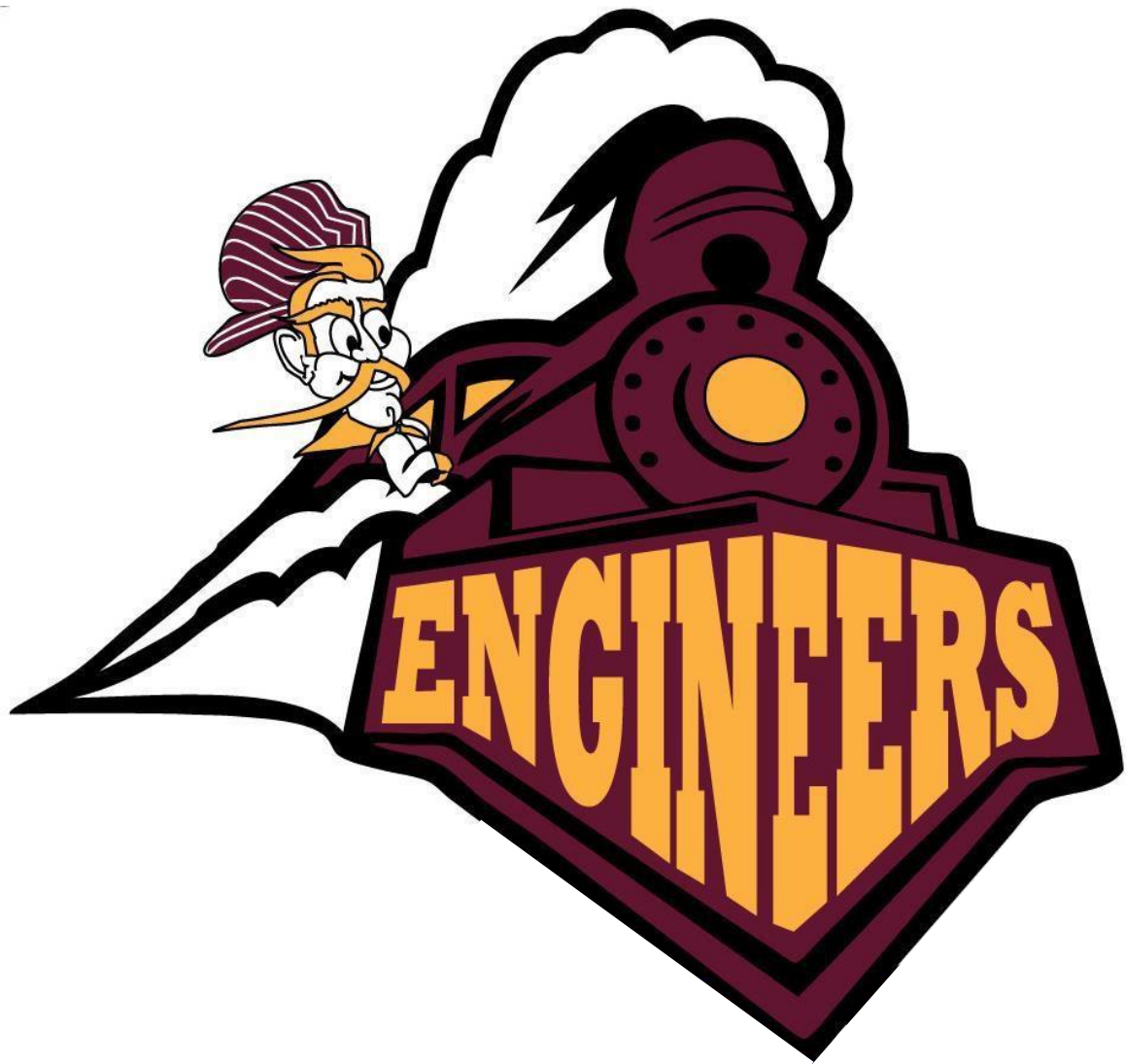


**Harlowton Public Schools**  
**Activity Handbook**  
**2025-26**



**ENGINEER PRIDE**

## **Welcome**

Welcome to and THANK YOU for choosing to participate in the Harlowton Public Schools' activity program! Regardless of your role, our school greatly appreciates your willingness to dedicate your time, talent, and effort required for our school to have a successful activity program. Studies show that students who are involved in activities, on average, do better academically and are more mature. Some of the things that these programs help participants learn are personal responsibility, self-discipline, leadership skills, and many other virtues necessary for success in life.

This handbook has been created in an effort to provide a positive and cohesive guide to help all participants work together. 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 as individuals and citizens.

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. You may call the school at (406) 632-4324. Our website is [www.harlowton.k12.mt.us](http://www.harlowton.k12.mt.us).

## **Mission Statement**

The Harlowton Public Schools accept the students as they are. Thereafter, the school and the teacher provide them opportunity for learning, and personal and social development. The ultimate goal is for students to acquire knowledge and to apply it with wisdom. During their school days, they are helped to develop their capabilities to their highest expression so that progressively, they may become a better-informed, increasingly dedicated and useful participant in the responsibilities of American citizenship.

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# GENERAL ACTIVITY EXPECTATIONS

## **Expectations of School Board**

- Support and enforce the chain of command
- Proper role modeling
- Support programs and program personnel
- Follow school policies and procedures

## **Expectations of the Administration: Superintendent, Principals, Activities Directors**

- Support and enforce the chain of command
- Support programs and program personnel
- Follow school policies and procedures
- Discipline
- Supervision
- More involvement of the Activities Director in activities/programs
- Create a positive atmosphere in all activities/programs
- Role modeling
- Support and development of our coaches
- Preseason information meetings
- Safety
- Paperwork and forms collected

## **Expectations of a Coach**

- Understand program is school's program and coach is a part of it
- Knowledge of the sport
- Develop a relationship with all participants
  - hold participants accountable to activity's rules
  - be consistent with activity's rules
  - teach participants the value of being team member
  - teach participants ethics and behavior
  - teach participants the value of completion
  - teach participants the value of preparation to compete
- Improvements of participants
- Positive impact on an entire school
- Follow coach's code of ethics
- Fair treatment for all

## **Expectations of Parents**

- Follow chain of command
- Attend pre-season meetings or watch video meeting and sign-off, before child is allowed to participate in contests.
- Make sure child has proper forms and paperwork in

- Make sure child has proper equipment and shoes
- Never allow your child to play if you know they are hurt or sick
- Proper role modeling
- Communication
- Positive sideline behavior toward:
  - players
  - coaches
  - officials
  - fans

### **Expectation of Athletes**

- Student first
- Team player
- Sportsmanship
- School pride
- Positive representation of our school and community
- Effort
- Commitment
- Follow all team and training rules
- Become a leader
- Role model
- Follow coach directives
- Be able to work independently

## **ACTIVITY FEES/TICKETS/PASSES**

**All students grades 5-12 involved in school sponsored extra-curricular activities** will pay a \$75 fee yearly for an Activity ticket. There will be no charge for activity fees during the 2025-26 school year as there was in the past. This fee will cover participation in all activities along with admission to all home contests during the regular season. Students **MUST** have paid their yearly activity fee of \$75 before they can attend any practice sessions.

**All students grades 1-12 not involved in school sponsored extra-curricular activities** can pay a \$50 fee yearly for an activity ticket. This fee will cover admission to all home contests during the regular season. Individual prices per each home activity will be set at \$6.00/student. Depending on the amount of games attended, the activity ticket might be a better purchase. Students **MUST** have paid their activity fee of \$75 before they can attend any home contests without paying the \$6.00/contest fee.

