

# **Forsyth Public Schools**

## **Activities**

## **Handbook**



**2022-2023**

# **TABLE OF CONTENTS**

<b>EXPECTATIONS OF EXTRACURRICULAR ACTIVITIES.....</b>	<b>4-6</b>
Statement of Philosophy .....	4
Objectives of Participation .....	5
Activity Code of Ethics .....	5-6
<b>ELIGIBILITY TO PARTICIPATE .....</b>	<b>6 - 8</b>
MHSA Eligibility Rules for Participation .....	6
Grade Requirements .....	6
Disciplinary Actions and Participation .....	7
School Attendance Policy .....	7
Activity Permission Slips and Physicals.....	7
Participation Fees.....	7
ImPACT Concussion Test .....	8
<b>EXTRACURRICULAR AND CO-CURRICULAR ACTIVITY RULES .....</b>	<b>9 – 13</b>
Purpose .....	9
Activities.....	9
Participant .....	9
Duration .....	9
Chemical Use .....	10
EXTRA-CURRICULAR ACTIVITY DRUG/ALCOHOL TESTING.....	10-13
Associated Misconduct .....	13
Vandalism .....	14
Title IX Violation .....	14
Disruptive, Destructive, or Disrespectful Conduct.....	14
Unsportsmanlike Conduct .....	14
Curfew .....	14
Consequences for Breaking Activity Rules .....	14-16
Due Process and Appeals.....	16-18
<b>COACH OR SPONSOR RULES .....</b>	<b>18</b>
<b>OFF-SEASON AND OPEN GYM RULES .....</b>	<b>18</b>
<b>TRAVEL RULES AND REGULATIONS .....</b>	<b>19-23</b>
Activity Transportation.....	19
Overnight Trips with Lodging .....	20
Junior High Travel .....	21
Pep Band Travel .....	21
Cheerleaders .....	22
Meals During Travel.....	22
Meal Allowances .....	22
Out-of-State Travel.....	23

<b>PARTICIPANT EXPECTATIONS.....</b>	<b>23-25</b>
Dress for Activities .....	23
Student Meetings .....	23
Sunday and Wednesday Evening Restrictions .....	23
Qualifying Activity Preference.....	23
Team Managers .....	24
Organization Officer Duties .....	24
Insurance Information.....	24
Uniforms .....	25
<b>FAN AND CROWD EXPECTATIONS.....</b>	<b>25</b>
<b>FUNDRAISERS .....</b>	<b>26</b>
Permission.....	26
Concession Stand Policies .....	26
<b>PUBLIC CONCERNS .....</b>	<b>26-28</b>
Public Use of Facilities .....	26
Public Concern Resolution .....	27
Admission Prices .....	27
Sexual Harassment.....	28
<b>AWARDS AND LETTERS .....</b>	<b>29-30</b>
Award Designation .....	29
MHSA Activity Lettering Procedures .....	29
<b>RECOGNIZED ACTIVITIES .....</b>	<b>30-33</b>
Junior High School .....	30
High School .....	31
<b>ACTIVITY RULES AND PERMISSION TO PARTICIPATE FORM .....</b>	<b>34</b>
<b>TRANSPORTATION RELEASE FORM.....</b>	<b>35</b>
<b>ALTERNATE TRANSPORTATION FORM .....</b>	<b>36</b>

## **EXPECTATIONS OF EXTRACURRICULAR ACTIVITIES**

### **STATEMENT OF PHILOSOPHY**

A comprehensive and balanced activities program is an essential component of the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, debate/speech, drama, music, student government and academic related areas. Participation in these activities should provide many students with a lifetime basis for personal values, work and leisure activities.

We believe that the opportunity for participation in a wide variety of activities is a vital part of the student's educational experience. Such participation is a privilege that carries with it; responsibilities to the school, to the activity, to the student body, to the community and to the students themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education.

The interscholastic athletic program will be conducted in accordance with existing Board of Trustees policies, rules and regulations, as well as those established by the Montana High School Association. While the Board of Trustees takes great pride in winning, it does not condone "winning at any cost", and discourages any and all pressures, which might tend to neglect good sportsmanship and good mental health. At all times, the activity program must be conducted in a manner, which will justify it as an educational tool.

Activities play an important part in the life of Forsyth Schools. Young people learn a great deal from their participation in activities/athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of each group in our activities programs. Activities play an important part, too, in helping the individual student develop a healthy self-concept as well as a healthy body. Activities add to our school spirit and help all student-spectators as well as participants, develop pride in their school.

Leadership should be of the highest quality to exemplify to the participants the desired type of behavior to be developed from the activities program. Measurement of leadership success should not be in terms of just the tangible evidence of the victory and defeat or perfect performance, but rather in the intangible personality development factors that are an outgrowth of the major objectives of the activities program.

Every effort should be made to support the activities program with the best facilities, equipment and with the most qualified staff available. As much as possible, knowledge and skills gained in classes should be applied and developed further through participation in the activities program. Coaches, directors and sponsors should also teach the specific skills necessary for safe participation and improvement in activities and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior, artistic sensitivity and an appreciation for the importance of practice.



The ultimate goals of activities should be:

- 1) To realize the value of participation without overemphasizing the importance of winning.
- 2) To develop and improve positive citizenship traits among the program's participants.



## **OBJECTIVES OF PARTICIPATION**

- I. To provide a positive image of school activities at Forsyth Public Schools.
- II. To strive always for excellence in all activities that will produce groups within the bounds of good representation of Forsyth Schools and sound mental health of participants.
- III. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
  - A. Physical, mental and emotional growth and development.
  - B. Acquisition and development of special skills in activities of each student's choice.
  - C. Group cooperation with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
  - D. Directed leadership and supervision that stress self-discipline, self-motivation, excellence and the ideals of good sportsmanship that make for winning and losing graciously.
  - E. A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity.
  - F. Achievements of initial goals as set by the school in general, the team collectively, and the student as an individual.
  - G. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
  - H. Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.
- IV. To provide a superior program of student activities.
- V. To provide sufficient activities to have an outlet for a wide variety of student interests and abilities.
- VI. To provide those student activities which offer the greatest benefits for the greatest number of students
- VII. To create a desire to succeed and excel.

## ACTIVITY CODE OF ETHICS

It is the duty of everyone involved in school activities, participant or sponsor to:

- a) Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- b) Eliminate all possibilities, which tend to destroy the best values of the activity.
- c) Stress the values derived from participating in activities.
- d) Show cordial courtesy to visitors and officials.
- e) Respect the integrity and judgment of sports officials.
- f) Achieve a thorough understanding of the activity and its rules.
- g) Encourage leadership and good judgment.
- h) Recognize that the purpose of activities is to promote the physical, mental, social, and emotional well-being of all involved.
- i) Remember...no competition is a matter of life or death for participants, coach, school, official, fan or community.
- j) Keep an open line of communication between participant, coach/sponsor, and parent. When a player or parent has a question or concern regarding their son/daughter's involvement in an activity, they should contact the coach/sponsor who will make themselves available for participants and/or parent-scheduled meetings.
- k) Realize that your failure as a student participant to abide by the code of ethics may result in your removal from the event, activity, and/or disciplinary action.

## **ELIGIBILITY TO PARTICIPATE**

Academic and behavior eligibility rules are established by MHSA rules and District policy. In establishing an interscholastic program, the Board directs the administration to:

1. Open all sports to all students enrolled in the District with an equal opportunity for participation.
2. Recommend sports activities based on interest inventories completed by the students.



### **MHSA ELIGIBILITY RULES for PARTICIPATION**

To be eligible to participate in MHSA sanctioned activities, a student must have passed four (4) credits of instruction from the previous term (semester). A previous semester is defined in the current MHSA Handbook. If a student is academically ineligible at the beginning of a MHSA sanctioned competitive sport or activity season, that student may not try out or participate in that sport or activity during that entire season, even if the season includes more than one semester. The only exception to this policy will require the student involved to appeal this rule directly to the Board of Trustees for Forsyth Public Schools, and provide substantial evidence that exceptional circumstances have caused the student to fall under these guidelines. In addition, participating students must currently be enrolled in a credit earning class during six (6) of the seven (7) periods of that day.



## GRADE REQUIREMENTS

In order to maintain their eligibility, students must be passing every subject in which they are currently enrolled, as evidenced by weekly failing lists. Students whose names appear on the weekly failing list will be ineligible to participate in any school activity from 12:00 noon on Wednesday, on which their name appears on the list until the following Wednesday 12:00 noon. At the start of a new quarter, eligibility will be based on the last quarter grades for the first week of posting, except in the case of first quarter. Eligibility does not carry over from the previous year. Eligibility for the first quarter will be posted in week two of the school year based on current grades. A student may not be marked ineligible in the second week of posting eligibility unless there are a minimum of four grades posted in the gradebook as evidenced on the online gradebook on Family Link.

Junior High students who are ineligible to compete in activities due to grades that week will be required to attend the After-School Program. The After-School program runs Monday, Tuesday and Thursday from 3:40 – 4:30 p.m. On Wednesday, the After-School program runs 2:40 – 3:30 p.m.

Students who have no missing assignments and have completed their daily work, may have their teachers sign an After-School program check-out form. Students must present this to the After-School Program teacher each day. The After-School Program teacher may then excuse the students for the day through a written note for the coach or parent.



