

WHITEHALL

HIGH SCHOOL

AND

MIDDLE SCHOOL

STUDENT ACTIVITY HANDBOOK

2009-2010

WHITEHALL, MONTANA 59759

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### I. ACTIVITY PHILOSOPHY

The activity program is an important extension of the total high school educational program. As such, it

provides opportunities and emphasizes definite goals, which are elements difficult to duplicate in the standard classroom situation or later in life.

Whitehall Schools promotes voluntary participation in extra curricular activities for each student to understand the values of responsibility, discipline and commitment to principles that will make them well prepared individuals to better meet the challenges of a rapidly changing society.

Activity programs provide enriching and healthful experiences in which physical, intellectual, and social growth can be enhanced through competition. The special motivational aspects present in an interscholastic, competitive program provide the student excellent experience and practice in all these areas, since the goal of winning is an additional factor experienced through activities.

Activity goals include the enhancement of self-confidence, improvement of skills, and development of educationally sound sportsmanship practices.

The goal of winning shall always be present, but all coaches and sponsors of activities in the Whitehall School District shall be made aware that the single most important goal is the development of good citizenship traits. Evaluations shall be based not only on the win-loss record but also on the successful development of good citizenship traits. Positive results in terms of the successful development of good citizenship traits will be noted on evaluations. Programs designed to win at any cost are not sought, nor will they be positively evaluated.

The Athletic Director in conjunction with High School Principal shall evaluate the people involved in directing these programs (head coaches and/or sponsors). The Athletic Director in conjunction with the High School Principal and varsity head coach will complete the evaluations of the varsity assistant coaches and the junior high coaches. All evaluations will be sent to the Superintendent who will make recommendations for consideration to the Board of Trustees.

Specific objectives of all activity programs offered in the Whitehall School District shall be as follows:

A. To develop pride in sacrifice, and to develop a feeling of self-worth;

B. To develop good moral character and self-respect;

C. To develop proper language use and positive attitudes;

D. To develop a sense of self-discipline and personal commitment to a group activity;

E. To develop a capacity to understand individual roles in the total activity program;

F. To develop good sportsmanship traits and respect for the competition regardless of the intensity of competition;

1. To provide each student with the opportunity to participate, compete, and with a fair chance to progress to varsity level participation.

H. To encourage physical fitness;

I. To encourage participant to strive to win;

J. To adhere to total team concept;

K. To adhere to District training rules as outlined in the handbook;

L. To develop a coordinated program 6-12;

M. To develop the basic skills and fundamentals necessary for each activity;

1. To provide positive opportunities for our students to be ambassadors of our community and its schools.

#### II. ELIGIBILITY REGULATIONS

We believe all extra-curricular activities, wherein the students will represent the Whitehall Schools, either away from home or at local programs, are vital contributions to a well rounded educational program. However, in order to achieve necessary participation standards, the following eligibility regulations regarding extra-curricular activities in Whitehall Schools will apply:

a. The term Head Coach and Head Advisor will be considered synonymous throughout these regulations.

b. All activities funded by the Whitehall School District will be included.

PROCEDURES AND REGULATIONS:

**WHITEHALL HIGH AND MIDDLE SCHOOL**

1. Students must be receiving a 60% or above in all classes. Each week teachers are asked to review the scholastic status of team members for the purpose of eligibility. If a student is failing a subject, the teacher of that subject will notify the principal on Monday morning. The student will have a one week probationary period to bring all grades to passing (60% or above). The parents/guardians, the A.D., and the coach will be notified in writing by the principal that the student has a failing grade and is on academic probation.
2. If after one week the student is still failing they will serve a one week suspension from any activity or game. The student/athlete is expected to participate in all scheduled practices and be in attendance (on the bench) at home games.
3. If at any time during the season a student receives 3 one week suspensions, the student will automatically be ineligible for the remainder of the season.
4. A 12 day grade check will be done for the 1st quarter to determine eligibility. This will be done for any students that had a failing grade at the end of the previous school year (4th quarter).

