

# BRIDGER SCHOOLS



## ACTIVITY HANDBOOK 2008-2009

## **MHSA RULES AND REGULATIONS**

All **Rules and Regulations of the Montana High School Association** may be found in the **MHSA Handbook** for the current year.

**Enrollment/Attendance:** To be eligible to participate in a MHSA contest, a student must be in regular attendance from the enrollment date, must be enrolled and receiving a passing grade in at least 20 periods per week of prepared class work at the school where the student participates. A student is considered officially enrolled after twenty (20) days of attendance in that school.

**Age Rule:** A student is not eligible for MHSA sponsored events if h/she turns nineteen (19) years of age before midnight, August 31, preceding that school year. The age rule applies to athletics only.

**Transfer Rule:** Any student who transfers from one high school to another high school is ineligible to participate in a varsity association contest for ninety (90) pupil instruction days from the date of enrollment in the school for which he/she participates in an athletic contest while enrolled in Grades 9, 10, 11 and 12, except the following students who may be declared eligible:

1. A student who moves into a new district of school attendance are upon a corresponding change of residence by the parent(s) or legal guardian(s) with whom the student was living during his/her previous school enrollment.
2. A student who is a ward of the court or state and is placed in a district or school attendance area by court order.
3. Students transferring from one high school to another under any Bona Fide Foreign Exchange Program will be eligible for two (2) consecutive semesters only, after the superintendent properly certifies that they meet all eligibility requirements.
4. A student who marries and establishes a new residence in a new district or school attendance area.
5. A student who transfers to another school because his/her school ceases to operate.
6. A student in attendance at a school designated by the governing body of that school as a result of reorganization, consolidation or annexation or a student ordered transferred within a school system, for other than interscholastic competition purposes, by a board of education or the governing body of a private or parochial school system.
7. A student who competes in last grade available in the school system previously attended.
8. A student who moves from parent to parent or legal guardian to legal guardian the first time in his/her school career will be eligible upon verification to the MHSA office that this is the first move and certified by the administrators involved that the move was neither athletically motivated nor was the move because of recruitment.

## **EXTRACURRICULAR TRAINING RULES**

**DURATION OF THE POLICY:** The following is in effect each school year from the date of the first practice or the first day of school, whichever comes first until the last day of school or the State Track Meet, whichever is later. Students are subject to these training rules during the **entire** school year, whether they are in an activity or not. Although the policy is not officially in effect during the summer, parents and students should be aware that the school strongly discourages the use of prohibited substances during this time.

**CONTROLLED SUBSTANCES:** A student who is or will be involved with an extracurricular activity, he/she shall not use or consume, be in possession of, buy, sell or give away any controlled substance including alcohol, tobacco, narcotics, drugs or other intoxicants. A student will not attend any events where controlled substances are being used i.e. house parties, keggars, parties, etc. A student upon arrival at an event where controlled substances are being **used**, must leave the premises **immediately** or will be considered guilty by association. 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. Coaches and the administration will investigate reports of violations under the following circumstances: 1) if a teacher, coach or school personnel suspects a violation from first hand observation. (Not rumor). 2) if law enforcement officials should issue a citation. (You do not have to be found guilty by the court system). 3) if the student's parent or guardian informs the school of a violation by their child.

**FIRST OFFENSE:** Participants will be ineligible to compete in any games or contests for twenty (20) calendar days. If the student is not in a sport at the time of the violation, the twenty (20) calendar days must be served during the next sport in which the student chooses to participate. In addition to the suspensions, students must complete a FOCUS meeting with the counselor and building administrator before becoming eligible. The suspensions will start immediately and run consecutively following the date of the disciplinary action. This portion of the policy is given only once in the career of the student extending from grades 6-8 and 9-12. If the student has previously violated the Extracurricular Training Rules in the previous years, they will automatically go to the additional offense.

**ANY ADDITIONAL OFFENSES:** Participants will be suspended from all games, practices, or contests for the remainder of that activity. They will also be ineligible to compete in any games or contests twenty (20) calendar days of the next sport they choose to participate in. In addition to the suspension, the student must complete a FOCUS meeting with the counselor and building administrator. The FOCUS team will then make a recommendation to the parents on further actions concerning the student.

**NOTE:** The above controlled substance policy includes minimum disciplinary actions. Each coach/program may incorporate further actions.

**SUSPENSION RULES FOR ACTIVITY: (adopted 9-17-02 mtg. of Bridger School Board):** A student who is suspended from an activity **MAY NOT** ride the activity bus to an event, in which any school time would be missed. The student may not dress-out for the event but student may sit on the bench at the coaches/program discretion.