A student who skips their required After School assignment will be considered truant and enter into the disciplinary process, unless the absence is excused by a parent or school activity. Students with more than ten absences in the After-School program will be required to attend Summer School at the rate of two hours for each period missed.

## DISCIPLINARY ACTIONS AND PARTICIPATION

Any time a student is placed in I.S.S. for a full day(s), or is in violation of the District student discipline policy, he/she will not be permitted to participate in a practice or a scheduled extracurricular activity the day of the suspension. Students who do not serve their detention(s) in the time-frame outlined in the disciplinary report, which also results in additional detention time, will not be eligible to participate until the detention(s) has been served.

Any student convicted of a criminal offense may, at the discretion of school officials, become ineligible for such a period of time as the school officials may decide.

## SCHOOL ATTENDANCE POLICY

Any High School student absent from school one or more periods of the day of an event/competition/or travel may not participate in that activity without the approval of the Principal or Activities Director.

\*If the absence is due to any sickness, then don't go to practice to avoid spreading germs.

**(Junior High students may not participate in practice or games the day of any absence)** A student is considered present for the purpose of participation if he/she is present in each class at least 30

minutes. Approval can and should be granted ahead of time, if the absence in question will be the result of a previously scheduled medical/dental appointment, an appointment to satisfy requirements of the law, or if the absence is a result of a family emergency.

**ACTIVITY PARTICIPATION FORMS & PHYSICALS**

Every activity participant from Forsyth Schools is required to return a signed copy of the District activity participation form to the office by the first practice of a sport or the first meeting of a group or club. Student/Athletes not turning in this form will be ineligible to practice. A copy can be obtained from the office or school web site.

A current and completed physical form must be turned in prior to beginning practice for all athletic programs. A physical is considered current if it was completed after May 1, of the last academic year. Non-athletic activities do not require a physical.

Completion of the ImPACT Concussion baseline test must be taken every even numbered year in school (Gr. 6,8,10,12). The concussion statement must be completed every year and on file before the student may practice. This form is available from the Activities Director or at the office.

**PARTICIPATION FEES**

A participation fee will be assessed to ALL students participating in Junior High School and High School Activities, excluding Junior High School managers. These fees grant admission only to the activity in which the fee is paid (see student pass info.).

Fees will be as follows:

<u>Grades 6, 7 &amp; 8 (Junior High)</u>	(1 <sup>st</sup> \$45, 2 <sup>nd</sup> \$45, 3 <sup>rd</sup> \$35)
<u>Forsyth High School</u>	(1 <sup>st</sup> \$60, 2 <sup>nd</sup> \$60, 3 <sup>rd</sup> \$45)

Any student unable to pay the participation fee due to financial constraints is encouraged to contact the Activities Director to plan for an alternative method of payment (ex. installment payments, work exchange, etc.). *It is important to understand that Forsyth Schools will make every effort to see that no student is discouraged or prohibited from participation in activities due to financial constraints.*

Non-payment of fees three days after practice starts will render the student/athlete ineligible to participate until payment or arrangements are made.

**IMPACT CONCUSSION TEST**

The medical profession, parents, and coaches have become acutely aware of the long- and short-term effects on athletes receiving a concussion. Subsequently, establishing a baseline for each athlete prior to experiencing a contact injury has proven to be a very effective method of testing athletes post trauma; thereby, revealing if a concussion has occurred as well as developing timelines to allow the athlete to return to competition once he/she has recuperated from the injury.

As a result, Forsyth Schools has adopted the “ImPACT Concussion Testing Program,” as a means of providing student athletes a quality pre-concussive evaluation prior to taking part in any athletic activity. All students grade 6 – 12 will be required to complete a current ImPACT concussion baseline



test provided by the school, through the AD, **prior to participation in any Forsyth Schools Athletic Program.** Grades 6, 8, 10, and 12 and all new student athletes will be tested each year.

Some specifics of the ImPACT Program adopted by Forsyth Schools include:

- Baseline evaluations will be conducted prior to the starting date of the student's first athletic season.
- The cost of the initial baseline evaluation will be covered through a combination of grants and fund raisers at no cost to the student athlete and/or parents through Rosebud Health Care Center.
- In the event that it is believed an athlete has received a concussion or is exhibiting signs of a possible concussion, the athlete will be removed from the activity and evaluated according to protocol. They may receive a post evaluation which is compared to the baseline evaluation for confirmation of the possible injury when requested by a parent/guardian or coach. This post evaluation will usually be completed between 48 and 72 hours following the injury.
- The cost of the initial post-injury evaluation will be covered through a combination of grants and fund raisers at no cost to the student athlete and/or parents through Rosebud Health Care Center.
- The cost of subsequent post-trauma evaluations [following the first post-injury evaluation] may be the responsibility of the student athlete and/or parents.
- A student athlete that has been determined to have received a concussive injury will be required to pass the post evaluation and be cleared by a medical professional prior to being allowed to return to practice or competition. The cost of this evaluation may be the responsibility of the student athlete and/or parent.
- Information will be available to all student athletes and their parents regarding the ImPACT Program and what the athlete and parent(s) should expect from the program.



- Coaching staff members will be trained in identifying a possible concussion through the required concussion clinic for each season they coach.
- Any time a coaching staff member believes a student athlete may have received a concussive injury, the athlete will be

immediately removed from the activity and referred to the Activities Director and then medical staff, if available. Once he/she has been evaluated and cleared, they may return to the activity by the AD through passing the initial post-injury test or by a professional medical provider once the tests are passed.

## **EXTRACURRICULAR AND CO-CURRICULAR ACTIVITY RULES**

### **PURPOSE**

As explained more fully in school policies, the Forsyth School District believes that participation in extra-curricular and co-curricular activities contributes to the all-around development of young men and women. The Forsyth School District activity programs are dedicated to providing competitive and enjoyable experiences for the students, student-participants, coaches, advisors, faculty, parents, fans, and community. In doing so, we hold high expectations for all in the areas of character, citizenship, scholarship, and leadership as we strive to be competitive, develop skills, make healthy decisions, and act as ambassadors of the Forsyth schools and Forsyth community. By committing to a team or activity, students choose to conduct themselves as models of good and moral behavior. The use, misuse, possession, sale, and distribution of drugs, alcohol, tobacco, and/or other controlled substances and paraphernalia is prohibited, discrimination is prohibited, and unsportsmanlike conduct is prohibited, as defined below.

### **ACTIVITIES**

All participants in school-sponsored sports, clubs, and other co-curricular and extra-curricular activities and organizations are subject to these activity rules. Activity rules are in effect during the season of the activity and includes activities that take place during summer vacation.

### **PARTICIPANT**

A student who belongs to, holds membership in, or is enrolled in an activity as defined above.

### **DURATION**

Participants are subject to these rules during the respective season of the activity. The policy is in effect full time (day and night) both on and off school district property from the first day of practice to the last day of the season. For clubs and co-curricular activities and organizations that run the entire school year, these rules are in effect from the first day of school to the last day of school.

### **CHEMICAL USE**

Activity participants may not use, be under the influence, have in his/her possession, buy, sell, give away, distribute, or attempt to buy or distribute alcohol, tobacco or nicotine products, illegal drugs, faux drugs, drug paraphernalia, or any other controlled substance. It is not a violation for a student to be in possession or to use a medication in the prescribed manner for which it has been specifically prescribed for the student's own use by his/her doctor. However, it is a violation to misuse the prescribed medication or sell or distribute it in any manner to another person.

Distribution includes any attempt (successful or not) to sell, deal, disburse, dispense, divide, allocate, assign, provide, or give away alcohol, tobacco, illegal drugs, faux drugs, any other controlled substance, or drug paraphernalia.

## EXTRA-CURRICULAR ACTIVITY DRUG/ALCOHOL TESTING

The Forsyth School District Board of Trustees, in an effort to promote academic progress and protect the health, safety, well-being and welfare of its extra-curricular activities students from the effects of illegal drug use and abuse has adopted policy 3074. For a full transcript of this policy, please refer to the Board of Trustees policy handbook. Portions of the policy appear here to outline expectations. The drug/alcohol testing policy was adopted for the purpose and intent to:

1. Educate all students of the serious physical, mental and emotional harm caused by illegal drug use.
2. Address and attempt to deter, curtail, and stop the use of drugs, alcohol and tobacco.
3. Alert students with possible substance abuse problems to the harm that such behavior poses to their physical, mental and emotional well-being and offer them the privilege of participation in activities as an incentive to stop using such substances.
4. Prevent the risk of injury, illness and harm to students that may result from illegal drug use.
5. Ensure that students adhere to a training program that bars the intake of illegal drugs.
6. Offer students a safe and challenging environment for practices, competition and school activities free of the effects of illegal drug use.
7. Encourage any student who is found to be using or abusing drugs to obtain treatment, counseling and rehabilitation.

A student who is a member of, belongs to, or is enrolled in any of the listed high school sponsored extra-curricular activities, whether or not he or she participates in interscholastic completion is considered an “*Activity Student or Participant*.” A high school sponsored extra-curricular activity will include all school-sponsored sports, clubs and other extra-curricular activities and organizations and include the activities of these groups taking place during summer vacation or other school holidays. The list of activities includes:

• Volleyball	• Golf	• Student Council
• Football	• Cheerleading	• BPA
• Basketball	• Speech & Drama	• FFA
• Wrestling	• Pep Band – (post season)	• FCCLA
• Track and Field	• Drama (plays)	• National Honor Society
• Tennis	• Academic Olympics	

It is **MANDATORY** each student who participates in any high school activity (this includes 7<sup>th</sup> & 8<sup>th</sup> graders) will read, sign and return the “Student Drug Testing Consent Form” to the designated administrator prior to participation in any activity. A parent or guardian of a student under the age of 18 must also sign the consent form.