III. EXTRA-CURRICULAR TRIPS

The following rules and regulations will apply to any trip under school sponsorship.

a. Pupils shall respect the wishes of all chaperones.

b. If students go on the bus for an extra-curricular activity, they must come back on the bus. The only exception for not coming back on the bus will be the parent's written consent that the student is allowed to return with his/her parents. A student will not be allowed to return with anyone other than his/her parents. Students may not drive to an event and participate.

c. Pep buses will be paid for by the students riding the bus or the group choosing to raise money for such activities.

d. Cheerleaders may ride on the pep bus at no personal expense. If no pep bus travels to an athletic event, cheerleaders may ride on the team bus or whatever the administration deems best.

e. The District will purchase no meals for student groups during the regular season.

f. The District assumes no responsibility for students traveling to school activities in private vehicles.

g. Bus Chaperones Guidelines:

1. There must be two (2) chaperones (preferably one male-one female).

2. The sponsoring organization and the administration will be responsible for obtaining chaperones.

3. The pep bus will stop for refreshments on return to Whitehall if arrival home will be after 12:00 a.m. (Exceptions of the above at the discretion of the administration).

4. Chaperones will be responsible for enforcing bus rider rules and general conduct rules of students they are supervising.

h. Student Discipline on Bus: Students will be warned once. If they disregard the warning and continue disruption on the bus they may be:

1. Suspended from school on return to Whitehall;

2. Taken off the bus and have their parents called to pick them up;

1. Not permitted to ride the pep bus for the remainder of the year

4. Any combination of the above.

IV. ACTIVITY FEES AND INSURANCE

All activity fees must be paid before the first game or event of the season. All athletes must have insurance or purchase insurance through the carrier the school approves.

V. RULES FOR WHITEHALL ACTIVITY TEAMS:

1. If a student misses one period (10 minutes or more) of any school day he/she cannot participate in any extracurricular activities, or practices for that day. Exceptions to this rule are as follows:

A. a doctor, dental, or any medical appointment confirmed by a signed slip from the medical office

B. a funeral

C. any school-sponsored event

D. any others (reviewed on a one-by-one basis) at the discretion of the administration.

This rule applies to all school-sponsored activities, sports, plays, concerts, and games.

2. When students miss a class for any reason, they are expected to make up the class work missed. Teachers may require students to take tests upon their return to class if the test was announced prior to the student's absence. Students have the responsibility for securing work missed due to student activity absences. Students and parents need to be aware that some graded in-class activities or assignments cannot be made up.

3. Behavior will be mannerly and will be supervised by the coach.

4. Dress will be clean and appropriate at all times. It is expected that all athletes will be dressed according to the policy both before and after all games. No gym shorts, sweats, or half shirts shall be worn on away trips. Dress jeans may be worn. Faded, baggy, ragged and torn blue jeans may not be worn. Sweaters or shirts with collar and sleeves are preferred. (Dress is up to the discretion of the administration and the coach). Students should dress to meet the existing weather conditions.

5. In programs where students might be cut from participation, adequate time must be set for tryouts, expectations and criteria for them must be clearly documented and communicated, and an explanation must be given to each participant as to why they were cut. Communication with the parent or guardian is suggested. The cutting of a participant shall not conflict with the stated activity philosophy, goals, and specific objectives of the District’s activity philosophy. The cutting of a participant shall not be used in lieu of progressive discipline procedures as listed under School Board policy # 3050.

6. If you notify the coach in advance, you may be excused. If you miss more than two practices during a calendar week you may not be able to participate in any contest that week.

7. School officials/coaches/athletic directors may have an appearance code, i.e. clean shaven, dress code, hair codes, etc. for participation.

8. Code of Conduct - During the activity season any action by the participant detrimental to the school’s image will not be tolerated and may result in disciplinary action up to and including dismissal from the team. If at any time an athlete at home or away shall indicate by his/her conduct unfitness in representing Whitehall High School, the coaching staff, AD, and/or principal shall assign a proper penalty. Such conduct shall include, **but not be limited to** frequent use of improper language, insubordination, theft, trespassing, or other actions or attitude not in accordance with acceptable standards.

9. Any student who receives an out-of-school-suspension (OSS) will be ineligible to participate in activities or athletics the week of the suspension. Penalties for in-school-suspension (ISS) and detention are left up to the discretion of the head coach.

10. There is a curfew on weekdays and midnight on weekends for all athletes. Please ask your coach about the times.

VI. MONTANA HIGH SCHOOL ASSOCIATION RULES (for grades 9-12)

1. Students must pass twenty (20) hours per week (4 classes) during the previous semester to retain eligibility.

2. Students must participate in ten (10) days of practice (12 for football) to be eligible to play in their first game.

3. You are not eligible if you are 19 years of age on or before midnight, August 31st of any school year.

4. All students participating in athletics are required to have a physical before the first practice. You must have a current physical. Physicals are good for one school year.

