

# **PLENTYWOOD SCHOOLS**

## **Co-Curricular Handbook**

Grades 5-12

2022-23



## STUDENT ACTIVITIES/ATHLETIC HANDBOOK INDEX

Equal Education Opportunities	Page 3
Directory Information	Page 3
Requirements for Participation	Page 3
Purpose of handbook	Page 3
Academic Eligibility for Participation	Page 3
Activities Philosophy	Page 4
Accident Report Form	Page 5
Age Rule Requirement	Page 5
Assumption of Risk Statement	Page 5
Attendance the Day of an Activity	Page 5
Bullying, Harassment, Intimidation, Hazing	Page 6
Cell Phone Use by Students	Page 7
Code of Conduct	Page 7
Code of Ethics	Page 11
Contact Numbers	Page 11
Concussion Education and Compliance	Page 11
Corporal Punishment	Page 12
Cut Policy	Page 12
Dress and Grooming	Page 12
Drug Testing for Athletes	Page 12
Dual Activity in a Season	Page 17
Family Night	Page 17
Homeless Students Rights	Page 17
Insurance and Injury	Page 17
Lettering Criteria	Page 18
Meal Procedure	Page 20
Medication Policy	Page 21
Parent Meeting	Page 21
Participation/Activity Fee	Page 21
Physical Exams	Page 21
Practices	Page 22
School Sponsored Trips	Page 22
Sportsmanship	Page 22
Student Sign Out	Page 23
Suspension or Exclusion from Team	Page 23
Travel Rules, Regulations, and Procedures	Page 23
Transporting Students with Personal Vehicles	Page 25
Transportation To/From Contests	Page 25
Video Surveillance	Page 25
When to Talk to Parents	Page 25
Student-Athlete & Parent/Legal Guardian Concussion Statement & Form	Page 29
Student Accident Report Form	Page 30
Transportation Release of Liability Form	Page 31
Emergency Medical Release Form	Page 32

## PLENTYWOOD SCHOOL DISTRICT ACTIVITIES-ATHLETIC HANDBOOK 2022-2023

Plentywood School District #20 will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status. **(School Board Policy 3210)**

### **DIRECTORY INFORMATION**

Regarding student records, federal law requires that “directory information” on a child may be released by the District to anyone who requests it unless the parent/guardian/caretaker relative objects in writing to the release of the information. This includes release of directory information to post-secondary institutions and military recruiters. Directory information ordinarily includes [insert directory information that is consistent with policies 3600P-3600F1-3600F2]. Please make sure a parent/guardian/caretaker relative completes the Student Directory Information Notification as found in the Student Handbook.

### **REQUIREMENTS**

All students participating in extracurricular activities must have the following prior to the first practice:

- A required physical documented on the official Montana High School Association (MHSA) Physical Form (at least for all MHSA sanctioned activities).
- An Assumption of Risk statement signed by the parent.
- A Permission to Participate form (sign-off).
- An updated Medical information form.
- A Concussion Education and Compliance form signed by the student athlete and parent.

### **PURPOSE**

The purpose of this guide is to establish rules, procedures, policies, and philosophy as it pertains to the Plentywood School District Athletic and Activities Programs. The fundamental purpose of the athletic/activities program is to facilitate development of:

- Sportsmanship,
- A sense of responsibility to themselves and others,
- A devotion to an athletic and/or activities assignment,
- Pride of accomplishment of a job done to the best of one’s ability,
- Sense of belonging to a group,
- Social values derived from contact with students and adults from other communities and
- Healthy behaviors of participants.

### **GENERAL INFORMATION RELATING TO POLICIES**

#### **1. ACADEMIC ELIGIBILITY FOR PARTICIPATION**

**Plentywood** will follow the eligibility rules as set forth by the Montana High School Association which reads as follows:

- 1) **MHSA Requirement:** A student must be enrolled and have received a passing grade in at least twenty (20) periods of prepared class work or its equivalent in the last previous semester in which the student was in attendance. Failure to meet this requirement will result in one (1) semester of ineligibility. Middle school students will be required to receive a passing grade in ten (10) periods of prepared work per week. A home school student is not eligible to participate for an MHSA member school. (Article II, Section (2) Eligibility, MHSA handbook)
- 2) No student who is enrolled in a grade below the ninth shall be eligible to participate in a MHSA Association Contest, except as established in Section (5) of the MHSA handbook.

Plentywood Schools further stipulate:

In nearly all areas scholastic eligibility is required.

### **Eligibility**

- Checking with teachers can probably avert ineligibility with any of your students that are in danger of failing.
- Counselors and Administrators may have information about your students that will be of value in maintaining eligibility.

### **H.S. Eligibility for Co-Curricular Activities**

Eligibility is based on a student earning a passing grade in ALL subjects at the end of each four and a half week grading period. A student who fails to earn a passing grade in all subjects will be ineligible for co-curricular activities for the entire next four and a half week grading period. Being a teacher's aide is not considered a subject. Quarter and midterm grades will determine eligibility, not semester grades.

Students who receive an "I" or incomplete during a grade check period for neglecting to turn in required work will be ineligible until the grade has been changed to a passing grade. Students have 5 school days to complete the missing work.

Students receiving an "I" or incomplete on a grade report due to missing work as a result of absences will be considered eligible and will have 5 days to complete their work unless additional days are required (see "Missed Assignments" pg. 9).

Students who are deemed ineligible for activities because of an academic violation are eligible to participate in concerts because they are graded and part of the regular classroom. They may also be recognized on "Senior Nights" for activities and attend formal dances.

Students may practice if ineligible at the discretion of the coach or advisor, but may not travel or compete in any way while ineligible. Eligibility will be checked on Monday after each midterm and the end of each quarter.

### **M.S. Eligibility for Co-Curricular Activities**

To be eligible for participation in co-curricular activities at Plentywood Middle School, students must satisfy the following requirements: Maintain a 2.0 GPA. More than one failing grade, regardless of GPA, will result in an ineligible status. Grades will be monitored on a weekly basis. If a student sufficiently raises their grades to meet eligibility requirements, the student will again become eligible at that time.

### **Missed Assignments**

Students will have one (1) day, plus one (1) extra day for each day of absence, to make up work missed. Example: three (3) days' absence will grant the student four (4) days for makeup. Makeup work is the responsibility of the student, not the teacher. In the case of extreme illness or circumstances, the administration may extend the time limit.

## **2. Activities Philosophy**

### **ACTIVITIES PHILOSOPHY**

It is our philosophy that participation in co-curricular activities is an integral and vital part of the total educational program.

The clubs, activities, and athletics provided by School District No. XX shall afford opportunities for students to involve themselves outside the classroom. Besides providing these programs, the District encourages student involvement because it benefits both the individual student and the school. The

student derives cooperation, dedication, personal pride and ownership, sense of purpose, enhanced self-worth, loyalty, success and recognition, physical and social development, and a wholesome use of time.

Student interest leads to pride in school, citizenship, leadership, democratic experience, and character development. Teamwork, sportsmanship, and respect for others' rights and views are advanced.

