



**Helena Public Schools**

2018-2019

**Student / Parent**

**Activities Handbook**

Mr. Tim McMahon

District Activities Administrator

815 Front Street

406-324-2107

**Note:** Policies and procedures in the handbook are subject to revision at any time due to changes in Board Policy, Administrative Procedure or state statute.



## **Mission**

The mission of HPS Activities is to provide an educational opportunity for student to progressively grow in a variety of activities so they can become lifelong participants and spectators.

## **Beliefs**

1. We believe in taking care of people and our programs.
2. We believe in an activity program that balances the rigor of academics with activities.
3. We believe that activities teach us to balance obligations and prioritize tasks.
4. We believe in multi-activity participation and realize tradeoffs exist when conflicts arise.
5. We believe that participation enhances leadership skills, relationships and maturity.
6. We believe in the highest standards of sportsmanship.
7. We believe in conducting oneself in an ethical manner.

8. We believe that activities should challenge students to push themselves to their potential.
9. We believe in respecting diversity among people.
10. We believe in providing skills to properly handle adversity and success.
11. We believe that activities will develop loyalty, cooperation, fair play and other desirable social traits.
12. We believe in promoting a positive image of the Helena Public Schools for our community.
13. We believe each program should be committed to striving for excellence.

## **INTRODUCTION**

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

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

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

## **HIGH SCHOOL ACTIVITIES PHILOSOPHY**

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

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

All students are encouraged to participate in co-curricular and extracurricular activities. Many of these programs do not limit the number of participants but

there are some extracurricular activities that do limit the number of participants. Those students who try out for an activity but do not make the team are encouraged to seek other opportunities provided by the Helena School community.

## **ACTIVITY OFFERINGS**

Student activity offerings at each high school may vary depending on student interests, facilities, budget, and availability of qualified sponsors.

**Montana High School Association sanctioned activities include all levels of the following:**

**Basketball, Softball, Soccer, Cross Country, Swimming, Tennis, Track, Football, Volleyball, Golf, Wrestling, +Student Government, +DECA, +VICA, +Plymouth Troubleshooters, +Skills USA, +Speech, +Annual, +Newspaper, +BPA, +\*Band, +\*Chorus, +\*Orchestra, +\*Drama, +Cheerleading, and +Drill Team**

## **ELIGIBILITY**

### **DEFINITION OF PARTICIPATION**

To try out, practice, or compete with a school team; to act as an officer in a school district approved organization; to take part in team activities.

### **ELIGIBILITY**

To participate, a high school athlete must meet Montana High School Association rules and comply with all relevant Helena Public Schools policies and regulations. All rules and regulations of the Montana High School Association (MHSA) may be found in the MHSA Handbook at [www.mhsa.org](http://www.mhsa.org).

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

Enrollment/Attendance Rule – To be eligible to participate in an MHSA-sponsored event, a student must be regularly enrolled in school, must be in regular attendance from the enrollment date and must have received a passing grade in at least four (4) classes.

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

Ejection Rule – If a student, coach or advisor is ejected from an MHSA competition for unsportsmanlike conduct, they will not be eligible to participate for the remainder of the event and will be suspended for the next regularly scheduled or rescheduled event at that level of competition and all

other games/meets in the interim at any level of competition. A second violation will result in a four-competition suspension. The District Activities Administrator may also institute further disciplinary action when considering the severity and frequency of the occurrences.

Homeless Students - No policy or administrative regulation of the Helena Public Schools shall act as a barrier to the enrollment, attendance, or success in school of homeless children and youths to include eligibility for participation in interscholastic activities based on the Transfer/Residency Rule. For further information, please contact the HPS's Federal Programs Administrator who is also the District Homeless Liaison and is located at the May Butler Center, 55 South Rodney, Helena, MT 59601.