### **Engineer Family Activity Pass**

This pass covers two adults and up to three school-age children – not involved in school, sponsored activities – for admission to all home contests at a total cost of \$250.00. Each additional child over a total of three would be \$25 extra. This pass covers only the immediately family/household members, not extended family members. If the family has any children in school sponsored activities, the family activity pass will be \$325.00 and the \$75 fee does not need to be paid.

## **Adult Booster Activity Pass**

This pass covers one adult for admission to all home contests at a total cost of \$65.00 (\$50 for ages 65 and older) members or household members. Extended family members are not covered by an Engineer Family Activity Pass.

## **5-STEP COMMUNICATION & CONFLICT RESOLUTION PROCESS**

Harlowton High School has a 5-step process of communication to use in resolving conflicts. Communication in this order helps to ensure strong relationships and trust amongst all who are involved in resolving problems. The process is as follows: (Depending on severity of offense, may also include Activities Director with parent meeting)

### **STEP 1**

Student meets with coach or could go directly to Step 2.

### **STEP 2**

Student and parent meet with coach. (If coach is Activities Director or Principal, you may proceed to next step following the order of progression).

### **STEP 3**

Student, parent, and coach meet with Activities Director.

### **STEP 4**

Student, parent, coach, and Activities Director meet with Principal.

### **STEP 5**

Student, parent, coach, Activities Director and Principal meet with Superintendent.

## **LEVELS OF PROGRAMS**

Harlowton Public Schools has four distinct different levels of sports programs. Each program is vital to the next level. With each level of program, different expectations and purposes can be expected. Below we list the different goals and philosophies for each program.

### **5<sup>th</sup> and 6<sup>th</sup>**

#### **Goals**

Introduction to sport  
Positive experience  
Learn skills and fundamentals  
Teach teamwork  
Build interest  
Teach school pride  
Have fun  
Parents learn expectations of sports

#### **Philosophy**

Create excitement  
Short season  
Everyone gets to play  
Value of being on a team  
Introduce competitive spirit  
Parent support participation/winning  
Encourage exploring different activities

### **Junior High**

**Goals**

Develop work ethic  
 Increases responsibility  
 Positive experience  
 Develop leadership  
 Keep kids interested and involved

**Philosophy**

Participant feels valued  
 Academic awareness/eligibility  
 More emphasis on skill building  
 than on winning  
 Everyone plays

**Junior Varsity****Goals**

Positive experience  
 Expectations of behavior  
 -dress  
 -representation of school  
 -behavior  
 Increased leadership  
 Community involvement  
 Develop work ethic and respect

**Philosophy**

Everyone has playing time  
 -effort  
 -attitude  
 -ability  
 Expect off-season development  
 Expect off-season commitment  
 Growth of game from coaching  
 and commitment

**Varsity****Goals**

Positive experience  
 Respect for game and teammates  
 Mentor younger participants  
 To win but not at the expense of fair  
 play and sportsmanship

**Philosophy**

Develop community support and pride  
 Develop attitude towards winning  
 Model TEAM above individual  
 Become a valued member of team  
 Head coaches oversee all lower level  
 programs  
 Learn to become part of game plan  
 Expect off-season development  
 Expect off-season commitment  
 Playing time is earned with:  
 -effort  
 -attitude  
 -ability

# **PARTICIPANTS**

## **STUDENT CONDUCT**

Harlowton School District operates on the philosophy that the vast majority of students are self-disciplined and behave in a productive manner. Respect for yourself and others is stressed at Harlowton Public Schools. Students need to address teachers with the proper title of Miss, Ms., Mrs., Mr., or Coach. Students must always act and represent themselves in a respectful way while at school, during school activities, and while representing Harlowton Public Schools.

Every staff member, including custodians and secretaries, has the right and obligation to control student behavior in and around the Harlowton Schools during the school day and at all school activities. Students are expected to obey all reasonable requests made by any staff members and applicable District policies and handbook provisions at Harlowton Schools.

The School District requires adherence to a strict code of conduct for athletes and other participants in any athletic activity and/or extra-curricular activity. The code of conduct noted at District Policy 3310 and the student handbook applies to all students participating in any athletic or extra-curricular activity sponsored or sanctioned by the Montana High School Association (MHSA) or the School District. A student participating in any athletic activity and/or extra-curricular activity and his or her parent/guardian shall sign a form acknowledging receipt of an adherence to the code of conduct.

Coaches and advisors will promptly report violations of the code of conduct to the principal. Violations of the code of conduct will result in discipline up to an including suspension from the activity, suspension from school and activities, and expulsion from school. Persistent violations of the code of conduct may also result in the removal of the student from activities as outlined in this handbook. Failure to promptly report a possible violation may result in discipline of the coach or advisor. Suspicion of child abuse or neglect will be reported to the appropriate authorities.

The expectation of a Harlowton School student's behavior is that the individual conduct himself/herself in a manner that would not bring discredit upon himself/herself, others, or the school. At all times, respect for oneself, each other, and each other's property is demanded.

If these simple expectations are not followed, the student will be subject to disciplinary procedures.

## **MINIMUM SPORTS PARTICIPATION REQUIREMENTS**

For Harlowton High School students to participate in MHSA sanctioned sports they MUST be able to perform minimum sport related skill requirements set forth by the coaches. If a student-athlete cannot participate on the field/court without endangering himself/herself or affecting the safety of others, then the student-athlete will be removed from the sport. The school or the coaches generally will not alter the game or the rules for any of its student-athletes. Questions about participation in accordance with IDEA or Section

504 should be directed to the Activities Director. Student-athletes and their parent/legal guardian must read the concussion information sheets relating to the management of sports related concussions. They must also sign and return to the school the Student-Athlete & Parent/Legal Guardian Concussion Statement found in the back of the student handbook.

## **ELIGIBILITY**

Students will be required to meet the academic eligibility for all activities. If a student is struggling in any class, please notify the coach as soon as possible so we can provide help before the athlete becomes ineligible. Missing assignments are inexcusable; students are expected to complete all their homework assignments to the best of their ability.

## **SCHOOL EXTRA-CURRICULAR ELIGIBILITY**

The goal of extra-curricular and co-curricular activities is to make our students successful. Research has shown that students who are involved are more successful and their dropout rate is lower. It is important that our students who choose to become involved live up to higher standards. Students who become involved choose to represent the school, community and themselves at a higher standard.

## **EXTRA AND CO-CURRICULAR ELIGIBILITY REQUIREMENTS**

Eligibility is for all extra and co-curricular activities and is checked weekly starting the second week of the quarter. Eligibility checks will be Monday morning at 8:00 am. If a student is ineligible, the eligibility period begins at 8:00 am Tuesday through 7:59 am Tuesday morning of the next week.

Below are the specific events under this eligibility policy:

Football Volleyball Cross Country Golf Pep Band/Bus

Basketball Speech Track & Field Cheerleading FCCLA

BPA FFA MHSA Music Events School Dances School Play

Ski Day Special School Activities

Students with a grade of 'F' = regardless of subject – in one class, will be placed on 'warning' status, having one (1) week to move the grade to passing or will be deemed ineligible. Students with a grade of 'F' = regardless of subject – in multiple classes will be ineligible as stated above.

Eligibility will only be reinstated when the student raises his/her grade(s) above 'F' at the next grading checkpoint (Friday morning).

Any student who earns a grade of 'F' for the quarter and/or semester will be ineligible until the first grading checkpoint of the following quarter (second week of the quarter) with all grades passing at that time. If all grades are passing at checkpoint time, the student will become eligible on the following Sunday morning.

Any student who has failed to pass five (5) classes during the course of any semester is automatically ineligible for the entire upcoming semester according to MHSA policy.

In accordance to each coach/sponsor, the student may practice during any period that they are ineligible.

