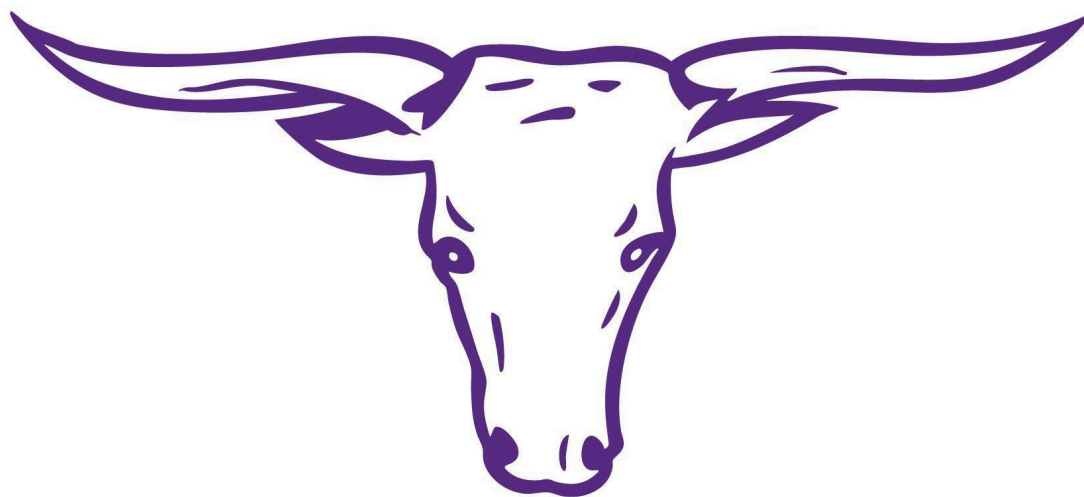


# **Forsyth Public Schools Activities Handbook**



**2025-2026**

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## **FORSYTH PUBLIC SCHOOLS ACTIVITIES**

### **MISSION**

The mission of Forsyth Public School's Activities is to provide an educational opportunity for students to progressively grow in a variety of activities so they can become lifelong participants and spectators.

#### **Title IX and Statement of Nondiscrimination**

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational programs or activity receiving federal financial assistance".*

From the preamble to Title IX of the Education Amendment of 1972

The Forsyth School District does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504, and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The District also provides equal access to the Boy Scouts and other designated youth groups.

No person shall be excluded from participation in, or denied the benefits of, any academic or extracurricular program or educational opportunity offered by the District. The District will comply with the applicable statutes, regulations, and executive orders adopted by Federal, State, and Municipal agencies.

The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

**Susan R. Treible**  
**K-12 Guidance Counselor**  
**Homeless Liaison**  
**Title IX Coordinator**  
**Forsyth Public Schools**  
**(406)346-2796 ext. 5145**  
**streible@forsyth.k12.mt.us**

Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

## **INTRODUCTION**

The Forsyth Public School District provides for co-curricular and extracurricular activities as an integral part of the total school educational program. The opportunity to participate in a wide variety of activities is extended to all students who achieve the District's academic and social standards.

Research has shown that students who participate in activities tend to have higher grade point averages, better attendance records, and fewer discipline problems during the time they are participating. Research has also shown there is a high correlation between participation in extracurricular activities and success later in life.

It is important to remember that when taking part in activities, you are representing yourself, your family, your school, and the District. You must, therefore, act responsibly, display good sportsmanship, and abide by the rules and regulations set forth in this handbook.

## **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.

Co-curricular and extracurricular activities shall be an integral part of the total educational program. The purpose of these activity programs is to enhance the development of knowledge, skills, and emotional patterns that characterize responsible citizens. Emphasis shall be upon teaching through activities in addition to teaching the "skills" of activities. Activities shall be tailored to the physical, mental, and emotional maturity levels of the youths participating in them and shall be primarily for the benefit of those youths. Active participation, individual improvement, and healthy competition are integral elements of all student activities.

Each program should strive to develop in the student those traits and skills that will provide efficient problem-solving and decision-making skills, as well as the understanding to accept the consequences of their decisions and choices.

All students are encouraged to participate in co-curricular and extracurricular activities. Many of these programs do not limit the number of participants, but there are some extracurricular activities that do limit the number of participants. Those students who try out for an activity but do not make the team are encouraged to seek other opportunities provided by the community.