Therefore, we believe it is the responsibility of the District to identify and maintain a mix of activities that motivates an optimum number of students without encroaching on one another. It is further incumbent upon the District to encourage participation by students for the above-mentioned reasons and their synergistic effect on the school community.

Finally, we believe that these activities are not an end in themselves, but vehicles to work with students. We want to "win" not for "winning's sake," but because the desire to excel is a worthwhile lifetime goal. We do not subscribe to a "winning at all costs" philosophy. We value the importance of good sportsmanship, giving one's best effort, winning humbly, and losing with grace. We believe it is not the score that makes one a "winner" or a "loser".

Plentywood Schools will graduate citizens who value respect, responsibility, honesty, compassion, and courage. (Vision Statement of Plentywood School District #20)

**3. Accident Report Form and Procedure Injuries:** All injuries are to be reported immediately to the coach/advisor/activity director regardless of the nature of the injury. The coach/advisor/director will fill out an accident report form and file it in the principal's office within one (1) school day of the accident.

**4. Age Rule – MHSA**

Section (7) AGE RULE

7.1 No student is eligible to participate in an Association contest who has become nineteen (19) years old on or before midnight, August 31, of a given year. Therefore, a student who becomes nineteen (19) years old after midnight, August 31, of a given year, will be permitted to compete in all Association contests throughout that school year, under the provisions of this section.

**5. Assumption of Risk Statement Liability:** The coach/advisor/director, any other member of the school staff, or any member of the Board of Trustees will not be held liable or responsible in case of an accident incurred during practice, games, meets, matches, tournaments, concerts, or trips supervised by Plentywood Schools. Each parent or guardian will be responsible to sign an "assumption of risk" statement indicating that the parents/guardians assume all risks for injuries resulting from such participation. [Board Policy 2151]

**6. Attendance the Day of an Activity**  
**Participation in Activities While Absent from School**

If a student is absent from school the day, or any part of the day, of an after-school or evening performance, activity or practice he/she may not participate in that activity. A student who has been absent on a Friday is ineligible to participate in activities that Friday, but may participate on Saturday with the coach/advisor's permission. Students must also be in school the entire school day on a day that is considered a "leave day" for an activity. Students who are not in school on a "leave day" for an activity will not attend the activity. Exceptions must be requested in advance from the Principal and Superintendent and may require proof for reason of absence.

Students must be in school the full day of a scheduled event unless they have permission from school administration. Students not in school a full day cannot practice or participate in that day's contest or activity.

Green slips are required for all students prior to leaving for any activity. Green slips may be obtained through the office and are for school related absences. Work may be required before you leave. Students must get all subjects signed before being to leave for any school related activity. Green slips should be turned in to your activity supervisor or coach. **Students who do not get their green slips signed will not attend the activity.**

## **7. Bullying, Harassment, Intimidation, Hazing Policy**

### **HAZING, BULLYING, HARASSMENT & INTIMIDATION**

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. **(School Board Policy #3226)**

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

### Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

### Exhaustion of Administrative Remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic

communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

### **SEX BASED DISCRIMINATION AND TITLE IX**

No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination on the basis of sex should be directed to the District Title IX Coordinator, located in the Plentywood School District Administration Office.

### **Sexual Harassment Policy (B.P. 3225)**

Sexual harassment is a form of sex discrimination and is prohibited. An employee, District agent, or student engages in sexual harassment whenever that individual makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, opportunities, or treatment; or
  - d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe that they may have been sexually harassed or intimidated should consult a counselor, teacher, Title IX coordinator, or administrator, who will assist them in the complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

- FOR A COMPLETE DESCRIPTION of the District #20 Sexual Harassment Policy, refer to Policy Descriptor code: BP 3225 and/or contact Dr. Amanda Simonson, Title IX Coordinator, Plentywood Schools. Dr. Simonson can be reached at (406)765-1803.

## **8. Cell phone Use by Students**

### **Cell Phones and Other Electronic Equipment (Students)**

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

## **9. Code of Conduct**

### **Plentywood School District**

#### **STUDENTS**

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

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

- Emphasize concern for the health and well-being of students while participating in activities;
- Provide a chemical-free environment which will encourage healthy development;

- Diminish chemical use by providing an education assistance program;
- Promote a sense of self-discipline among students;
- Confirm and support existing state laws which prohibit use of mood-altering chemicals;
- Emphasize standards of conduct for those students who, through their participation, are the leaders and role models for their peers and younger students; and
- Assist students who desire to resist peer pressure that often directs them toward the use of chemicals.

Violations of established rules and regulations governing chemical use by participants in extra and co-curricular activities will result in discipline as stated in Policy 3340P, student and athletic handbooks.

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

### **Policy Purpose**

It is the position of the Plentywood Public Schools that participation in co-curricular activities is a privilege extended to the students who are willing to make the commitment to adhere to the rules that govern the program. It is the District's belief that participation in organized activities can contribute to the all-around development of young men and women.

This activities code is to cover all students who participate in or represent Plentywood School in co-curricular activities sponsored by this school district. With this in mind, the following regulations and training rules are set forth by school policy as determined by administration, advisors, and coaches.

Students participating in co-curricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, or distribute alcohol, tobacco, or illegal drugs or abuse prescription or non-prescription drugs during their co-curricular seasons. Possession is defined as the use of a prohibited substance, having a prohibited substance in personal possession, or knowingly (as defined as a reasonable prudent person would know) being present at a function or gathering at which a prohibited substance is illegally used. These rules are in effect twenty-four (24) hours a day. If a student receives an MIP or is found to be in violation of this policy due to the use or association of tobacco, alcohol, or illicit drugs, the student will forfeit the privilege of participating in accordance with the activities and student handbooks.

### **Policy Coverage**

This policy applies to middle and high school students who are involved in the co-curricular activities program.

District administrators have the responsibility to update and implement this policy for co-curricular activities. The involved staff has the responsibility of student awareness and implementation of this policy. Students who elect to participate in co-curricular activities, and parents or guardians are responsible for understanding this policy and recognizing it in written form.

### **Policy Duration**

This policy is in effect each school year from the date of the first practice for fall activities and continues until the last day of school or activities, whichever is later. Students are subject to this policy full-time throughout the entire school year. Violations are cumulative, throughout the student's period of attendance in middle or high school, but violations do not carry over from middle school to high school. The administration shall publish the participation rules annually in the activities and student handbooks.

### **Student and Parent/Legal Guardian Due Process**

If a determination is made that a student has violated this policy, the student and parent or guardian shall be notified of the violation by telephone where possible, and also by mail. Also at this time, the

student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in co-curricular activities for a period in excess of thirty (30) twenty (20) consecutive pupil instruction days which is aligned with the first violation consequence, the parent and student will be notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in co-curricular activities.

### **Consequences**

\*\*First, refer to the Honesty Clause, Dishonesty Clause, & Guilt by Association Clause on the accompanying page!

Below are the minimum penalties, which will be administered:

#### First Violation

1. Suspension from co-curricular activities for twenty (20) Pupil Instruction Days beginning on the first day that student is determined to be in violation of above code;
2. Not to be part of any competition or performance that represents Plentywood School District;
3. Not to travel with the team;
4. At the coach's discretion, attend all practices during the suspension unless the suspension supersedes the final day of the co-curricular activity season;
5. Complete an approved Drug and Alcohol Awareness Program before returning to competition.

