

FORT BENTON SCHOOL DISTRICT #1  
1820 Washington Street  
Fort Benton, Montana 59442

# COACHING HANDBOOK

## 2024-2025

New

Adopted: 6/11/2024

## **PURPOSE OF AN ACTIVITIES HANDBOOK**

**The purpose of this handbook is to establish rules, procedures, policies and philosophy as it pertains to the activities program at Fort Benton Middle School and Fort Benton High School.**

### **PHILOSOPHY OF EXTRACURRICULAR ACTIVITIES**

A balanced activities program is an essential component in the achievement of the educational goals identified in the basis statement for the Fort Benton schools. The activities program should provide opportunities for youth to further develop interests and talents in such areas as speech & debate, music, and sports. Participation in these activities should provide many students with a lifetime basis for personal values, work and leisure activities.

The opportunity for participation in a wide variety of activities from which students may select is a vital part of the student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, the activity, the student body, and the community. The development of learning skills and emotional patterns enables the student to make maximum use of his or her education. Knowledge and skills gained in classes may be applied and developed further through participation in extracurricular activities.

Young people learn a great deal from their participation in activities. Lessons in sportsmanship, teamwork, cooperation, and how to win and lose gracefully are integral parts of all activities. Activities also can play an important part in helping the individual student develop a positive self-concept, an alert mind, and a chemical free healthy body. Competition enhances school spirit and helps spectators, as well as participants, develop pride in both them and the school.

Every effort should be made, within the capabilities of the School District to support both the boys and girls activities programs with equal treatment and quality in the areas of staffing, scheduling, facilities, and equipment. Sponsors and coaches, through leadership and example, should teach the specific skills necessary for improvement. Sponsors and coaches should provide guidance in the development of self-esteem, good sportsmanship, cooperation, leadership, ethical behavior, and an appreciation for the importance of hard work and dedication.

Sponsors and coaches need to provide the opportunity for each individual to learn through practice and participation. At the elementary and junior high level the emphasis is on participation, not highly competitive ideals. At the high school level the emphasis shifts to a higher grade of competition requiring selective participation with the concept that "winning" becomes an important aspect of the activities program.

## **EXTRA CURRICULAR POLICIES**

The following Extracurricular policies will be addressed in the Student Handbook. All coaches will be given a Student Handbook and need to become familiar with these policies:

Training Rules - School District #1 Substance Abuse Program  
Extracurricular Attendance Rules and Regulations  
Extracurricular Academic Eligibility

NOTE: These policies are the minimum action to be taken. Coaches have the opportunity to add more strict regulations if they wish to as long as they are addressed in the Student Handbook.

## **RESPONSIBILITIES OF THE PRINCIPAL**

- Maintain the COACHING HANDBOOK for all coaches/sponsors and update each school year.
- Make decisions/correspondence on all Montana High School Association issues.
- Ensure that gender equity is being adhered to in all areas of the activities programs offered at Fort Benton Middle School and Fort Benton High School.
- Supervise all aspects of the eligibility procedures in accordance with the Montana High School Association and Fort Benton Public School policies.
- Make recommendations to the Board of Trustees as to the appropriateness of all activities and effectiveness of the staff employed through the evaluation process.
- Administer all Board policy that concerns the Extra-curricular activities at Fort Benton Middle/High School.

## **RESPONSIBILITIES OF THE ACTIVITY DIRECTOR**

- Arrange, through the office of the Superintendent, transportation for all middle school and high school activity trips, including the departure time and release time from class.
- Administer the “Season Ending Checkout” to all head coaches.
- Collect and interpret inventories from each activity at the end of the scheduled season.
- Issue passes from ALL tournaments to the appropriate individuals.
- Maintain and update all trophies and Hall of Fame inductees each year and update all continuing awards and memorials.

- Supply all tournament information (photo, booster page, roster, and school information) to the host sites by the stated deadlines for each sport.
- Prepare tournament seeding, bracketing, bus departure for team pep band and Monday prior to the tournament for the Daily Announcements. Make sure Purchase Orders are ready and given to the head coach by Wednesday for tournament week.
- Supervise all aspects of the eligibility procedures in accordance with Montana High School Association and Fort Benton Middle/High policies.
- Approve all requests for supplies and equipment for each program.
- Order all requests for supplies, equipment for each program from Purchase Orders after approval has been given by the Superintendent.
- Make recommendations to the Board of Trustees as to the appropriateness of all activities and the effectiveness of the staff employed through the evaluation process.
- Administer all Board policy that concerns the Extra-curricular activities at Fort Benton Middle/High School.
- Schedule all competitive contests and/or games for both high school and middle school.
- Maintain a master schedule of all Extra-curricular activities, including games and performances.
- Scheduling of ticket takers/workers.
- Scheduling of officials.
- Arrange through the high school secretary for substitute teachers for coaches that will be absent from school because of activities.
- Report to the District Clerk all completed physical examination forms and activity card fees required from all students who participate in extra-curricular activities. This would include the filing of the original physical examination forms with the high school office.
- Make sure all head coaches have supplied the Activities Director with Longhorn rosters for the printing of programs so they can be sent to opposing schools for the printing of their programs.
- Arrange for the printing of schedule posters for Fall and Winter sports. This should be done prior to the first game of each new season.

## **RESPONSIBILITIES OF THE EVENT MANAGER(S)**

### **Requirements:**

1. Must have valid first aid certificate
2. Physically must be able to set up equipment, climb stairs, lift 50 lbs, operate score-keeping equipment, microphone & sound system, monitor hallways, entrance area and all bleacher areas.
3. Must be able to operate all equipment and demonstrate its operation to others.
4. Needs to be a good, clear communicator.
5. Must have a friendly disposition toward contestants, officials, spectators and others and demonstrate skill working with others.

### **DUTIES:**

1. Communicate with AD weekly (Monday morning) for review of past week and summary of upcoming events.
2. Set-up and take down all of the equipment needed for the contest. (for example, score clock, volleyball nets, microphone, etc.)
3. Announce or arrange for announcement of starting line-ups, presentation of colors and national anthem.
4. Meet visiting team and escort them to the dressing room.
5. Meet and escort officials to their showers & dressing room and provide for their safety and security for their personal effects. Provide reasonable refreshments to them at half time and towels following their duties.
6. Ensure payment of officials on behalf of the District.
7. Collect and secure in school safe any money taken in at each event. (For example: ticket sales, concessions sales, and pop-shot sales.)
8. If unable to attend event you are responsible for securing your replacement and notify AD or Principal of change.
9. Address crowd-control issues (monitor hallways, entrance, concession areas periodically) and bring any major negative incidents to attention of administrator. If necessary, alert law enforcement officials and follow District protocol for any threats or intimidation to participants, officials, or audience.

**Fall Season:**

Consists of first high school & middle school events of the season through the end of football play-offs.

**Winter Season:**

Consists of boys and girls high school & middle school basketball, high school & middle school wrestling.

**RESPONSIBILITIES OF THE HEAD COACH/SPONSOR**

Submit all requests for equipment, supplies, etc. on Purchase Orders to the Activity Director. Purchase Orders must be filled out completely including the address of the company with both a regular telephone number and a fax number.

Meet with fellow coaches and establish all practice schedules and areas for Fall and Winter sports. The schedule will be submitted to the Activity Director for final approval and any variations from the established practice schedules must be cleared with the Principal.