## **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 the 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.

### **RECOGNIZED ACTIVITIES -- HIGH SCHOOL**

**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 8-12 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 8-12 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. Seniors, their parents or guardians, and siblings may walk out on the floor.

### **RECOGNIZED ACTIVITIES -- JUNIOR HIGH SCHOOL**

**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.

**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.

### **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.

To participate in an MHSA-sanctioned activity, a participant must meet the Montana High School Association rules and comply with all relevant District policies and regulations. All rules and regulations of the Montana High School Association (MHSA) may be found in the MHSA Handbook at [www.mhsa.org](http://www.mhsa.org).

**Academic Rule** – A student must not have an “F” in any subject at each grading period to be eligible for participation in competitive athletic and specific activity programs.

The office will run an eligibility report every Monday morning using grades recorded in PowerSchool. Eligibility runs from Monday through the following Monday. Students will be granted a one-week grace period the first time an F is posted in any class per quarter. During this grace period, the student

remains eligible. Any additional F's posted in any class during the same quarter will result in immediate ineligibility for the full week. Students stay ineligible for the week unless a teacher confirms the student was listed in error. If a teacher fails to enter the required two grades per week, the student will be considered eligible.

**Age Rule** – A student is not eligible for MHSA-sponsored events if the student turns 19 years of age before midnight, August 31, preceding that school year.

**Enrollment/Attendance Rule** – To be eligible to participate in an MHSA-sponsored event, a student must be regularly enrolled in school and must be in regular attendance from the time of enrollment.

**Sex** – To be eligible to participate in an MHSA-sponsored event, and pursuant to Montana law, a student whose sex is male cannot participate in an athletic program or activity that is designated for females.

**Transfer Rule** – Transfer rules apply only to participation in varsity-level activities. Students who are ineligible due to the MHSA transfer rule may compete in non-varsity level contests, against non-varsity level competition only. Any student who transfers from one high school to another high school is ineligible to participate for ninety (90) pupil instruction days unless one of the MHSA-approved exceptions applies.

**Ejection Rule** – If a student, coach or advisor is ejected from an MHSA competition for unsportsmanlike conduct, they will not be eligible to participate for the remainder of the event and will be suspended for the next regularly scheduled or rescheduled event at that level of competition and all other games/meets in the interim at any level of competition. A second violation will result in a four-competition suspension. Coaches, in conjunction with Building Level Administration, may also institute or recommend further disciplinary action when considering the severity and frequency of the occurrences.

**Homeless Students** - No policy or administrative regulation of the District shall act as a barrier to the enrollment, attendance, or success in school of homeless children and youths to include eligibility for participation in interscholastic activities based on the Transfer/Residency Rule. For further information, please contact the District's Homeless liaison Susan R. Treible at [streible@forsyth.k12.mt.us](mailto:streible@forsyth.k12.mt.us)

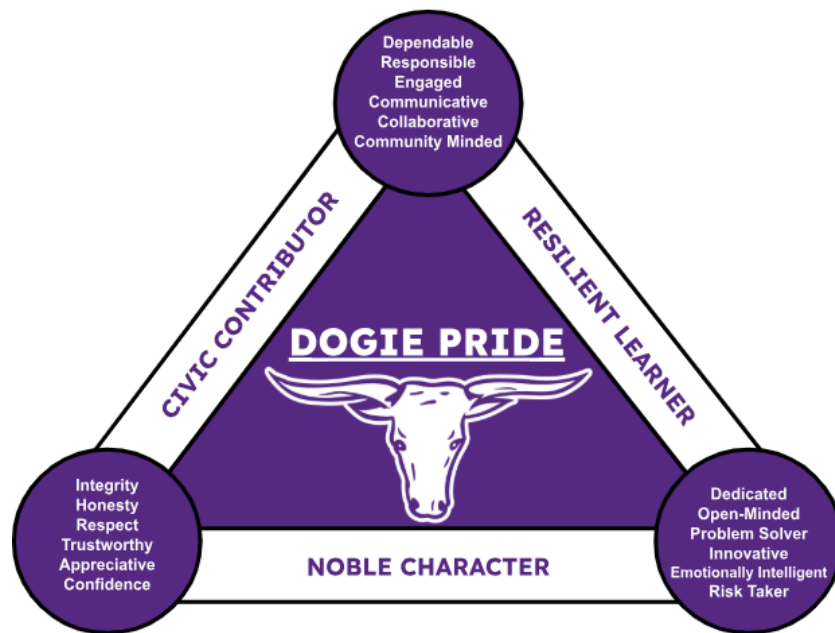
## **PARTICIPATION OF NONPUBLIC, HOME SCHOOL STUDENTS, AND PART-TIME STUDENTS**

A student attending a nonpublic school or homeschool that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by Forsyth School District, subject to the student's eligibility as set out in this Handbook. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the building administrator. Students in a nonpublic or home school seeking to participate in an extracurricular activity shall be required to provide proof of identity and residency to participate.