5. No jewelry of any type may be worn at MHSA contests. This includes medals, earrings, watches etc.

6. No practice/instruction of any kind can be held on Sundays.

7. Students cannot be required to attend out-of-season practices, camps, or contests.

8. Schools may not sponsor, finance, promote or be affiliated with inter-school contests/competitions out of season, events or tournaments anywhere in or out of state.

9. MHSA prohibits student participation in any post-season contests or tournaments. Exception: Seniors after their season of competition has ended. Underclassmen can compete in post-season contests or tournaments from the third Monday in June to the third Monday in July if not All Star competitions. All Star means being selected by a committee or having tryouts for the competition.

10. You are not eligible to play varsity for 90 PI days if you have changed schools without a corresponding change in residence by parents or legal guardians. The only exception is the hardship rule.

11. If a student is ineligible because of a transfer he may play on the junior varsity (non-varsity against another non-varsity team) if they are academically eligible.

12. Guardianship in most cases must be legally established at least two (2) years before the student enters his first year at a new school.

13. Bake sales or similar fund raisers by schools or booster clubs may not give or raise money for students to attend team camp. The students or students’ parents or legal guardians must provide all fees and tuition.

14. No symbolic award exceeding $20.00 in value shall be given each year in any sport or activity in recognition of a student's achievement by any organization or school.

15. Raffles or similar fund-raising are prohibited at play-offs, championship games, post-season tournaments, post-season meets or festivals.

16. Any player who assaults a referee or other official shall be immediately ineligible for further interscholastic competition.

17. A high school team cannot play against independent teams unless it is counted as part of a season game.

18. Ejections - MHSA rules state that any student or coach who represents a school holding membership in the

MHSA who is ejected from an interscholastic athletic competition for unsportsmanlike conduct involving schools which are members of the MHSA will not 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 of the offending student/coach. If penalties are imposed at the end of the sport season and no contests remain, the penalty is carried over to that particular sport until the next school year. In the case of a senior student, the penalty will continue to the next MHSA sponsored sport or activity.

Appeal: the president of the conference may appoint a hearing officer/board to hear any appeals, within 48 hours of the receipt of a complete report of the incident. Appeals may not deal with decisions made by contest officials.

VII. MEDICATION

Non-prescribed medications including such items as analgesic balms, salt tablets, vitamins, etc., must be approved by the principal before they may be available for use by coaches and/or athletic trainers. After a list of athletic training medications has been approved, the coach and/or trainer must secure authorization from the parent and the student's doctor before the medications may be used during the athletic season. If such release is not on file, the non-prescribed medications may not be used. This provision does not preclude the coach and/or trainer from using approved first aid items.

VIII. INSURANCE

The Whitehall School District does not carry medical insurance for students who play in interscholastic sports (football, volleyball, basketball, boys wrestling, tennis, and track). The school does, however, maintain a catastrophic insurance policy through the Montana High School Association. This plan covers injured students for all medical expenses, rehabilitation expenses, work loss benefits and other costs for an infinite dollar amount after a deductible of $25,000.00. Students of elementary schools or students of junior high schools are not covered under this catastrophic plan. Students must have personal insurance to participate. Insurance may be purchased on a volunteer basis by parents/students to cover injuries sustained in practice or games. Forms are available in the high school office.

# IX. SUPERVISION

No athlete should be in the school buildings, football field, gym, weight room, or locker rooms unsupervised.

X. RULES ENFORCEMENT

A. When a major incident/rules infraction has taken place, the coach will communicate with the principal about facts concerning the event. The principal will make the determination of the consequences.

B. Discipline offenses will go directly to the principal. The principal will report to the coaches the line of action taken and inform the coach on eligibility.

1. The team will forfeit the game if there are not enough athletes eligible.

XI. DRUG, ALCOHOL, TOBACCO USE BY STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES

Extracurricular Activities Drug and Alcohol Policy

This code of conduct shall function as a supplement to Policies 3030, 3050, 3055 and 3065 and shall apply to all students participating in school-sponsored extra-curricular activities. Behavior standards in this code of conduct shall apply during non-school hours.

Offenses under this regulation shall be recorded cumulatively throughout the student’s enrollment in the Whitehall School District Middle and High Schools. Middle School offenses shall not transfer to High School, but each building level offenses are cumulative in that building. Steps in the discipline procedure shall be carried over from year to year.