## **MEDICAL INFORMATION**

### **PHYSICALS and MEDICAL RELEASE FORMS**

Participation in athletic activities involves risk of serious personal injury. Athletic activities are hazardous and could include such injuries as paralysis, head injuries or possible death. Taking part in such activities is calculated risk-taking on the part of the student athlete and the parent. HPS does not assume financial responsibility for medical, hospital or ambulance expenses incurred because of athletic injuries. Every student trying out for an athletic team must have a completed medical history/physical form on file with the athletic trainer or turned in to the

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

## **CONCUSSIONS**

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

Prior to practicing or participating in any organized athletic activities during each school year, the student and the student's parent or guardian must review and sign the Student-Athlete & Parent/Legal Guardian Concussion Statement.

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

An athletic trainer, coach, or official shall remove a youth athlete from participation in any organized youth athletic activities at the time the youth athlete exhibits signs, symptoms, or behaviors consistent with a concussion. Once removed, the youth athlete

may not return to the organized youth athletic activity until the youth athlete no longer exhibits signs, symptoms, or behaviors consistent with a concussion and has received an evaluation and written clearance from a licensed health care professional that the youth athlete has been evaluated and is capable of safely resuming participation.

## **CONDUCT**

### **RULES OF CONDUCT**

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

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

Students who engage in misconduct off of school property or outside of the school day may be subject to discipline by school authorities under certain circumstances. One of those circumstances is when students choose to participate in extra or co-curricular activities. In addition to the Student Code of Conduct in the individual building Student Handbooks, all students who voluntarily participate in District sponsored activity agree to abide by this Athletic Code of Conduct throughout the year in which the student participates in the activity. The Code is not a complete list of unacceptable conduct by students. HPS student athletes/activity participants are considered to be role models and expected to act accordingly during their high school career.

Any student athlete/activity participant whose conduct is found to be a discredit or to cause unfavorable notoriety to the athlete / activity participant, team or the Helena Public Schools and which results in a suspension shall be subject to non-participation in the sport or activity for the length of the suspension as determined by the Principal or Assistant Principal.

### **Academic Standards**

Students who wish to participate in a sport or activity must be passing 4 credit bearing courses.

### **Behavior and Citizenship**

1. Alcohol, Drugs and Tobacco are strictly prohibited. The possession, use, consumption, distribution, purchase, sale or manufacture of, or any other improper or unlawful involvement of any kind or description with illegal drugs, controlled substances, alcohol or alcoholic beverages, anabolic or androgenic steroids, tobacco, tobacco products, E-cigarettes, Vapor Pens, or facsimiles, “look-alike” drugs, drug paraphernalia, or substances or products that mask or tamper with any of these, is strictly prohibited. Also, prohibited is the distribution, abuse or misuse of over the counter medications or prescription drugs, or other chemicals or substances.

2. Hazing and/or initiation are strictly prohibited. Hazing means a behavior or pattern of behavior directed at one or more specific individuals which persecutes, harasses, humiliates, degrades, or endangers the physical safety of an individual. Hazing includes, but is not limited to, any coerced or involuntary activity by team members toward other existing or potential team members that subjects the team members to an unreasonable risk of harm or that adversely affects their mental or physical health, safety or welfare. An initiation is a ceremony, ritual, test or activity with which a group admits a new member.

3. Students who commit any other behavior that displays poor citizenship in the judgment of the Principal or District Activities Administrator, whether it occurs on or off school property, whether it occurs during the school day, and whether a student is

involved in activities at the time of the offense, may also lose their privilege to participate. This includes activity on social media.

### **Building/Community Standards**

All HPS students are also responsible for complying with the rules in the HPS Student Handbook.

Depending on the situation, an athlete/activity participant may face consequences under both the Activity Code and the Student Code of Conduct. If a student is disciplined for a violation of the HPS Student Handbook, the District Activities Administrator will be notified. A conference between the District Activities Administrator and the student will be conducted to determine if there are any Athletic Code violations and consequences, if any.

### **ATTENDANCE**

Students must attend the entire school day to be eligible to participate in a practice or competition on the same day or a day prior to an event scheduled on a non-school day. Students who miss part of a school day for a verified reason (doctor's appointment, family emergency, funerals, etc.) will be allowed to participate provided that a parent notifies the Principal's office prior to, or the same day of, the absence.