Additionally, nonpublic or home school students who live within the boundaries of the Forsyth School District and are of school age may enroll in a school part-time. A part-time student is entitled to participate in all school activities, subject to the other eligibility requirements stated in this Handbook.

## **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 will be granted 1 grace week per quarter. During this grace week students will be deemed eligible until the next grade check (1 week). Students whose names appear on the weekly failing list will be ineligible to participate in any school activity from 12:00 noon on Monday, on which their name appears on the list until the following Monday 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. Grace week cannot be used for quarter grades. 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.



## **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**

Except for those students attending a nonpublic school or homeschool or who are enrolled part-time, students must attend their entire school day to be eligible to participate in a practice or competition on the same day or a day prior to an event scheduled on a non-school day. A student is considered present for the purpose of participation and practice if he/she is present in each class for at least 30 minutes.

Students who miss part of a school day for a verified reason (doctor's appointment, family emergency, funerals, etc.) will be allowed to participate with administrative approval, provided that a parent notifies the school's office prior to, or the same day of, the absence.

## **PHYSICALS and MEDICAL RELEASE FORMS**

Participation in athletic activities involves the risk of serious personal injury. Athletic activities are hazardous and could include such injuries as paralysis, head injuries, or possible death. Taking part in such activities is calculated risk-taking on the part of the student athlete and the parent. The District does not assume financial responsibility for medical, hospital, or ambulance expenses incurred because of athletic injuries.

Every student trying out for an athletic team must have a completed medical history/physical form and a signed copy of the district activity participation form on file and turn in to the office before the first day of practice.

**No student may participate in any practice/tryout/warm-up/competition without a completed medical history/physical form on file.** Physicals are valid from May 1 to April 30.

## **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 help offset the cost associated with Activities, such as uniforms, travel, and official's fees. All students, regardless of whether they participate or have paid their fees will be allowed to attend all home games free of charge. They must be wearing some sort of Dogie attire (shirt, sweatshirt, coat, etc..) to gain entrance to a home contest.

Fees will be as follows:

Grades 6, 7 & 8 (Junior High) (1<sup>st</sup> \$45, 2<sup>nd</sup> \$45, 3<sup>rd</sup> \$35, 4<sup>th</sup> JH sport free)

Forsyth High School (1<sup>st</sup> \$60, 2<sup>nd</sup> \$60, 3<sup>rd</sup> \$45, 4<sup>th</sup> HS sport free)

8<sup>th</sup> graders playing high school sports, must pay the high school fee. If they have paid to play basketball in junior high, and then play basketball in high school, they must pay the additional \$15 for the high school sport.

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.

## **CONCUSSIONS**

A concussion is an injury to the brain arising from blunt trauma, an acceleration force, or a deceleration force, which may involve certain observed or self-reported conditions attributable to the injury, including but not limited to transient confusion, disorientation, impaired consciousness, dysfunction of memory, loss of consciousness or signs of other neurological or neuropsychological dysfunction, including:

- |                             |                              |
|-----------------------------|------------------------------|
| (i) increased irritability; | (v) dizziness;               |
| (ii) lethargy;              | (vi) fatigue;                |
| (iii) vomiting;             | (vii) decreased balance; and |
| (iv) headache;              | (viii) seizures.             |

The District shall ensure that all coaches, athletic trainers, officials, including volunteers, will have access to and will complete training regarding concussions and head injuries at least once each school year.

An athletic trainer, coach, or official shall remove a youth athlete from participation in any organized youth athletic activities at the time the youth athlete exhibits signs, symptoms, or behaviors consistent with a concussion. Once removed, the youth athlete may not return to the organized youth athletic activity until the youth athlete no longer exhibits signs, symptoms, or behaviors consistent with a concussion and has received an evaluation and written clearance from a licensed healthcare professional that the youth athlete has been evaluated and is capable of safely resuming participation.