NOTE - Individual coaches/sponsors have the right to enforce stricter eligibility policies within their own program if they wish and those policies are approved by the Administration.

## **EXTRA AND CO-CURRICULAR ATTENDANCE REQUIREMENTS**

Students must be in attendance more than a half-day (five complete periods) in school in order to practice or participate in a Harlowton JH/HS event. Students must be in a class at least thirty (30) minutes to count as a full period. All absences the day of a practice or event must be excused to participate as any unexcused absences will result in the student not participating. If an activity is leaving school before 5<sup>th</sup> period, the student must be in attendance for the entire morning session before departure. Students must be in attendance at least five complete periods the day before a practice or an activity event following a school day --EXAMPLE – Friday practice or event with the four-day school week. Below are the specific events under MHSA and this attendance policy:

Football Volleyball Cross Country Golf Pep Band/Bus

Basketball Speech Track & Field Cheerleading Any school events on M-Th

Students can be waived from this requirement under the following circumstances:

- 1 - The student is attending a medical appointment and secures a note for the office immediately upon return.
- 2 - The student is experiencing bereavement or is at funeral that has been approved by the Administration.
- 3 - The student has received special permission from the Administration or the Activities Director.

Students who miss school to participate in an activity shall be responsible for coordinating all make-up work with their teachers, which could be in advance of the absence(s).

The Administration reserves the right to determine participation in activities based on the frequency of absences during the course of a season. This determination will be made on a case-by-case basis. Students must be in attendance for the entire morning session of classes. Only administration pre-approved exceptions and medical appointments with a doctor's note will be honored.

## **STUDENT DRUG, MARIJUANA, ALCOHOL, AND TOBACCO USE POLICY**

Students have a right to attend school in an environment conducive to learning. The use of drugs, alcohol, marijuana, and tobacco is illegal for students. These substances are addictive; they interfere with the healthy development of children and adolescents, and their use is incompatible with effective learning and teaching. Accordingly, the District hereby establishes a policy to prohibit and prevent the use of drugs, alcohol, and tobacco by students and to maintain a drug, alcohol and tobacco free educational environment.

Students are strictly prohibited from manufacturing, distributing, dispensing, possessing, using or being under the influence of any drugs (illegal or legal, OTC medications, prescription drugs), drug paraphernalia, alcohol, marijuana, or tobacco while on school property, at school functions, or on any school sponsored or

related trips. This includes all organizational and athletic activities. Any student who violates this policy will be subject to disciplinary action up to and including expulsion from activities and school.

## **GENERAL TRAINING RULES FOR EXTRA-CURRICULAR ACTIVITIES**

Coaches and sponsors of activities will have uniform training rules. These will be issued to and discussed with the activity participants and parents/guardians at a pre-season meeting which must be attended by the athlete and their parent or legal guardian. Students will not be able to participate unless both the student and parent have attended the pre-season meeting or sign-off on a video of the meeting. There will be a pre-season meeting for all athletic activities at 7:00 on the first Monday of fall sports practices. Every season there will be a parent meeting held by the coach.

To participate in an activity, students must meet the eligibility requirements set forth by the Montana High School Association and also any additional requirements as set by the Board of Trustees or school administration for their activity. In addition to all rules and policies relating specifically to extra-curricular activities, students must also abide by the general rules of the school relating to student conduct (e.g., those relating to drugs, alcohol, tobacco, etc.). The Universal Training Rules Form must be signed and turned in by the second day of practice.

Violations of general rules may result in discipline apart from and in addition to any consequences imposed with respect to participation in extra-curricular activities.

### **UNIVERSAL TRAINING RULES**

Each participant and parent is required to sign and have on file at the beginning of each school year or before they compete in an activity.

### **EXTRA- AND CO-CURRICULAR ALCOHOL, DRUG, MARIJUANA, AND TOBACCO USE**

The District views participation in extracurricular and co-curricular 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 serve these purposes:

- Emphasize concern for the health and well-being of students while participating in activities;
- Provide a chemical-free environment which will encourage healthy development;
- Diminish chemical use by providing an education assistance program;
- Promote a sense of self-discipline among students;
- Confirm and support existing state laws which prohibit use of mood-altering chemicals;
- Emphasize standards of conduct for those students who through their participation, are leaders and role models for their peers and younger students; and
- 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 the student and activity handbooks.

If a student-participant is caught by teacher, coach or law enforcement officer, an athlete's own parent, or self-admission or school drug test with or in association of an illegal substance, marijuana, alcohol, tobacco, etc., on or off school grounds, the student-athlete will be immediately dismissed from the team according to the offense number as stated below.

Violations are cumulative for the duration of a student's enrollment in high school. Violations do not reset each school year. This policy is in effect during the school year and during any school-sponsored event. Any student in violation will not be eligible for postseason awards for that season including, but not limited to: Lettering, Dean Lucas, and nominations for All-State or All-Conference.

#### 1<sup>st</sup> Offense:

Any student, following an investigation, confirmed to have been using or in association of an illegal substance, alcohol, tobacco, marijuana, vaping, or juuling etc. will automatically be suspended from competition and travel for 21 school days in which a competition takes place, or the remainder of the current season, whichever is more. The first two weeks of practice without competition does not count towards the suspension. Students will however be allowed to continue practice, but will not be allowed to travel during the suspension. The days will start being counted on Mondays in which a competition takes place.

If the season ends before the suspension is complete, the suspension will be carried into the next season. In the case of summer activities for FFA, FCCLA, and BPA or any other school sponsored activity the student will not be allowed to attend these events if the suspension is not over. These days do not count towards the 21 school days of the suspension. If the offense happens on school grounds or on a school-sponsored trip, the student will also be suspended from school for 3 days, as well as the parent will be responsible to come and get the student from the trip in which the offense took place. The student or parent will be responsible for expenses that occurred during this event. If it is determined that the parent cannot come get the student, the administration will make the decision on what will happen next. Any suspension that takes place in one season or the next, the student has to finish the season in good standing with the coach.

#### 2<sup>nd</sup> Offense:

Any time the student has a second offense during their high school career, the steps will be similar to the 1<sup>st</sup> offense except the suspension will be 35 school days from activities, or the remainder of the current season, whichever is more, as well as the student will need to complete a drug and alcohol and chemical awareness class that is approved by the school administration. The class will be at the parent/student's expense. If the offense happens on school grounds or on a school sponsored trip, the student will also be suspended from school for 5 days. Any

suspension that takes place in one season or the next, the student has to finish the season in good standing with the coach. The student will need to come before the school board to get re-instated. Students will however be allowed to continue practice, but will not be allowed to travel during the suspension.

3<sup>rd</sup> Offense:

Any time the student has a third offense during their high school career the suspension will be one calendar year. The student will need to complete a drug and alcohol and chemical awareness class that is approved by the school administration. The class will be at the parent/student's expense. Any suspension that takes place in one season or the next, the student has to finish the season in good standing with the coach. The student will need to come before the school board to get re-instated. Students will however be allowed to continue practice, but will not be allowed 4<sup>th</sup> Offense:

The student will be recommended to the board of trustees for forfeiture of all activities for the remainder of their high school career.

**VIOLATIONS BY STUDENTS:** Whenever the administration has determined that a student has violated the Drug, Alcohol, Marijuana, and Tobacco policy, the administration will document and maintain a record of the incident. The administration will notify the student's parents or guardians and, where appropriate, may contact law enforcement officials. A report may come from a parent or guardian, school official, youth probation officer, and/or the violating individual.

Any student who is determined to have violated this policy will be subject to appropriate discipline, which may range from in-school suspension to out-of-school suspension or expulsion, depending upon the severity and character of the violation.