### Consent Form & Orientation

The consent form requires the activity student to provide a sample:(a) when the activity student is selected by the random selection process to provide a sample; or (b) at any time when there is reasonable suspicion to test for illegal drugs. Each activity student shall be given a copy of the drug testing policy and any administrative rules or procedures pertaining to drug testing with the consent form. In addition, prior to the commencement of drug testing each year and at other times throughout the school year as designated by school administration, an orientation session will be held with activity student to educate them regarding the sample collection process, privacy arrangements, drug testing procedures and any other issues regarding testing.

The District will pay for the random drug testing, the reasonable suspicion drug testing and the second sample conducted to confirm an initial positive test. Any additional tests or any testing done at the request of the student or parent-guardian are the financial responsibility of the student or parent-guardian.

### Testing Protocol

Each student will be assigned a number that will be placed in the random drawing, and only student numbers will be utilized by the testing company. The selection of participants to be tested will be done randomly by a contracted third-party testing company. Numbers will be drawn from the complete pool of activity students who

have returned the signed consent form. Charts assigning numbers to student's names will be kept confidential in locked files by the school administrator who administers this program. None of this information shall be kept on any school computer.

Testing may occur at any time during the school day or during a scheduled activity time Monday through Saturday. No student or school personnel will be given advance notice or early warning of the testing. Random testing will occur at a rate of ten (10) percent of the testing pool per month.

All drug tests will be supervised by a school administrator or designee. When the contracted testing company notifies administration of the numbers drawn to be tested, the administrator will match these numbers to the student participant name list. The school administrator or designee will then:

1. Go to the student's classroom and escort them to the collection site.
2. Students shall surrender their cell phone to the administrator immediately.
3. The students will not be allowed to go to his/her locker but should carry all personal belongings with him/her to the testing site.
4. All students being tested shall remain under school supervision until they have produced an adequate sample.
5. The test must be completed within the time limit established by the company/professional laboratory. If a student suffers from a "shy bladder", they will be offered up to thirty-two (32) ounces of water, provided by the school, to induce the ability to provide a specimen. It is not mandatory for said student to consume the water.
6. If the student fails to complete the test within the time limit, that student will be deemed to have refused to participate in the drug test and will be ineligible to participate in activities for 90 days as outlined later.

Before the drug test, the student shall fill out, sign and date any form that may be required by the testing laboratory. If a student chooses, the student may notify the administrator that he/she is taking a prescription or over-the-counter medication with the understanding the administration has the right to confirm that information and the reason for taking the medication with a parent-guardian and/or treating health care provider. The student and/or parent shall sign any authorization required by the health care provider to provide that information.

In order to maintain confidentiality, the container that contains the sample to be tested will not have the student's name on the container but will have their identification number. Only an Administrator will maintain a cross-reference of the student numbers and names.

If it is proven that a student has tampered with the sample or cheated during the sample collection process, the student will be ineligible for all activities for the remainder of the school year.

#### Refusal to Participate in Drug Test

If an activity student refuses to participate in a drug test, the test will be treated as positive and the student shall be ineligible to participate in any activities, including meetings, practices, performances and competitions for the remainder of the school year or 90 calendar days, whichever is longer. For the purpose of this policy, calendar days are defined as "all consecutive days between the first and last day of the scheduled school year, beginning on the first day that activities begin in August until the last day of the academic year or activity schedule, whichever is later. Calendar days do not include summer vacation; therefore, discipline may extend from one school year into the next school year.

#### Discipline and Consequences for a Positive Drug Test

An initial positive result showing the presence of an illegal drug or the metabolites thereof will be subject to confirmation by a second test of the same sample. A drug test shall not be reported positive to the school administrator unless the second test is also positive.

If a student tests positive for illegal drugs, the school administrator will schedule a conference with the student (and parent-guardian if under age 18) and explain to the student that there was a confirmed positive test and give the student the opportunity to submit additional information to the administrator or the testing laboratory to

challenge the confirmed positive test. After receiving the report of a confirmed positive test, if the student admits to using illegal drugs, the student will be subject to immediate discipline as set forth below:

First Offense:

1. The student will be required to attend a district-approved drug/alcohol/tobacco education program. The program has to be successfully completed for the student to be reinstated in activities.
2. The student shall be suspended from participation in any activity for 90 calendar days and until the drug education program is successfully completed. Discipline may extend into the next school year.
3. The administration will provide information regarding counseling services, community agencies and other information that the student or family may find helpful in addressing illegal drug use.

Second Offense:

1. The student will be required to attend the district-approved drug/alcohol/tobacco education program.
2. The student shall be suspended from participation in any activity for one calendar year and successful completion of the drug education program. Discipline may extend into the next school year. If the student chooses to undergo a full chemical dependency assessment at their own expense, the student shall be suspended from participation in any activity for 90 calendar days. The 90-calendar-day suspension will begin once the full assessment has been completed.
3. The administration will provide information regarding counseling services, community agencies and other information that the student or family may find helpful in addressing illegal drug use.

Third Offense:

1. The student is ineligible and barred from any further participation in any activity for the remainder of the student's enrollment in Forsyth Public Schools.

This disciplinary scheme supersedes all training rules. Once a student has tested positive for illegal drug use, the student will be tested during each random test for the remainder of the school year, regardless if their number has been selected. The student will be included in the ten percent (10%) randomly chosen. A student who has had a third offense, and is barred from any further participation in activities at Forsyth Public Schools will no longer be part of the testing pool.

The School District will pay for the expense of the certified drug education course provided the student attends the classes as scheduled by the School District. If the student chooses to attend some other course offered by a different organization, or if the student fails to attend at the scheduled times, the student bears the expense of the course.

Counseling and/or treatment of any kind provided by non-school agencies are the financial responsibility of the student or his/her parent-guardian.

Test Results and Appeal Process

The student has the right to appeal the decision to impose discipline after a determination has been made that the student has used illegal drugs. The appeal must be in writing and submitted to the Superintendent within five (5) calendar days of the determination. A student requesting an appeal will remain ineligible to participate in any activities until the appeal is completed.

The Superintendent shall review the entire drug testing process for the purposes of determining whether all requirements imposed by policy, administrative procedures and the testing laboratory's protocols were met. He or she shall also review any information provided by the student and his parent-guardian, and shall review the results of any further testing as outlined below. The Superintendent is not a medical doctor and does not have

June 2022 13

authority to reverse the opinions reached in the testing process but must focus solely on whether all procedures were correctly followed.

The testing laboratory shall preserve the unused portion of a specimen that tested positive for a period of three (3) months or the end of the appeal process, whichever is earlier. The student or parent-guardian may decide to have any remaining portion of the positive sample tested by a different laboratory whose laboratory and testing methods meet the same standards of reliability as the one selected and used by the school district. If this test is also positive, discipline will be imposed.

If this test proves negative, a licensed physician trained in the field of substance abuse and interpretation of these laboratory tests, also known as a medical review officer, will review all test results, interpret the conflicting test results and all other information provided by the student or anyone on his or her behalf, and provide a certified opinion as to the test result. If that certified opinion is that the students tested positive for illegal drug use, the school district will impose discipline. If the medical review officer determines the student tested negative, the discipline will be waived.

### Self-Reporting

If an activity student self-reports to school administration of their illegal drug use, the following protocol will be followed. A student cannot self-report on the day of the random selection.

1. The student will be required to take the district-approved drug/alcohol/tobacco education program.
2. The student shall be suspended from participation in any activity for a minimum of fourteen (14) calendar days and until the drug education program is successfully completed. The student will also submit a new urine drug test, paid for by the student, which is negative, before returning to participation.
3. A student may self-report only once.

## **ASSOCIATED MISCONDUCT**

No participant shall be present at any time in a setting where any other person is engaged in chemical use as defined above. It is not misconduct to be in the presence of a person of legal age using tobacco. It is not misconduct to be in the presence of adults who are lawfully using alcohol at a family or social event that is unrelated to school, such as weddings, holidays, and the like.

## **VANDALISM**

The act of willfully defacing or destroying the property, equipment, building, or facility of another person or entity is prohibited.

## **TITLE IX VIOLATIONS**

Gender discrimination, sexual harassment (unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature or based on gender), sexual intimidation (unreasonable behavior—verbal or non-verbal—which has the effect of subjecting someone to humiliation, embarrassment, or discomfort because of his or her gender), public display of affection (any physical contact between two or more individuals of a sexual nature taking place in public in front of others) on school property, at school events, or during any school activity is unacceptable.

## **DISRUPTIVE, DESTRUCTIVE OR DISRESPECTFUL CONDUCT**

Any conduct that violates other school rules or policies, including but not limited to fighting, hazing, bullying, harassment, stealing, destruction of property and the like will be subject to consequences.