**HONESTY CLAUSE:** If the student turns herself/himself in for violating the substance abuse policy, for the **first** offense, he/she will be ineligible to compete in a **MINIMUM** of two (2) basketball games, two (2) volleyball competitive contests, one (1) football game, or one (1) track meet. A tournament counts as two (2) games. Suspension beyond the two game minimum will be at the discretion of the school board.

The "Honesty Clause" will **NOT** apply if a ticket has been issued. When a ticket is issued, the student automatically goes to the "first offense", if this is the first offense. If the ticket is later dismissed, the action taken may be appealed to the board.

**CURFEW:** During any time that a student is involved with an extracurricular activity, he/she shall abide by the set curfew of 10:00pm on week nights (Sunday-Thursday) and 12:00pm on the weekends (Friday, Saturday). Curfew times may be set earlier at the discretion of the coach/sponsor.

**FIRST OFFENSE:** Warning.

**SECOND OFFENSE:** One game or contest suspension.

**THIRD OFFENSE:** One week suspension from games or contests.

**ACCUMULATION OF VIOLATIONS:**

Violations will be cumulative from the student's first day of participation in any extracurricular activity. Violations accumulate in grades 5-8 and 9-12. Violations incurred in grades 5-8 will not follow a student to high school.

**GRIEVANCE PROCEDURES:**

In an effort to ensure that problems/complaints are processed and resolved expeditiously, Bridger Schools has the following procedures. (Bridger Policy 3215) (Also see Professional Agreement)

**STEP ONE-**

The student, parent/guardian or employee of the district shall take the problem/complaint to the teacher or counselor to be resolved.

**STEP TWO-**

In the event the person feels that his/her problem/complaint has not been resolved, it shall be taken to the administrator for resolution.

**STEP THREE-**

Should the student, parent/guardian or employee still feel that the complaint has not been resolved after taking Steps 1 and 2, a grievance may be filed with the Superintendent within five (5) working days from when the problem/event occurred or the person submitting the grievance becoming aware of the occurrence. The grievance shall be submitted in writing and state:

1. Nature of grievance (problem/complaint);
2. Remedy requested (what action is to be taken for resolution)
3. Signature of person submitting the grievance

Within (5) working days from the time the superintendent receives the grievance, a meeting of the involved parties shall be set. All parties shall attend that

meeting. The meeting will be documented, and the minutes approved by the person with the grievance and the superintendent. A copy of the minutes will be each person in attendance. The superintendent will render a decision in writing within five (5) working days after the close of the meeting.

#### **STEP FOUR-**

Any person not satisfied with the disposition of his/her grievance by the superintendent may present that grievance to the Board of Trustees in writing. The documentation must be filed with the school clerk or chairperson of the Board within five (5) working days after the superintendent's decision is rendered. It should contain:

1. Nature of the grievance;
2. Summary of what has transpired to date;
3. What specific action the Board is being asked to take;
4. Copies of meeting minutes and any other documentation relating to the grievance. All parties may be in attendance.

The Board shall report its decision in writing, to the involved parties within ten (10) working days.

#### **BASIC RIGHTS**

At all steps of the grievance process, the following is applicable:

Each party shall have the right to representation, to present witnesses and evidence and to question opposing witnesses.

Intimidation or retaliation of any kind is prohibited.

Grievances should be processed as rapidly as possible, and the number of days indicated at each level should be considered a maximum. The time limits specified may, however, be extended by mutual agreement. In the event a grievance is filed at such time that it cannot be processed through all the steps by the end of the school year, the time limits set forth herein shall be reduced so that the grievance procedure may be resolved prior to the end of the school year or as soon thereafter as is practical.

#### **ELIGIBILITY**

The Bridger School Board desires having students succeed academically and having students participate in extra-curricular activities. The Montana High School Association eligibility policy will be followed. (By-laws Article II Section 3- Academic Eligibility Handbook). In addition the Bridger School Board sets the following policy for grades 5-12:

1. Student's grades 5-12 must maintain their grades (cumulative grade for each class) with no more than two D's and no F's per week to remain eligible.
2. Student's grades will be figured with each student suffering no penalty for the first week of ineligibility (grace period). Second and any further offense will result in the student not being allowed to participate in any extra-curricular activity for a one-week period following the ineligibility.

As a point of clarification the Board feels that in all fairness to the coaches and sponsors, grades will be checked on Fridays and those ineligible students will be allowed to participate Friday and Saturday, but will then adhere to the penalties for their particular activity.

Records will be kept on all students and only one grace period per school year will be allowed. Every Friday the school administration or designee will prepare a list of

those students not meeting the standards of this policy from a report of students currently receiving “D” or “F” provided by each teacher.