#### Second Violation

1. Expulsion from co-curricular activities for sixty (60) Pupil Instruction Days beginning on the first day that student is determined to be in violation of above code;
2. Not to be part of any competition or performance that represents Plentywood School District;
3. Not to travel with the team;
4. At the coach's discretion, attend all practices during the expulsion unless the expulsion supersedes the final day of the co-curricular activity season;
5. Must appear before the School Board to request reinstatement;
6. Complete an approved Drug and Alcohol Awareness Program before returning to competition.

#### Subsequent Violations

1. Expulsion from co-curricular activities for ninety (90) Pupil Instruction Days beginning on the first day that student is determined to be in violation of above code;
2. Not to be part of any competition or performance that represents Plentywood School District;
3. Not to travel with the team;
4. At the coach's discretion, attend all practices during the expulsion unless the expulsion supersedes the final day of the co-curricular activity season;
5. Must appear before the School Board to request reinstatement;
6. Student must show proof of a professional drug and alcohol evaluation (the evaluator must be approved by the school district), and if required by a medical professional, a course of treatment.

**Honesty Clause**

We encourage our students to be honest at all times; therefore, students who self-report a First Violation will receive only fifteen (15) pupil instruction days suspension for the First Violation level. Students who self-report a Second Violation will receive only forty (40) pupil instruction day's suspension for the Second Violation level. This honesty clause only applies to the First and Second Violations. This self-reporting pertains only to students who come in on their own volition and must occur by the end of the first school day that follows the violating incident. Referral by the student's parent or guardian is also considered a self-referral.

**Dishonesty Clause**

Any student who denies involvement and then is later found to have been dishonest will receive a suspension twice as long as that listed under that level of violation.

**Guilt by Association Clause**

Students involved in co-curricular activities are forbidden to knowingly (as defined as a reasonable prudent person would know) be present at a function or gathering at which a prohibited substance is illegally used. If a student is accused of a violation of the co-curricular chemical use policy and they feel that this violation was reached in error, then the student can provide the administration medical documentation that verifies their innocence after submitting to a blood alcohol test.

If the student's innocence is verified, the administration has the discretion to decide whether a First Violation occurred. A First Violation will result if it is determined that the student intentionally remained in a situation in which a prohibited substance was being used.

If the administration determines that the student did not intentionally remain in this situation, a fourteen (14) school calendar day suspension only will result and no First Offense will result. This clause only applies to the First Violation.

**Passive Alcohol Screening System**

The implementation of the Passive Alcohol Sensor Screening System (PAS III) is just one of the steps taken by Plentywood School to ensure the safety of all students. The Passive Alcohol Sensor combines a high intensity flashlight with a micro miniature alcohol detector. It "sniffs" breath and open containers for the presence of alcohol. It functions as a non-intrusive extension of the operator's sense of smell. As such, in addition to checking containers for the presence of alcohol, it will be used to check the breath alcohol levels of students with or without their direct participation if reasonable suspicion exists.

The PAS III Screening System embraces the enforcement effectiveness of our zero alcohol tolerance policy. Administrators, along with other staff members, have been trained in reliable and precise procedural screening usage of the PAS III system. The PAS III will potentially be used during regular school hours, at games, dances, and all Plentywood School functions, including overnight trips should reasonable suspicion exist that alcohol is in the possession of a student or if reasonable suspicion exists that the student has consumed alcohol of any type.

A student found in possession or use of alcohol shall be subject to disciplinary action up to and including expulsion and referral for prosecution. Discipline may also include the completion of an appropriate rehabilitation plan.

## **Chain of Communication**

All areas are to follow the following - without exception:

Assistant or Junior High Coach  
Head Coach  
Activities Director/Asst. Activities Director  
Principal  
Superintendent  
School Board

This chain is not to be broken. If the person directly above you on the chain cannot or will not help you, inform them that you wish to take it to the next on the chain. A simple disagreement is not ground to go over anyone's head.

## **10. Code of Ethics**

ACTIVITY CODE OF ETHICS:

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

- 1) Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- 2) Eliminate all possibilities which tend to destroy the best values of the activity.
- 3) Stress the values derived from participating in activities.
- 4) Show cordial courtesy to visitors and officials.
- 5) Respect the integrity and judgment of sports officials.
- 6) Achieve a thorough understanding of the activity and its rules.
- 7) Encourage leadership and good judgment.
- 8) Recognize that the purpose of activities is to promote the physical, mental, social, and emotional well-being of all involved.
- 9) Remember ... no competition is a matter of life or death for participants, coach, school, official, fan or community.
- 10) Keep an open line of communication between participant and coach/sponsor.
- 11) Hazing, harassment, bullying, intimidation on the part of students, staff, or a third party (fan or student attending event) will not be tolerated. Activities are an extension of the classroom and a violation will be treated as such and dealt with as stated in the student and staff handbooks.
- 12) 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.
- 13) Students, who participate in athletics and/or activities where a student receives an award or advances as an individual or as part of team through levels of interscholastic competition, will be part of the drug testing program as outlined in Plentywood Schools Policy.

## **11. Contact Numbers**

Important phone numbers to know and utilize when appropriate for 2012-2013 are as follows:

Rob Pedersen (Superintendent)	Cell # (406)478-1431
Rob Nyby (Principal)	Cell # (406)480-9532
Sara Marsh (Asst. Principal/Activity Director)	Cell # (406)899-4540
Shane Garrick (Head Custodian)	Cell # (406)402-7236
Paul Holdeman (Transportation)	Cell # (406)765-8105

## **12. Concussion Education and Compliance**

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

### **13. Corporal Punishment (Discipline and Punishment of Pupils M.C.A. 20-4-302)**

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

### **14. Cut Policy**

In activities that use tryouts for participation selection, where numbers make it necessary, the coach must establish the criteria that will be used in the selection process. Tryout evaluations resulting in cuts should be done, whenever possible, by at least two coaches. The coaches should be able to provide objective reasoning upon request to explain their reason for the decision.

**The coach/advisor/director will not meet with a parent until a 24-hour waiting period is observed.** A 36 to 48-hour wait is recommended.

### **15. Dress and Grooming Dress for Activities**

Coaches/sponsors/advisors are hereby encouraged and authorized to establish exemplary standards and practices in fashion, grooming and taste that will tend to enhance the appearance of the group as a whole. 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 school.

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 sooner if possible).

### **16. Drug Testing for Athletes**

#### **ACTIVITY STUDENT DRUG TESTING POLICY #3350**

The Plentywood Board of Trustees in an effort to protect the health and safety of its extra-curricular activities students from illegal drug and alcohol use and abuse, thereby setting an example for all other students of the Plentywood Public School District, proposes to adopt the following policy for drug and alcohol testing of activity students.

#### **STATEMENT OF PURPOSE AND INTENT**

Although the Board of Trustees, administration, and staff desire that every student in the Plentywood Public School district refrain from using or possessing illegal drugs or alcohol, district officials realize that their power to restrict the possession or use of illegal drugs and alcohol is limited. Therefore, this policy governs only illegal drug and alcohol use by students participating in co-curricular activities. The sanctions imposed for violations of this policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in co-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements and complements all other policies, rules, and regulations of the Plentywood Public School District regarding possession or use of illegal drugs and alcohol.