## UNSPORTSMANLIKE CONDUCT

Participants may not question officials' calls; make inappropriate gestures; use derogatory, demeaning, or other inappropriate language; swear; use disrespectful signs or cheers; heckle referees, players, coaches, half-time performers, or opposing fans; or participate in any other conduct that violates the sportsmanship rules and practices developed by the Board, administration, or Montana High School Association. **INTRODUCTORY NOTE:** One of the prime functions of interscholastic competition is to foster the traits of good sportsmanship. The MHSA strongly urges local officials to stress to their athletes, student bodies and fans the importance of sportsmanship during all Association Contests, and to make them aware of MHSA rules, policies and by-laws concerning crowd control.

### Section (1) Administrative Duties

1.1 The Montana High School Association recognizes the primary obligation incumbent upon the administrators of member schools to control their students, staff members and fans at all Association Contests.

## CURFEW

Curfew is set at 10:00 p.m. Sunday through Thursday; and 12:00 a.m. on Friday and Saturday unless the coach or sponsor changes them for special situations with Admin. approval or the Principal extends the hours for special circumstances such as school dances. Students who break curfew will not play in one game or participate in one organizational event for the first offense. A second offense will result in the loss of playing for three games or participation in three organizational events, and a third offense or higher will result in no participation for two weeks. Athletes will still be expected to attend all practices.



## CONSEQUENCES FOR BREAKING ACTIVITY RULES

In addition to any consequences allowed by school rules, policies, and procedures for violations of school rules, the following penalties will be imposed against participants in activities who engage in the following misconduct. As it relates to these consequences, calendar days are all consecutive days between the first and last day of the scheduled school year, beginning on the first day that activities begin in August until the last day of the academic year. Calendar days do not include summer vacation; therefore, discipline may extend from one school year into the next school year. School days are instructional days and any portion of an instructional day. Thus, for example, if students are released at noon on a particular day, that portion of the day is considered one school day for purposes of calculating days of suspension.

### **Chemical Use (except distribution), Associated Misconduct, Vandalism, Title IX Violations, Disruptive/Destructive/Disrespectful Conduct:**

- 1) First Offense:
  - a) Notify parent/guardian within two (2) school days of completing investigation
  - b) Notify appropriate law enforcement agency
  - c) No participation for 14 calendar days in any school activities upon notification of the parents or guardians at the conclusion of the investigation. However, participant may attend and participate in practices and meetings. A list of recognized school activities is provided in this Activities Handbook.

- d) For chemical use, mandated drug and alcohol awareness sessions are required through the guidance counselor.
  - e) For acts of vandalism, restitution must be made prior to returning to activity participation.
- 2) Second Offense:
- a) Notify parent/guardian within two (2) school days of completing investigation
  - b) Notify appropriate law enforcement agency
  - c) No participation for 90 calendar days, including weekends during that period, in any school activities. A list of recognized school activities is listed in this Activities Handbook. As noted below, Board action is required for activity suspensions exceeding 10 school days.
  - d) Participants involved in chemical use suspensions are required to enroll in a certified drug or alcohol abuse program to be paid for by the parent or guardian.
  - e) For acts of vandalism, restitution must be made prior to returning to activity participation.
  - f) All school level awards will be withdrawn.
- 3) Third Offense:
- a) Notify parent/guardian within two (2) school days of completing investigation
  - b) Notify appropriate law enforcement agency
  - c) No participation for one (1) calendar year, including weekends during that period, in any school activities. A list of recognized school activities is listed in this Activities Handbook. As noted below, Board action is required for activity suspensions exceeding 10 school days.
  - d) Participants involved in chemical use suspensions are required to enroll in a certified drug or alcohol abuse programs, paid for by the parent or guardian, before re-admittance.
  - e) For acts of vandalism, restitution must be made prior to returning to activity participation.
  - f) All school level awards will be withdrawn.

### **Chemical Use (Distribution)**

- 1) First Offense:
- a) Notify parent/guardian within two (2) school days of completing investigation
  - b) Notify appropriate law enforcement agency
  - c) No participation for 90 calendar days, including weekends during that period, in any school activities. As noted below, Board action is required for activity suspensions exceeding 10 school days.
- 2) Second Offense:
- a) Notify parent/guardian within two (2) school days of completing investigation
  - b) Notify appropriate law enforcement agency
  - c) No participation for 1 calendar year, including weekends during that period, in any school activities. As noted below, Board action is required for activity suspensions exceeding 10 school days.
  - d) All school level awards will be withdrawn.

## **DUE PROCESS AND APPEALS**

Any disciplinary action imposed as a result of a violation will commence on the first scheduled school day following the completion of step one below. However, if the student appeals, any disciplinary action will be stayed pending a final determination made at the highest level of appeal taken by the student up through and including step four and the discipline will begin on the next scheduled school day. The activities director, the step two committee, superintendent, or Board of Trustees may impose lesser or greater discipline, depending on the severity of the misconduct. It is at the discretion of the superintendent to immediately suspend a participant from all activities during the course of the investigation and appeals, taking into consideration whether return to the activity would be detrimental to the health, welfare, or safety of the participant or others or would be disruptive of the school, activity, or community. The exclusive authority of the Board to suspend students for longer than ten (10) days does not prohibit coaches from making decisions limiting students' opportunities to play.

### Step One:

1. All information, documentation, and evidence of a violation will be compiled by the coach, sponsor, or school representative that first is informed of a possible rule violation, who will provide such information to the Activities Director on or before the next scheduled school day.
2. The activities director will begin an investigation no later than the next scheduled school day, which may include questioning witnesses and gathering any other available information.
3. Participants will be informed of their right to have a parent or other adult present while being questioned, the right to be given another copy of this section of the handbook, and the right to submit evidence at all stages of this process. Participants shall be informed of the alleged violation and any evidence of or witnesses to the violation. The student shall have the right to explain or refute such information.
4. Another school employee will be present during questioning of a student for the purpose of taking notes of the questions and answers and keeping a record of all materials gathered.
5. At the conclusion of this investigation, the Activities Director will decide as to whether the student engaged in any of the misconduct defined above and will impose the discipline as set forth in the Consequences section above.
6. The student may appeal this decision by proceeding to Step Two. If the consequence for this offense requires Board action, the activities director will immediately initiate Step Two without requiring the student to make a written request to the Superintendent.

### Step Two:

1. To initiate this appeal, within 24 hours of the activities director's decision in Step One the student must present a written letter to the Superintendent requesting a reconsideration of that decision.
2. The Superintendent will assign 1 administrator, 1 coach/sponsor (from an activity in which the student is not a participant), and 1 teacher who as a committee will review the Step One investigation, all materials gathered in that investigation, and the decision of the Activities Director. The committee has the discretion to re-open the investigation and gather more information if it deems it necessary, including questioning the student again.
3. The committee will either uphold the decision reached in Step One and impose the discipline or reverse that decision with a finding that the student did not violate the activity rules. The committee may also recommend any appropriate interventions or external programs to support healthy and responsible decision-making in the future.

4. The student may appeal this decision by proceeding to Step Three. If the consequence for this offense requires Board action, the committee will immediately initiate Step Three without requiring the student to make a written request to the Superintendent.

#### Step Three:

1. To initiate this appeal, within 24 hours of the committee's decision in Step Two the student must present a written letter to the Superintendent requesting a reconsideration of that decision.
2. The superintendent will review all materials gathered in Steps One and Two and the decisions made. The superintendent has the discretion to re-open the investigation and gather more information if he or she deems it necessary, including questioning the student again.
3. The superintendent will either uphold the decision reached and impose the discipline or reverse that decision with a finding that the student did not violate the activity rules.
4. The student may appeal this decision by proceeding to Step Four. If the consequence for this offense requires Board action, the superintendent will immediately initiate Step Four and schedule a Board hearing without requiring the student to make a written request to the Superintendent.

#### Step Four:

1. To initiate this appeal, within 24 hours of the superintendent's decision, the student must present a written letter to the superintendent requesting that the Board of Trustees review the decision.
2. The student has a right to submit evidence, examine witnesses, be represented by counsel who he or she has retained, and examine and challenge all evidence presented by the administration at the Board hearing.
3. The Board of Trustees will conduct a full fact-finding hearing and hear all evidence presented by administration and the student. The Board of Trustees has the right to question the student.
4. The Board of Trustees will either uphold the administrative decision and impose the discipline or find that the student did not violate the activity rules and allow the student to resume participation.

\*\*\* A maximum of three (3) school days is permitted to complete each of the referenced steps; including the administrative investigation and student appeal.

### **COACH OR SPONSOR RULES**

- A. A coach/sponsor/organization may elect to have additional rules/regulations/by-laws for their sport/group beyond those addressed in the activity handbook. A list of the specific rules/regulations requested by the coach/sponsor will be distributed to the participants involved within the first week of scheduled practices/meetings, and will be on file in the activity director's and/or principal's office.



- B.** If a coach or sponsor believes the possibility exists of cutting one or more participants from a program he/she coaches or sponsors, a list of criteria used in evaluating participants for the activity, must be disseminated to all participants by the start of the first day of practice. This list should contain both quantitative and qualitative components including, but not limited to: skill level to complete specific and general tasks (ex: setting a ball, making a pass, dribbling with both hands, speaking in an audible volume, effectively performing within a specific offense or defense, attendance, promptness, effort in practice, team work, cooperation, and leadership.) Participation in summer leagues or open gyms cannot be considered in this decision. A list of these criteria must be presented to and approved by the administrator of the activity/athletic programs prior to dissemination to the activity participants.