Arrange for all lodging and meals for their own individual program. Arrangements must be submitted to the Activity Director for final approval before departure.

Follow all aspects of the eligibility procedures in accordance with the Montana High School Association and Fort Benton Middle/High School policies.

Inform the Activity Director and School Secretary on activity absences in advance, if a substitute teacher is needed. This needs to be done within two weeks prior to the first contest.

Give the Activity Director input on departure time for teams traveling on away contests.

Provide rosters to the District Clerk as soon as available.

Submit a request for all training supplies needed for the entire season to the Activity Director prior to the first practice of the sports season.

Maintain and update record boards for each specific activity.

**EXPECTATIONS of COACHES**

*Always set a good example for participants and fans to follow, exemplifying the highest moral standards.*

*Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the number 1 priority.*

*Respect the judgment of contest officials, abide by the rules of the event and display no behavior that could incite fans.*

*Treat opposing coaches, participants and fans with respect. Shake hands with officials and opposing coaches in public.*

*Develop and enforce penalties for participants who do not abide by sportsmanship standards.*

## JOB DESCRIPTIONS

### HEAD COACH

The head coach has a primary goal of helping each participant achieve a high level of skill, an appreciation for the value of discipline and sportsmanship, and an increased level of self-esteem.

The head coach has the following performance responsibilities:

1. Coordinates the entire program from grade school to high school. Meeting should be held with the middle school coaches during the season in order to develop a uniform philosophy and continuity of the program.
2. Provides leadership to assistants in all aspects of coaching:
  - a- practice schedules
  - b- methods of instruction
  - c- the philosophy of the activity.
3. Assists the Activities Director and Principal in the search and hiring of assistants within each individual program.
4. Evaluate assistants within their respective programs.
5. Guides individual participants in the skills necessary for excellent achievement in the activity involved. Individual conferences with participants are expected when disciplinary actions are necessary or a change in the participants status is about to occur.
6. Plans and schedules a regular program of practice in season.
7. Review bus departure schedules for all trips and personally notify the bus driver of any schedule changes.
8. Recommends the purchase of equipment, supplies, and uniforms.
9. Maintains necessary attendance forms, insurance records, inventories, medical reports, physicals, records of uniform checkout and all other similar paperwork.
  - Students are not to practice without a copy of their physical form on file with the AD.
  - Students will not participate in any contest without a copy of medical consent form Completed with parental signature on file with the AD.
  - Students will not practice without a copy of concussion form completed with parental signature on file with the AD.

10. Oversees the safety condition of the facility or area in which the assigned activity is conducted at all times students are present.

11. Enforces discipline at all times and establishes penalties for breach of such standards. This includes dealing with participants who become discipline and/or attendance problems in school as well as in activities.

12. Maintains accurate records of letter-winners and major award winners.

13. Maintain and update record boards for specific activity.

14. Is responsible for seeing that busses used for trips are cleaned at the completion of each trip to the satisfaction of the bus driver.

15. Assumes responsibility for uniforms and equipment and stores them appropriately after cleaning and/or repair.

16. Assumes responsibility to keep coaches room, dressing area, training area, clean and presentable.

17. Works closely with the media to ensure coverage is provided for all levels of the program.

18. Assists participants in search and application for athletic scholarships for deserving players.

19. Each head coach will be supplied with an MSHA manual. It is the responsibility of the head coach to know the rules and regulations concerning their activity as established by the Montana High School Association.

20. Each head coach is responsible to provide a weekly article to the River Press for publication on the previous week's contests, etc. This report is to be emailed to the River Press by 12 noon each Monday.

21. Each Head Coach is responsible to inform the media concerning All-Conference players, All-State players, etc. as chosen during the season.

22. Each head coach is responsible to submit any new records to the Montana High School Association for the Montana High School Sports Record Book.

23. Each head coach is expected to provide their own timekeepers and scorebook personnel for freshman and/or C squad games in basketball and volleyball.

\*\* Head Coaches will be evaluated by the Activity Director with help from the Principal within three weeks of the completion of the season. A written evaluation will be provided and an evaluation conference will be held during the Season Ending Checkout.



\*\* Assistant coaches will be evaluated by the head coach within two weeks after the completion of the season. All evaluations will be reviewed and approved by the Activities Director. If a head coach believes that an assistant should not be retained, the head coach must confer with the Activity Director and inform the Principal, with reasons in writing, within three weeks after the end of the season. The head coach must follow this process and time line if he/she is requesting that assistant be dismissed.

\*\* If re-assignment is to be made in the coaching staff, people affected by the re-assignment should be notified prior to the last day of school in writing.

## **SEASON-ENDING CHECKOUT**

At the end of each sport season, the following items must be completed by the head coach and turned into the Activities Director during the post-season evaluation process. These items and the evaluation conference will be completed within two weeks from the end of the season.

1. Updated inventory of equipment.
2. All equipment must be collected and properly stored.
3. A list of letter-winners and major award winners must be submitted in writing. Only one winner per major award will be allowed, so coaches need to break ties and announce one winner.

Letters will be given to athletes prior to the Activities Banquet in May. Coaches are expected to have a 'social' for athletes and parents within a reasonable amount of time after the season ends to present letters and participation certificates. No letters are given at the banquet. It is up to each individual head coach on what procedures are used to hand out letters to letter winners.

4. A season summary must be submitted in writing including: season score book, list of participants who finished the season; number of wins and losses during the season; positive things the head coach feels were accomplished during the season; any changes suggested for next season, equipment requests for next season; and any other pertinent information in regard to the program.
5. A list of new records to be submitted to the Montana High School Association for the Montana High School Sports Record Book, and for the local record board.
6. Completed coaching evaluations of all assistant coaches. Forms will be given to head coaches immediately at the end of each season. Head coaches will then have two weeks to complete and have available for the season ending checkout meeting.
7. During this meeting, coaching evaluations will be discussed. All recommendations on coaching contracts will be made at the May meeting of the Board of Trustees. When coaching contracts are issued in May, the contract will cover the entire year, from May to May. Final coaching checks will be issued upon completion of this season-ending checkout for all non-certified coaches.

## **ASSISTANT COACH**

The assistant coach has a primary goal of helping each participant achieve a fundamental level of skill, an appreciation for the value of discipline and sportsmanship, and an increased level of self-esteem.

The assistant coach has the following performance responsibilities:

1. Works with the head coach to coordinate the entire program from grade school to high school.
2. Guides individual participants in the skills necessary for excellent achievement in the activity involved.
3. Plans and schedules a regular program of practice in season.
4. Recommends the purchase of equipment, supplies, and uniforms.
5. Maintains necessary attendance forms, insurance records, inventories, medical reports, physicals, records of uniform checkout and all other similar paperwork.
6. Oversees the safety condition of the facility or area in which the assigned activity is conducted at all times students are present.
7. Enforces sportsmanship behavior at all times and establishes penalties for breach of such standards.
8. Enforces discipline at all times and establishes penalties for breach of such standards. This includes dealing with participants who become discipline and/or attendance problems in school as well as in activities.
9. Has more concern pertaining to student participation rather than win-loss record.
10. Is responsible for seeing that busses used for trips are cleaned at the completion of each trip to the satisfaction of the bus driver.
11. Assumes responsibility to keep coaches room, dressing area, training area, clean and presentable.
12. Works closely with the media to insure coverage is provided for all levels of the program.
13. Aides in the recruitment of students for participation.
14. All assistant coaches are responsible to provide a weekly article to the River Press for publication on the previous week's contests, etc. This report should be emailed to the River Press by 12 noon each Monday.