Participation in school-sponsored interscholastic co-curricular activities at the Plentywood Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in co-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs and alcohol.

The purpose of this policy is five-fold:

1. To educate and inform students of the serious physical, mental, and emotional harm caused by illegal drug and alcohol use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of illegal drugs.
4. To prevent injury, illness, and harm for students that may arise as a result from illegal drug use.
5. To offer students practices, competition, and school activities free of the effects of illegal drug use. Illegal drug and alcohol use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in co-curricular activities and upon the positive image these students project to other students and to the community on behalf of the Plentywood Public School District. For the safety, health, and well-being of students in co-curricular activities the Plentywood Public School District has adopted this policy for use of all participants in co-curricular activities grades 9 – 12.

The administration may adopt regulations to implement this policy.

### **Definitions**

“Activity Student” means a member of the high school, grades 9-12, or an 8th grade student who is participating in a high school co-curricular activity at the Plentywood Public School District. This includes any student that represents Plentywood Schools in any co-curricular activity.

“Drug use test” means a scientifically substantiated method to test for the presence of illegal drugs or the metabolites thereof in a person’s urine.

“Random Selection Basis” means a mechanism for selecting activity students for drug testing that:

Results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

“Illegal drugs” means any substance that an individual may not sell, possess, use, distribute or purchase under either Federal or Montana law. “Illegal drugs” includes, but is not limited to, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. “Illegal drugs” shall also include alcohol.

“Positive” when referring to a drug test administered under this policy means a toxicological test result which considered to demonstrate the presence of illegal drugs or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

“Reasonable suspicion” means a suspicion of illegal drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal drug use by an activity student supplied to school officials by other students, staff members, or patrons. Anonymous contacts made by individuals not willing to confront the activity student will not be acted upon. The School District will provide periodic training to school personnel in the detection of illegal drug and alcohol use and establishing reasonable suspicion.

“Sample” means a sample of saliva and/or urine collected for the purpose of analysis for the presence of illegal substances.

**Frequency of Testing:**

The following provisions apply to frequency of testing:

1. Students will be tested randomly during their activities. Students in activities are eligible to be randomly tested starting on the first day of practice and ending with their last day of competition. A third party administrator will randomly choose up to 20% of students in activities every month to be tested. BPA, Music, Pep Band, FCCLA, and FFA are activities considered to start on the first pupil instruction day and ending with their last public performance or competition. The following participants will make up the different pools for the specific months:
  - August: Football, Volleyball, Cross Country, Fall Cheerleading
  - September: Football, Volleyball, Cross Country, Fall Cheerleading, FFA, FCCLA
  - October: Football, Volleyball, Cross Country, Fall Cheerleading, Speech & Drama, FFA
  - November: Football\*, Volleyball\*, Fall Cheerleading\*, Speech & Drama, Boys' Basketball, Girls' Basketball, Winter Cheerleading, FFA, Wrestling
  - December: Speech & Drama, Boys' Basketball, Girls' Basketball, Winter Cheerleading, Wrestling
  - January: Speech & Drama, Boys' Basketball, Girls' Basketball, Winter Cheerleading, FFA, BPA, Wrestling
  - February: Boys' Basketball, Girls' Basketball, Winter Cheerleading, Pep Band, FFA, BPA, Wrestling
  - March: Boys' Basketball\*, Girls' Basketball\*, Winter Cheerleading\*, Pep Band\*, Track, Golf, FFA, FCCLA, BPA, Wrestling
  - April: Track, Golf, Band
  - May: Track, Golf, Band
2. Students will be testing only during their season(s) of competition or participation. (see above). Activities that may have only a single day of competition or a competition that ends prior to the test date for the month may be tested during the previous month even if no competitions take place during the prior month.

**Procedures**

Each Activity Student shall be provided with a copy of the "Student Drug Testing Consent Form", which shall be read, signed and dated by the student, parent or custodial guardian before such student shall be eligible to practice or participate in any co-curricular activities. The consent requires the activity student to provide a urine sample: (a) when the activity student is selected by the random selection basis to provide a sample; and (b) at any time when there is reasonable suspicion to test for illegal drugs. No student shall be allowed to practice or participate in any co-curricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form."

Prior to the commencement of drug testing each year an orientation session will be held for Activity Students to educate them of the sample collection process, privacy arrangements, drug testing policy and procedures and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

A student who moves into the district after the school year begins will have to undergo a drug test before they will be eligible for participation.

In addition to the drug and alcohol tests required above, any Activity Student may be required at any time to submit to a test for illegal, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal drug use by the particular student. The reason for the reasonable suspicion must be documented by school administration and made available to the student upon request.

Any drug test will be administered by or at the direction of a professional laboratory chosen by the Plentywood Public School District. The professional laboratory shall be required to use scientifically

validated toxicological testing methods, have detailed written specifications to assure the chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug-use testing program, including the taking of urine specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure.

Students picked for testing will be transported by the school to a medical facility for testing by school personnel.

The testing monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. A specimen shall not be reported positive unless the second test is positive for the presence of an illegal drug or alcohol or the metabolites thereof. The laboratory shall preserve the unused portion of a specimen that tested positive for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

### **Confidentiality**

The results of the test will be made available to the designated personnel. To keep the positive test results confidential, the designated personnel will only notify the superintendent, activities director or designee, the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The superintendent or activities director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the superintendent or activities director or to the lab. The Plentywood Public School District will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

### **Appeal – Due Process Rights**

An Activity Student who has been determined by the superintendent or activities director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent, which shall be final and non-appealable.

### **Consequences**

These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his or her own volition informs (self-refers) the activities director, principal, or coach/sponsor/advisor of usage before being notified to submit to a drug test will be allowed to remain active in all activities covered under this

policy. Such student will however, be considered to have committed his/her first offense under the policy, and will be required to re-test as would a student who has tested positive.

Any Activity Student who tests positive under this policy shall be subject to the following restrictions:

#### **First Violation**

1. Suspension from co-curricular activities for twenty (20) Pupil Instruction Days beginning on the first day that student is determined to be in violation of above code;
2. Not to be part of any competition or performance that represents Plentywood School District;
3. Not to travel with the team;
4. At the coach's discretion, attend all practices during the suspension unless the suspension supersedes the final day of the co-curricular activity season;
5. Complete an approved Drug and Alcohol Awareness Program before returning to competition.

#### **Second Violation**

1. Expulsion from co-curricular activities for sixty (60) Pupil Instruction Days beginning on the first day that student is determined to be in violation of above code;
2. Not to be part of any competition or performance that represents Plentywood School District;
3. Not to travel with the team;
4. At the coach's discretion, attend all practices during the expulsion unless the expulsion supersedes the final day of the co-curricular activity season;
5. Must appear before the School Board to request reinstatement;
6. Complete an approved Drug and Alcohol Awareness Program before returning to competition.