### **OFF-SEASON AND OPEN GYM**

The team coaching rule is in affect from August 1-May 31; except during the participants' scheduled activity season. This means that there is to be no coaching of one's team sport (football, basketball, volleyball) out of season other than the one-on-one provision allowed presently. Coaches of individual sports (cross country, wrestling, track and field, golf and tennis) are not affected by this rule. Coaches ARE permitted to coach any/all student athletes between June 1 and July 31 without restriction.



If an open gym is held while the team coaching rule is in effect, Forsyth Schools still requires a paid coach or approved volunteer to be present for supervision purposes. The purpose of an open gym shall be for skill development in an unstructured environment and should not be required during the off-season. Only students of Forsyth Public Schools and approved volunteers or coaches may participate in scheduled open gym activities.

Open Gym Guidelines through MHSA rules allow schools to conduct “open gyms” or “open fields” in any activity. Coaches and schools cannot be involved in out-of-season practice for athletes (except from June 1 to July 31). However, open gyms do not violate MHSA rules if they are conducted according to the following guidelines:

1. The open gym is open to any 7-12 grade student of Forsyth Schools that is interested in attending.
2. There is no instruction during the open gym, whether by a coach or anyone else.
3. Coaches may supervise open gyms, but they may not instruct, organize drills or participate with the students.
4. There is no organized competition, such as established teams participating in round-robin competitions.

The philosophy for the open gym is that eligible students may attend, for wholesome recreation for purposes of improving their skills, but it is something they do on their own. It would be a violation of MHSA rules to mandate attendance at open gyms or to limit participation based on athletic status.



Please note: District school gyms cannot be used for out-of-season team practices, even though coached by a non-school hired coach, if the team consists of a majority of the school's players. This would be a circumvention of the open gym rule.

To use the school gym during out of season, except June 1 – July 31, the team must be a legitimate AAU or traveling team, coached by a non-school hired coach and must have a schedule approved with proper forms prior to use. Also, they must follow the district policies for facility use, insurance, etc.

## **TRAVEL RULES AND REGULATIONS**

Activities that require travel will be scheduled with the following considerations:

- Junior High students shall miss no more than 7 periods or one full day per week
- High School students shall miss no more than 14 periods or two full days per week.

\*There may be times when this goal cannot be met due to cancellations and rescheduled events because of weather or other circumstances.

Students, when traveling with a team, group, club, etc. must realize the standard of behavior expected in school is applicable at all times. Students are representing Forsyth Public Schools and should conduct themselves in such a manner that the school and community can be proud.

## **ACTIVITY TRANSPORTATION**

Because of the legal implications regarding school district responsibilities and the liability of any student involved as a participant in a school sponsored extracurricular activity; participating students will be required to ride school-sponsored transportation to and from any activity taking place away from Forsyth. This will apply to any student who is a member of a team, music group, cheerleader squad, pep bus or any other school-sponsored activity involving students as assigned participants. Anyone who is not a member of the team is prohibited from riding school transportation unless approved by District Administration.



The only exceptions will be the transportation release form after the activity or the alternate transportation form. With the release form, the parent/guardian must be seen by the coach/sponsor and sign a release form to take their child from an activity. If the parent would like the student to travel to the event with them or leave an activity with someone other than themselves, a request must be made on the alternate transportation form at least one school day PRIOR to the scheduled activity and must

be pre-approved by the Activities Director or the Principal. This other person(s) must be seen by the coach/sponsor and sign the student out prior to leaving the activity. The alternate transportation form is available from the Activities Director or the office.

Any participant who arrives late for an activity with an announced start or leave time may not be allowed to participate in the activity for that day.



\*\*\*Legally licensed student drivers may drive to extra-curricular practice in Forsyth. For any other student to ride with another activity participant, a written document permitting the student to ride with one or more other drivers, must be submitted to the building administrator by the parent/guardian for approval in advance of any/all times the student is permitted to ride with the referenced driver. Permission can be submitted for any length of time, including the full duration of the specific activity.

**IT SHOULD BE UNDERSTOOD THAT:**

- A) Under no circumstances is a student permitted to drive the school vehicle.
- B) Students are expected to use seat belts at all times the vehicle is in motion.
- C) Students must comply with ALL School District rules.

**IF A SCHOOL BUS IS TO BE USED:**

- A) Students are to remain in seats while the bus is moving, (this must be strictly enforced).
- B) Students must properly dispose of all waste material in the receptacle supplied (if food or beverages are allowed on the bus).
- C) Students must keep the noise level below that which disturbs the driver and/or coach/sponsor.
- D) Students must comply with all behavioral requirements of the bus driver, coach/sponsor and chaperon(s).
- E) Beverages, if allowed, can be in District vehicles only if they have solid side containers with lids.

**OVERNIGHT TRIPS WITH LODGING**

When student travel requires overnight accommodations, the activities office or organization sponsor will plan in advance of the group departing Forsyth. In severe weather situations, poor road conditions or mechanical difficulties, arrangements may need to be made without prior knowledge.

Motel/Hotel reservations **may** be made for post-season competition should the tournament site be located 80 miles or more from Forsyth. Motel/Hotel reservations will be made on the basis of availability, appropriateness and cost. Rooms will be reserved to allow not more than five (5) students to a room, but in all cases, each student will be provided a bed for sleeping purposes. Not more than two (2) students per double bed will be allowed. (i.e. five (5) students would have two (2) double beds plus one rollaway). Separate accommodations for male and female students will be provided. Coaches and Sponsors will also be provided with separate rooms from the students.

The following specific rules combined with any/all rules stated in the Forsyth Public Schools Handbook(s) will be in effect at all times:

- 1) Students will be given an agenda and a tentative time schedule for student and parent information. Students will be responsible for seeing that their parents receive this information.
- 2) Leave times will be set by the Transportation Director in conjunction with the Activities Director while considering Coach or Sponsor arrival time requests. Team departure and return times for district/divisional/state competitions will be determined by the following criteria:
  - a) A determination of departure and return time for post-season competition will be made by the activities director and principal based on when the first game or match will be held, weather and road conditions, and distance traveled.
  - b) For post-season, if a team can leave by 7 a.m. and arrive 1.5 hours prior to competition they will leave the same day as the competition. Otherwise, they will be allowed to leave the day prior.

- c) If a team or group has secured hotel rooms for their competition, they will remain in the hotel for the duration of their stay, however, each team is required to check-out of the hotel immediately after their last game or match in the tournament (Special arrangements may need to be made). They may not stay an additional night without permission from School Administration.
- 3) Riding in vehicles other than school provided or sponsored will not be permitted.
- 4) No student will remove, damage or deface the property of any motel, restaurant, or site visited.
- 5) Students are only permitted in the rooms of other Forsyth students when the door is propped open and there is immediate Coach/Sponsor supervision present.
- 6) Public displays of affection are prohibited at all times. Violation of this rule will be addressed under the District discipline policy in the student handbook.
- 7) Phone calls outside of the hotel facility are not to be made from room phones at any time.
- 8) Rental or use of video machines, DVDs, games and/or pay per view movies is strictly prohibited.
- 9) Students are not permitted to leave the facility without direct coach/sponsor supervision.
- 10) One (1) Coach/Sponsor/Chaperone is required for each 12 students who will be traveling for all District sponsored high school activities. Designated male and female chaperones are required for overnight trips that include both genders.

If any emergency should arise on a trip, (e.g., adverse road conditions, injuries or major infraction of rules), the activities director and/or principal will be contacted by phone as soon as possible. Parents will then be notified by the most efficient method.

## **JUNIOR HIGH TRAVEL**

The District allows all junior high teams and organizations to travel for competition. Most travel is expected to be completed in one day. For day trips, there must be (1) Coach/Sponsor/Chaperone for every twelve (12) junior high students who will be traveling.

Overnight travel will be allowed for one state contest in which the student has qualified, or in the case of the band students, overnight travel will only be allowed for state football or basketball contests as outlined in the Pep Band section of the handbook. For overnight travel, there must be one (1) Coach/Sponsor/Chaperone for every five (5) junior high students who will be traveling. This adult cannot also be counted as a chaperone for any high school students unless there are a total of five (5) or fewer students. Designated male and female chaperones are required for overnight trips that include both genders.

## **PEP BAND TRAVEL**

Pep band travel to tournaments will be based on the following criteria:

- 1) For district and divisional tournaments, the Pep Band will travel to the tournament site each day of the tournament. The Pep Band will NOT stay overnight at the tournament site.
- 2) For state championships of Football and Basketball, the band will depart the first day Forsyth is competing, and will return to Forsyth immediately following the last session in which Forsyth competes. (Exceptions may occur in the event of inclement weather, unforeseen or extenuating circumstances.) The band will not perform at the All-Class State Volleyball or Wrestling Tournament when games/matches run concurrently and thus there is not a designated time for bands to perform.

- 3) For football, the pep band will play for playoffs if they can travel to and from the site in one day without an overnight stay except for the State Title game. If football is in the State game, the rules for state competition apply.
- 4) Pep Band members must perform at 80% of all scheduled home regular season band performances to be qualified to travel and participate in tournament pep band activities.
- 5) 7<sup>TH</sup> & 8<sup>TH</sup> Grade Pep Band members can travel to all post-season events that are scheduled for the pep band as a whole.
- 6) The district will cover transportation costs, motel expenses [when an overnight stay is required], and meal costs per District guidelines.