## **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.

## Forsyth Schools Concussion Return to School/Play Protocol

Stage Physical Activity per Stage		School/Cognitive Activities		
1	<b>Complete Physical Rest</b> (*First 24 hours following concussion)	<input type="checkbox"/>	<b>Complete cognitive reset.</b> No School No Television. No computers. No video Games. No homework. No Reading. No Driving.	<input type="checkbox"/>
2	<b>Light Aerobic Exercise:</b> Walking, Swimming or stationary bicycle Intensity less than 70% HR Max. (*2 <sup>nd</sup> day after concussion)	<input type="checkbox"/>	<b>Attending school half days.</b> Rest at home No video games, no computers, no driving. Avoid school buses if possible. No PE classes. No Tests. If occurs on weekend, then read for 15 minutes 2-3 times during the day.	<input type="checkbox"/>
3	<b>Moderate Activity:</b> Moderate jogging, moderate intensity stationary bicycle, brief running, moderate weights.  (*3 <sup>rd</sup> day after concussion and continuing until the student <b>passes the IMPACT test</b> which determines that they are back to baseline.) **The IMPACT test will be administered weekly at a minimum. <b>IMPACT is retaken and if the athlete is back to baseline, they move to stage 4.</b>	<input type="checkbox"/>	<b>Attend school full time:</b> Students complete assignments in no more than 15-minute blocks with rest breaks. Due dates should be modified to allow for this. Usually, allow twice the time to complete as healthy peers. Limit 1 test/quiz per day. Student must report if they have another quiz or test that day.	<input type="checkbox"/>
4	<b>Sport Specific Noncontact Exercises:</b> Noncontact drill work, jumping, sprints start, Cuts, regular weightlifting.	<input type="checkbox"/>	<b>Attend school full time:</b> Resume normal school activities. Self-advocate with Principal regarding need for academic accommodations.	<input type="checkbox"/>
<b>Full evaluation from medical provider to obtain written clearance to progress to full athletic activities.</b>				<input type="checkbox"/>
5	<b>Full Practice:</b> Normal Training activities with full contact. <b>Return to Play:</b> No restrictions.	<input type="checkbox"/>	<b>School full time.</b> Normal activities.	<input type="checkbox"/>

\*Each Stage takes a minimum of 1 day or 24 hours to complete.

\*If the student has symptoms during a stage, then they fall back one stage and proceed as usual once symptoms are resolved.

\*Student is allowed adequate time to make up any assignments at the rate of one day, for each day missed during stages 1 & 2. In stage 3, students get twice as much time as healthy peers to complete assignments, quizzes and tests. If the student feels they need additional time to make-up their work, a medical professional's recommendation detailing the timeline will be required.



## **NCAA & NAIA ELIGIBILITY REQUIREMENTS for COLLEGE-BOUND ATHLETES**

### **NCAA**

If you wish to participate in National College Athletic Association (NCAA) Division I or II athletics, you need to be certified by the NCAA Eligibility Center. You need to qualify academically and you will also need to be cleared as an amateur student-athlete to be eligible to compete and be recruited.

Students interested in being recruited to play college level sports should register at the beginning of their **sophomore year** at [www.eligibilitycenter.org](http://www.eligibilitycenter.org). A high school transcript should be sent to the NCAA Eligibility Center at the end of the junior year. When taking the ACT examination as a junior and/or senior, use the code “9999” to have your official scores sent directly to the NCAA Eligibility Center. As a senior you will request final amateurism certification and have your final transcript sent to the Eligibility Center with proof of graduation.