The use, consumption, possession, or distribution of alcohol, tobacco, or drugs is prohibited. In addition, knowingly being in the presence of illegal use, consumption, possession, or distribution of alcohol, tobacco, or drugs is prohibited. For purposes of this policy, “drugs” means illegal substances as well as the misuse of prescription drugs.

Alleged offenses will be investigated by school personnel. Except for self-referrals as noted below, the Superintendent or his designee will bring all recommendations under this policy to the Board for action.

For those activities which run longer than a single sport season (forensics, cheer staffs, drill team, pep band, etc.), “season” shall be defined for purposes of this code as follows:

**Fall –** from the first (1st) day of practice (as determined by MHSA regulations) until November 30, or until post-season participation is completed, whichever is later.

**Winter –** from December 1, (or the first day of Winter practice as determined by MHSA regulations) until February 28, or until post-season participation is completed, whichever is later.

**Spring –** from March 1( or the first day of Spring practice as determined by MHSA regulations) until the close of school(or until post-season participation is completed, whichever is later.

First Offense

The student will be removed from participation (practice and competition) in any extra-curricular activity for twenty five (25) school days. The twenty five (25) school days will carry into the next season in which the student desires to participate. The student must meet with the WHS/WMS school guidance counselor for a minimum of four (4) hours to learn about dangers of substance abuse and/or to plan for tobacco cessation before being reinstated to the extracurricular activity.

Second Offense

The student will be removed from participation (practice and competition) in any extra-curricular activity for ninety (90) school days from the date the suspension is imposed and forfeiture of any rights to a letter or special awards given by the school district. The ninety (90) school days will carry into the next season in which the student desires to participate.

Third Offense

Third & subsequent violations will result in the suspension (practice and competition) from all activities for one hundred and eighty (180) school days from the date the suspension is imposed. The one hundred and eighty (180) school days will carry into the next season in which the student desires to participate.

Self-Referrals

Prior to being found in violation of Policy 3065 by the school, police, or any third party other than parents, student will be allowed to self-report a first offense violation of this policy to the administration. Self-reporting students will be removed from participation (practice and competition) in any extra-curricular activity for ten (10) school days. The student must meet with the WHS/WMS school guidance counselor for a minimum of four (4) hours to learn about dangers of substance abuse and/or to plan for tobacco cessation before being reinstated to the extra-curricular activity.

If the student does not meet with the counselor as scheduled, the administration may remove the student from participation in extra-curricular activities pending a recommendation to the Board to remove the student from the activity until proof is provided to the administration that the student has completed the program.

For more information regarding student due process rights please see policy 3055.

XIII. MANAGERS AND STATISTICIANS

The coaches and administration will choose managers and statisticians. Managers and statisticians must also sign an activities contract. The decision to take the statistician, cameraperson, and manager on overnight trips is up to the administration and coach.

XIV. LETTERING REQUIREMENTS

All letters and awards are subject to the final approval of the varsity coach and athletic director. In addition, letters may be awarded to members who have not met the stated qualifications due to various reasons such as injuries, etc., at the discretion of the coach and athletic director.

XV. CONTRACT GUIDELINES AND DEFINITIONS

A. This contract’s meaning must be discussed with participants and signed by them and their parents before any student may begin practicing.

B. Activity groups to include any extracurricular group.

C. While it is recommended that all students follow these rules throughout the year, the school will enforce them between the start of fall practice season and the end of the last activity in the spring. They apply to all students involved in MHSA or WHS sanctioned activities and drama.

1. First violation: The student will be removed from participation (practice and competition) in any extra-curricular activity for twenty five (25) school days. The twenty five (25) school days will carry into the next season in which the student desires to participate. The student must meet with the WHS/WMS school guidance counselor for a minimum of four (4) hours to learn about dangers of substance abuse and/or to plan for tobacco cessation before being reinstated to the extracurricular activity.

\*Self-Referrals – Prior to being found in violation of Policy 3065 by the school, police, or any third party other than parents, student will be allowed to self-report a first offense violation of this policy to the administration. Self-reporting students will be removed from participation (practice and competition) in any extra-curricular activity for ten (10) school days. The student must meet with the WHS/WMS school guidance counselor for a minimum of four (4) hours to learn about dangers of substance abuse and/or to plan for tobacco cessation before being reinstated to the extra-curricular activity.