## **CHEERLEADERS**

Cheerleaders will not travel during the regular season. They may travel to district/divisional/state tournaments for the basketball teams if they have supported them throughout the season. The school district will pay for two rooms for the cheerleaders and one for the advisor. Meals will be provided for eight participants and the advisor. Any need for rooms or meals beyond those provided by the school district will be the responsibility of the cheer squad through fundraising activities.

## **MEALS DURING TRAVEL**

### HIGH SCHOOL

The only meals provided by the District will be for high school athletes/participants who have qualified for post-season competition. A qualified post-season competition is one in which not all teams in the district or division has qualified to compete by simply being part of said district or division. Examples of qualified post-season competition per sport are as follows:

- Football – Playoffs
- Volleyball – Divisional & State Tournaments
- Basketball – Divisional & State Tournament
- Wrestling – State Tournament
- Speech & Drama – State Tournament
- Tennis – State Tournament
- Track – Divisional & State Tournament
- Golf – State Tournament

### JUNIOR HIGH SCHOOL

Meals will not be provided for grades 6, 7, and 8 activity travel.

## MEAL ALLOWANCES

When the District provides meals, the following meal allowances per person on the purchase order will be adhered to:

*Breakfast	\$7	*Not used if Breakfast is provided at Hotel
Lunch	\$8	
Dinner	\$14	

\*\*\*NOTE: Meal amounts MAY NOT be accrued for one day. These amounts are MAXIMUM per person/per meal including beverages, sides and desserts. Any overage per person is the financial responsibility of the person and/or Head Coach. Forsyth Schools will provide gratuity at 18%.

## OUT-OF-STATE TRAVEL

Any individual or group of students from a school group wishing to travel out of state with an overnight stay may request a hearing before the Board of Trustees. The Board may grant or deny the request for out-of-state travel on an individual, case-by-case basis. Before the Board of Trustees will consider approval of any trip, the advisor will provide the Board with the following information:

- Itinerary, including departure and return dates, lodging, mode(s) of transportation, etc.
- Educational or competition rationale.
- Chaperones, including the required chaperone/student ratio.
- Total cost and sources of revenue.
- All trips must be approved by the Board prior to any fund-raising efforts being started

## PARTICIPANT EXPECTATIONS

### DRESS FOR ACTIVITIES

Those responsible for any performance groups, such as coach, director, advisor, etc., are hereby authorized and encouraged to develop for each group exemplary standards and practices in fashion, grooming and taste that will tend to enhance the appearance of the group as a whole, and help build a constructive "esprit de corps" within the group. Such standards and/or practices must be of a reasonable nature, appropriate to the group's activity and reflect positively on the image of the group and the school. At a minimum, dress approved for school attendance is required. Further, these standards and/or practices must be made known to all potential members at the beginning of the activity season for that group - or before if possible.



During the winter months, or at any time the weather is or has the potential of being inclement, each participant must have, in addition to their regular clothing, a heavy warm coat, a cap and/or scarf, mittens or gloves.

## **STUDENT MEETINGS**

Student meetings are generally open to the public and school faculty unless the student requests closed participation, which must be approved by the Activities director and Principal.

## **SUNDAY AND WEDNESDAY EVENING RESTRICTED ACTIVITIES**

The Forsyth Public School District does not promote activities on Wednesday evenings after 7:00 PM or all-day Sunday, but some circumstances may require travel or activities to be held on those days.

## **QUALIFYING ACTIVITY PREFERENCE**

Anytime a student is participating in multiple school-sponsored activities and more than one activity falls on the same day, the participant will attend and participate in the activity that is a state level competition or the highest level of qualifying activity (Districts, Divisionals, Regionals) for future participation.

## **TEAM MANAGERS**

Most teams need managers to assist in record keeping, taking care of equipment and supplies, and to assist the coaches and players. There is a recommendation of one manager for every twelve participants, with no more than 2 managers in any program. The following guidelines will apply to the selection and responsibilities of all student managers. All students:

- a) Interested in working with the teams in a particular sport as a manager must apply to the head coach of that sport for a manager position.
- b) Must maintain the same eligibility requirements as that of the athletes.
- c) Must maintain the same dress code requirements as that of the athletes.
- d) Must understand that additional time requirements and physical labor, (event setup and take down, laundry, cleaning of equipment/gymnasium/storage areas) will be part of the manager's duties.
- e) Must abide by all of the rules and regulations of Forsyth Public Schools.
- f) Must pay the same participation fees as team members, unless the student is a junior high manager; where the fee is waived.

Additional managers may not be added for post-season play. Only those managers who served for most of the season in that capacity will travel as managers for the team.

## **ORGANIZATION OFFICER DUTIES**

Serving as an officer in a co-curricular organization obligates the student to meet certain structured responsibilities. Those obligations include but are not limited to:

- a) The President is the chief officer of the organization and must see that all by-laws, policies, and rules of the organization are met.



- b) The Vice President is responsible to carry out all business and act in the place of the President when the President is absent.
- c) The Secretary is responsible to keep accurate documentation of all meetings and organization activities.
- d) The Treasurer is responsible to keep accurate records of all financial transactions of the organization. This includes making timely deposits of funds, keeping accurate ledger balances of funds deposited and withdrawn, and maintaining receipts for all actions to provide documentation of all financial dealings of the organization.
- e) All deposits should be given to the high school office to be sent directly to the activities department. The activities department will provide receipts for all deposits within seven (7) days of receiving the deposit.
- f) A single monthly statement will be provided to each organization. Requests for account balances other than the monthly statement will only be provided with a minimum of three (3) days advance request.

## **INSURANCE INFORMATION**

Forsyth Public Schools do NOT maintain an insurance policy for the specific purpose of extra-curricular activities. As a result, parents are encouraged to make sure their personal insurance coverage will cover injuries sustained in school related activities.

Forms for the purchase of student insurance will be distributed to each student, however, it should be understood that Forsyth Schools neither endorses nor recommends ANY supplemental insurance plan. The school District merely provides these forms in an attempt to assist parents in locating supplemental insurance coverage in the event they wish to purchase a policy to cover their student(s).

## **UNIFORMS**

At the end of each season, if a uniform was issued to a student, it is the student's responsibility to return it to their coach or sponsor laundered and in good condition. Students who do not return their uniform will be charged for the replacement costs. All report cards and transcripts will be held until this is completed.

## **FAN AND CROWD EXPECTATIONS**

Per the Montana High School Association Handbook, policies, expectations and responsibilities have been outlined to cultivate the ideals of good sportsmanship. It is the responsibility of each member school to ensure that all policies and expectations are followed. Below are the policies taken from the MHSAA handbook.

Spectators will not be allowed to enter an area where a contest is being held if they are observed in the possession of alcohol or other mood-altering substances or are believed to be under the influence of these substances. As Forsyth Schools is a tobacco free school, no tobacco products may be used during a school contest on school property. Smoking may not be conducted on school property or within 100 feet of the football field or stands.



The formation of “rally lines” or “player run-throughs” by spectators, fans and/or students on or near the playing field/floor during the introduction of players or at any other time before, during or after a game is prohibited. Exceptions may be cheerleaders, parents as part of a “Parents’ Night” ceremony, homecoming participants or special guests who have been approved by administration.

Fan behavior whether at home or away at athletic contests reflect on the entire community. Hometown fans should treat out-of-town guests with respect. As visitors, they should treat their hosts with respect as well.

1. Know and demonstrate good sportsmanship.
2. Be positive. Cheer for your team rather than against the opposition.
3. Refrain from booing and name calling.
4. Respect the officials’ point of view. He/she is in charge and is doing his/her best.
5. Remember, athletic contests are, in one respect, just like driving, they do not mix with mood altering substances.
6. Do not use profanity in cheers or direct profane statements at officials, players, coaches or opposing cheering sections.
7. Do not single out opposing players personally and heckle them by directing derogatory or profane statements/chants at them. This includes signs, posters, and clothing that would be deemed inappropriate. Racist remarks are never acceptable.
8. Do not advance on the court or field to protest or communicate with officials, coaches or players.
9. The student sections are prohibited from any activity that poses a safety risk or interferes with competition, including jumping or bouncing on the bleachers at any time.



## **FUNDRAISERS**

### **PERMISSION**

All fund raising by Forsyth Public School students and/or non-school affiliated individual(s)/organization(s), will be pre-approved by the activities director and building principal prior to the fundraiser beginning. Students will not be dismissed from class for fund raising activities or for preparation for such fundraisers. A form for holding a fundraiser is available in each school office, and must be completed in its entirety and submitted to the Activities Director a minimum of five (5) school days prior to the scheduled start of the fundraiser.

### **CONCESSION STAND POLICIES AND PROCEDURES**

- a). The main concession stand profits will be a 60%-40% split. 60% of the main concession stand profits will go to the student organizations that work the stand (divided proportionally according to the hours that each group worked) and 40% will go to the athletic department.

- b). There will be a standing fund created out of concession stand profits to meet the replacement/maintenance needs of the concession stand's physical equipment. This fund will be called the "Concession stand working fund". A \$3,500 cap will be maintained in this fund for the purpose of replacing or repairing any of the concession stand's physical equipment should the need arise. To create this fund, 10% of the concession profits will be earmarked to the working fund until the \$3500 cap is reached.

When the cap is reached the profit split will go back to 60%-40%. Anytime funds are withdrawn from this working fund, the 55%-35%-10% split process will be initiated until the cap is again reached.