Students who are involved in any school extracurricular, co-curricular, or school sponsored activity, regardless of whether it is on or off school grounds will have a set of training rules enforced by their coach or sponsor. Regardless of coach's rules, any student caught with alcohol, tobacco, or drugs on school grounds (also means school trip or activity) will immediately be placed in step 2 (or step 3 if step 2 has already happened). Students may petition to the school board to be reinstated on a team or other extra-curricular activity.

## MHSA DUAL PARTICIPATION

At Harlowton High School, students may not participate in concurrent MHSA Activities to avoid conflict within those activities

## **DEADLINE ON PARTICIPATION IN AN ACTIVITY OR SPORT**

Students will have the first four weeks of each season to join a sport or activity. No student will join a sport or activity later than two (2) weeks after the first day of practice begins; unless a student transfers from another school in which they were participating, or a student is recovering from an injury.

A student dropped from a team due to disciplinary action, or under suspension from an activity, or quitting an activity without consulting the coach/sponsor in charge may not participate in another activity until the end of the original activity season.

## **CHANGING ACTIVITIES OR SPORTS**

Students have the first two-weeks of each season to change sports based on their own personal interests. Changing from one activity to another will be allowed with the mutual consent of coaches or instructors in charge after the two-week period. A student dropped from a team due to disciplinary action, or under suspension from an activity, or quitting an activity without consulting the coach/sponsor in charge may not participate in another activity until the end of the original activity season.

Conflicts between activity programs and the attendance of a student at one or the other should be handled by the student and the respective coach/sponsors well in advance with no penalty to the student.

## **ACTIVITY PARTICIPATION AND SUSPENSION FROM SCHOOL**

Students involved in extra-curricular activities are expected to refrain from being suspended from school (O.S.S.) for major violations of school policy. Suspension from school (O.S.S.) will result in loss of activity privileges from the time the suspension begins until the student is allowed back on campus when the suspension concludes. At the discretion of the Administration, students may be suspended from activities longer depending on the offense.

Any student who has been suspended from school on a long-term basis (LT O.S.S) will not return to activities until further notice by the Administration.

## **ACTIVITY PARTICIPATION AND THE COURT SYSTEM**

Students participating in extra-curricular activities must refrain from being involved in the court system for violations such as, but not limited to, alcohol, drugs, tobacco, theft, social media, assault, sexual assault, and pornography. Students involved in the court system under these circumstances are subject to dismissal from activities for the remainder of the season in progress and/or for one calendar year, at the discretion of the Administration.

## **TRAVEL PROCEDURES**

With the implementation of the four-day school week, Harlowton Public Schools will only participate in HOME activities on school days (Monday through Thursday) unless permission is granted by both the Activities Director and the Superintendent of Schools. In the instance where students would not miss any part of the school day for away contests, away contests could be scheduled Monday through Thursday.

Harlowton Public Schools will not travel to any away contests if the temperature drops to - 20 degrees (non-wind chill factor) or lower at the time of scheduled departure from Harlowton.

## **FUND-RAISING PROCEDURES**

All fund-raising activities must be approved by both the sponsor and the building Principal. An “Activity/Fundraiser Approval” form must be completed BEFORE any fund-raising commences and submitted to the building Principal for approval. Failure to do so will result in denial and all funds raised will be returned.

In addition, no school organizations, or individuals (administrators, teachers, students) are allowed to use social media or fund-raising organizations, such as GO FUND ME – for any school sponsored athletics and/or activities without the explicit permission of the Superintendent of Schools in advance of any fund-raising that has been approved by the administration.

Organizations and/or individuals who engage in these type of fund-raising activities without the direct permission of the Superintendent of Schools will reimburse the school for all monies raised for violating this policy and legal action may be taken by the school district.

## **TOURNAMENT RETURN POLICY**

Teams that travel to District and/or Divisional and/or State tournaments – when eliminated – will return home with coaches that same day after the contest with any players whose parents do not sign them out under their care. Once a parent signs out their child from the team, the parent takes full responsibility for their child the remainder of the tournament.

In the event of lateness, weather, etc. the Administration may decide to alter when the team returns home.

# PEP BUS/PEP BAND GUIDELINES

When the Administration gives approval for a Pep Bus/Pep Band to travel to tournament events, the following guidelines will be in place:

- 1 – A minimum of 25 academically eligible high school students (9-12) must sign up in advance by the established deadline in order for the bus to travel. Students enrolled in the Band program in grades 7-8 are eligible to attend as long as they are academically eligible.
- 2 – Students must pay a fee of equal value or more of the cost for admission to the event in advance when they sign up to attend. In addition, they will be responsible for the cost of their own meals/snacks while at the event.
- 3 – Students must have – in advance, by the established deadline - a permission slip signed by their parent unless they are 18 years of age, in which they may sign their own permission slip.
- 4 – A driver, bus, and at least two (2) adult employee chaperones must be available for the trip to be approved.
- 5 – The students are expected to be at the event to watch and cheer on our teams, not be running around the facility uninterested in the event that Harlowton High School is participating in.
- 6 – Any student who violates school policy and/or finds themselves in trouble at the event will be subject to school discipline as outlined in this Student Handbook and the Discipline Grid. It is also be completely up to the

Administration if the student is sent home with the parent/guardian and/or ever travels again on a Pep Bus/Pep Band.

## PRE-ARRANGE

Students in extracurricular activities are expected to go above and beyond in their effort to stay caught up in their classes should they be gone for an activity. Teachers will be diligent in updating and posting classwork to Google Classroom. Students will be responsible for checking Google Classroom and staying in contact with teachers. Any work assigned prior to or the day of a school related activity will be due upon return, just as if they were in class. Coaches, advisors, and Athletic Director will alert the office and the staff of students who will be absent for the week by Monday morning of each week with a completed travel roster.

For any non-school related absence, students must bring a written note or have their parents/guardians call the school prior to the absence being excused. The office will still contact parents/guardians to confirm written notes. Absences must be excused by a parent phone call or Doctor's note within 2 school days of the student returning to school. It is the student's responsibility for checking in with their teachers if they are prearranging to be absent. Prearranged absences are still counted as a part of students' ten days per semester unless there is a doctor's note presented. It is highly encouraged to get doctor's notes while at the appointment or have them fax it directly to 632-4416.

## **STUDENT TRAVEL POLICY**

1. Student dress must follow student handbook dress code. Coaches/Advisors will let students know what they expect and accept.
2. Boys and girls may not go into opposite gender hotel rooms.
3. Curfew will be set by coach and advisor for each overnight event.
4. Students are expected to be on time and prepared for all appointed departures. The students are expected to go to sleep at a reasonable time so they are awake and alert for the day's activities.
5. Buses will not return to locations for lost or forgotten items.
6. Students are expected to use appropriate language and manners at all times. As representatives of their school and community, students are to act maturely and follow the instructions of all chaperones, advisors, teachers, and coaches.
7. Use and distribution of alcohol, tobacco, marijuana, and drugs is prohibited.
8. Students are never to go anywhere on their own. They must remain with the group.
9. Students are not allowed to swim without an advisor/chaperone supervising the pool at all times unless approved by the advisor. When the group is in the hotel, individuals may not leave the hotel area unsupervised. Swimming pool rules must be followed at all times.
10. Students will not receive a warning on these policies. If a student breaks any of these policies, they will be at risk of being sent home immediately at their parents' expense and/or are subject to school disciplinary action and/or will reimburse the school for expenses. A coach or advisor can have additional rules students must abide by.