If the student does not meet with the counselor as scheduled, the administration may remove the student from participation in extra-curricular activities pending a recommendation to the Board to remove the student from the activity until proof is provided to the administration that the student has completed the program.

For more information regarding student due process rights please see policy 3055.

Second violation: The student will be removed from participation (practice and competition) in any extra-curricular activity for ninety (90) school days from the date the suspension is imposed and forfeiture of any rights to a letter or special awards given by the school district. The ninety (90) school days will carry into the next season in which the student desires to participate.

Third & subsequent violations: Third & subsequent violations will result in the suspension (practice and competition) from all activities for one hundred and eighty (180) school days from the date the suspension is imposed. The one hundred and eighty (180) school days will carry into the next season in which the student desires to participate.

\*In all situations where activity rules have been violated, the student involved will serve a minimum of a two-week suspension from competition in all extra-curricular interscholastic activities.

\*These consequences are accumulated through out the student’s activity career at Whitehall Middle School or Whitehall High School and *DO NOT* begin anew each year. However, offenses committed in middle school do not carryover to high school.

2. A student is also in violation of school athletic rules if they are in attendance where drugs or alcohol are being used. The only exceptions to this rule are if the student is at home/at a function with his/her parents where alcohol is present or if the student can provide legally documented evidence (results of a drug or alcohol test) they did not use drugs or alcohol and can show that their presence at a location where drugs or alcohol were being used was “accidental@ in nature and they left at the first opportunity.

3. Training rule hours and practice times will be set by individual advisors and coaches.

4. Eligibility Standards will be followed as outlined in the Student Handbook and may not be appealed.

5. During the activity season any action by the participant detrimental to the school’s image will not be tolerated and may result in disciplinary action up to and including dismissal from the team. If at any time an athlete at home or away shall indicate by his/her conduct unfitness in representing Whitehall High School, the coaching staff, AD, and/or principal a proper penalty. Such conduct shall include frequent use of improper language or attitude not in accordance with acceptable standards.

6. Transportation will be provided by the school district. Any deviance must be channeled from Parent to Coach. (Refer to Activity Bus-Pep Bus-Cheerleaders).

7. Students in activities are expected to be in regular school attendance (all day) if they compete in a contest that day or weekend. (There are circumstances, which may cause a student to miss regular class on the day of a contest, but those should be very rare, and will be at the discretion of the Principal).

8. Anytime a parent feels his or her child has been unjustly penalized, they may appeal the decision. The proper chain of command to follow is coaching staff, A.D., Principal, Superintendent and then School Board. No steps may be skipped in the appeal process. All long term suspensions recommended by the Principal will be referred to the School Board for board action.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Date Athlete

WHITEHALL HIGH SCHOOL AND MIDDLE SCHOOL ATHLETIC/EXTRACURRICULAR

ACTIVITIES INFORMATION AND PARENT-SCHOOL AGREEMENT

STUDENT'S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT DAYTIME PHONE #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EVENING #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I, the parent or guardian of the above named student gives my approval to his/her participation in any extra-curricular activity conducted by the Whitehall Public Schools under the following conditions:

A. On all trips he/she is to travel under the direction and authority of the supervisor.

B. No member of the BOARD OF TRUSTEES, Whitehall Public Schools or EMPLOYEE thereof will, under any circumstances be held liable for accident; illness, fatality or medical bills incurred as a result of participation in the athletic program or associated trips.

C. As a parent or guardian, I understand that the school and the staff will do everything possible to prevent any accidents over which they have control. However, I fully understand that participation in extra-curricular activities involves inherent risks to students regardless of all feasible safety measures that may be taken by the district. In consideration of the district's agreement to allow my child to participate in this athletic program, I agree to accept responsibility for any loss, damage, or injury to my child that occurs during my child's participation in this sport or any travel related to it 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 Whitehall School District.

In the event it becomes necessary, I give my permission for the district staff in charge to obtain emergency care for my child. Neither he/she nor the school district assumes financial liability for expenses incurred because of an accident, illness and/or unforeseen circumstances.

D. The Student Athletic Handbook has been issued to each participant. I/we have read through and understand the information in the Whitehall Athletic Handbook, and I through XIII above, and I understand the consequences for each violation of the rules in the Handbook.

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

Signature of Parent/Guardian Date Signature of Student

In case of an emergency and neither parent/guardian can be reached, please contact the following person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_