- c). All school organizations will be given the opportunity to work. When positions are not filled, then community organizations may be given the opportunity to work. The Concession Stand Manager will be responsible for this scheduling.

- d). Any monies left in the senior class account after graduation need to be earmarked by the senior class as to its designation or use before their last day of school. Senior monies left without a designated purpose will automatically be placed into the FHS/FJHS activity account for general use or for school approved special projects. It is the administrations' desire to see each graduating class develop a "special project" that would leave a class legacy for future classes to remember them by.



## **PUBLIC CONCERNS**

### **PUBLIC USE OF FACILITIES**

All public use of Forsyth School Facilities, by a non-school affiliated individual(s)/organization(s), will be pre-approved by the Activities Director, building principal, and superintendent prior to the facility use. A form for requesting facility use is available in each school office, and must be completed in its entirety and submitted to the activities office a minimum of one week prior to the facilities use.

### **PUBLIC CONCERN RESOLUTION**

When a participant or parent/guardian of a participant has a concern regarding anything related to a given sport or activity, a progressive chain of command is requested to resolve the concern. Ideally most issues could be resolved with positive communication between player and coach as well as between player and parent. Initially, the participant and/or parent(s) shall schedule a meeting with the coach/sponsor and attempt to find a resolve to the concern. If a resolve cannot be reached, the participant and/or parent(s) should request a meeting with the Activities Director, and again work towards a resolve of the issue (often times the coach/sponsor will take part in this meeting as well).

If, after meeting with the Activities Director a resolution cannot be found, form 4310F can be secured

in the Administration office for the purpose of filing the concern with the building Principal and/or the Superintendent. The form should be filled out completely and if additional space is needed, an attachment to the form may be used. The form should then be submitted to the Superintendent, who will communicate with the individual(s) filing the concern. Once the Superintendent has had a reasonable time to hear all sides of the concern and investigated the situation, a meeting with all parties may be held to again attempt a resolve.

If a resolve cannot be reached, a request by the concerned parties to present the information to the Board of Trustees at the next regularly scheduled meeting can be presented to the Superintendent to ask to have the issue placed on the Board Agenda. It is important to understand that Trustees have developed and follow this procedure. Therefore, please follow the stated criteria rather than approaching a Trustee initially, as they will direct you to this path in the best interest of all concerned.

At NO TIME should a COACH or SPONSOR be CONFRONTED in route to, during, immediately following, or in route home from an activity, practice, rehearsal or contest through any form of communication. A good standard to use is the 24-hour rule to give yourself a chance to collect information and communicate with the child first.

### **ADMISSION PRICES (Pre-K - no charge, but please have them sit with an adult)**

#### Forsyth Annual Activity Passes:

K-12 Students	\$75
Gr. 6-12 Participants (if all fees are paid before attending first event)	
*\$25 if Participation fee for 1 Activity is paid	
*Free if Participation fee of 2 or more Activities are paid	
Adults	\$100
Forsyth Senior Citizens (62+) - Free and Available at the High School Office	

#### High School and Junior High Single Event Ticket Prices:

Adult	\$5.00
K-12 Students	\$4.00
Sr. Citizen (62+)	\$4.00

#### High School Double Event Ticket Prices:

Adult	\$7.00
K-12 Students	\$5.00
Sr. Citizen (62+)	\$5.00

### **SEXUAL HARRASSMENT**

The Forsyth Public School District 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 coworker, supervisor, subordinate, contractor, volunteer or student 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.

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. This policy applies to individuals attending any events on District property, whether or not District-sponsored and to any school-sponsored events regardless of location.

### **DEFINITIONS:**

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when:

- a) Submission is made either explicitly or implicitly a term or condition of an individual's employment or education.
- b) Submission to or rejection of that conduct or communications by an individual is used as a factor in decisions affecting that individual's employment or education.
- c) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or of creating an intimidating, hostile, or offensive employment or educational environment.

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

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

## **AWARDS AND LETTERS**

### **AWARD DESIGNATION**

All awards presented to a student will be symbolic in nature with NO INTRINSIC VALUE. No item with a value exceeding fifty dollars (\$50.00) shall be given per event in any MHSA sanctioned sport or in any MHSA sanctioned interscholastic activity by a member school, by any person or by an organization to a student in recognition of that student's achievement or participation in any interscholastic activity. An event is defined as a sports camp, an invitational tournament/meet, a post season recognition function (i.e. sports banquet), or a fund raiser or similar function. Cash cannot be awarded. A single Association Contest is not considered an "event" for the purpose of this rule. This award rule will not be interpreted to prohibit the acceptance of symbolic medals, trophies or other individual awards given as tokens of athletic achievement to participants in athletic meets or tournaments which are limited to high school students or to participants in one-on-one interscholastic contests open to high school students and other contestants on equal terms, provided that in either case the award must be made by the organization conducting the meet or tournament. Awards of \$5.00 or less in value may be received based on sportsmanship exhibited in any single Association contest.



## **MHSA ACTIVITY LETTERING PROCEDURES**

Students who letter will receive a chenille letter and emblem the first time they letter in their high school career. Subsequent sports that are lettered in will receive an emblem in the first year and a bar for each subsequent year in the same sport. If students wish to acquire replacement letters, emblems, and/or bars, they may do so by purchasing them through the activities office.

### **VOLLEYBALL- GIRLS**

- a) Must play in at least half of the total number of varsity matches the team will have played in for the season and/or play in all post season matches for which Forsyth qualifies
- b) Must complete the season in good standing
- c) Coach's discretion

### **FOOTBALL**

- a) Must play in at least half of the total number of varsity quarters the team will have played in for the season and/or play in all post season contests for which Forsyth qualifies
- b) Must complete the season in good standing
- c) Coach's discretion

### **BASKETBALL - GIRLS AND BOYS**

- a) Must play in at least half of the total number of varsity quarters the team will have played in for the season and/or play in half of the quarters of all post-season tournaments for which Forsyth qualifies
- b) Must complete the season in good standing
- c) Coach's discretion

### **WRESTLING**

- a) Must wrestle in at least half of the meets/tournaments Forsyth participates in and/or wrestle in State level competition
- b) Must complete the season in good standing
- c) Coach's discretion

### **TRACK – BOYS AND GIRLS**

- a) Must participate in a minimum of 3/4 of the varsity meets Forsyth participates in for the season and/or qualify for state level competition
- b) Must complete the season in good standing
- c) Coach's discretion

### **GOLF - GIRLS AND BOYS**

- a) Must compete in at least 3/4 of the varsity meets the team competes in for the season and/or qualify for state competition
- b) Must complete the season in good standing
- c) Coach's discretion

### **TENNIS – GIRLS**

- a) Must compete in at least 3/4 of the varsity meets the team competes in for the season and/or qualify for state level competition
- b) Must complete the season in good standing
- c) Coach's discretion

## **SPEECH AND DRAMA**

- a) Must attend 3/4 of the meets Forsyth participates in and/or qualify for state competition
- b) Must complete season in good standing
- c) Coach's discretion

These are minimum requirements for earning varsity letters. If the coach intends to add requirements, he/she must have them reviewed by the activities director and must notify team members at the beginning of the season.

## **RECOGNIZED ACTIVITIES**

### **JUNIOR HIGH SCHOOL ACTIVITIES**

**BOYS BASKETBALL:** Boys in grades 6, 7 and 8 may participate in this program, which instructs participants in the fundamentals of basketball, team play and good sportsmanship. Interscholastic competition will be scheduled with area schools and the season may conclude with an interscholastic tournament [when possible].

**GIRLS BASKETBALL:** Girls in grades 6, 7 and 8 may participate in this program, which instructs participants in the fundamentals of basketball, team play and good sportsmanship. Interscholastic competition will be scheduled with area schools and the season may conclude with an interscholastic tournament [when possible].

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

**PEP BAND:** 7<sup>th</sup> and 8<sup>th</sup> grade band members may play in the high school Pep Band with director approval. Participants will perform for home athletic events and at some tournaments throughout the year.

**STUDENT COUNCIL:** Student government representatives will be elected to represent the middle school student body. This government body learns the practices and procedures of government as well as Robert's Rules of Order. The middle school student council will meet with the high school student council but will not hold officer positions.

**TRACK:** Boys and girls in grades 6, 7 and 8 may participate in track. Participants are introduced to the many events available in track and field and are given instruction in the events in which they are most interested. Interscholastic competition is scheduled with area schools.

**VOLLEYBALL:** Grade 6, 7, and 8 girls may participate in this program that instructs participants in the fundamentals of volleyball, team play and good sportsmanship. Interscholastic competition will be scheduled with area schools and the season may conclude with an interscholastic tournament [when possible].

**WRESTLING:** Grade 6, 7 and 8 participants will learn the fundamental techniques of wrestling, team play and good sportsmanship. Interscholastic competition will be scheduled with area schools.

**FFA:** FFA is the organization of students interested in the study of agricultural and livestock production. Members are active in personal projects relating to agriculture and compete in regional and state competitions. Membership is open to junior high students who have or are taking Vo-Ag classes.



**MASQUERS:** Junior High school students participate in the production of a school play(s). Students make up the cast, stage and lighting crews and production. The play(s) is then performed for the public.

**BUSINESS PROFESSIONALS OF AMERICA:** BPA is the organization of students interested in business practices and office/clerical work. Membership is open to all students who have previously or are currently enrolled in classes in the business department.