### **EXTRA / CO-CURRICULAR ACTIVITIES PROCEDURE REGARDING ALCOHOL, TOBACCO, TOBACCO INNOVATIONS AND**

## **OTHER DRUG USE / POSSESSION & GENERAL CODE OF CONDUCT**

Allegations of violations of the Extra / Co-Curricular Activities Procedure Regarding Alcohol, Tobacco, Tobacco Innovations and Other Drug Use/Possession & General Code of Conduct will be investigated by the building principal or assistant principal. The student will be informed of the allegations and provided the opportunity to respond to the allegations. If a determination is made by the Principal and/or District Activities Administrator, using the preponderance of the evidence standard, that a violation of the Extra / Co-Curricular Activities Procedure Regarding Alcohol, Tobacco, Tobacco Innovations and Other Drug Use/Possession & General Code of Conduct occurred, the student will be notified of that determination and of the proposed consequence for the violation of the Extra / Co-Curricular Activities Procedure Regarding Alcohol, Tobacco, Tobacco Innovations and Other Drug Use/Possession & General Code of Conduct.

Students participating in school sponsored activities assume a responsibility to fellow students, the district, and the community to be law-abiding citizens.

The administration shall place limits, up to and including restricting a student from participating in school sponsored activities or being awarded school honors, if a student is found by school officials to have violated Board Policy or committed an act prohibited by state or federal law.

**Board Policy 3066 – Obligation of Students Participating in School Sponsored Activities.**

An appeal process will be available to all students under the District’s “Uniform Grievance Policy”.

**Board Policy 1085 – Uniform Grievance Procedure.**

Helena School District No. 1 recognizes the use of alcohol, tobacco, other drugs and drug paraphernalia as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. Coaches and advisors of activities have a unique opportunity to observe, confront and assist young people. Helena School District No. 1 will make available at parent’s expense education and awareness training in chemical and tobacco use issues for students who are in violation of its chemical and tobacco use regulations. The importance of the parent/guardian as the primary role model in the education and guidance of their children concerning alcohol, tobacco and other drugs is recognized and emphasized by Helena School District personnel.

In addition, schools are an integral part of the community and must confirm and support existing state and local laws which prohibit the use of alcohol, tobacco, other drugs and drug paraphernalia by youth. Federal law requires schools to have consistent alcohol, tobacco and other drug policies that give a strong no-use message to all youth.

Students who participate in extra/co-curricular activities must be willing to make the commitment to adhere to the regulations that govern these activities.

Therefore, middle school and high school students who participate in District extra/co-curricular activities are subject to all District no-use regulations, conditions and consequences.

Regulations - During the school year and the season of practice, play or rehearsal a student shall not:

(1) Use, possess, buy, sell, or distribute alcohol, tobacco, unlawful drugs, controlled substances, hallucinogens, inhalants or drug paraphernalia. (It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor that is being used in the prescribed manner).

(2) Students participating in school sponsored activities assume a responsibility to fellow students, the district, and the community to be law-abiding citizens.

### **Duration**

Except where otherwise stated, these regulations are in effect from the date of the first practice for fall activities, through the academic school year and include any school sponsored activity that extends beyond the academic school year. Violations will be cumulative from the first day of the activity involvement throughout the student's participation as

a freshman, sophomore, junior and senior until graduation from Helena School District No.1. A student's suspension from an extracurricular activity may also adversely affect other areas upon return. Upon return from any suspension, the coach or sponsor will determine varsity letter, playing time, starting position, performance role; and offices held in groups. All unserved suspensions occurring at the end of the school year will be served the following school year commencing on the first day of the MHSAA fall season.

### **Disciplinary Procedures: Investigation and Appeal**

Any determination that a violation of these regulations has occurred will be made only after a meeting is held with the student and he or she is presented with the information indicating that a violation has occurred. The student must be afforded the opportunity to provide information in response. If a determination is made following that meeting that a violation has occurred, the student will be notified of that determination and of the consequences of that determination. Any determination that results in consequences being administered as per these regulations will be provided to the affected student in writing. If a student disagrees with a determination made by the building administration under these regulations, the student may seek review of that decision by the District Activities Administrator, and may secure further review of the determination by the District Superintendent and Board of Trustees

according to the procedure outlined in the Uniform Complaint Policy.