<b>NCAA DIVISION I REQUIREMENTS (16 Core Courses)</b>	<b>NCAA DIVISION II REQUIREMENTS (16 Core Courses)</b>
<ul style="list-style-type: none"> <li>○ 4 years of English</li> <li>○ 3 years of math (Algebra 1 or higher)</li> <li>○ 2 years of natural/physical science (including one year of lab science)</li> <li>○ One additional year of English, math or natural/physical science</li> <li>○ 2 years of social science</li> <li>○ 4 additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy.</li> </ul> <p>Ten of the 16 core courses must be completed prior to the senior year in high school with 7 of the 10 core courses in English, math or science.</p>	<ul style="list-style-type: none"> <li>○ 3 years of English</li> <li>○ 2 years of math (Algebra 1 or higher)</li> <li>○ 2 years of natural/physical science (including one year of lab science)</li> <li>○ 3 additional years of English, math or natural/physical science</li> <li>○ 2 years of social science</li> <li>○ 4 additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy.</li> </ul> <p>Students must complete 16 of the core courses to be fully qualified to compete their first year of college.</p>
<b>NCAA DIVISION I REQUIREMENTS (16 Core Courses)</b>	<b>NCAA DIVISION II REQUIREMENTS (16 Core Courses)</b>
<p>Students must earn at least a 2.3 GPA in their required core courses. The GPA is calculated with any A = 4, B = 3, C = 2, and D = 1. NCAA does not recognize pluses or minuses for GPA calculation of core course.</p> <p>Multiply the grade by .5 per semester and divide by the total number of courses completed to calculate the core GPA.</p>	<p>Students must earn a minimum 2.2 GPA in their required core courses. The GPA is calculated with any A = 4, B = 3, C = 2, and D = 1. NCAA does not recognize pluses or minuses for GPA calculation of core course.</p> <p>Multiply the grade by .5 per semester and divide by the total number of courses completed to calculate the core GPA.</p>
<p>A student with an ACT sum score of 75 or higher will definitely be eligible for Division I sports if they have a 2.3 or higher GPA. If the ACT sum score is lower than this, the sliding scale in the Guide for the College-Bound Student Athlete found at <a href="http://www.eligibilitycenter.org">www.eligibilitycenter.org</a> will be used to</p>	<p>A student must have an ACT sum score of 70 or higher will definitely be eligible for Division II sports if they have a 2.2 or higher. The sum score is calculated by adding the subscores in English, math, reading and science. If the ACT sum score is lower than this, the sliding scale on the Division</p>

determine eligibility. The sum score is calculated by adding the subscores in English, math, reading and science.	II full qualifier sliding scale found at <a href="http://www.eligibilitycenter.org">www.eligibilitycenter.org</a> will be used to determine eligibility.
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*Only courses that appear on Forsyth high school's list of NCAA Courses will be used in the calculation of the core GPA.*

NCAA APPROVED CORE COURSES for FORSYTH HIGH SCHOOL	
<b>ENGLISH</b> English 9 English 10 English 11 English 12 World Literature Speech/Creative Writing	<b>MATHEMATICS</b> Advanced Math Algebra I Geometry Algebra II Pre-Calculus Calculus
<b>SOCIAL SCIENCE</b> World History and Geography U.S. History Modern Political Science Criminology Frontier History Psychology	<b>SCIENCE</b> Physical Science Biology Advanced Biology Chemistry Earth Science Physics
<b>ADDITIONAL CORE COURSES</b> Spanish I Spanish II Spanish III Spanish IV	

### NAIA and Two-Year Colleges

Please note that two-year colleges and National Association of Intercollegiate Athletics (NAIA) sanctioned colleges have different recruiting standards than those listed above. Their recruiting requirements are less stringent than Division I and II schools. Student athletes who take the NCAA approved core for Division I and II recruitment will also be eligible for recruitment to a two-year or NAIA college. Students interested in being recruited by a NAIA school must register at <http://www.playnaia.org>.

To be eligible to compete at the NAIA level, students **must meet two of the following three** standards:

- Obtain a minimum composite score on the ACT of 18.
- Maintain a minimum GPA of 2.0.
- Graduate in the top half of the senior class in high school.

When taking the ACT examination as a junior and/or senior, use the code "9876" on the list of places test scores should be sent. This will assure your official scores are sent directly to the NAIA Eligibility Center.

## **EXTRACURRICULAR & CO CURRICULAR CONDUCT**

### **RULES OF CONDUCT**

Once you become a member of a team or activity of the District, you have made a choice to uphold certain standards expected of activity participants in the school community:

1. The use of vulgar or profane language is unacceptable.
2. The coach of each activity shall set the standard for game or activity day dress.
3. Students are expected to exhibit appropriate behavior at all times.
4. Students are expected to be supportive of all team/activity members, coaches, and officials before, during, and after an event.
5. Students are expected to follow all rules and regulations of the school, as well as any specific rules and regulations adopted by the activity sponsors or coaches.