15. Attend all practice sessions and games. When circumstances warrant an absence, the head coach should be notified of the absence as soon as possible.

## **FIRST AID / CPR TRAINING REQUIREMENTS**

All coaches must have a current American Red Cross approved First Aid and/or American Heart Association approved CPR certificate. The certificate is valid for two years. A grace period is allowed, from the start of the season, in order for new coaches to receive the necessary training as approved by the administration. The school district will offer one First Aid/CPR course per academic year in the Fall at no charge to the participants. Coaches who fail to complete the school district course will need to complete training at their own expense. This policy went into effect August 1, 1994.

## **PRE-SEASON PARENT MEETING**

Each Head Coach will organize a meeting to include parents and players for their program prior to the beginning date of practice allowed by the MHSAA. This meeting should be used to discuss the overall philosophy of the program, rules and regulations for the program, lettering procedures; collection of required forms, statement on the risk of injury, and any other information pertinent for both the parents and the players. This meeting needs to be scheduled on the school calendar with the Principal. In addition, each Head Coach should develop a Player Handbook and/or handout for their sport/activity of information that will be discussed at the parent/player meeting.

## **MHSAA CERTIFICATION**

All coaches will be expected to complete the following:

- National Federation of High School Fundamentals of Coaching prior to contact with student-athletes; good for 5 years.
- National Federation of High School Concussion in Sports; good for 1 year.
- Rules Clinic, sports specific and needs to be completed before the season begins; good for 1 year.

## **PRINCIPLES OF PROFESSIONAL RELATIONSHIPS**

### Goals and Objectives of Activity Programs

The head coach is responsible for determining the goals and objectives of their program. These goals and objectives must be communicated to all assistant coaches in the school system - high school, middle school, and elementary school. The head coach should provide guidelines in the following areas:

- 1) The head coach should have in writing definite assignments for all people under his/her supervision. Minor details and other instruction may be covered verbally as needed.
- 2) Head coaches should immediately discuss misunderstandings, infractions, and instructions with his/her assistant coaches.
- 3) Head coaches should inform the Principal and Athletic Director about unsatisfactory services of an assistant as soon as possible.
- 4) Head coaches desiring to make changes among their coaching staff should notify the Principal and Activities Director as soon as possible.
- 5) Any coach desiring to continue or terminate their services must do so during the evaluation process within two weeks of the completion of their season.

### Coaching Duties

- 1) Be the first to arrive and make sure you are the last to leave. Check and make sure showers, lights, equipment, windows, and doors are secured.
- 2) Be **absolutely certain** each player has a medical examination and the physical form is on file with the activity director.
- 3) Be certain all required forms are completed and activity fees are paid prior to the first practice.
- 4) Check with the Principal/Counselor concerning academic eligibility of your players.
- 5) Prepare a roster of players for the Activities Director and make sure any changes are reported immediately.
- 6) Have first aid equipment ready and available at all times - practice or contest.
- 7) Demonstrate the manner in which protective equipment is to be worn and how to take care of it.
- 8) Dress in appropriate workout gear during practice and appropriate dress for contests.
- 9) Provide players with information about trips: dress, behavior, eating arrangements, leave times, and estimated return times.
- 10) Check dressing rooms, motel rooms, restaurants, and school-provided transportation to make sure everything is clean and satisfactory.
- 11) Impress upon the players that they represent Fort Benton Middle/High School and that their behavior reflects on our entire community. Standards of good behavior should be set and players should be held to those standards.

12) Complete the mandatory online rules clinic and be willing to attend additional professional clinics to keep current with new ideas and/or concepts in their chosen field.

13) Start practice on time. Set a schedule and keep to it. Make the most out of practice. Practices should not exceed two hours in length.

14) All practices must be supervised by a coach at all times. If a coach is unable to be present, the practice will not be held. This includes the weight room as well as practice sessions.

15) Sunday meetings or practices are not allowed. Wednesday night is "family night" and all practices must be completed so that students are out of the building by 6:45 pm.

16) Coaches should always keep players informed of their position or role on the team. The coach always must make clear to a member of the team if any change in status occurs and the reasons for the change. **Do not play mind games with students and keep them guessing. If you are unhappy with performance, attitude, or actions, use it as an opportunity for instruction and growth and communicate with the athlete.**

17) Head Coaches are responsible to email or place travel slips in all teacher mailboxes and give a copy to the athletic director, principal, and high school secretary. These lists must be distributed at least 48 hours in advance of the trip.

18) During overnight trips and/or tournaments, coaches will provide a detailed agenda of protocol that will be used during the event prior to departure for the administration and parents. Examples are: 1) date and time of departure, motel accommodations (including telephone number of motel for parents), date of return, and estimated time of arrival back to Fort Benton. The coaching staff will make the final decisions prior to the overnights and/or tournament and distribute a written agenda to the players to take home to parents.

#### Coaching rapport, working relationships, public relations, improvement

- 1) Coaches must develop good rapport with a large number of individuals and groups: team members, student body, staff, administration, officials, community, media, peers.
- 2) Coaches must work hard to establish and keep good rapport and working relationships with people that are dealt with each day in both the classroom and the competitive arena.
- 3) Coaches are expected to make a sincere effort to cooperate with others and respect any situation others may be involved in.
- 4) Coaches are expected to keep the local newspaper abreast on all information, scores, etc. This report should be emailed to the River Press by 12 noon each Monday.

- 5) Coaches should take the lead in making sure you are in control at all times. Language, actions, emotional displays come under close observation, both in practice and in games. Integrity, dignity, and respect are to be developed for coaches, players, and the game itself.
- 6) Coaches are responsible for all facets of individual and team discipline.
- 7) Coaches must constantly take advantage of opportunities to make self-improvement. Attendance at rules clinics, workshops, coaching clinics is essential to become a better coach. There can be no resting on one's laurels; changes must always be made in order to keep up and move ahead.

NOTE: Head coaches will be allowed two (2) days of Professional Leave to attend either the Divisional or State Tournament/Playoffs if their teams do not qualify. These two days can be shared with assistant coaches or used completely by the head coach. No other expenses will be provided by the district.

## **LEGAL RESPONSIBILITIES OF COACHES/SPONSORS**

"Coaching" in the past meant the coach had to organize, train, teach, and field a team for competition. Things have changed. Because we operate in a society that seeks suit and money for any occurrence it believes to be wrong, there has been a trend toward formalized duties for coaches.

All coaches need to know and understand what their legal duties are. These duties are being clearly defined with each court case. As of now, the following information is for coaches so you will understand your responsibilities, and protect yourselves and Fort Benton Middle/High School.

Your duty as a coach is to take reasonable care of the student-participant. This legally means that you are to act in a manner that avoids creating unreasonable risk of injury to others. Not performing to a standard of care and/or performance can result in NEGLIGENCE. Standard is the conduct expected of an ordinary, reasonable person (coach) under like circumstances.