First Violation: The student will be:

- Required to register for and complete a district-approved education course at his/her parent's expense; and
- Temporarily suspended from competing or performing in extra/co-curricular activities for a period of thirty-four [34] calendar days. If a student self-reports a violation to the Activity Leader or designee, the temporary suspension period will be reduced to twenty (20) calendar days.
- Suspended from team practices for up to five (5) days following notification.

In either situation, the student must (1) provide appropriate proof of completion of the education component outlined above; (2) continue to attend and participate in activity practices during the temporary period of suspension; and (3) complete a team/activity service as determined by the administrator and activity leader. The student's return to full participation in the activity is conditioned on fulfilling all of the requirements set forth above.

Second Violation: The student will be:

- Required to register for and complete a district-approved chemical assessment program at his/her parent's expense; and
- Temporarily suspended from competing or performing in extra/co-curricular activities for a period of sixty [60] calendar days. If a student self-reports a violation to the Activity Leader or designee, the temporary suspension period will be reduced to fifty (50) calendar days.
- Suspended from team practices for up to five (5) days following notification.

In either situation, the student must (1) provide appropriate proof of completion of the assessment component outlined above; (2) continue to attend and participate in activity practices during the period of temporary suspension; and (3) complete a team/activity service as determined by the administrator and activity leader. The student's return to full participation in the activity is conditioned on fulfilling the requirements set forth above.

Third Violation: The student will be deemed ineligible for participation in activities for a period of one calendar year. The student may, however, submit a petition to the District Superintendent no sooner than ninety (90) days after the incident requesting that he or she to be allowed to re-enroll in activities. Such a request must be accompanied by (1) a post-incident chemical dependency evaluation conducted by a licensed chemical dependency counselor and (2) a demonstration that all recommendations made in the

assessment are being or have been satisfactorily met. The District Superintendent has the discretion to grant or deny the request based on his/her consideration of the relevant circumstances. The Superintendent's decision may be appealed to the Board of Trustees as outlined in the Uniform Complaint Procedure.

#### Extra / Co-Curricular Activities – All Levels

Basketball, Softball, Soccer, Cross Country, Swimming, Tennis, Track, Football, Volleyball, Golf, Wrestling, +Student Government, +DECA, +VICA, +Plymouth Troubleshooters, +Skills USA, +Speech, +Annual, +Newspaper, +BPA, +\*Band, +\*Chorus, +\*Orchestra, +\*Drama, +Cheerleading, and +Drill Team.

+Because these are yearlong programs the suspension will coincide with the MHS A Fall, Winter Spring calendar.

\*All performances outside of the school day are affected. For the purpose of these regulations a student who misses one or more grade-related music event or performance will have the opportunity to make up the portion of the grade which is related to the events or performances.

Calendar days begin on the first day of fall practice and end the last day of school.

The activity seasons are outlined below:

- Fall - Start of Golf practice to State Football Championship
- Winter -Start of Wrestling practice to State Basketball Championship
- Spring - Start of Spring Sports Practice to last day of school for students

### **Travel**

Students are subject to the full direction and authority of the coach or advisor while involved in activity travel. All school regulations concerning student behavior are in effect during activity trips.

### **SPORTSMANSHIP**

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

1. Be supportive of all athletes, team members, coaches and officials.
2. Accept the decision of officials without dispute.
3. Recognize and show appreciation for the fine play of your opponent.

4. Cheer for your team, not against the opponent.
5. Don't allow negative sportsmanship by your opponent to become an excuse to do the same.

Displays of unsportsmanlike conduct may result in sanctions against the team, player(s), coach(es), or fans up to and including ejection from events or limitations on participation.

## **PARENT/COACH RELATIONS**

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

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

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

### Communication Coaches/Activity Sponsors Expect from Students:

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

### Appropriate Concerns to Discuss with Coaches/Activity Sponsors

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

### Issues NOT Appropriate to Discuss with Coaches

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other students.