Students who engage in misconduct off of school property or outside of the school day may be subject to discipline by school authorities under certain circumstances. One of those circumstances is when students choose to participate in extra or co-curricular activities. In addition to the Student Code of Conduct in the Student Handbook, all students who voluntarily participate in District-sponsored activities agree to abide by this Activities Code of Conduct throughout the year in which the student participates in the activity for the duration of each sport specific season. The District student athletes/activity participants are considered to be role models and expected to act accordingly during their high school career.

### **Behavior and Citizenship**

1. Alcohol, Drugs, and Tobacco are strictly prohibited. The possession, use, consumption, distribution, purchase, sale or manufacture of, or any other improper or unlawful involvement of any kind or description with illegal drugs, controlled substances, alcohol or alcoholic beverages, anabolic or androgenic steroids, tobacco, tobacco products, E-cigarettes, Vapor Pens or facsimiles, marijuana products, “look-alike” drugs, drug paraphernalia, or substances or products that mask or tamper with any of these, is strictly prohibited. Also, prohibited is the distribution, abuse, or misuse of over-the-counter medications or prescription drugs, or other chemicals or substances. These prohibitions apply to all settings, whether in school or out of school.
2. Hazing, bullying, harassment, and/or initiation are strictly prohibited. Hazing means a behavior or pattern of behavior directed at one or more specific individuals that persecutes, harasses, humiliates, degrades, or endangers the physical safety of an individual. Hazing includes, but is not limited to, any coerced or involuntary activity by team members toward other existing or potential team members that subjects the team members to an unreasonable risk of harm or that adversely affects their mental or physical health, safety, or welfare. An initiation is a ceremony, ritual, test, or activity with which a group admits a new member. Bullying and harassment are prohibited as set out in Board Policy 3225. Conduct that constitutes sexual harassment will be addressed through the District’s Title IX Grievance Procedures and Board Policy 3225.

3. Students who engage in any other behavior that is illegal or that substantially disrupts or materially interferes with the school environment, whether it occurs during the school day, at a school activity, or off school grounds, will be subject to discipline. This includes activity on social media that involves illegal conduct, bullying, harassment, making threats, or substantially disrupts or materially interferes with the school environment.

## **Building Standards**

All students are also responsible for complying with the rules in the Student Handbook. Depending on the situation, an athlete/activity participant may face consequences under both the Activity Code and the Student Code of Conduct. If a student is disciplined for a violation of the Student Handbook, the coach/advisor will be notified. A conference between the building administrator, coach/advisor, and the student will be conducted to determine if there are any code of conduct violations and consequences, if any.

### **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 extracurricular activities, whether or not he or she participates in interscholastic completion is considered an “*Activity Student or Participant*.” A high school sponsored extracurricular activity will include all school-sponsored sports, clubs and other extracurricular 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 students 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 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 administrative 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.



### **Disciplinary Procedures: Investigation**

Any determination that a violation of these regulations has occurred will be made only after a meeting is held with the student and he or she is presented with the information indicating that a violation has occurred. The student must be afforded the opportunity to provide information in response. If a determination is made following that meeting that a violation has occurred, the student will be notified of that determination and of the consequences of that determination. Any determination that results in consequences being administered as per these regulations will be provided to the affected student and parents in writing. If a student disagrees with a determination made by the building administration under these regulations, the student may seek review of that decision by the building-level Activities Director, and may secure further review of the determination by the District Superintendent. Absent a recommendation to exclude a student from participation in an activity, review by the Board of Trustees is limited to complaints outlined in the Uniform Complaint Policy.

ALL VIOLATIONS ARE CUMULATIVE DURING A STUDENT'S FOUR YEARS IN HIGH SCHOOL Any consequence that results in the student being excluded from an activity will be administered by the Board of Trustees. Students are ineligible for participation in any student activity while suspended (in or out of school) or expelled from school. This ineligibility status shall begin on the day of the recommended administrative action and shall continue through the end of the last day of the discipline imposed.

### **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 program, 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.

Any penalties imposed under this Activities Code of Conduct may be carried from season to season if the student has not completed the requirements for the violation during the season. For example, if a student is found to have engaged in a first violation of the Alcohol, Drugs, and Tobacco Rules when only two weeks of an activity season remain, the penalties shall carry over into the next activity season in which the student participates.