LEGAL DUTIES THAT HAVE BEEN ESTABLISHED BY COURTS THROUGH LITIGATION INCLUDE THE FOLLOWING:

- 1) Properly Instruct, Know, and Teach proper and correct techniques.
- 2) Warn of Inherent Dangers of Sport: Practice plans should reflect what was said and the date it was said.
- 3) Supervise: See the last player gone; have enough supervisors.
- 4) Provide a Safe Environment: Facilities, equipment - maintained, properly fitted, warn of mis-use.

- 5) Enforce Rules and Regulations: State rules, contest rules, district rules, school rules, and specific rules concerning discipline.
- 6) Classify and Group Participants: Based on skill level, age, maturity, size, and experience.
- 7) Follow Due Process: the 14th Amendment applies to players as well.
- 8) Planning: Written daily plan, safe supervision.
- 9) Keep Records: Answers to "what" - "when" - "how"; this provides solid defense against liability, shows prudence.

## **NEGLIGENCE AND ATHLETICS**

Question: What can you do to protect yourself from being negligent?

Answer: Failure to provide adequate and complete instruction about your sport and failure to warn about the possibility of injury in your sport are the two most common forms of negligence. The following preventative measures must be taken to insure negligence will not occur:

- 1) Coaches must form a written daily practice plan that outlines what is going to be taught, safe play techniques, and warnings of certain acts that are dangerous to players. Make sure you document the actual dates you warned players of dangers, stressed conditioning, informed players on how to report injuries, etc.
- 2) Coaches will have a parental meeting prior to the start of the season, to inform parents of the danger of injury in extra-curricular activities and team and school rules. Players and parents must be informed that injury can occur from participating in activities and the full extent of possible injury - from hangnail to death. With such a meeting and the required signed documents, parents and students cannot later claim they did not have adequate warning of possible serious injury that can result from participating in the activity you are coaching.
- 3) Coaches will provide players and parents a written explanation of team and school rules. (e.g.: Training and academic)

## **OPEN GYM - SUMMER LEAGUE**

Coaches at Fort Benton High School are welcome to open the gym and/or other facilities for student use during the summer months. However, coaches must adhere to proper use of the facilities including:

- 1) Good Judgment: student usage vs. adult usage. The open gym philosophy should include all present high school and middle school students prior to usage by former students and/or adults.

Do not short-change your present athletes by allowing adults to take gym time away from those who are still in middle/high school.

2) Good Supervision: all students must be properly supervised in the gym area, weight room, or any other facility used. Under no circumstances are coaches to allow individuals not directly involved in their sport to supervise their athletes. The supervision is the total responsibility of the coach whose athletes are using the facilities.

3) Good Rapport: coaches are to respect reserved gym usage such as summer camps, etc. Coaches who use the facility during off time of a summer camp must leave the facility in the exact shape it was in when they arrived. Do not force the camp coaches to pick up after you when they have reserved the facility for their use for the week of camp.

4) Helping Hand: coaches are responsible to make sure all lights are turned off, doors are secured and locked and all facilities are picked up including garbage, towels, locker rooms, etc.

### **USE OF DISTRICT-OWNED EQUIPMENT**

No school owned equipment/materials, including uniforms, may be taken off school grounds without first checking out equipment/uniforms with the coach's permission.

### **ADDITIONAL COACHING INFORMATION**

#### **PHYSICAL EXAMINATIONS:**

Students in the activities listed below must have a certified physical after the current school year ends. This physical must be on file in the office of the activity director PRIOR to the student practicing or participating. Activities requiring a physical examination are ALL middle school and high school activities, including: football, girls volleyball, cross-country, robotics, speech & drama, boys & girls basketball, boys wrestling, boys & girls track, girls tennis, boys & girls golf, cheerleading.

#### **INSURANCE:**

Students in the activities listed above should be covered with a basic insurance policy with catastrophic insurance policy included. The school offers and pays for a minimal student insurance policy which covers students while they are in school, or taking part in school-sponsored activities. If students are injured, they may obtain the form for filing a claim from the building office. The school also does not act as an agent for the insurance company, and parents are responsible for all paperwork, and for any expenses beyond the annual premium the district pays for this coverage. The school will not accept any financial responsibility for medical bills as a result of injury in extracurricular activities.



### DEPARTURE/RETURN TO AND FROM CONTESTS:

All students traveling to/from school sponsored activities, while under Fort Benton School District supervision, will travel by school bus. Parents may request to remove their child, from the school owned vehicle, with a prior approved written excuse or in actual presence of the school sponsor.

A parent or permanent legal guardian may pre-arrange to have their child released from the care of the school into the care of a designated adult. Parents must communicate this release to the principal in person or by phone, and in writing on the approved form, at least 48 hours prior to the release of the student. It is the responsibility of the designated adult to establish face-to-face contact with the coach or chaperone prior to the student leaving the care of the school. The student will not be left in the care of anyone other than the designated adult, even temporarily. The district reserves the right to deny the request if it determines that the district is placing the child in a hazardous situation. The approved release form can be acquired in the high school office.

A) All teams will return home from District/Divisional tournaments immediately upon completion of their competition unless the team is eliminated on Saturday. In this case the team may stay for the Saturday night session, but not overnight.

B) Teams going to the State tournament will be allowed to stay until the tournament is over, but will not stay over Saturday night.

C) Athletes/participants that do not qualify or are injured for post-season events may travel with the team at the coaches discretion.

### **ACTIVITY TRIPS**

All students transported for any school activities, regardless of numbers of students being transported, must be transported on Montana Highway Patrol Approved School Buses or Activity Buses owned and maintained by a school district. Only in a special case or circumstance may this policy be waived by the District Transportation Director.

### **SEATBELT PROGRAM:**

1. It is the goal of Fort Benton Public Schools to provide the safest student/passenger transportation system available.
2. Fort Benton Public Schools requires that all students/passengers riding the school district buses comply with state law regarding the use of seatbelts.
3. If a school bus is equipped with seatbelts for students/passengers in accordance with FMVSS No 222, then a student/passenger being transported in a seat with seatbelts must be properly restrained with a seatbelt.
4. Drivers, coaches, teachers, or chaperones will announce prior to the bus leaving that each student/passenger needs to be in their seat and properly restrained with a seatbelt.

5. Students/passengers refusing to use seatbelts in a legal and safe manner will be subject to school district disciplinary actions. Repeated refusal to wear seatbelts will result in suspended riding privileges from the bus.
- a. Consequences: Any student/passenger refusing to wear a seat belt will receive one verbal warning. If escalated, they will receive a written Disciplinary Report and will be assigned to a seat next to a coach/chaperone. Further reports will result in automatic suspension from the school bus beginning with a 3-day bus suspension and increases from there.
6. There are times when it will be up to the coach/chaperones discretion if a student/passenger can momentarily unbuckle for the retrieval of items from the above storage or to talk with the coach/chaperone.
7. Benefits. Students/passengers are safer when properly restrained by seatbelts.

TRAVEL RULE VIOLATION PROCEDURES: Students who violate travel rules concerning drugs, alcohol, tobacco, or theft will be disciplined severely. The following steps will be taken:

- 1) parent will be contacted.
- 2) students involved with possession of the items listed above will be turned over to local authorities.
- 3) it will be the parent's total responsibility to provide transportation back to Fort Benton.
- 4) disciplinary action taken on the part of the school according to the discipline policy explained in this Handbook.

MEAL POLICY:

Students are responsible to pay for their own meals on away trips. Exceptions are post-season events such as tournaments and/or overnight trips approved by the Principal. During these events the student will be allowed \$9 (breakfast); \$12 (lunch); \$18 (dinner) toward the cost of each meal. If breakfast is missed, a total of \$27.00 may be spent on the dinner meal.