3. Every student will begin anew each fall, with past grades left behind.
4. Any student ineligible at the end of a quarter will miss the next two weeks of participation in activities.
5. All students will be allowed to attend practice and local meetings at all times.
6. No ineligible student will be allowed to ride the bus for away trips in which any school time will be missed. The student may not dress-out but may sit on the bench at coach's /program discretion.
7. When a student is ineligible three (3) or more consecutive times, he/she will not practice or attend meetings until he/she becomes eligible.
8. Students who have been absent for any part of the day on the day of an extracurricular activity or practice will not be permitted to participate in that event. Exceptions may be made by the Superintendent.
- 9..In case of medical/dental appointment/emergency, coaches/sponsors must receive a medical release stating the playing status of the participant.

### **Bridger School District Extra Curricular Meal Plan**

#### **Girls Volleyball will receive the following meals.**

- Regular season matches: No meals provided.
- Regular season tournaments: 1 Meal with an allowance of \$10.00/person. Coolers or sack lunches may be provided through the school cafeteria at the discretion of the coach or program. Each coach or program is responsible for contacting the cafeteria a minimum of 3 days prior to event.
- Post season Tournaments: *Overnight* trips will include 3 meals/day and/or meals for each “meal time” away from Bridger.  
*Day* trips that include 1 match for tournaments will have no meal provided except teams will have 1 meal provided for them at 170% of the single meal allowance after their final performance of the season.  
*Day* trips that include more than 1match for tournaments will have 1 meal provided for them and/or snack coolers upon coaches request.

#### **Football will receive the following meals.**

- Regular season games: No meals with the exception of games requiring more than 8 hours away from Bridger there will be 1 meal provided and *Overnight* trips will include 3 meals/day and/or meals for each “meal time” away from Bridger. Meals will have an allowance of \$10.00/person. Coolers or sack lunches may also be provided through the school cafeteria at the discretion of the coach or program. Each coach or program is responsible for contacting the cafeteria a minimum of 3 days prior to event.
- Post season games: 1 meal provided for all away games to include one meal at 170% of the single meal allowance after final performance of season.  
*Overnight* trips will include 3 meals/day and/or meals for each “meal time” away from Bridger.

#### **Girls and Boys Basketball will receive the following meals.**

- Regular season games: No meals. Coolers or sack lunches may be provided through the school cafeteria at the discretion of the coach or program. Each coach or program is responsible for contacting the cafeteria a minimum of 3 days prior to event.

Post season Tournaments: *Overnight* trips will include 3 meals/day and/or meals for each “meal time” away from Bridger.  
*Day* trips that include 1 game for tournaments will have no meal provided except teams will have 1 meal provided for them at 170% of the single meal allowance after their final performance of the season.  
*Day* trips that include more than 1 game for tournaments will have 1 meal provided for them and/or snack coolers upon coaches request.

**Cheerleaders will receive the same meal plan as basketball teams. (Post Season Only)**

**Track will receive the following meals.**

Regular season meets: No meals. Coolers or sack lunches may be provided through the school cafeteria at the discretion of the coach or program. Each coach or program is responsible for contacting the cafeteria a minimum of 3 days prior to event.

Post season Meets: *Overnight* trips will include 3 meals/day and/or meals for each “meal time” away from Bridger, except teams will have 1 meal provided for them at 170% of the single meal allowance after their final performance of the season.  
*Day* trips for post season meets will have 1 meal provided for them or snack coolers upon coaches request.

**Pep Band will receive the following meals.**

Regular season games: No meals provided.

Post season games: *Day* trips over 8 hours and *Overnight* trips will have 1 meal provided per day.

Coolers or sack lunches may be provided through the school cafeteria at the discretion of the coach or program. Each coach or program is responsible for contacting the cafeteria a minimum of 3 days prior to event.

**Allowances for meals are as follows:**

Single meal allowance:	\$10.00	Breakfast	\$6.00
		Lunch	\$8.00
		Dinner	<u>\$10.00</u>
		Daily Allowance	\$24.00

\*Day trip is concluded at end of last game or match plus the return travel time.

\*Note that all meals that teams choose to pay for on their own or skip in which the school district was scheduled to provide, that

budget may be added into one of the other meals for that day.

\*These guidelines are maximum allowances for meals, plans may vary at coach’s/program discretion.

## **THE FUNDAMENTALS OF SPORTSMANSHIP**

### **I. GAIN AN UNDERSTANDING AND APPRECIATION FOR THE RULES OF THE CONTEST.**

The necessity to be well-informed is essential. Know the rules. The spirit of GOOD SPORTSMANSHIP depends on conformance to a rule's intent as well as to the letter of a given rule.