#### **Subsequent Violations**

1. Expulsion from co-curricular activities for ninety (90) Pupil Instruction Days beginning on the first day that student is determined to be in violation of above code;
2. Not to be part of any competition or performance that represents Plentywood School District;
3. Not to travel with the team;
4. At the coach's discretion, attend all practices during the expulsion unless the expulsion supersedes the final day of the co-curricular activity season;
5. Must appear before the School Board to request reinstatement;
6. Student must show proof of a professional drug and alcohol evaluation (the evaluator must be approved by the school district), and if required by a medical professional, a course of treatment.)

To be reinstated to eligible status following any Subsequent violations beyond a Second violation, students will be required to obtain and show proof of a professional evaluation for substance abuse at the student's expense.

Violations are cumulative, throughout the student's period of attendance in high school.

In the event that a student has a subsequent violation before a prior violation period has concluded, the subsequent sentence will be served consecutively, not concurrently.

#### **Refusal to Submit to Drug Use Test**

A participating student, who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school including the participation in any "all-star" games held after the end of the season.

### **Honesty Clause**

We encourage our students to be honest at all times; therefore, students who self-report a First Violation will receive only twenty (20) school calendar days suspension for the First Violation level. Students who self-report a Second Violation will receive only sixty (60) school calendar day's suspension for the Second Violation level. This honesty clause only applies to the First and Second Violations. This self-reporting pertains only to students who come in on their own volition and must occur by the end of the first school day that follows the violating incident. Referral by the student's parent or guardian is also considered a self-referral.

### **Dishonesty Clause**

Any student who denies involvement and then is later found to have been dishonest will receive a suspension twice as long as that listed under that level of violation.

### **Guilt by Association Clause**

Students involved in co-curricular activities are forbidden to knowingly (as defined as a reasonable prudent person would know) be present at a function or gathering at which a prohibited substance is illegally used. If a student is accused of a violation of the co-curricular chemical use policy and they feel that this violation was reached in error, then the student can provide the administration medical documentation that verifies their innocence after submitting to a blood alcohol test.

If the student's innocence is verified, the administration has the discretion to decide whether a First Violation occurred. A First Violation will result if it is determined that the student intentionally remained in a situation in which a prohibited substance was being used.

If the administration determines that the student did not intentionally remain in this situation, a fourteen (14) school calendar day suspension only will result and no First Offense will result. This clause only applies to the First Violation.

### **17. Dual Activity in a Season**

#### **QUALIFYING ACTIVITY PREFERENCE**

Participating in multiple activities at one time is only extended upon approval by the administration and is dependent upon approval by the head coaches of both affected activities. At any time, 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 qualifying activity (district/divisional/ regionals) for future participation.

### **18. FAMILY NIGHT**

In accordance with an agreement between the school district and the local ministerial association, Wednesday evenings have been set aside for the purposes of church activities. Students need to be released and out of the school building by 6:30 p.m. on these evenings in order to attend their church functions. No school sponsored activity on Wednesday after 6:30 p.m. and all day Sunday.

### **19. Homeless Student Rights**

Our school and school district provide equal access and comparable services to all students. A homeless student's residence is determined by the residence of the parent/guardian. A homeless student must meet all MHSa eligibility criteria for participation in any MHSa sanctioned activity. Contact the school districts Homeless Liaison and Activity Director, Dr. Amanda Simonson, at (406)765-1803 for further assistance.

### **20. Insurance and Injury**

The School District requires that the parent, guardian, caretaker relative of student's participating in school sponsored activities (co-curricular, extra-curricular, etc.) provide verification of their child's

health insurance coverage status. The school district does not provide health insurance to pay for injuries of students while participating in school sponsored activities (extra-curricular, co-curricular, etc.). If the parent, guardian, caretaker relative elects not to provide private health insurance coverage for their child, they are accepting responsibility for any medical expenses incurred by their child in the event they are injured while participating in the school sponsored activities (extra-curricular, co-curricular, etc.) that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee, or agent of the School District.

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

## **21. Lettering Criteria**

### **PLENTYWOOD ACTIVITY LETTER REQUIREMENTS**

- I. Any student that represents Plentywood at a state activity will letter for that activity.**
- II. Under special circumstances letters may be awarded after agreement between the activity director and the head of the activity.**
- III. Lettering in any activity requires the student successfully complete the season.**
- IV. General Activity Letters**

### **MUSIC**

Pins will be awarded for a superior rating at District Music Festival and for participation in All-District Band/Chorus.

Letters will be awarded for a superior rating at State Music Festival and for participation in All-State Band/Chorus.

These ratings apply only to solos or ensembles with no doubled parts.

Piano students may qualify for the pin or letter by accompanying at District and State Festivals.

### **SPEECH, DRAMA, AND DEBATE**

In order to letter in speech, drama, and debate, you must earn over 50% of the total possible points for the season using the following point system.

You will receive five points for each meet in which you participate, excluding divisional and state.

**In addition, you will receive points for placement at each meet, including divisional:**

- 1st place . . . . . 7 points**
- 2nd place . . . . . 6 points**
- 3rd place . . . . . 5 points**
- 4th place . . . . . 4 points**
- 5th place . . . . . 3 points**
- 6th place . . . . . 2 points**
- 7th/8th place . . . . . 1 point**

## **GOLF LETTER**

To letter in golf, one must qualify for the state tournament by having 1 of the top 5 averages on the team.

Averages of all scores (practice & meets) recorded from March to the week before state tournament are used to pick the state golf teams. These averages must also comply with MHSAs requirements.

If the state allows alternates, they will also letter.

## **BOYS' AND GIRLS' TRACK**

A varsity letter in track may be earned in any of the following ways:

1. Placing in the district meet thus qualifying for divisional.  
Placing in the divisional meet thus qualifying for state.
2. Earning 12 team points during the course of the season.
3. Qualifying by the following times and distances:

	<b>Boy's</b>	<b>Girl's</b>
100 Meter Dash	11.6	13.2
200 Meter Dash	23.5	27.1
400 Meter Dash	53.5	1:00.6
800 Meter Run	2:04.6	2:26.4
1600 Meter Run	4:42.8	5:31.7
3200 Meter Run	10:31.9	12:32.9
110 Meter Hurdles	16.3	16.7
300 Meter Hurdles	42.5	48.2
Pole Vault	12'	9'
High Jump	6'	5'
Long Jump	20'2"	16'2"
Triple Jump	41'9"	33'4"
Shot Put	45'1"	35'1"
Discus	140'4"	108'1"
Javelin	153'	115'6"
400 Relay	45.3	52.4
1600 Relay	3:37.9	4:20.6

The above marks must be made in a meet.

**J.V. meets will also count toward a varsity letter if the above standards are met.**

## **FOOTBALL**

To letter in football, you must participate 16 quarters during the season.

## **BOYS' BASKETBALL**

To letter in boys' basketball, you must make the team for District Tournament (top 12) or participate in 12 quarters of varsity games.

## **GIRLS' BASKETBALL**

To letter in girls' basketball, you must make the team for District Tournament (top 12) or participate in 12 quarters of varsity games.

## **VOLLEYBALL**

To letter in volleyball, you must make the District Tournament team (top 12) or have 15 game appearances in varsity action.