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

## **COMPLAINT PROCEDURE**

If you have a concern, please discuss the issue with your student first. If you still have concerns that you want to discuss with the coach/activity sponsor, you must follow this procedure:

1. Call the coach/activity sponsor to set up an appointment.
2. If the coach/activity sponsor cannot be reached, call the District Activities Administrator, Tim McMahon, and the meeting will be set up for you.
3. Please give yourself time to understand your concern before approaching a coach/activity sponsor. Attempting to confront a coach/activity sponsor before or after a contest or practice is not an ideal time.

If your concern is not resolved by meeting with the coach/activity sponsor, you must follow this procedure:

1. The parent and/or student should discuss the situation with the Principal or Assistant Principal informally in an attempt to resolve the situation.

2. If the parent and/or student wish to make a formal complaint, it must be put in writing, with a copy provided to the coach/activity sponsor, building principal and District Activities Administrator.

3. The District Activities Administrator will investigate the complaint and document the results of the investigation in writing. A summary of the findings of the investigation will be provided to all parties.

4. If the formal complaint is not satisfactorily resolved by the District Activities Administrator, the parent and/or student may appeal in writing to the Assistant Superintendent. The Assistant Superintendent will meet with the parties and issue a written decision regarding the appeal.

5. If the formal complaint is not satisfactorily resolved at this level, the parent and/or student may appeal to the Superintendent, or his designee, in writing. The Superintendent or designee will review the written documentation and issue a written decision. The decision of the Superintendent is final.

## **STUDENT TRAVEL GUIDELINES**

### **TRANSPORTATION**

Whenever ground transportation is required for 10 or more occupants in a single vehicle, students must be transported in a school bus. HPS will use a combination of District-owned buses, transportation contractor-owned busses, and chartered busses to

perform the over the road transportation needs of the District. Private vehicles are not to be used for transportation of District student participants to and from District sanctioned activities unless approved by the Administration.

1. Students wishing to travel home from an event with a parent or guardian must sign out with the coach prior to leaving the event.
2. Students wishing to travel home from an event with an adult other than a parent or guardian (e.g. grandparent, aunt, uncle) must have prior written permission from the principal.
3. In rare instances when students need to travel to an event with a parent or guardian **PRIOR** written permission must be provided to the building principal.

## **MEALS**

HPS does not pay for student meals during activity trips. Students will be told in advance, by the coach/activity sponsor, how much money the student should bring for meals, where they will be eating and how many meals are involved. Students are responsible for bringing their own money and are responsible for their own money. Students qualifying for the free or reduced lunch program can be funded for meals on trips. Students are responsible for contacting the head coach to receive funds before each trip.

## **OVERNIGHT TRIPS**

A “field trip” occurs when students leave school grounds for an educational purpose. It is a student trip for the purpose of curriculum related study (part of the classroom educational experience), MHSA interscholastic athletics, co-curricular activities, outdoor education, or part of a school-sponsored club.

Types of field trips include:

- Day field trips
- Recurring field trips (same activity over and over on regular basis, such as a choir or sports games)
- Field trips with special hazards:
  - near water or involving swimming or boating
  - in remote locations/hiking
  - involving animals (farms, zoos, riding animals, etc.)
  - involving outdoor education
- Extended field trips - overnight field trips or out of area (over 50 miles)
- Out of country field trips

**Guidelines for day field trips:**

Pursuant to Board Policy 2075, building principals have developed procedures for field trips. Prior to each field trip, the teacher or sponsor will fill out and submit the Field Trip Approval Form. Students will take home, and must return signed, a Field Trip Consent Form which describes the field trip and provides general information about the trip. Extracurricular coaches are not required to fill out a Field Trip Approval Form prior to each out of district event, and students participating in extracurricular activities with recurring trips can attend scheduled events without the completion of a Field Trip Consent Form.

In addition, each volunteer chaperone will be provided with the District's Guidelines for Volunteer Field Trip Chaperones. The supervising staff member will provide each volunteer with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures.

### **Guidelines for overnight, out-of-state, or out-of-country overnight field trips:**

#### **Purpose:**

The purpose of overnight, out-of-state or out-of-country field trip needs to be curriculum related, educationally sound, and improve student achievement.