### **II. EXERCISE REPRESENTATIVE BEHAVIOR AT ALL TIMES.**

A prerequisite to good sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior which is representative of a sound value. A proper perspective must be maintained if the educational values are to be realized. **Your behavior influences others whether you are aware of it or not.**

### **III. RECOGNIZE AND APPRECIATE SKILLED PERFORMANCES REGARDLESS OF AFFILIATION.**

Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents GOOD SPORTSMANSHIP but reflects a true awareness of the same by recognizing and acknowledging quality.

### **IV. EXHIBIT RESPECT FOR THE OFFICIALS.**

The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contests are a part of the game. We should not rationalize our own poor or unsuccessful performance **or** behavior by placing responsibility on an official. The rule of GOOD SPORTSMANSHIP is to accept and abide by the decision made.

### **V. DISPLAY OPENLY A RESPECT FOR THE OPPONENT AT ALL TIMES.**

Opponents are guests and should be treated cordially, provided with the best accommodations and accorded tolerance at **all** times. Be a positive representative for your school, team or family. This fundamental is the "Golden Rule" in action.

### **VI. DISPLAY PRIDE IN YOUR ACTIONS AT EVERY OPPORTUNITY.**

Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, player, coach or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

## **PLAYERS/PARTICIPANT DUTIES**

### **RULES AND REGULATIONS:**

Players/Participants are expected to follow and abide by:

- a. Federal and State Laws

- b. MHSA Rules
- c. Bridger School District Policies
- d. Coach/Sponsor - Rules
  - 1. Coaches will present each participant with a copy of rules for each activity.

**SCHOOL/PERSONAL PROPERTY:**

Players are expected to demonstrate proper care of:

- a. Locker rooms (both at home and away)
- b. Uniforms
- c. Musical instruments
- d. Shop (including tools, etc.)
- e. Classrooms and grounds
- f. Bus

**CONDUCT:**

Players/Participants will show proper respect for:

- a. Authority (coaches, sponsors, officials, administration)
- b. Teammates/Peers/Opponents
- c. Self

**TRAVEL:**

Players/Participants are expected to:

- a. Display impeccable behavior in hotels
- b. Stay together as a group
- c. Obey all bus rules
- d. Ride to and from all games/activities on the bus (unless an emergency). Students are responsible for all repairs and replacement of school equipment and facilities. Damages to other's property (school, motel, restaurant, etc.) IS the responsibility of the student and parent/guardian.

**REMEMBER, YOU ARE REPRESENTING BRIDGER SCHOOLS-  
DO IT WELL!!!**

## **LETTERING REQUIREMENTS AND PARTICIPANT'S CODE**

### **GENERAL:**

1. Comply with the training rules.
2. Complete the season.
3. No person permanently dismissed from the squad for any reason may letter.
4. Exceptions may be made by coach/program.

### **VARSITY FOOTBALL:**

1. Participate (play) in eight (8) quarters of varsity competition.
2. In case of injury, the coach will determine whether or not the athlete letters.

### **VARSITY BASKETBALL:**

1. Participate in half of the regular scheduled season games. In case of a player who hasn't been on the varsity squad and is moved up to the tournament team and he/she participates in at least half the total quarters of tournament play, he/she will qualify for a varsity letter.
2. Lettering or quarter requirements may be waived in the case of injury (or special circumstances), or being a veteran letterman.

### **VARSITY VOLLEYBALL:**

1. \*Same as Varsity Basketball (substitute the term "Matches" for "Games").

### **VARSITY TRACK:**

1. Qualify for Divisional Track Meet or have earned a minimum number of points in meets during the season. The number of points needed to letter will vary with the number of track meets the school is able to schedule. Exceptions may be made by the coaching staff in extreme cases.

### **CHEERLEADING:**

1. A participant must cheer in half of the varsity contests, which may include tournaments.

### **AWARDS:**

1. All participants in sanctioned activities shall receive a certificate of participation.
2. Students lettering for the first time shall receive a certificate, letter, emblem and bar.
3. Students lettering thereafter shall receive a certificate and a bar.

### **PEP BAND AWARDS:**

1. Pep Band members shall receive a felt lyre for participating in Pep Band. One lyre shall be given per band member for the high school years and service bars added for each additional year of high school.

## **EQUITY**

All staff members in the Bridger School's Activities Program are expected to be well-acquainted with the expectations of the MHSAA, Ridgeway and Title IX. School District 2 is committed to following the spirit, as well as the letter of the law regarding sex equity. The spirit of equity, not only with regard to gender, but in all areas, is to be established and maintained in the following areas for programs.