## **BOYS' AND GIRLS' CROSS-COUNTRY**

**In order to letter for boys' or girls' cross-country, you must meet the following criteria:**

### **Boys**

- Male runners need to run 20:59 or less in a sanctioned meet of 3.1 miles or
- Place in the top twenty-five at state or
- If the team places in the top five all runners are rewarded letters
- Coach can change standers for runners that make their signed goals

### **Girls**

- Female runners need to run 24:59 or less in a sanctioned meet of 3.1 miles or
- Place in the top twenty-five at state or
- If the team places in the top five all runners are rewarded letters
- Coach can change standers for runners that make their signed goals

## **CHEERLEADING**

To letter in cheerleading, you must make the District Tournament squad and finish the season in good standing.

## **WRESTLING**

To letter in wrestling, the point system set by Westby/Grenora School Districts will be followed as stated:

1. An athlete must score 20 points to letter: 2 points for a varsity win and 1 point for a varsity loss.
2. Only varsity matches, either tournaments or duals, will count towards the overall points (no points scored in JV matches can be used).
3. No byes or forfeits can be used to count towards the overall points.

## **22. Meal Procedure**

With a declining enrollment and tight budget, we as a co-curricular staff need to be more fiscally responsible. More discretion needs to be followed in meals for our students on trips. The following policy on meal purchases needs to be strictly enforced: No meals will be provided on trips to sites that are within 80 miles of Plentywood (Medicine Lake, Scobey, Crosby, etc.) unless the activity requires our students to be there the bulk of a day, such as volleyball tournaments. Generally, one meal will be furnished by Plentywood School other than that. On trips to sites that are further than 80 miles, a student meal should be no more than \$10. Coaches/advisors should collect the monetary difference from students who go over the \$10 limit (if allowed) BEFORE the bill is paid. On trips to sites that are of considerable distance and the departure time is before lunchtime, sack lunches should be prepared by our cafeteria staff that can be taken on the bus and eaten. Students are welcome to pack their own lunches in these occasions if so desired. Coaches and advisors should select restaurants such as fast-food establishments that are less expensive. Remember that cans of pop are costly in relation to pitchers or an alternative beverage. One special meal at the conclusion of a season can be given if the coach or advisor desires. Student meals should still be kept to a price under \$16. When students are provided meals by the school at a concession stand, students will only be provided a meal, not snack items. If the student limit of \$10 is not met, students will not be allowed to spend the difference on candy, extra pop, popcorn, etc. Gratuity by students in restaurants is required and is a Wildcat tradition.

Coaches and advisors need to obtain a credit card or checkbook from the Activities Clerk before departure on a trip for travel expenses. Receipts must be returned with a completed travel expense record sheet the following school day to the Activities Clerk. Under no circumstances should students be given cash and allowed to pay for their own meals. The students and their coaches/advisors should also eat as a group at all times.

### **23. Medication Policy**

#### **ADMINISTERING MEDICINES TO STUDENTS (SB Policy #3416)**

Plentywood School District #20 recommends that medication be given at home whenever possible. Students requiring medication shall be identified by parents and/or physician and will be encouraged to notify coach/sponsor or Activities Director. Under no circumstances will school personnel provide aspirin or other patient's medication to students.

### **24. Parent Meeting**

Conduct a pre-season organizational meeting with student participants and parents to introduce the coaching staff, inform them of practice times and procedures, take care of any paperwork that is required, and inform them of expectations and various items that you require of them. Other items that should be communicated would be training rules, behavioral expectations, lettering requirements (see co-curricular handbook), criteria in making "cuts" when necessary, explanation of injuries that are common to the activity, and information on how, when, and where to contact the coach if needed.

- Copy of enough contest schedules to hand out to players, parents, and subordinate coaches.
- Give a copy of team rules and expectations to all activity participants and parents.

### **25. Participation/Activity Fee (Districts Collection & Tracking)**

All students who participate in a co-curricular activity need to have an activity ticket purchased before they are allowed to compete in a scheduled contest or meet. Activity tickets are purchased at the school office and are \$100.00 for the year. Fees will be assessed one (1) time per year, when the participant joins their first sport/club/group/etc. The money raised from this fee helps with the financial support of the activity that the student benefits from, though it pays for only a small portion of the actual expense of the activity.

**\*\*NOTE\*\*** Any student unable to pay the participation fee due to financial constraints is encouraged to contact the activities director or building principal to make arrangements for an alternative method of payment of fees (ex. installment payments, work/participation). It is important to understand that Plentywood Schools will make every effort to see that no student is eliminated from participation in activities due to financial constraints.

### **26. Physical Exams (MHSA Form)**

#### **MHSA Handbook: ARTICLE II Section (3) Physical Exam**

A physical examination is required for each student in order to be considered eligible and to be approved for participation in an Association Contest. Physical examinations must be completed prior to the first day of practice. This examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. This certification is valid for a period of one school year. A physical examination conducted before May 1st is not valid for participation the following school year. The physical examination form developed by the MHSA Medical Advisory Committee and approved by the MHSA Executive Board must be used. A current form may be obtained from the school office or from the medical office giving the physical.

## **27. Practices**

Per Montana High School Association, practices must be at least one (1) hour long (to count towards the required number of practices), but no more than three (3) hours long.

For football, volleyball, cross country, basketball, and track and field, no individual shall play in any Association contest until he/she has a minimum of ten (10) days of practices of at least one practice session per day on ten different days (no practice permitted on Sunday), prior to the date of the first allowable game.

If a student begins his/her initial ten (10) days of required practices and that period of days is interrupted by sickness, injury, academic ineligibility or any other reason for a period of two weeks, then the student shall be required to practice an additional five (5) days and in cases of sickness or injury to produce a doctor's release.

For golf, no individual shall play in any Association contest until he/she has a minimum of two (2) days of practices of at least one practice session per day on two different days (no practice permitted on Sunday), prior to the date of the first allowable contest.

## **28. Schools Sponsored Trips**

Student participation on intra and extracurricular trips is subject to eligibility requirements. (See Activity Eligibility.) Students participating in school sponsored trips, whether for the day or overnight, are regarded by Plentywood School and the public as representatives of the school system. As representatives of the school system, public image is projected by the conduct, the attitudes and the reputations of those students who take a leading role in intra- and extra-curricular activities. Therefore, student participants must comply with rules of the school system, the rules of their coaches or advisors, and the civil laws of society.

Student conduct on any school sponsored trip that does not adhere to the reasonable standards established will be dealt with in a timely manner by the coach/advisor and administration. Student misbehavior on school sponsored trips may lead to student suspension from participating in school sponsored trips. Parents will be notified of any incident concerning their child on a school sponsored trip by the coach/advisor and/or administration.

Opportunities may occur for junior high students to attend high school co-curricular, intracurricular and/or extracurricular overnight events. Consideration for approval will be made on a case by case basis by administration at the request of the advisor or coach. An additional chaperone may be required in the event that junior high and high school students are traveling together overnight.