Middle School teams may be provided one post season meal at administration's discretion.

OVERNIGHT TRIPS:

Girls Basketball, Boys Basketball, Football, Volleyball, Speech, Cross Country, Track, and Golf will stay overnight for regular season games and/or tournaments at administration's discretion. Overnighters will be allowed at District, Divisional and State competitions if necessary. During regular season tournaments that require overnight stay, coaches and athletes may stay in a motel.

MISC. INFORMATION:

- 1) Coaches are responsible to oversee and approve any videos shown on travel bus video monitors. R-rated movies shall not be viewed on travel busses.
- 2) Parents of players are not allowed to ride the bus unless they are serving in an official supervisor capacity approved by the administration.

- 3) Coaches are not to have their own young children at practice unless they can serve a constructive purpose. Coaches cannot babysit and coach at the same time.
- 4) Coaches are not to have their own children ride the bus to contests unless they are old enough to serve in the capacity of a manager/water boy/water girl/stats/video. Coaches/bus drivers spouses may ride the bus, if room is available.
- 5) Please note that sunflower seeds are not to be eaten on the buses at any time, NO fountain drinks, only drinks with lids, which are re-sealable, and students are not to wear spikes/cleats of any kind on the buses.

## **HAZING**

It is the goal of the School District to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type are contrary to the educational goals for the District and are prohibited at all times.

No student, teacher, coach, sponsor, administrator, volunteer or other employee of the School District shall plan, direct, encourage, aid, or engage in hazing.

No teacher, coach, sponsor, administrator, volunteer or other employee of the School District shall permit, condone, or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

This policy applies to behavior that occurs on or off school property to include before, during, and after school hours.

A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a "student organization" shall be subject to discipline for that act.

The School District will act to investigate all complaints (formal or informal, verbal or written) of hazing and will discipline or take appropriate action against any student or other school employee who is found to have violated this policy.

Hazing is defined as: "Any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following; unwanted touching, use of alcohol, illegal drugs or tobacco; paddling in any form; creation of excessive fatigue; physical and psychological shocks; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with regulations and policies of the School District."

## **SEXUAL HARASSMENT - COACHES & ATHLETES**

### Board Policy 2.7 -

1. **PURPOSE**: It takes the policy of the Fort Benton School District to maintain a learning and working environment that is free from sexual harassment.
2. **AUTHORITY**: It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below. It shall be a violation of this policy for a district staff member to harass another district staff member through conduct or communication of a sexual nature as defined below.
3. **DEFINITIONS**: Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the district staff to district staff, or when made by any student to another student; or when made by any student to a member of the district staff; or made by any member of the district staff to a student constitute sexual harassment when:

- a. submission to such conduct if made, either explicitly or implicitly, a term or condition of an individual's education.
- b. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- c. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- a. verbal harassment.
- b. pressure for sexual activity.
- c. repeated remarks to a person with sexual or demeaning implications.
- d. unwelcome touching.
- e. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's jobs, job, etc.

#### 4. PROCEDURES:

Any person who alleges sexual harassment by any staff member or student in the District may use the District's principal, guidance counselor, or any other individual appropriate to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

Upon the receipt of a complaint, the Title IX officer for the District will investigate the matter. At the end of the investigation a decision will be rendered concerning the severity of the offense/complaint.

A substantiated charge against a staff member in the District shall subject such staff members to disciplinary action, including discharge.

A substantiated charge against a student in the School District shall subject that student to disciplinary action including suspension and/or expulsion.

### **TITLE IX REGULATIONS**

"This is to certify that the Fort Benton Public Schools are in compliance with the Title IX policy of non-discrimination on the basis of sex."

Each school district must appoint a coordinator who will be responsible to carry out the regulations, investigate and rectify any discrepancies. The coordinators for Fort Benton Schools is the High School Principal and Guidance Counselor of Fort Benton High School, Fort Benton, Montana. The contact number is 622-5112

If a student or employee believes that he/she has been discriminated against (solely on the basis of sex), the Board of Trustees has adopted a grievance procedure for use by that individual. Forms to be completed are available in the administrative offices. The procedure is as follows:

Step 1: The complainant must present in written form within ten school days (two working weeks) the complaint to the officer. (Use Grievance Report - Form A)

Step 2: The responsible person has a working week (five school days) in which to investigate and respond. (Use space provided on the Grievance Report - Form A).

Step 3: If not satisfied, the complainant may appeal within ten school days (two working weeks) to the superintendent or his designated officer (Use Appeal Form B).

Step 4: Response by the district officer must be given within five school days (one work week), using space provided on the Appeal - Form B.

Step 5: If the complainant is not satisfied at this level, an appeal may be made within ten days (two working weeks) to the local Board of Education which will hear the complaint at the next regular meeting or within thirty (30) calendar days (Use Appeal - Form C). Local board hearings shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates and specific charge, right to counsel, right to present witnesses, right to cross examine, and to present written statements. The decision of the board shall be by a majority of the members at the meeting which shall be public.

Step 6: The local Board of Education will respond to the complainant within thirty (30) calendar days (Use space provided on Appeal - Form C).

The above information is offered as compliance with item #30 of the Title IX Needs Assessment - Part I, OSPI.

#### **EXTRA and CO-CURRICULAR POLICY POLICY DEFINED**

- Improper behavior, including during the event, may result in loss of participation in school activities. This includes involvement with juvenile authorities and general misconduct as outlined by the student handbook both within and outside the school environment. Proper behavior, including proper sportsmanship, while in competition representing the well being and reputation of Fort Benton Middle School/ High School is expected and required if students are to take part in extracurricular activities. Courtesy and respect will be demanded from participants and sponsors at all times. When a problem arises, it should be handled on a one-to-one basis in the privacy of the sponsor's office. Disrespect for individuals, either participants or sponsors will not be tolerated.
- Students participating in FBHS extra and co-curricular activities shall not (1) use, have in possession, sell or distribute alcohol, or illegal drugs, and (2) abuse prescription or non-prescription drugs. This policy is not intended to apply to the use of prescription drugs, under a doctor's supervision, when those drugs are used in the prescribed manner. Possession is defined as the use of a prohibited substance, having a substance in personal possession, or knowingly (as defined as a reasonable prudent person would know) being present at a function or gathering at which a prohibited substance is illegally used. Students who find themselves in that situation must demonstrate that they made every effort to immediately disassociate themselves from the location and the individuals involved.

The scope of Extracurricular and co-curricular activity includes:

- 1) All athletic teams sponsored by the Montana High School Association.

- 2) All extracurricular activities sponsored by the MHSA and all co-curricular offered at Fort Benton High School.
- 3) All students involved in a leadership capacity as outlined in the definitions of this policy.
- 4) Eligibility for Homecoming or Prom Royalty.

## **POLICY DURATION**

- This policy is in effect for ONE FULL CALENDAR YEAR from the date of the signed LONGHORN CODE OF CONDUCT CONTRACT.
- If the student does not complete the abuse educational program prior to the end of the defined season for that activity, the suspension continues until its completion.
- Violations are cumulative through the student's period of attendance in middle school or high school. Violations do not carry over from the middle school to high school.