## **TRANSPORTATION RULES**

1. Pupils must obey bus drivers promptly as they are in full charge of buses and pupils while in transit. Any student who fails to follow bus rules may be disciplined in accordance with this handbook or district policy.
2. No distractions to the bus driver or other riders will be allowed
3. Buses will leave the school as soon as loaded, but not earlier or later unless directed by the Superintendent for some emergency.
4. Pupils should stay off the roadway at all times while waiting for the bus.
5. Bus riders should keep their hands inside the bus at all times.
6. Follow the Student Conduct policy that is set forth.
7. Any damage to a bus should be reported to the driver at once.
8. Any student disfiguring or mutilating a bus will be required to pay damages.
9. Pupils must help keep buses clean, sanitary and orderly.
10. No persons other than participants and coaches or advisors will be permitted on the bus without permission from the Superintendent or Principal.
11. Moving from one seat to another, placing feet on seat, or standing in the bus will not be permitted.
12. Students will be loaded or unloaded at the bus stops or school buildings only.
13. The Emergency Door is ONLY to be used in case of an Emergency.
14. All students must have a note from parents or guardians if planning on not returning from activity on bus. The note will be filed by the coach or advisor.
15. Students are to be properly dressed for the weather conditions. Students must have hats, gloves, winter coats and proper footwear during winter months. Students on extracurricular buses should bring a blanket during winter weather.

## **SURVEILLANCE**

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video cameras.

## **EXTRA-CURRICULAR BUSES**

All of the above listed rules for regular transportation of students apply to extra-curricular trips.

1. Drivers, chaperones, sponsors, and coaches responsibilities begin and end in Harlowton, Montana.

2. Coaches and sponsors will explain transportation policies to the students.
3. Responsibility for control, discipline, and punishment is with the sponsor or coach.
4. Students must ride to the scheduled event on school transportation. Students attending more than 1 event in a day must ride school transportation to the first event AND give both advisors a note stating who they will be riding to the second event with three (3) days before the events take place. The student must ride home with the second event bus. Transportation between events will not be school responsibility or liability. A release form must be signed. Students will return by the same transportation unless parents write a letter to take the athlete home with the parent. However, if the student is riding home with another responsible adult (under no circumstance can the responsible adult be another student of Harlowton Schools or any other school or high school. Harlowton Schools will also not allow a release to a college student who is not an immediate family member), a note from the parent must be with the coach, sponsor, or activities director before leaving Harlowton. Students may only ride home with a pre-arranged adult.

## **HAZING/BULLYING/HARASSMENT**

There will be no tolerance for bullying, harassment or hazing as specified in state law, federal law and District policy. We will have a team where all members are valued for their contributions. Violations of this prohibition confirmed through an investigation will result in disciplinary action in accordance with this handbook or District policy.

## **EQUIPMENT**

Each athlete is responsible for taking care of his/her equipment, letting coaches know any repairs that need to be made, etc. At no time should an athlete alter the equipment without coach's permission. Players that lose or alter equipment will be subject to a monetary fine, equal to the cost of replacement of equipment altered. Do not cut or alter any school equipment.

## **INJURIES**

All injuries that occur during the season, both during and outside of extracurricular activity, must be reported to the coaches. If you do not report an injury you cannot receive treatment. Allow the coaches and licensed medical professional to assess injuries and recommend proper course of action. Self-diagnosis of injuries will not be accepted or relied upon. Only injuries with documented professional diagnosis will be considered for an athlete's practice/game participation. If student/athlete is seen by a licensed medical professional, that student/athlete will not be allowed to practice or play until the school has received clearance from that licensed medical professional.

## **PRACTICES**

Practice is not optional. Please notify one of the coaches if you will not be able to attend practice. Consequences for missing practice 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.

## **APPROPRIATE LANGUAGE/DRESS**

Student-athletes are not only representing their team but their school and community as well. At all times students will conduct themselves in a positive manner consistent with this handbook and District policy.

## **TRANSGENDER POLICY CONCERNING ACTIVITIES**

It is the intent of Harlowton Public Schools to ensure that any transgender student wishing to participate in school sponsored activities, will participate in all such activities based on the student's gender at birth.

## **DIRECTORY INFORMATION**

Regarding student records, federal law requires that "directory information" on a child may be released by the District to anyone who requests it unless the parent/guardian/caretaker relative objects in writing to the release of the information. This includes release of directory information to post-secondary institutions and recruiters. Directory information is that which may appear in activity programs, web sites, and yearbooks. Directory information ordinarily includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. Please make sure a parent/guardian/caretaker relative completes the Student Directory Information Notification as found in the Student Handbook.

## **PARTICIPATION IN DISTRICT EXTRACURRICULAR ACTIVITIES BY UNENROLLED CHILDREN**

- a. Any child who is a resident of the District who is attending a nonpublic or home school meeting the requirements of Section 20-5-109, MCA:
  - i. 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.
  - ii. 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.
  - iii. 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.

b. In cases where there is more than one school serving the same age group within District boundaries, a child participating under this provision 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.

c. The academic eligibility for extracurricular participation for a student attending a nonpublic school as specified under this provision shall be attested by the head administrator of the nonpublic school. No further verification shall be required.

d. The academic eligibility for extracurricular participation for a student attending a home school as specified under this provision 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.

e. Students participating in extracurricular activities under this provision may be considered part-time enrollees for purposes of ANB in accordance with Policy 3150, 3121, and 3121P.

#### **ASSUMPTION OF RISK STATEMENT**

Liability: 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 Harlowton Public Schools. 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.

#### **CELL PHONES AND OTHER ELECTRONIC EQUIPMENT (STUDENTS)**

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.

# PARENTS/GUARDIANS

## PARENT CODE OF ETHICS

The administrative team, faculty, support staff, and coaching staff of Harlowton Public Schools understand that both parenting and coaching provide challenging, and at times difficult roles for all involved as we strive to help our children reach their full and true potential on and off the field of competition.

1. Be a positive role model through your own actions to make sure your child has the best activity experience possible.
2. Be a “team” fan, not a “my kid” fan.
3. Weigh what your children say.
4. Show respect for all participants, coaches, spectators, and support groups.
5. Be respectful of all officials and their decisions.
6. Avoid coaching your children before during, or after a game in a manner that may conflict with the coach’s plans, strategies, and philosophy.
7. Praise student-participants in their attempts to improve themselves as students, as participants, and as people.
8. Gain an understanding and appreciation for the rules of the contest.
9. Recognize and show appreciation for the rules of the contest.
10. Remember the competition is for the students and not the adults.
11. Help your child learn that success is oriented in the development of a skill and should make a person feel good about themselves, win or lose.
12. Support the 24-hour rule: *Parents are not permitted to discuss athletic/activity concerns with the coach for at least 24 hours after an issue arises at a game, practice, or other instance. Parents will schedule an appointment with the head coach if an issue arises consistent with the 5- step plan outlined in this handbook.*
13. Reinforce our drug and alcohol free policies by refraining from the use of any controlled substances before and during all activities and contests.
14. Remember that a ticket to a school athletic event is a privilege to observe the contest.

## 24-HOUR RULE

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 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 daughter/son and areas of strengths and weaknesses but never playing time. Please remember and honor the chain of command outlined in this handbook.

## **5-STEP COMMUNICATION & CONFLICT RESOLUTION PROCESS**

Harlowton High School has a 5-step process of communication to use in resolving conflicts. Communication in this order helps to ensure strong relationships and trust amongst all who are involved in resolving problems. The process is as follows: (Depending on severity of offense, may also include Activities Director with parent meeting)

### **STEP 1**

Student meets with coach or could go directly to Step 2.

### **STEP 2**

Student and parent meet with coach. (If coach is Activities Director or Principal, you may proceed to next step following the order of progression.)

### **STEP 3**

Student, parent, and coach meet with Activities Director.

### **STEP 4**

Student, parent, coach, and Activities Director meet with Principal.

### **STEP 5**

Student, parent, coach, Activities Director and Principal meet with Superintendent.