A head coach or sponsor may implement disciplinary measures for a student that violates the Activities Code of Conduct or Student Code of Conduct that does not include denial of participation in a competition. The building administrator or Activities Director, in consultation with the coach/sponsor, may implement disciplinary measures against a student for any other violation of the Activities Code of Conduct or Student Code of Conduct that may include, but is not limited, denial of right of participation in a competition that does not exceed 20 days. Any recommendation to exclude a student from participation in an activity shall be made to the Board of Trustees at a duly called meeting.

**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 reopen 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 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 reopen 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 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 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.

## **GENERAL INFORMATION**

### **COACH OR SPONSOR RULES**

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.

### **CUT POLICY**

Prior to tryouts, the head coach/sponsor and their staff must establish written criteria to be used to determine which students will make the team or activity for which they are trying out. Once established, those criteria shall be made available to all students who are interested in trying out for the event.

While a head coach/sponsor will establish specific written criteria for the selection of a student trying out for a team/activity, the criteria will likely include some or all of the following components. Individual coaches/sponsors may place more weight on certain components over other components. The District recognizes the need for coaches to make discretionary judgments regarding players. The District will uphold selection decisions unless there is evidence of substantial deviation from the stated guidelines and procedures. In general, the following criteria will be considered in addition to any additional criteria identified by the head coach/sponsor:

- Sport-specific skill and/or overall athletic ability
- Attendance at practice/tryout sessions
- Cooperative attitude/work ethic towards coaches and other players
- Previous history of involvement in the sport
- "Coachability" as reflected by following team guidelines, accepting criticism, and attempting to meet or surpass the coach's expectations
- Positive communication with coaches and players
- Potential for development
- Desire as demonstrated through maximum effort in all team activities
- Academic standing

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.

### **EQUIPMENT**

Students are responsible for the safe return of all equipment checked out to them. Game uniforms, practice gear, equipment, travel bags, and other school-issued items are to be checked back in with the

coach, sponsor, or advisor at the completion of the activity/season. Students may not loan or “swap” equipment with another student without the approval of the coach, sponsor, or advisor. There will be an assessed damage fee (at the discretion of the Activities Director) for any school equipment unable to be used by future participants, to be paid prior to the start of the next sport season.

## **SPORTSMANSHIP**

The District prides itself on its students, coaches/activity sponsors, and parents exhibiting good sportsmanship at all District events. A display of unsportsmanlike behavior may result in sanctions against the team, player, or parent. In order to maintain our outstanding reputation for sportsmanship, all team members, coaches, and parents are asked to observe the following guidelines for sportsmanship:

1. Be supportive of all athletes, team members, coaches, and officials.
2. Accept the decision of officials without dispute.
3. Recognize and show appreciation for the fine play of your opponent.
4. Cheer for your team, not against the opponent.
5. Do not allow negative sportsmanship by your opponent to become an excuse to do the same.

## **PARENT/COACH RELATIONS**

Parents and coaches/activity sponsors both advocate for their students, and clear communication is necessary to ensure that all parties are aware of the expectations for the program.

Communication to Expect from your Student’s Coach/Activity Sponsor:

1. Expectations the coach/activity sponsor has for your student and the team.
2. Location and times of all practices and contests.
3. Team requirements, i.e., fees, special equipment, off-season conditioning, team/individual camps.
4. Medical procedures, should your student become injured during participation.
5. Team rules, guidelines, and requirements for earning awards.

Communication Coaches/Activity Sponsors Expect from Students:

1. Notification of any schedule conflicts in advance.
2. Special concerns in regards to a coach/activity sponsor’s philosophy or expectations.
3. Injury or circumstances that may endanger the student when participating.

Appropriate Concerns to Discuss with Coaches/Activity Sponsors

1. The treatment of your student – mentally and physically.
2. Ways to help your student improve.
3. Concerns about your student’s behavior.

Issues NOT Appropriate to Discuss with Coaches

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other students’ playing time or behaviors. Complaints about another student’s behavior toward your child should be addressed with the coach/activity sponsor or administrator.

It is very difficult to accept your student not playing as much as you may hope. Coaches/activity sponsors make judgment decisions based on what they believe is best for all of the students involved. Playing time and strategy are discretionary decisions of the coach/activity sponsor and not subject to review.

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.