## **DETERMINATION OF GUILT**

- A student's guilt in violating this policy will be determined through a formal investigation by school administration. Information will be gathered via student interviews and possibly the official reports from city, county, and/or state law enforcement agencies.
- Because it is necessary that an investigation be completed in a timely manner, student interviews may be conducted without first contacting the parents. If a student refuses to speak to school officials without their parent or guardian present, an attempt will be made to contact the parent. If the parent is unavailable or unable to meet with administration within a reasonable amount of time, the administration will proceed with the interview. A student's refusal to answer questions will be considered insubordination. State law does not require the administration to have parent permission to question a student for a violation of school policy. (Montana Code: 20:5:201) The school does need to contact parents when law enforcement needs to question a student in regards to their involvement in a criminal action.

Once a student's guilt has been determined, parents will be contacted and a conference will take place to present the evidence against the student. At this time, the student, parents and/or guardians shall be notified of the type of discipline that will be administered and of the student's due process rights.

### **Self-Reporting Option:**

Self-report is defined by a student reporting his or her violation BEFORE they are confronted by their coach or administration.

- If a student chooses to self-report a violation of the drug & alcohol policy, that student will receive a 15% of the total contests suspension.
- Students are expected to continue practicing with the activity during the suspension, but are not allowed to travel with a team, or sit on the bench at games.
- Self-reporting does not negate the decision-making authority delegated to the head coach of any athletic program as outlined in the Coaches Handbook.
- Athletes are ineligible to letter in the sport for that season.
- The sanction for policy restrictions regarding prom, homecoming candidacies, school leadership positions, and other academic activities will only be in effect if participation in those events would occur within the "event week" time frame.

**NOTE:** Choosing to self-report is an opportunity for a student to take responsibility for their actions. As the offenses are cumulative for a student's high school career, the percentage of suspended days will increase with each suspendable action.

The administration will then make a reasonable effort to contact parents by phone to inform them that their child has self-reported a violation. If a student has not been questioned by an administrator, but two school days have passed since the event occurred, the student will no longer be eligible to take advantage of the self-reporting option.

### **Truth Be Told Option:**

Truth Be Told is defined as a student being fully and completely truthful upon confrontation by a staff member, coach, or administrator.

If a student chooses to be truthful about their violation of the drug & alcohol policy, that student will receive a 25% of the total contests suspension.

- Students are expected to continue practicing with the activity during the suspension, but are not allowed to travel with a team, or sit on the bench at games.
- Self-reporting does not negate the decision-making authority delegated to the head coach of any athletic program as outlined in the Coaches Handbook.
- Athletes are ineligible to letter in the sport for that season.
- The sanction for policy restrictions regarding prom, homecoming candidacies, school leadership positions, and other academic activities will only be in effect if participation in those events would occur within the "event week" time frame.

Administration, under board review and approval, have the ability to adjust the above consequences for any individual, as deemed necessary for the student and the situation.



**All extra and co-curricular policy violations will be sanctioned in the manner outlined in the Longhorn Code of Conduct Contract, Student Handbook, and School District Board Policy.**

**FORT BENTON HIGH SCHOOL LONGHORN CODE OF CONDUCT CONTRACT**

**Vision Statement**

**We promote the physical, emotional, and mental well-being of all students through participation in extracurricular activities, while educating student-athletes in the areas of self-improvement, leadership, and teamwork.**

The Longhorn Code of Conduct is a commitment to represent self, school, family and community in the most positive manner possible. Participation in extracurricular activities is not only a privilege but is an outward extension of our school and community. The Longhorn Code of Conduct is in effect for the entire calendar year and all subsequent high school years to include but not limited to school-sponsored events.

***Section One: Attendance***

A student must be in school (not absent in any class) for the entire day of the extra-curricular activity or practice to be eligible to participate. Communication between athletes and their coaches is paramount to a successful experience. If the student attends a school-related activity, a scheduled medical appointment, or a family-related event that they have communicated such with their coaches then that student is still eligible to play or practice that day. If a scheduled extra-curricular event is on Saturday or any day that school was not held the student must have been in attendance all the previous school day or they are not eligible to participate. In the event that a student attends a morning practice then is absent from any class that day he/she will not be allowed to participate in the next day's event in that sport.

***Section Two: Behavior and Conduct:***

Students who participate in extracurricular activities serve as ambassadors of the school district and community throughout the calendar year, whether away from or at school. Participation in these activities is a privilege, and the student athlete agrees to not participate in nor be associated with activities that are unlawful, or are connected with acts that bring disrespect to the individual, school or community.

*Hazing:* Hazing is strictly prohibited. Hazing is unsafe, and can discourage participation as well as negatively affect a student's enjoyment in extracurricular activities, all forms of hazing are strictly prohibited. "Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing can take on many forms and a complete description of types of hazing is defined in the Fort Benton Schools Board Policy. Students who organize or initiate hazing activities, but do not directly participate in them, are equally subject to possible discipline as students who participate in acts of hazing. Students are expected to report suspected violations of this rule and may be disciplined for failure to report known hazing violations or for falsely denying knowledge of known hazing activities.

Students should develop respectful and involved attitudes in school and any pattern of negative or inappropriate behavior should be expected to result in consequences. Any student found to be involved in disrespectful behavior can expect consequences as listed below.

- Loss of a percentage of the current season or equivalent time of next season participation
- Coaches Plan of Action for restitution, ownership of actions, and reinstatement

***Section Three: Alcohol and Drug Policy:***

A primary focus of Fort Benton High School is the development of a drug free lifestyle for our students. In keeping with that objective the undersigned student agrees to not possess, use, distribute, or sell alcohol, drugs, designer drugs, illegal muscle/performance substances, tobacco or tobacco look-alike products, including electronic devices that deliver illegal substances, at any time. In addition, students are not to misuse or abuse prescription drugs. Possession is defined as the use of the prohibited substance, having the substance in personal possession, or knowingly being present at a function or gathering at which the prohibited substance is illegally used. If a student-athlete is attending a gathering and alcohol or drugs are

present or appear, the student-athlete must leave immediately. Any student found to be in violation of the Alcohol and Drug Policy within or out of the season will be subjected to the following consequences:

- **First Violation:** (self-reported) Suspended from all Fort Benton High School activities for 15% of the total contests. If violation occurs with less than 15% of contests remaining the suspension runs into next season of participation the student is involved in. Athlete will practice with the team during the suspension but will not travel or sit with the team for games.
- **First Violation:** (Truth be told) Suspended from all Fort Benton High School activities for 25% of the total contests. If violation occurs with less than 25% of contests remaining the suspension runs into next season of participation the student is involved in. Athlete will practice with the team during the suspension but will not travel or sit with the team for games.
- **First Violation:** Suspension from all extra and co-curricular activities for the current sports season. A meeting with student, parents, coach/sponsor and school administrator and school chemical counselor\*.
- **Second Violation:** Recommendation to the Board for suspension from all extra and co-curricular activities for 12 calendar months beginning the date the student is notified of suspension. A meeting with student, parents, coach/sponsor and school administrator and school chemical counselor.  
Student must obtain a professional drug/alcohol evaluation and follow recommendations. Student must notify principal of plans and present documentation upon completion.
- **Third Violation:** Recommendation to the Board for full suspension from all extra and co-curricular activities for the remainder of the student's high school career. Referral for professional help.

\*The financial obligation of this counseling is completely the responsibility of the individual student. Under no circumstances will Fort Benton School District #1 participate in the cost of such program.