## **INSURANCE AND INJURY**

The School 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 (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.

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

# COACHES/ADVISORS

## NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS' COACHES CODE OF ETHICS

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

- **The coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- **The coach** shall uphold the honor and dignity of the profession. In all personal contact with students, officials, activities directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- **The coach** shall take an active role in the prevention of drug, alcohol, and tobacco abuse.
- **The coach** shall avoid the use of alcohol and tobacco products when in contact with players.
- **The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- **The coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- **The coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- **The coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- **The coach** should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- **The coach** shall not exert pressure on faculty members to give student special consideration.
- **The coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

## HEAD COACH/ADVISOR CHECK LISTS

### Pre-Season

- All participants have physical, activity ticket and emergency medical card on file before they can practice.
- Rosters must be turned in to the Activities Director. Make sure all names are spelled correctly and roster is ready for printing with all necessary information provided.
- Check eligibility status of participants.
- Letter requirements are explained to participants.
- Practice schedules are arranged and pre-season practices reported to the Activities Director.
- Each coach can have up to 4 managers or statisticians. It is the head coach's discretion to have a job description and requirements for the managers.
- All coaches/sponsors have a current first aid card.
- Parents' meeting should be discussed or planned with the Activities Director.
- Read Activity Handbook.
- Attend the MHSA rules clinic or participate on-line.
- Concussion Education Presentation – (Annually) - [www.nfhslearn.com](http://www.nfhslearn.com)
- Every Coach needs to complete Coach's Education Program – (Every 5 Years) – [www.nfhslearn.com](http://www.nfhslearn.com)
- Inform parents and participants of the inherent dangers and various types of injury common to the activity.

### In-Season

- Arrange for practice times and facilities in cooperation with the Activities Director.
- Start practices in a timely fashion. After school practices should start 15 minutes after last bell.
- Limit all practices to maximum of two hours.
- Film session one time per week is allowable to extend practice ½ hour. Any extra film session will be included in two hour practice time. If film is shown on Wednesday, students must be out of the school by 6:30.
- Honor Wednesday night family night. All activities are out of the school by 6:30 on Wednesday nights. Practices should end in time for athletes and contestants to shower and be out of the locker room and school by 6:30.
- On the first day of practice, review the Activities Handbook with all participants.
- Make sure that the Universal Training Rules Form is turned in by the second day of practice.

- Inform students of safety considerations and explain the possible consequences of the unsafe and/or illegal techniques as well as the inherent dangers of legal techniques.
- Maintain necessary attendance records, insurance records, and other designated paperwork.
- Effectively supervise participants during trips, practices, and performances.
- Teach skills and fundamentals necessary for specific activity.
- Plan for safe and effective practices.
- Arrange meals/lodging in cooperation with the Activities Director and submit pre-trip information.
- Inform Activities Director of specific needs or unusual circumstances.
- Require licensed medical provider release when a licensed medical provider holds a participant out of activities.
- Never place winning above athlete's safety and health.
- Travel with medical release forms.

#### **Post Season**

- All records typed, dated, and turned in to the Activities Director.
- Inventory equipment and give a list to the Activities Director.
- Participant letter winner list turned in to the Activities Director.
- List of All-Conference and All-State selections turned in to the Activities Director.
- List of award winners turned in to the Activities Director.
- Budget proposal submitted to Principal and Activities Director.
- Schedule suggestions submitted to Activities Director.
- Summer program plan and summer camp plan submitted to Activities Director and Principal.
- May conduct a post season participation survey.

#### **CORPORAL PUNISHMENT**

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force. District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

## **VOLUNTEER COACHES**

While Harlowton Public Schools does not discourage volunteer coaches, a few qualifications have to be met at the discretion of the Superintendent.

- Title IX gender equity compliance
- Head Coach has to approve
- School board must approve
- Background checks must be made and successfully completed
- Expense of travel is responsibility of volunteer coach except at tournament time
- Volunteer coach may ride the bus, but not if it keeps a student from riding the bus

## **PRACTICES**

Practice is not optional. Students shall notify one of the coaches if they are not able to attend practice. Consequences for missing practice 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.

- Arrange for practice times and facilities in cooperation with the Activities Director.
- Limit all practices to maximum of two hours.
- Film session one time per week is allowable to extend practice ½ hour. Any extra film session will be included in two hour practice time. If film is shown on Wednesday, students must be out of the school by 6:30.
- Start practices on a timely fashion. After school practices should start 15 minutes after last bell.
- Honor Wednesday night family night. All activities are out of the school by 6:30 on Wednesday nights. Practices should end in time for athletes and contestants to shower and be out of the locker room and school by 6:30.
- On the first day of practice, review the Activities Handbook with all participants.
- Make sure that the Universal Training Rules Form is turned in by the second day of practice.

## **MEALS AND OVERNIGHT**

In most cases overnight arrangements will be made by the basketball, football, or volleyball conference. If not, the Activities Director will make reservations for overnight trips. In such cases, the A.D. will make the reservations for any tournament game in which the team has a possibility of playing after 7:00 at night and playing before 10:30 the following morning.

Overnight trips during the season for any sport will be at the cost of the students participating.

The activities fund may pay for a limited number of meals per season. Meal limits will be set by the Administration prior to the contest.

## **LETTER REQUIREMENTS**

### **VARSITY LETTER REQUIREMENTS**

The varsity award shall be presented to an athlete who satisfies the participation requirements as listed, completes all team obligations (including paying all bills and returning all equipment), and receives the recommendation of the coach.

### **SPECIFIC SPORT REQUIREMENTS FOR LETTERING**

**Cross Country:** Qualifies for the State Cross Country meet

**Football:** Players must participate in one play in at least 8 quarters during the regular varsity season.

**Boys Basketball:** Up to 16 boys who practice in preparation for tournaments will letter. **Girls**

**Basketball:** Up to 16 girls who practice in preparation for tournaments will letter. **Volleyball:** Up to 16 girls who practice in preparation for tournaments will letter.

**Girls Track:** Individuals must place 6th or higher in an individual event at District.

**Boys Track:** Individuals must place 6th or higher in an individual event at District.

**Boys Golf:** Must qualify for the State golf meet by shooting a Pre-qualifying score of 80 OR finish in the top 25 athletes at the Divisional golf meet.

**All-State:** Top 15 finish at State Golf Meet

**Girls Golf:** Must qualify for the State golf meet by shooting a Pre-qualifying score of 100 OR finish in the top 25 athletes at the Divisional golf meet.

**All-State:** Top 15 finish at State Golf Meet

**Music/Band:** Students who receive a one (1) Superior Rating at District Music Festival.

**Pep Band:** The participant must play at 80% of the home games and tournaments that the band plays at. Games missed because of active participation in another school-sponsored activity may be waived at the discretion of the music teacher.

**Speech/Debate:** To earn a Speech/Debate Letter, participants must:

- participate in all regular season meets unless excused by the coach.
- place in the top 8 in at least one meet.
- qualify for the Divisional Meet.

To qualify for the Divisional Meet a participant must attend at least 95% of their scheduled practices throughout the season and compete in at least 80% of the regular season meets.

**Cheerleading:** Participants who practice and participate at games in preparation for tournaments will letter.

**Managers and statisticians:** Awards will parallel the regular award system if they manage for the entire season. Teams are limited to four (4) awards in this category. Season is defined as that period of time from the first practice to the season's end.

## **LETTERING CRITERIA THAT PERTAINS TO ALL SPORTS**

- An athlete who moves from one level of competition to another during the season will be eligible to letter at the highest level provided the athlete has met the coach's requirements.
- An athlete who is a starter or plays regularly and was thereafter injured may be awarded a letter if, in the coach's judgment, he/she would have met the lettering requirements.
- An athlete must complete the season in good standing with the school and coach.