1. Scheduling
2. Practice facilities and "Prime-Time" practice times
3. Uniform purchase and replacement
4. Hiring of coaches
5. Evaluation of coaches
6. Team support (Pep Club, Band Support, Boosters, etc.)
7. Transportation
8. Number of Activities
9. Coaches' pay
10. Meal arrangements
11. Motel accommodations
12. Game and contest facilities
13. Medical and training facilities

In addition to specific equity requirements in athletics, all activities' staff members are expected to be knowledgeable of and sensitive to every form of discrimination, bias, and harassment that may occur on the basis of gender, race, nationality or other factors. We are dealing with students, fellow coaches and teachers, all of whom deserve equal opportunity, treatment and a chance for success. Policies and guidelines contained in this booklet are intended to apply equally to **all** participants.

## **SEXUAL HARASSMENT**

Definitions of Sexual Harassment vary. Here are some examples of sexual harassment: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature" when it is made a condition of employment or of a person's work performance or environment.

"The use of authority to emphasize the sexuality or sexual identity of a student in a manner which prevents or impairs that student's full enjoyment of educational benefits, climate or opportunities."

"Sexually harassing behavior includes the following, when based on gender considerations: sabotaging a person's work or school efforts, assignments or reputation; assigning a person less challenging or responsible duties; unequal application of discipline, rules and performance standards; repeatedly belittling, demeaning or insulting a person."

**THE LAW:** Sexual harassment is against the law. It is illegal in the work place under the Federal Civil Rights Act, Title VII, and in the schools under the Civil Rights Act, Title IX. It is also illegal under state human rights statutes and may also be a criminal offense under state and local assault and child abuse laws.

**SCHOOLS CAN BE SUED FOR SEXUAL HARASSMENT:** In February 1992, the US Supreme Court in Franklin V. Gwinnett County Public Schools ruled that schools can be held liable for monetary damages when it is established that harassing behavior has occurred between students and faculty/staff.

**EXAMPLE OF SEXUAL HARASSMENT:**

Today it is generally accepted that any type of unwelcome conduct directed toward a student or employee because of his or her gender may constitute sexual harassment. This conduct may include unwelcome:

- TOUCHING
- SUGGESTIVE GESTURES OR SOUNDS
- VERBAL COMMENTS
- PRESSURE FOR SEXUAL ACTIVITY
- NAME-CALLING
- SPREADING OF SEXUAL RUMORS

**GRIEVANCES:** For any Title IX or Section 504 grievances, refer to student handbook. Any other grievances refer to school board policy.

**PERMISSION TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES**

Student's Name \_\_\_\_\_ Age \_\_\_\_\_ Birthdate \_\_\_\_\_  
Parent/Guardian's Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_

**I HEREBY GIVE PERMISSION FOR \_\_\_\_\_  
TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES AND AS A  
PARTICIPANT, TO TRAVEL UNDER THE COACH/ADVISOR'S DIRECTION AND  
AUTHORITY FROM THE TIME OF DEPARTURE UNTIL RETURN.**

**MEDICAL EMERGENCY INFORMATION:**

In the event of an emergency, and you (parent/guardian) cannot be reached, the following person/persons can be contacted to attend to the needs of my child:

1<sup>st</sup> choice: Name \_\_\_\_\_ Phone# \_\_\_\_\_  
2<sup>nd</sup> choice: Name \_\_\_\_\_ Phone# \_\_\_\_\_

Please list any operations, serious illnesses or injuries that may affect the participant:

Please list any medical conditions which a physician should be aware of in case of a medical emergency:

Please list any medication the student may be using:

Telephone number at which you may be reached in case of an emergency:  
\_\_\_\_\_. If you cannot be reached please sign  
below to authorize the administration, advisor or coach to obtain emergency medical  
aid for the above-named student.

PARENT/GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

**PARTICIPANT'S PLEDGE**

**I promise, on my honor, to obey all school rules and regulations, to keep myself in good physical and mental condition, to take proper care of school and personal equipment and return it when called to do so, to keep up in my school work, to compete in the spirit of the game, to be loyal to the team, to conduct myself at all times in a sportsman-like manner and to be a credit to the Bridger School District.**

**I have read and understand the Athletic Code as prescribed by the Bridger School District.**

\_\_\_\_\_  
(Signature of Participant) (Date)

**PARENT/GUARDIAN: I have read and understand the Bridger School District's Extracurricular Code.**

\_\_\_\_\_  
(Signature of Parent/Guardian) (Date)