## **29. Sportsmanship (MHSB Handbook p. 26-27)**

### **Section (33) SPORTSMANSHIP GUIDELINES**

- A. Statement of philosophy: The Montana High School Association has established policies, expectations and responsibilities which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the interscholastic program conduct themselves in a sportsmanlike manner. The coach represents the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.
- B. **Regulations for Administering After-school Activity**
  1. The director of each activity shall do so in accordance with the extra-curricular activity philosophy.
  2. Sponsors/Coaches will promote a type of behavior from themselves and their students that is commensurate with the co-curricular philosophy.

3. All activities will have qualifications for admittance as well as dismissal. Each student and parent should be clearly instructed as to the requirements and regulations of each program.
4. The behavior of Plentywood students/coaches/sponsors will be exemplary both in and around school and when representing Plentywood in other communities.

### **30. Student Sign Out Sheet**

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

### **31. Suspension or Exclusion from Team**

Dismissal of any student from a co-curricular activity needs to be brought to the attention of the Activities Director in a timely fashion. Legal Reference: § 20-5-201, MCA Duties and sanctions

### **32. Travel Rules, Regulations and Procedure (Parent written request that their child allowed alternative transportation to and from site)**

**Travel Requirements:** All participants must travel to and return from all out of town activities with the team unless prior written permission is asked by their parents and granted by the administration.

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

Any person providing transportation for student activity members, with a specific request from the parent as previously outlined, must meet one of the following qualifications:

- 1) An immediate family member; sister/brother, grandparent, and/or adult 21 years or older. This person(s) must SEE the coach/sponsor and sign the student out prior to leaving the activity.

Any participant who arrives late for a coach's/sponsor's announced leave time will NOT be allowed to participate in the activity for that day.

### **Travel Dress Code – Extra Curriculars**

The following dress code will be adhered to by all students representing Plentywood School while traveling for any extra-curricular activities.

#### **Dress Code**

- Dress pants or Kahkis
- Shirts with collars - No T-shirts (school's football jerseys acceptable)
- Student dress must meet all school dress code requirements for appropriateness.
- Footwear must be weather appropriate.

These standards may be upgraded or made more restrictive by sponsor/coaches for their activity on certain occasions.

Students involved in all day activities which require a uniform, i.e. volleyball, track, may travel in sweats or warm-ups, only if the warm-ups are the team warm-ups and are provided by the school.

### **Winter Travel – Extra -Curriculars**

1. All students, sponsors and coaches will be required to have in their possession the following items of clothing:
  - a. Coat
  - b. hat/cap
  - c. gloves

2. Prior to departure if there is any doubt about the advisability of travel, the respective principal will, with advise from area law-enforcement (sheriff-highway patrol), make the decision as to departure. The principal will notify the bus driver, coach and radio of his decision. He will also be responsible for notification of the host school of the decision not to travel.
3. On the road the bus driver will be responsible, with advice from local law enforcement, for making decisions concerning further travel. If a decision is made not to travel, the driver should immediately notify a school official of the decision. Upon such notification, the school official will notify the radio station (KATQ) and as many parents as possible.

The following is a list of those authorized to ride an activity bus:

- Administration
- Teachers
- Coaches
- Team Members
- Managers
- Cheerleaders and Adviser
- Bus Driver
- Chaperones

### **School Sponsored Trips and Bus and Hotel Etiquette**

On all trips the coach, or sponsor, or advisor is responsible for the supervision of other chaperones and students and as a result has the final say in all matters. Failure by students to comply will necessitate immediate suspension and return home.

Green advance make-up slips must be signed and returned to the office for students to be eligible for the trip. Students must also be in school the entire day to attend an event this includes the “leave day” of an overnight event. Exceptions must be made by the A.D., Principal, or Superintendent.

Students must travel to the event with the team or class. Exceptions may be made by the A.D., Principal, or Superintendent. Students will be allowed to ride home from the event with their parents provided the parent provided they provide written permission and personally give it to the coach or supervisor. Students will only be released to their parents unless permission is given the parent or guardian and approved by the A.D., Principal, or Superintendent. Student must be released to a responsible adult. Under no circumstances may a student ride home with another student. The school assumes no responsibility for the safety of any student not utilizing school provided transportation.

Buses must leave on time in order to follow all the rules of the road. Students who are late may be left behind. Bus drivers will not be asked to break traffic laws because of a delayed leave.

Boys and Girls will sit separately on buses and will not be in each other’s hotel rooms. Activity trip advisors/coaches are responsible for the behavior of students on the bus and at hotels. Any violation of these rules will result in discipline by the coaches or supervisor. Severe infractions will be passed on to school administration for discipline. Discipline may include but not be limited to verbal warnings, assigned seating on the bus or a scheduled meeting with parents and administration. Severe infractions could lead to riding privileges being suspended for up to a year.

When returning to Plentywood from an out-of-town trip, vehicles will be relatively clean before students are allowed to leave the vehicle.

### **33. Transporting Students with Personal Vehicles**

#### **USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS**

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff members may use a private vehicle for district business without permission from the administration. Before transporting any students, the owner of any private vehicle must provide proof of sufficient liability insurance, current registration and a current Montana driver's license. A driver may only transport the number of students as there are seatbelts in his/her vehicle.

### **34. Transportation To/From a Contests**

#### **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

Transportation of students to and from co-curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior administration approval. Before transporting any students, the owner of any private vehicle must provide proof of sufficient liability insurance, current registration and a current Montana driver's license. A driver may only transport the number of students as there are seatbelts in his/her vehicle.

No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle, or a district-owned vehicle.

### **35. Video Surveillance**

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

The Superintendent will notify staff and students, through staff and student handbooks or by other means, which video surveillance may occur on District property. A notice will also be posted at the main entrance of all District buildings, and on all buses, indicating the use of video surveillance.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

Audio shall not be part of the video recordings made, reviewed, or stored by the District.

### **36. When to Talk to Parents**

Conflict at games is unproductive for all parties involved. Coaches will politely excuse themselves from any conflict and encourage the community member or parent to make an appointment the next available day to meet and discuss any concerns they may have.

### **CLOSING**

This handbook is not inclusive to all of the responsibilities that a coach or advisor has in supervising a student group. Common sense is key. Open lines of communication with students, parents, other coaches, teachers, the Activities Director, and the administration should be a high priority. It takes a lot of organization to be successful. Good luck this year and in your prospective seasons!

# A Fact Sheet for **ATHLETES**

## **WHAT IS A CONCUSSION?**

A concussion is a brain injury that:

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

## **WHAT ARE THE SYMPTOMS OF A CONCUSSION?**

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

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

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.
- **Get a medical checkup.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.

- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

## **HOW CAN I PREVENT A CONCUSSION?**

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

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:
  - > The right equipment for the game, position, or activity
  - > Worn correctly and fit well
  - > Used every time you play

Remember, when in doubt,  
sit them out!  
It's better to miss one game  
than the whole season.