## **VARSITY LETTERS**

**1st year award:** Chenille award letter\*;

- Gold medal insert signifying the sport;
- Gold service bar which indicates one year of lettering;
- Certificate

**2nd year award:** Gold service bar and certificate.

**3rd year award:** Gold service bar and certificate.

**4th year award:** Gold service bar and certificate.

\*Only one chenille letter will be awarded to an athlete during his/her athletic career.

## **PARTICIPATION AWARDS**

All members of an athletic squad who successfully complete an athletic season for a particular sport, but who have not earned a varsity letter, are to be awarded a participation certificate.

## **SENIOR NIGHT RECOGNITION Seniors will be recognized:**

**Pep Band:** One time per year at Senior night of last home Basketball game for Seniors who have had 80 % attendance for the year.

**Sports:** At last home sporting event of the season

**Speech:** At Showcase

**Cheerleading:** Fall & Winter during Senior night at last home contest of the season

## **DEAN LUCAS AWARD**

This award is presented each year at Class Night to senior boys and/or girls who maintain a high scholastic average (make academic all-state in the activity they are nominated – 3.5 or higher), letter in at least two (2) sports and demonstrate athletic excellence (post season award – all conference or all state). Each athlete will receive a plaque and have his/her name placed on the honor plaque for public display. The athletic director and head coaches will determine the recipients and the number (if any) of awards to be given.

## **8th GRADE PARTICIPATION**

-Per MHSA, all 8th graders can now participate in volleyball, speech, basketball, cheerleading, cross country, and track and field. Decisions are left to the schools to decide if they are allowed to do so.

-8<sup>th</sup> Grade participation may be granted on an individual basis by the coach and activities director, regardless of participation numbers.

### **8th GRADE PARTICIPATION RULES**

-Volleyball: 8<sup>th</sup> grade participation will be allowed if there are 15 or fewer high school participants

-Girls Cross Country: 8<sup>th</sup> grade participation is allowed if there are 3 or fewer high school participants.

-Boys Cross Country: 8<sup>th</sup> grade participation is allowed if there are 3 or fewer high school participants.

-Football: No 8<sup>th</sup> Grade Participation is allowed.

-Speech: 8<sup>th</sup> grade participation is allowed if there are 10 or fewer high school participants.

-Girls Basketball: 8<sup>th</sup> grade participation is allowed if there are 15 or fewer high school participants.

-Boys Basketball: 8<sup>th</sup> grade participation is allowed if there are 15 or fewer high school participants.

-Girls Golf: 8<sup>th</sup> grade participation is allowed if there are 3 or fewer high school participants.

-Boys Golf: 8<sup>th</sup> grade participation is allowed if there are 3 or fewer high school participants.

-Track & Field: Coaches and AD will set qualifier marks that an 8th grader must be able to meet. Marks will be consistent with the ability to compete at the post season level of high school

-High School Head Coaches, Activity Director, and Administration will have the final say on whether or not 8<sup>th</sup> grade participation will be allowed. What is best for the teams and the individual athletes will be prioritized.

## **STAFF HEALTH & SAFETY**

### **ATHLETICS**

1. Provide trained personnel to oversee the proper use of equipment and facilities.
2. Check all equipment and playing facilities to make sure safety devices are in place and working order.
3. Abide by all Montana High School Association's (MHSA) regulations pertaining to equipment, supervision and standards.
4. Provide adequate security for fans, contestants and officials.

5. Equipment or structures which could be involved in a collision shall be padded.
6. Exits should be clearly marked, unobstructed and usable.
7. First aid kits shall be readily available and persons available to render first aid.
8. All coaching staff members must have a current, state approved first aid card.
9. Do not encourage or order an injured participant to continue playing.
10. Check bleachers, grandstands or other spectator areas for hazards such as splinters, cracks, loose or missing nails or bolts, or poor footing.

## **INJURY OR ILLNESS**

For any injury the coach must fill out an Accident Report that is available from the Activities Director or District Office. The coach is responsible for the medical kit provided for the team. It is the coach's responsibility to restock the kit before a road trip. Please return the kit to the Activities Director room within one week of the completion of the season. If a kit is damaged, lost, or not returned, the replacement value will be assessed to that sport's budget.

## **ON THE ROAD INJURIES**

All coaches/advisors are required to have an emergency travel form for every athlete in a travel folder.

The head coach is responsible for an injured student at an away contest.

If a student is hospitalized for any length of time, it is the responsibility of the head coach or coach delegated to remain with the student until a parent/guardian arrives or the student is released to go home. In the event that there is only one coach/advisor, a parent or other school personnel may be appointed to ride home with the bus driver, but may not be left alone with the students without the bus driver for direct supervision.

## **RETURN TO ACTIVITY/PLAY**

If for any reason a student has been removed from activity/play due to illness, injury or surgery by a licensed medical professional, the student may not return to activity/play without written consent from the attending licensed medical professional. The written consent will be kept on file until the end of the school year.

## **WEIGHT ROOM USAGE**

The use of the weight room is encouraged for all students to get bigger and stronger. It is also encouraged for rehabilitation. However, the weight room must be supervised by the coach or advisor at all times when students are in the weight room. A coach may not, at any time, send a student to the weight room during practice to work on rehab without the supervision of an adult.

# 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 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.

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 an athlete reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

## CONCUSSION FACTS

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."

## SIGNS AND SYMPTOMS OF A CONCUSSION

If an athlete 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
- Bothered by light or bothered by noise
- Feeling sluggish, hazy, foggy, or groggy

- Difficulty paying attention
- Memory problems
- Confusion
- Does not “feel right”

## **PREVENTION**

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

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly

### **Thinking/Remembering:**

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down

### **Emotional:**

- Irritable
- Sad
- More emotional than usual
- Nervous
- 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
- Feeling sluggish, hazy, foggy, or groggy

### **Physical:**

- Headache or “pressure” in head
- Nausea or vomiting
- Fatigue or feeling tired
- Balance problems or dizziness
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not “feel right”

### **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.

## **WHAT SHOULD YOU DO IF YOU THINK AN ATHLETE 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 the athlete to return to sports.
2. Keep the athlete out of play. Concussions take time to heal. Don't let athletes return to play until a health care professional says it's OK. Athletes 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 an athlete for a lifetime. Remember, when in doubt, sit them out! Dylan Steigers' Protection of Youth Athletes Act is the law which 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](http://www.nfhslearn.com)

Montana High School Association – Sports Medicine Page <http://www.mhsa.org/SportsMedicine/SportsMed.htm>

## **RETURNING TO SPORTS AND ACTIVITIES**

After a concussion, an athlete should only return to sports practices with the approval and under the supervision of their health care provider. When available, be sure to also work closely with your team's certified athletic trainer.

Below are **six gradual steps** that you, along with a health care provider, should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months. It is important for an athlete's parent(s) and coach(es) to watch for concussion symptoms after each day's return to play progression activity. An athlete should only move to the next step if they do not have any new symptoms at the current step.

If an athlete's symptoms come back or if he or she gets new symptoms, this is a sign that the athlete is pushing too hard. The athlete should stop these activities and the athlete's medical provider should be contacted. After more rest and no concussion symptoms, the athlete can start at the previous step.

## **6-STEP RETURN TO PLAY PROGRESSION**

### **Step 1: Back to regular activities (such as school)**

Athlete is back to their regular activities (such as school) and has the green-light from their healthcare provider to begin the return to play process. An athlete's return to regular activities involves a stepwise process. It starts with a few days of rest (2-3 days) and is followed by light activity (such as short walks) and moderate activity (such as riding a stationary bike) that do not worsen symptoms. You can learn more about the steps to return to regular activities at: [https://www.cdc.gov/headsup/basics/concussion\\_recovery.html](https://www.cdc.gov/headsup/basics/concussion_recovery.html).

