn correctly and fit well
> Used every time you play

It's better to miss one game than the whole season

Remember, when in doubt, sit them out!

A Fact Sheet 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?

Signs Observed by Parents or Guardians

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.

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

Be Prepared

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 a "ding," "getting your bell rung," or 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.

SIGNS AND SYMPTOMS OF A CONCUSSION

SIGNS OBSERVED BY PARENTS OR GUARDIANS	**SYMPTOMS REPORTED BY YOUR CHILD OR TEEN**	
•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	**Thinking/Remembering:** •Difficulty thinking clearly •Difficulty concentrating or remembering •Feeling more slowed down •Feeling sluggish, hazy, foggy, or groggy **Physical:** •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"	**Emotional:** •Irritable •Sad •More emotional than usual •Nervous **Sleep*:** •Drowsy •Sleeps less than usual •Sleeps more than usual •Has trouble falling asleep **Only ask about sleep symptoms if the injury occurred on a prior day.*

Student-Athlete & Parent/Legal Guardian Concussion Statement

Because of the passage of the Dylan Steigers' Protection of Youth Athletes Act, schools are required to distribute information sheets for the purpose of informing and educating student-athletes and their parents of the nature and risk of concussion and head injury to student-athletes, including the risks of continuing to play after concussion of head injury. Montana law requires that each year, before the beginning practice for an organized activity, a student-athlete and the student-athlete's parent(s)/legal guardian(s) must be given an information sheet, and both parties must sign and return a form acknowledging receipt of the information to an official designated by the school or school district prior to the student-athlete's participation during the designated school year. The law further 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 healthcare provider.

Student-Athlete Name:
_____ *This form must be completed for each student-athlete, even if there are multiple student-athletes in each household.*

Parent/Legal Guardian Name(s):
_____ ☐ *e have read the Student-Athlete & Parent/Legal Guardian Concussion Information Sheet. If true, please check box.*

After Reading the information sheet, I am aware of the following information:

Student Athlete Initials		Parent/Legal Guardian Initials
	A concussion is a brain injury, which should be reported to my parents, my coach(es), or a medical professional if one is available.	
	A concussion can affect the ability to perform everyday activities such as the ability to think, balance, and classroom performance.	
	A concussion cannot be "seen." Some symptoms might be present right away. Other symptoms can show up hours or days after an injury.	N/A
	I will tell my parents, my coach, and/or a medical professional about my injuries and illnesses.	N/A
	If I think a teammate has a concussion, I should tell my coach(es), parents, or a licensed healthcare professional about the concussion.	N/A
	I will not return to play in a game or practice if a hit to my head or body causes any concussion-related symptoms.	
	I will/my child will need written permission from a licensed healthcare professional to return to play or practice after a concussion.	
	After a concussion, the brain needs time to heal. I understand that I am/my child is much more likely to have another concussion or more serious brain injury if return to play or practice occurs before concussion symptoms go away.	

	Sometimes, repeat concussions can cause serious and long-lasting problems.	
	I have read the concussion symptoms on the Concussion Fact Sheet.	

_____ _____

Signature of Student-Athlete Date

_____ _____

Signature of Parent/Legal Guardian Date

MEDICAL TREATMENT/RELEASE FORM

It has become exceedingly difficult to obtain medical services for students injured when competing, without first obtaining parental/guardian consent in writing. So that proper emergency assistance may be provided, we ask that you review the following statement,

sign and return to the faculty member in charge.

I hereby authorize Sweet Grass County High School and its coaches/sponsors/advisors in charge of my child named below to obtain all necessary medical care for my child and I hereby authorize any licensed physician and/or medical personnel to render necessary medical treatment to my child.

Print Student's Name:

_____

Signed:

_____

__ (Parent and/or Guardian)

Address:_____

_____

_____

_____

Telephone No.

_____

Date: _____

Emergency Contact (Within 15 miles of name of town)

Name:

_____

_

Address:

_____

_____

_____ Telephone No. _____Relationship to Student:

_____

Allergies? YES: _____ NO: _____

If “Yes” please list:

_____

_____

_____

_____

_____

_____ Medication Needed: YES: _____ NO: _____

If “Yes” please list:

_____

_____

_____

_____

_____

_____ Special Medical Problems? YES: _____ NO: _____

If “Yes” please list:

_____

_____ We have private health care coverage for our student(s). YES: _____ NO:

_____

STUDENT / PARENT ACKNOWLEDGMENT FORM

The Athlete/Activities Handbook describes important information for parents and students at Sweet Grass County High School and I understand that I should consult the Athletic Director and/or the Superintendent regarding any questions not answered in the handbook.

Since the information described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices and I understand that revised information may supersede, modify or eliminate existing policies. Only the school board of Sweet Grass County High School has the ability to adopt any revisions to the policies in this handbook.

I have received the Activities/Athletic Handbook. I understand that it is my responsibilities to read and comply with the policies contained in these handbooks and any revisions made to them.

STUDENT NAME (printed):

_____ STUDENT

SIGNATURE: _____

DATE: _____

PARENT NAME (printed):

_____ PARENT

SIGNATURE:

_____ DATE:

_____