# A Fact Sheet for **PARENT**

## **WHAT IS A CONCUSSION?**

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury

or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

## **WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?**

### **Signs Observed by Parents or Guardians**

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

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily • Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

### **Symptoms Reported by Athlete**

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise

- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

### **HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?**

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

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

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

**1. Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.

**2. Keep your child out of play.** Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

**3. Tell your child's coach about any recent concussion.** Coaches should know if your child had a recent concussion in ANY sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

**Remember, when in doubt, sit them out!  
It's better to miss one game than the whole season.**

## Be Prepared

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

### SIGNS AND SYMPTOMS OF A CONCUSSION

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

## Student-Athlete & Parent/Legal Guardian Concussion Statement

Because of the passage of the Dylan Steigers' Protection of Youth Athletes Act, schools are required to distribute information sheets for the purpose of informing and educating student-athletes and their parents of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. Montana law requires that each year, before beginning practice for an organized activity, a student-athlete and the student-athlete's parent(s)/legal guardian(s) must be given an information sheet, and both parties must sign and return a form acknowledging receipt of the information to an official designated by the school or school district prior to the student-athlete's participation during the designated school year. The law further states that a student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the student-athlete has received a written clearance from a licensed health care provider.

Student-Athlete Name: \_\_\_\_\_

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

Parent/Legal Guardian Name(s): \_\_\_\_\_

We have read the *Student-Athlete & Parent/Legal Guardian Concussion Information Sheet*.

*If true, please check box*

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

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

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

## Accident Report

**This form is to be completed by the appropriate employee(s) as soon as possible after an accident occurs.  
Please Print or Type.**

District Name \_\_\_\_\_ School Name \_\_\_\_\_  
 Principal's Name \_\_\_\_\_ School Phone \_\_\_\_\_  
 Date of Accident: \_\_\_\_\_ Time: \_\_\_\_  AM  PM      Supervising Employee \_\_\_\_\_

Claimant's Name \_\_\_\_\_  
*Last Name*                      *First Name*                      *Middle Initial*

Claimant's Address \_\_\_\_\_  
*City*                                      *State*                                      *ZIP Code*

Claimant's SS # \_\_\_\_\_ Home Phone Number (\_\_\_\_) \_\_\_\_\_  
 Claimant's Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Grade \_\_\_\_\_  
 Parent's Name (if student) \_\_\_\_\_ Work Phone Number (\_\_\_\_) \_\_\_\_\_

<i>Nature of Injury</i>	
<input type="checkbox"/> Scratch	<input type="checkbox"/> Concussion
<input type="checkbox"/> Fracture	<input type="checkbox"/> Head Injury
<input type="checkbox"/> Bruise	<input type="checkbox"/> Sprain/Strain
<input type="checkbox"/> Burn	<input type="checkbox"/> Cut/Puncture
<input type="checkbox"/> Dislocation	<input type="checkbox"/> Bite
<input type="checkbox"/> Other _____	

<i>Place of Accident</i>	
<input type="checkbox"/> Classroom	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Hallway	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Bathroom	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Stairs
<input type="checkbox"/> Playground	<input type="checkbox"/> Athletic Field
<input type="checkbox"/> Other _____	

<i>Body Part Injured</i>		
<input type="checkbox"/> Ankle	<input type="checkbox"/> Foot	<input type="checkbox"/> Leg
<input type="checkbox"/> Arm	<input type="checkbox"/> Face	<input type="checkbox"/> Nose
<input type="checkbox"/> Back	<input type="checkbox"/> Finger	<input type="checkbox"/> Teeth
<input type="checkbox"/> Neck	<input type="checkbox"/> Hand	<input type="checkbox"/> Wrist
<input type="checkbox"/> Eye	<input type="checkbox"/> Knee	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Other _____		

**Describe accident and injury in detail (attach additional description as necessary):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were efforts made to contact the parent/guardian about the accident?  Yes  No

Was first aid administered?  Yes       No      By whom? \_\_\_\_\_

Was the student  Sent home  Sent to physician  Sent to hospital

Is student covered by Student Accident Insurance?  Yes  No      If "yes," please list Company Name, address, and phone number \_\_\_\_\_

***If medical or hospital treatment was required, please complete the following information. (Attach a copy of medical bills, if available.)***

Name and address of doctor or hospital \_\_\_\_\_

Witnesses (Name, Address, and Phone) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature/Name of Person Completing the Report**

\_\_\_\_\_  
**Date**

**TRANSPORTATION RELEASE OF LIABILITY FORM**

Name of the Activity or Event: \_\_\_\_\_

Date of Activity or Event: \_\_\_\_\_

I, **(PARENT AND/OR GUARDIAN)** \_\_\_\_\_  
HEREBY ASSUME ALL OF THE RISKS AND RESPONSIBILITY OF THE RELEASED  
**STUDENT/ATHLETE** \_\_\_\_\_ FROM THE RESPONSIBILITY AND CARE OF  
PLENTYWOOD SCHOOL.  
DATE: \_\_\_\_\_ TIME SIGNED: \_\_\_\_\_

I, **(PARENT AND/OR GUARDIAN)** \_\_\_\_\_  
HEREBY ASSUME ALL OF THE RISKS AND RESPONSIBILITY OF THE RELEASED  
**STUDENT/ATHLETE** \_\_\_\_\_ FROM THE RESPONSIBILITY AND CARE OF  
PLENTYWOOD SCHOOL.  
DATE: \_\_\_\_\_ TIME SIGNED: \_\_\_\_\_

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DATE: \_\_\_\_\_ TIME SIGNED: \_\_\_\_\_

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**STUDENT/ATHLETE** \_\_\_\_\_ FROM THE RESPONSIBILITY AND CARE OF  
PLENTYWOOD SCHOOL.  
DATE: \_\_\_\_\_ TIME SIGNED: \_\_\_\_\_

I, **(PARENT AND/OR GUARDIAN)** \_\_\_\_\_  
HEREBY ASSUME ALL OF THE RISKS AND RESPONSIBILITY OF THE RELEASED  
**STUDENT/ATHLETE** \_\_\_\_\_ FROM THE RESPONSIBILITY AND CARE OF  
PLENTYWOOD SCHOOL.  
DATE: \_\_\_\_\_ TIME SIGNED: \_\_\_\_\_

**PLENTYWOOD PUBLIC SCHOOLS**

**100 East Laurel Ave.**

**Plentywood, MT 59254**

**Robert Pedersen, Superintendent**

**To: Parents of Plentywood School Activities Program Participants Grades 5-12**

Because of reluctance of doctors and emergency rooms at hospitals to treat minors without parents present, we would ask that you complete this form which would permit treatment of your son/daughter in your absence. **ALL students who ride on an activity bus for ANY activity, not just sports, are now required to have this form completed at the beginning of the school year.** Thank you.

Robert Pedersen  
Superintendent

I \_\_\_\_\_ give representatives of the Plentywood School permission  
(Parent/Guardian)

to authorize emergency medical treatment for:

\_\_\_\_\_. Child's Grade \_\_\_\_\_  
(Child's Name)

\_\_\_\_\_  
Parent/Guardian Signature Phone Number

Family Doctor: \_\_\_\_\_ Doctor Phone number: \_\_\_\_\_

Any Medications: \_\_\_\_\_

Allergies: \_\_\_\_\_

Any medical allergies: \_\_\_\_\_

Alternate Family contact: \_\_\_\_\_ Phone number: \_\_\_\_\_

\_\_\_\_\_  
Date

**\*\*\*PLEASE RETURN COMPLETE SHEET\*\*\***

2022-2023