### **Step 2: Light aerobic activity**

Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, light jogging. No weight lifting at this point.

### **Step 3: Moderate activity**

Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (less time and/or less weight from their typical routine).

### **Step 4: Heavy, non-contact activity**

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

### **Step 5: Practice & full contact**

Young athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

### **Step 6: Competition**

Young athlete may return to competition.

# **TITLE IX OF THE EDUCATION ACT AMENDMENTS OF 1972 SEX-BASED DISCRIMINATION AND TITLE IX**

The District encourages staff, parental, and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents will discuss their questions or concerns about the expectations in this area with Mrs. Sandy Woldstad who serves as the District Title IX coordinator.

For purposes of this section and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

- A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or;
- "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student or staff member will result in appropriate disciplinary action, according to the nature of the offense. Supportive measures are available to parties involved in Title IX investigations.

The District will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The conference will be scheduled and held as soon as possible. The principal coordinator District will conduct an appropriate investigation in accordance with Policy 3225 and 3225P. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the decision may appeal in accordance with Policy 3225P.

For more information about the District's complaint procedure, see the summary below or Policy 3225, 3225P, 3225F. Title IX law gives students the right to an education that is free of bias, stereotyping, and any

other form of sex discrimination. It guarantees equal opportunities not only in athletics, but also in all aspects of school life—academics, counseling, school rules, etc.

If a parent, student, or teacher feels that there is a policy, procedure, or practice of the Harlowton School District which would be prohibited by Title IX/Section 504 and other federal and state civil rights laws, rules, and regulations, a Grievance or Complaint can be filed according to a Basic Procedure. Because that Basic Procedure is quite long, it is not published in its entirety here, but it will be made available to anyone who wishes by calling either school. The steps for that Grievance or Complaint as stated in the Basic Procedure are summarized as:

**Level 1: Principal or Immediate Supervisor** – A student, parent, or teacher with a grievance should first discuss it with the person directly involved, with the objective being to resolve the matter promptly and informally.

**Level 2: Title IX and Section 504 Coordinator** – If the grievance is not resolved at Level 1, and the Grievant wishes to pursue it further, a grievance must be filed in writing to the Harlowton School Title IX Coordinator within 10 days of the event giving rise to the grievance or from the date the Grievant could reasonably become aware of such occurrence. The Coordinator will investigate, attempt to resolve the matter, and will submit a written report regarding the decision and/or action taken by her within 15 days after receipt of the written grievance.

**Level 3: Superintendent** – If the grievance is not settled at Level 2, a written appeal must be presented to the superintendent within 10 days of receiving the report from the Coordinator. A meeting must be held within 10 days after the Superintendent receives the written appeal. The report of the Superintendent's decision and/or action must be sent to all parties involved within 15 days.

**Level 4: The Board of Trustees** – The Board Chairman may receive the grievance if either party wishes to go beyond Level 3. The matter will be taken up at the next regular Board meeting. The Board of Trustees must make a decision within 30 days after that meeting.

# 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. Complaints against a building administrator shall be filed with the Superintendent. Complaints against the Superintendent or District administrator shall be filed with the Board.

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 is first encouraged to discuss it with the appropriate employee or building administrator with the objective of resolving the matter promptly and informally. 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: (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. The 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 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 shall complete an investigation and file a report and recommendation with the Administrator for decision. 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

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.

# ACTIVITIES DIRECTOR RESPONSIBILITIES

Mr. Jonathan Olsen: HHS 632-4324 Hillcrest 632-4361

**All** events must be approved by the A.D. **and** Superintendent and on the District calendar by 8:00 a.m. on Monday of each week. **No** events will be added to the weekly schedule after that time.

**Master Calendar:** updated, printed, and distributed weekly:

- at Admin meetings
- at Staff meetings
- at monthly Board of Trustees meetings

## **Scheduling**

- Games
- Calendar
- School Events
- Game Change Updates
- All referees, MOA and others
- Gym and School Buildings
- Pictures: coordinate with building Principals

**Games PIC** (10 nights w/o PIC pay)

**Enforce School policy/procedures**

## **MHSA Dealings**

- Annual Meeting
- Transfer of new Students – Check with Principal
- Participation Data
- Coaches Ed. Reports
- NFHS Testing

**Eligibility Report:** Check with Principals

## **Concussion testing**

## **Game Preparations**

- Programs
- Ticket takers
- Line Judges
- Announcers
- Chain Crew
- Clock Keeper
- Cleaning Crew
- Towels for teams

## **Pre-Season Meetings Every Season**

- Coaches
- Parents
- Athletes

## **Orders**

- Coaches Equipment
- Training Supplies
- Uniform Rotation
- Chenille, pins

## **Reservations**

### **Montana Coaches Association Clinic**

#### **Forms:**

- Physicals
- Activity & Participation Fees
- Inventory
- Practice Schedules

#### **Bus Schedule** – at Admin meetings

- Bus Leave Times
- Drivers

#### **Evaluations**

- Head Coaches
- Assistant Coaches

#### **Attend Coach-Parent Meetings**

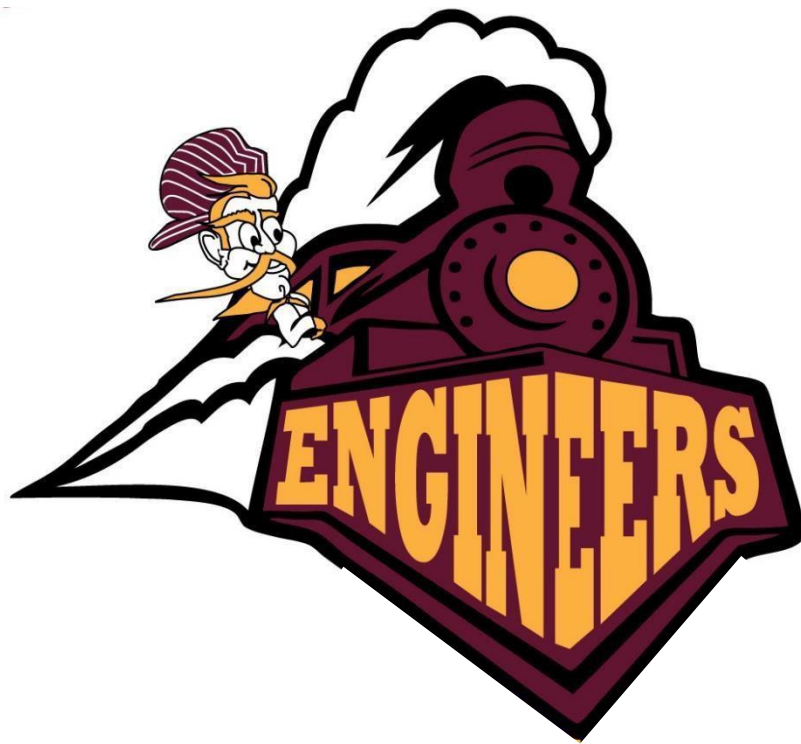
#### **Tournament Packets**

#### **Certificates and Lettering**

#### **Awards Banquet**

#### **Dean Lucas Award**

**Best of luck in all your  
activities!**



**Have a great year,  
ENGINEERS!**

## Receipt of Activity Handbook

“I have received a copy of the *Harlowton Public Schools Activity Handbook* for 2025-2026. I understand that the handbook contains information and expectations for all parties involved to have a successful season.

Print name of student: \_\_\_\_\_

**Signature of student:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_

Date: \_\_\_\_\_