**ACADEMIC OLYMPICS:** Academic Olympics is a scholastic competition whereby students compete against other regional schools.

**SCHOOL DANCES:** Junior High students participate in school dances approximately four times per year.

## **HIGH SCHOOL ACTIVITIES**

**BOYS BASKETBALL:** Boys in grades 8 -12 may participate in BBB. The program currently has Varsity and JV competing in a full complement of interscholastic competition. The varsity team will conclude the season with district, divisional and state tournaments.

**GIRLS BASKETBALL:** Girls in grades 8 -12 may participate in GBB. The program currently has Varsity and JV competing in a full complement of interscholastic competition. The varsity team will conclude the season with district, divisional and state tournaments.

**CHEERLEADING:** Participants in grades 9-12 will be instructed in safe cheerleading techniques, movements and good sportsmanship. Cheerleading performances will be at home BB activities and tournaments.



**FOOTBALL:** Participants in grades 9-12 are instructed in technique, team play and good sportsmanship. A full complement of interscholastic games is scheduled for the Varsity program, with some contests possibly scheduled for the JV level.

**GOLF:** Golf is open to all students in grades 8 - 12 that wish to learn the fundamentals of the game, team play, and good sportsmanship. Interscholastic competition is scheduled throughout the season, with a divisional and state meet culminating the year.

**SPEECH/DRAMA:** Each team member in grades 9-12 is taught the fundamentals of speech writing, interpretation and presentation. Interscholastic competition is scheduled with area schools. The speech season concludes with a divisional and state competition.

**TRACK:** Male and female participants in grades 8 -12 learn technique, team play and good sportsmanship. Interscholastic competition is scheduled throughout the season, culminating with a district, divisional and state meet.

**VOLLEYBALL:** Girls in grades 8 -12 learn technique, team play and good sportsmanship in this program. Interscholastic competition is scheduled for all teams with a district, divisional and state tournament culminating the season for Varsity.

**WRESTLING:** Participants in grades 8-12 learn technique, team play and good sportsmanship. Interscholastic competition is scheduled throughout the season culminating with a divisional and state meet.

**BUSINESS PROFESSIONALS OF AMERICA:** BPA is the organization of students interested in business practices and office/clerical work. Membership is open to all students who have previously or are currently enrolled in classes in the business department.

**DRAMA:** High school students participate in the production of a high school play(s). Students make up the cast, stage and lighting crews and production. The play(s) is then performed for the public.

**FFA:** FFA is the organization of students interested in the study of agricultural and livestock production. Members are active in personal projects relating to agriculture and compete in regional, state and at times, national competitions. Membership is open to high school students who are taking Vo-Ag classes.

**FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA:** FCCLA is the organization of students that develop and lead projects in personal, family, career and societal issues related to Family and Consumer Sciences. FCCLA is open to all high school students who have or are taking Family and Consumer Science classes.

**EXTRA-CURRICULAR INSTRUMENTAL:** High school band members prepare solo and ensemble arrangements for district and state music festivals as well as public performances at the high school and throughout the community. Pep band is also included in this category in which participants perform for home athletic events and at some tournaments throughout the year.

**NATIONAL HONOR SOCIETY:** Students that meet specific academic requirements are invited to apply for membership in NHS. This organization sponsors activities throughout the year as well as performing service activities for the school and community.

**STUDENT COUNCIL:** A student government is assembled from the high school student body by majority election. This government body learns the practices and procedures of government. The high school student council sponsors a number of school-wide activities throughout the year.

**EXTRA-CURRICULAR VOCAL:** High school choir members prepare solo and ensemble arrangements for district and state music festivals as well as public performances at the high school and throughout the community.

**ACADEMIC OLYMPICS:** Academic Olympics is a scholastic competition whereby students compete against other regional schools.

**HOMECOMING ACTIVITIES:** Homecoming activities include the royalty court, half-time celebrations, parade, float building, and student council sponsored nightly events.

**SENIOR/PARENT/GUARDIAN RECOGNITION:** At one of the last scheduled home contests of each activity, the school will recognize the senior participant and their parents/guardians for their dedication and support.

**This handbook does not supersede district  
policies or state and federal regulations, rules and laws.**

# **FORSYTH SCHOOLS STUDENT PARTICIPATION FORM**

Students who participate in any activity at Forsyth Public Schools are required to abide by all district rules and policies. The penalties for non-compliance are contained in the activities and student/parent handbooks and it is the duty of each student participant and his/her parent to read and understand the rules.

**ELIGIBILITY** – In order to maintain their eligibility, students must be passing every subject in which they are currently enrolled, as evidenced by weekly eligibility. Students whose name appear on the failing list will be ineligible to participate in any school activity from 12:00 Noon on Monday of that week (or the first school day of the week) until the following Monday 12:00 Noon (or the first school day of that week). In addition, students attending Forsyth High School must have passed two (2) credits of instruction from the previous term (semester) to be eligible for participation in MHSA sanctioned activities. (Previous semester is defined in the current MHSA handbook).

**CURFEW** – 10:00 p.m. Sunday through Thursday

12:00 a.m. Friday and Saturday

(Head coaches have the authority to set stricter curfews when communicated with administration and team)

**ALCOHOL, DRUGS, AND OTHER CONTROLLED SUBSTANCES** – No student involved in or holding membership in any extra-curricular or co-curricular activity/organization may be under the influence of/or in possession of drugs, alcohol, tobacco, or associated with/involved in situations where alcohol or any other controlled substances are present or being illegally used at any time.

**SPECIFIC EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITY RULES** – Definitions and a detailed list of activity rules are available in the Student Activity Handbook.

## **STUDENT PERMISSION TO PARTICIPATE**

I hereby give my consent for the student named below to participate for Forsyth Public Schools in the following activities for the current school year: **(Please check all activities in which the student plans to participate in this year)**

\_\_HSFB \_\_HSVB \_\_HSGBB \_\_HSBBB \_\_HSWR \_\_CHEER \_\_ Speech/Drama

\_\_HSTR \_\_HSGO \_\_HSTN \_\_MANAGER\*\*

\_\_JHFB \_\_JHVB \_\_JHGBB \_\_JHBBB \_\_JHWR \_\_JHTR \_\_MANAGER\*\*

I also give said student permission to ride school-sponsored transportation to/from any activity taking place away from Forsyth. I hereby also give the school permission to seek first aid treatment and medical services if necessary for the said student, should an emergency arise and with the understanding that there will be no financial obligation on the part of the school.

\_\_\_\_\_  
**PRINTED STUDENT FULL NAME**  
NAME

\_\_\_\_\_  
**PRINTED PARENT/GUARDIAN FULL**

\_\_\_\_\_  
STUDENT SIGNATURE  
DATE

DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

Please list any known allergies or medications that the school should be aware of:

Please list joint custody/non-custodial parent (if applicable) who would be authorized to check student/athlete out from an event:

PARENT/GUARDIAN PHONE NUMBER: \_\_\_\_\_ EMERGENCY CONTACT NUMBER \_\_\_\_\_

SPORT FEES: Junior High (Grade 6, 7, 8)  
High School (Grade 9-12)

\$45 1<sup>st</sup> sport/\$45 2<sup>nd</sup> sport/\$35 3<sup>rd</sup> sport - MAX \$125\*

\$60 1<sup>st</sup> sport/\$60 2<sup>nd</sup> sport/\$45 3<sup>rd</sup> sport - MAX \$165\*

\*If the MAX fee is paid up front, student receives a FREE activity card\*

\*\*HS Managers pay the sports fee – JH Managers do not pay\*\*

# Transportation Release Form

I, Parent/Legal Guardian, would like my son/daughter to travel from the activity listed, being held at the location listed with me, the Parent/Legal Guardian. I assume all responsibility for my son/daughter with this act and hereby absolve Forsyth Public Schools from responsibility of liability, negligence, and/or bodily harm.

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

Activity: \_\_\_\_\_ Location: \_\_\_\_\_

Name of Student

Signature of Parent/Legal Guardian

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# Alternate Transportation Form

## PARENT REQUEST FOR STUDENT TO RIDE WITH ALTERNATE TRANSPORTATION TO WHOM IT MAY CONCERN OF FORSYTH SCHOOLS:

I, \_\_\_\_\_, would like my son/daughter, \_\_\_\_\_,  
(parent/guardian) (student)

to travel (to) and/or (from) the following activity; \_\_\_\_\_ being held  
(circle what action applies) (activity)

in \_\_\_\_\_ with \_\_\_\_\_.  
(location) (Person who will transport student)

I/we assume ALL RESPONSIBILITY for my son/daughter with this act and hereby absolve Forsyth School District from responsibility or liability, negligence and/or bodily injury.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\*\*\*In the event your student is to ride with someone other than the parent/guardian; the activity director or principal must sign below, authorizing such travel at least one (1) day in advance of the scheduled date of the activity.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

\*Please provide a brief explanation of the situation for documentation and to help with approval: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STUDENT/PARENT/GUARDIAN:** I have received and read a copy of the Forsyth Public Schools Student/Parent Handbook and the Activities Handbook. I understand I am responsible for all materials contained therein and agree to abide by these policies established by the Forsyth School Board for the current school year.

Parent or Guardian Name (Please Print): \_\_\_\_\_

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

Student Name (Please Print): \_\_\_\_\_

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

**Students will bring this form home together with several other ones on the first day of school. They will need to be signed and returned to school.**