Honesty and Integrity Clause: The Longhorn Code of Conduct encourages accountability and character maturation, therefore a student-athlete may have the consequences for a violation reduced based on their honesty, integrity, and cooperation during the investigation and subsequent disciplinary action. Reduction in disciplinary action and/or consequences will be based on the coaches recommendation AND administrator approval.

Examples of such behavior are as follows:

- Immediate ownership of behavior, participation, and/or association
- Compliance to disciplinary action
- Positive attitude and behavior in practice, in contests, and in the classroom.

### ***Code of Conduct Agreement***

I/We understand that this code, once signed will be in effect for the entire time period the student is attending Fort Benton High School, including out-of-season and during the summer. I/We further understand that infractions are cumulative throughout the student's enrollment at Fort Benton High School

Fort Benton High School reserves the right to hold students accountable for their actions 365 days per year if the actions involved serious misconduct on or off school grounds.

I/We have read, understand, and support the above contract for the term of **ONE FULL CALENDAR YEAR**. I/We understand that the undersigned student's compliance with the above terms is a condition of his/her participation in extracurricular activities within the Fort Benton School District. The document constitutes a contract, and the undersigned student agrees to abide with it for **ONE FULL CALENDAR YEAR** from the date signed.

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**Parent Signature**

**Date**

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**Student Signature**

**Date**

## STUDENT AND PARENT DUE PROCESS

If determination is made that a student has violated this policy, the student, parents and/or guardians shall be notified of the violation by telephone and also by mail. Also at this time, the student, parents and/or guardians shall be notified of the type of discipline that will be administered. In the case that a student disagrees with the administrators' decision, they can follow the student grievance procedure. (For information on student grievance procedure see Section 4-8 in the Student Handbook.)

## DEFINITIONS REGARDING EXTRA/CO-CURRICULAR POLICY

Terms used in this policy shall be given their ordinary and reasonable meaning except as defined below.

- *EXTRACURRICULAR ACTIVITIES*: Means any activity that is sponsored by the Montana High School Association including: Basketball, Football, Golf, Tennis, Track, Wrestling, Volleyball, State Music Competition, Pep Band, Speech, Drama, Cross-Country, and Cheerleading.
- *CO-CURRICULAR ACTIVITIES*: Means any activity sponsored by Fort Benton Middle School/ High School including, but not limited to: Pioneer, B-Club, Benton Lifters, Mass Band, Smithsonian, Drama Club, Robotics and FFA.
- *LEADERSHIP POSITIONS*: Means any class, club, or school officers, Aim Higher, Student Council, and other appointed positions of leadership within the school system. National Honor Society is dictated by its own bylaws.
- *SPECIAL EVENTS*: Means any school sponsored activity not included in Extracurricular or Co-Curricular activities. Determination will be made by the Middle School/ High School Principal.
- *SCHOOL YEAR*: Means the period of time from the first day of regularly scheduled practices (usually in August or September) to the last day of regularly scheduled practices or contests (usually in the following May or June).
- *SPORTS SEASON*: The fall sport season will begin with the first practice in the fall and end with the conclusion of any post-season competitions. The winter sports season will begin for boys upon the conclusion of the last football game FBHS participates in, and will begin for girls upon the conclusion of the last volleyball game in which FBHS participates. The winter sports season will end with the conclusion of any post-season competitions. The spring sports season will begin with the conclusion of the last wrestling event in which FBHS participates, with the exception of basketball players, whose spring sports season begins upon the conclusion of the last basketball competition in which FBHS participates.
- *CO-CURRICULAR SEASON*: Means the academic quarter of that school year (e.g. First quarter, second quarter, third quarter, fourth quarter) the activity is occurring.

- *LEADERSHIP SEASON*: Means the time period from the time of the incident until the end of the current school year.
- *SPECIAL EVENTS SEASON*: Means the academic quarter of that school year (e.g. First quarter, second quarter, third quarter, fourth quarter) the activity is occurring.
- *CALENDAR YEAR*: Means the time period from the beginning of the suspension for training rule violation until 365 days later.

## **DRUG / ALCOHOL PREVENTION PROGRAM**

Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) The use/possession of illicit drugs and the unlawful possession and use of alcohol is both harmful to the mind and body along with being illegal.

## **ACADEMIC ELIGIBILITY RULES**

### **MONTANA HIGH SCHOOL ASSOCIATION REQUIREMENTS:**

I. Students participating in any extra-curricular or co-curricular activity under the jurisdiction of the Montana High School Association will adhere to the following regulations:

This includes:

- 1) All athletic teams sponsored by the Montana High School Association.
- 2) All extracurricular and co-curricular activities that are sponsored by the Montana High School Association including Speech/Debate, District Music Festival and State Solo & Ensemble, Cheerleaders, and Pep Band.

ARTICLE II, Section (3) - Academic Eligibility: To be eligible to participate in an Association Contest, a student must have a passing grade in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which he/she was in attendance. If a student is assigned an "incomplete" or a "condition" on a subject, he/she has not received a passing grade in this subject. The record at the end of the semester is final and scholastic deficiencies may not be "made up" in any way.

### **INTERPRETATION:**

- 1) A school's previous grading period is interpreted as a semester.

2) Schools may be more stringent in their policies.

3) Twenty hours of prepared work means four subjects that grant one unit of credit each, for the full school year, or their equivalent, e.g., three classes carrying one unit of credit for the school year and two classes carrying one-half unit of credit for the school year would meet this requirement.

4) Schools having an attendance policy that issue a letter grade that indicates a student was passing but did not receive credit would not count toward the twenty hours. Credit must be received.

### **FORT BENTON MIDDLE SCHOOL / HIGH SCHOOL REQUIREMENTS:**

A. In addition to the MHSA requirements, students must meet the following regulations at Fort Benton High School:

#### **Grades 7-8 Academic Eligibility**

Grades will be monitored every Tuesday at 8:00 AM. Eligibility will be determined every other Tuesday at 8:00 AM. The Tuesday eligibility date will not begin until after the second Tuesday of each quarter. All Tuesday eligibility dates are denoted on the school calendar.

Students are responsible for submitting late or missing work PRIOR to MONDAY at 3:30 PM in order for it to be CONSIDERED for eligibility purposes.

If a student has an F in any of his/her classes on a Tuesday eligibility date, he/she will be ineligible from that point until the next Tuesday in which all grades are passing.

Students can only become ineligible on the designated eligibility Tuesday. Students can become eligible on any Tuesday, provided they are passing all of their classes.

**AT THE END OF EACH QUARTER:—THEY MUST BE ENROLLED IN A MINIMUM OF SIX (6) CREDITED CLASSES PER QUARTER. ANY STUDENT THAT RECEIVES ONE OR MORE FAILING GRADES OR HAS A GPA BELOW 2.0 THE PREVIOUS QUARTER IS INELIGIBLE TO PARTICIPATE UNTIL MIDTERM OF THE NEXT QUARTER WHEN GRADES AND/OR GPA WILL BE RE-EXAMINED.**

8<sup>TH</sup> Graders: 4<sup>th</sup> Quarter grades will determine Eligibility for Quarter One of your freshman year.