## **COMPLAINT PROCEDURE**

If you have a concern, please discuss the issue with your student first. If you still have concerns that you want to discuss with the coach/activity sponsor, the following is the process for informal complaints:

1. Meet with the coach/activity sponsor to discuss your concern.
2. If the coach/activity sponsor does not address your concern, schedule a meeting with the building-level administrator or Activities Director.
3. If your complaint is not addressed, you may file a formal complaint through the Uniform Grievance Procedure under Board Policy 1700 (if applicable) or other applicable Grievance Procedure (Title IX Sexual Harassment Grievance Procedure, Section 504/ADA Grievance Procedure).

If a resolution 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.

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

The MHSA defines the timeframe for the summer coaching period as the Tuesday after Memorial Day until July 31st; except during the participants' scheduled activity season. This means that there is to be no coaching of one's team sport 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 Tuesday after Memorial Day until July 31st 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 Tuesday after Memorial Day until July 31st). However, open gyms do not violate MHSA rules if they are conducted according to the following guidelines:

1. The open gym is open to all the currently enrolled student body or non-secondary students within the school's attendance of Forsyth Schools that are 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 the Tuesday after Memorial Day until July 31st, 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 GUIDELINES**

### **STUDENT 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.

**STUDENT 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.

**STUDENT 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 postseason 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 postseason, 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 the 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 STUDENT 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 & CHEER TRAVEL**

Pep Band and Cheer will not travel during the regular season.

Pep Band and Cheer combined travel to tournaments will be based on the following criteria:

- 1) For district and divisional tournaments, the Pep Band and Cheer will travel to the tournament site each day of the tournament. The Pep Band and Cheer will NOT stay overnight at the tournament site.
- 2) For state championships of Football and Basketball, the Pep Band and Cheer 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 Pep Band and Cheer 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 Pep Bands and Cheer 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.

## **STUDENT MEALS**

### **POST SEASON 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 postseason competition is one in which not all teams in the district or division have qualified to compete by simply being part of said district or division. Examples of qualified postseason 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 Coach/Sponsor will need to check out a District credit card through the administration office. 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%.

## **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 postseason 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).

### **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 MHSA 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/TICKET TAKING 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 class advisors (7-12) will be required to work 2 concession events during the year. A list will be provided at the beginning of the year for sign up. Co-Curriculars are expected to sign up for 1 event. The Concession Stand Manager will be responsible for this scheduling. All school organizations will be given the opportunity to work. When positions are not filled, then community members/groups may be given the opportunity to work concessions or take tickets. Community members/groups will be asked to choose which student sponsored organization they would like to support and where those earned funds will be distributed to.
- 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.

### **ADMISSION PRICES**

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

K-12 – Free of Charge if fees are paid OR attend the Activity wearing approved Dogie gear (shirts, sweatshirts, jackets, etc....) This privilege may be revoked if behavior is an issue. In addition, K-4<sup>th</sup> grade must have an adult with them for admission.

#### **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	\$7.00
K-12 Students	\$5.00 or Free with Dogie Attire
Sr. Citizen (62+)	\$5.00



### High School Double Event Ticket Prices:

Adult	\$10.00
K-12 Students	\$7.00 or Free with Dogie Attire
Sr. Citizen (62+)	\$7.00

### **SEXUAL HARASSMENT**

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 workplace 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.

**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 appears on the failing list will be ineligible to participate in any school activity from 12:00 Noon on Monday of that week until the following Monday 12:00 Noon. 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**

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

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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE

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: Grades 6, 7 & 8 (Junior High)  
Forsyth High School

(1<sup>st</sup> \$45, 2<sup>nd</sup> \$45, 3<sup>rd</sup> \$35, 4<sup>th</sup> JH sport free)

(1<sup>st</sup> \$60, 2<sup>nd</sup> \$60, 3<sup>rd</sup> \$45, 4<sup>th</sup> HS sport free)

\* 8<sup>th</sup> graders playing high school sports, must pay the high school fee. If they have paid to play basketball in junior high, and then play basketball in high school, they must pay the additional \$15 for the high school sport.

\*\*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: \_\_\_\_\_

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

## HANDBOOK SIGN-OFF

### PUBLIC RECORDING

Effective October 1, 2025, in accordance with MCA 40-6-701(2), parents have the authoritative right to consent before any government entity may make an audio or video recording of their child, with some exceptions, including when such recording occurs during an event that is open to the public. This encompasses public performances, athletic competitions, and any associated practices, dress rehearsals, or preparations for such events.

We encourage open communication between parents and the school to ensure that the rights and interests of families are respected and upheld in all aspects of school activities.

**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.**