1. Travel requests must be submitted first to the Principal and then the Superintendent for approval prior to any planning. The request must be submitted on: Student Field Trip Request Form 2075F-1 form and supporting documents (defined on form) must be attached.
2. The proposal/request must have strong support from the building principal, teachers, parents/guardians, and students.
3. The proposal must include a statement of assurance regarding adequate liability insurance to protect the School District, School Board Members, chaperones, teachers and students.
4. The total number of school days missed must be included in the written proposal.
5. Proposals for overnight, out-of-state or out-of-country overnight field trips should include financial information, including the cost to the class, club, department or organization, and the projected cost to the School District and the individual student. Fundraising drives to defray costs must be pre-approved by the Principal.
6. The specific proposal will include the names and numbers of students, names of chaperones, the itineraries, and a breakdown of the estimated cost.
7. Following an extended overnight, out-of-state, or out-of-country overnight trip the instructor and students may be requested to make a presentation at a

School Board meeting upon their return from the field trip.

## **GENERAL INFORMATION**

### **CUT POLICY**

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

### **FUNDRAISING**

1. All fundraising efforts to support a team, club, or activity must be approved by the building administrator or designee. An approval form must be submitted. Before giving approval, the administrator or designee will review the purposes of the fundraising effort, how much money will be spent, and the guidelines and directions that will be given to the students regardless of their participation. The administrator or designee may request to meet with the individual(s) submitting the application to gather additional information.
2. If the fundraising project includes the use of student time, it must take place at such times and place as to not unreasonably interfere with the operation of the school or interfere in the student's learning.

3. No rewards or prizes may be offered to groups, classes, or students unless specifically approved by the building administrator.
4. Student participation is voluntary. A student's ability to participate on an athletic team or in a club is not contingent on the student participating in fundraising activities.
5. Sales quotas for students may not be a part of any fundraising effort and students may not be required to pay for any unsold items which are returned to the organization.
6. The parents/guardians of students under the age of 18 must give permission for their students to participate in a fundraising effort before any products or materials are sent home with the student.
7. Fundraising projects must be appropriate for the public school environment and age of the students involved.
8. Fundraising projects may include the following:

This list is not exhaustive. All fundraising projects, regardless of type, must be approved by building administrators prior to commencement of the activity. No project is guaranteed approval, even if it falls within the categories described above.

## **Support of Athletic Teams:**

All expenditures by a school support organization in support of athletic teams must be done in conformance with gender equity requirements of Title IX and the Ridgeway Settlement Agreement. MHSA permits the following expenditures, with approval of the District:

- The purchase of merchandise (travel shirts, jackets, shooting shirts, etc.) for an athletic team where the District maintains ownership of the merchandise. Merchandise may be checked-out to students during the athletic season but must be returned to the District at the end of the season. A student who does not return merchandise purchased with money donated by a school support organization at the end of the athletic season will be billed for that item. MHSA does not permit a school support organization to purchase merchandise for students to keep.
- The purchase of meals for students while traveling during regular season and/or the post-season. In no event, however, shall any cash be distributed directly to students for the purchase of such meals or for any other reason.
- The school support organization may, with prior approval of the building administrator or District Activities Administrator, conduct fundraisers that allow students to voluntarily earn money to use to purchase personal merchandise.

- Only students who actually work may be compensated and the compensation must be commensurate with the work completed (i.e., number of cars washed, number of discount cards sold) or with the number of hours worked.
- No school support organization shall donate money to sponsor or finance any student's participation in a specialized camp or invitational tournament.
- School support organizations shall not directly compensate any District employees or volunteers (whether as advisors or coaches) with the payment of money or goods for their service to an athletic team or school club.
- Money donated by a school support organization shall not be used for the purchase of alcoholic beverages or tobacco products.

## **LETTERING REQUIREMENTS**

As student who successfully completes an activity and meets the specific program's lettering requirements will be a given a letter and pin. An actual letter will be issued for a student's first letter and certificates and pins thereafter.