#### **Grades 9-12 Academic Eligibility**

STUDENTS MUST HAVE A 2.0 GRADE POINT AVERAGE FOR THE PRECEDING QUARTER TO BE ELIGIBLE. THEY MUST BE ENROLLED IN A MINIMUM OF SIX (6) CREDITED CLASSES PER QUARTER. ANY STUDENT THAT RECEIVES TWO (2) FAILING GRADES THE PREVIOUS QUARTER IS INELIGIBLE TO PARTICIPATE IN THE NEXT QUARTER.

If a student meets the minimum GPA requirement but earns at least one F for a quarter he/she will be ineligible until the midterm of the following quarter. At mid-term, if the student has a passing grade in the subject in which he/she earned the F, and all other classes, they will become eligible. If the student is still failing that class at midterm, they will remain ineligible until the end of the quarter.

If a student is not retaking the class in which he/she received the F, he/she will automatically become eligible at midterm, provided that he/she is passing all other classes.

Official midterm grades can and will determine if a student is eligible or not.

This student policy is supplementary to the Montana High School Association rules. If a student fails four solid classes for a semester, he/she will be ineligible for the following semester as stipulated by the MHSA handbook.

This administrative procedure is in effect for the current school year. Procedurally, the process will be retroactive to include any failing grades from fourth quarter or second semester of the previous school year. Students failing in either grading period would be ineligible until the midterm eligibility check.

*Ineligible students will be allowed to practice.*

*Ineligible students will not be allowed to travel with the team until eligible.*

*Ineligible students will not be allowed to compete at any level until eligible*

These standards will not apply for students who are assigned to activities as a part of an I.E.P. in the area of their handicap condition.

## **STUDENT USE OF PERSONAL TECHNOLOGY**

Personal technology includes but is not limited to: cell phones, music players, tablets, smart watches, and digital cameras.

Personal technology can be an effective resource in education when used appropriately. At the same time, personal technology is a privilege not afforded equally to each student. It is our goal that Fort Benton students be engaged with their coursework, activities, and other students. This goal requires appropriate use and restrictions of personal technology.

All personal technology must remain off or in silent mode (not vibrate or flash mode) during class time. With instructor approval, students may use personal technology as a resource for coursework.

Personal technology use in the locker rooms or bathrooms or that violates personal privacy is strictly prohibited.

## **Headphones and Ear Buds**

To insure safety and promote engagement, students are prohibited from the use of headphones or ear buds. This includes wearing headphones around the neck or over the shoulder. With instructor approval, students may use headphones when working independently and seated.

Personal technology policies include extra-curricular, co-curricular, and school related transportation.

### **Consequences for violation of the policy:**

**1<sup>st</sup> violation:** Confiscated for the remainder of the school day, Student and/or parent can pick up the phone from the main office.

**2<sup>nd</sup> violation:** Confiscated for the rest of the school day. Parent must pick up.

**3<sup>rd</sup> violation:** Confiscated for the remainder of the school day, parent must pick up, and loss of cell phone privilege for 5 school days. Student must turn in their cell phone into the main office before the 8:05 AM warning bell.

**4<sup>th</sup> violation:** Confiscated for the remainder of the school day, parents meet with administration, and 2 days ISS for student.

Fort Benton Schools are not responsible for the condition, loss or theft of confiscated devices.

## **Dual-Sport Participation Policy**

### **Fort Benton High School**

#### **Rationale:**

Fort Benton High School seeks to provide quality extra- or co-curricular athletic opportunities for its students. Some students have talents and abilities which they have a desire to contribute to more than one team in a particular athletic season, and both of these teams can benefit. Some activities may struggle with low numbers, and this can boost participation in those sports.

#### **STUDENTS PARTICIPATING IN TWO ACTIVITIES DURING THE SAME SEASON**

1. Students are allowed to participate in two extra- or co-curricular sports activities during the same season. Students wishing to participate in two sports during the same season will need to obtain a request form from the athletic director and follow the guidelines set down by the athletic department involving dual sport participation.
2. Students are not allowed to participate in “open gyms” as well as other non-school competition in another sport, on the same day they are participating in a school-sponsored extra- or

co-curricular sports activity without permission from the head coach of the sport in which they are currently participating and the building principal.

### **RULES OF DUAL-SPORT PARTICIPATION**

1. A student who wishes to participate in two sports during the same season must designate a primary sport before the beginning of the first appointed date of practice set by MHSA for the season of participation.
2. A primary sport is defined as the sport which takes precedence over another sport in the event there is a conflict of schedule or any other matter that could lead to a conflict. The student must adhere to the primary sport in the event of any and all conflicts of schedule. If one sport has a contest and the other has practice, the contest will take precedence.
3. The student must practice in both sports but the amount of practice time must meet the agreed requirements of the head coaches of those sports involved.
4. Approval may be denied because of academic concerns at any time during the sport season. The athlete then will participate in the primary sport only.
5. The student and parents or legal guardians, must sign a contract of dual-sport participation before the first practice session he or she attends.
6. In the event that a student is disciplined for any infraction of the student handbook in a specific sport, the consequence will also be applied to the second sport in the season of dual participation. That suspension is to be served for both the primary sport and non-priority sport.
7. In the case of a conference meet or state sponsored event conflicting with a regular season contest, the conference meet or state event has priority.
8. Student/athlete agrees not to switch the priority sport during the course of the season. If one sport becomes a better situation for the team or for me personally, I will still adhere to my decision as stated in #1 above.
9. Should a disagreement ensue between coaches over an athlete's participation, the two head coaches will meet before the athletic director who will serve as mediator and his decision, if necessary, will be binding.
10. If the athlete earns a letter in both sports, he/she will be awarded a letter in each.
11. The High School Athletic Director and the High School Principal will serve in the capacity of advisors and final judgments on matters concerning dual-sports participation.

REMINDER: Coaches are to communicate with each other and the student and parents in regard to practice and contests while insuring that the student does not face undue pressure.

- A dual sport student participates without consequence for missing practice/contests in accordance with the conditions of this agreement.
- A dual sport participant is expected to practice under the supervision of the coaches involved in the sports.



## Request for Dual Sport Participation

It is the intention of the athlete named below to participate in two sports during the same season. In order for this to occur, the following stipulations must be met in accordance with FBHS Policy:

1. The process must be initiated by a scheduled conference with the athletic director.
2. The athlete must declare which sport is primary and secondary for participation purposes.
3. Approval may be denied because of academic concerns at any time during the sport season. The athlete then will participate in the primary sport only.
4. Practice and Game/Meet requirements must be established prior to the sport season. Contests take precedence over practice, and the primary sport contests take precedence over secondary sport contests. This should be detailed in writing below after a conference between the athletic director and coaches involved.

Name of Athlete: \_\_\_\_\_

Sports: \_\_\_\_\_

Primary Sport: \_\_\_\_\_

Practice and Game/Meet Requirements (attach calendar):

Additional Stipulations:

\_\_\_\_\_  
Signature of Athlete                          Date

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

\_\_\_\_\_  
Signature of Head Coach-Primary          Date

\_\_\_\_\_  
Signature of Head Coach-Secondary      Date

\_\_\_\_\_  
Signature of Athletic Director                  Date

\_\_\_\_\_  
Signature of Principal                          Date



Decision	3 points
Draw	2 points
Loss	1 point
Loss by Pin	0 points

POST-SEASON AWARDS BOYS AND GIRLS: Most Valuable Wrestler, Most Improved Wrestler,, Mr./Miss Longhorn, Longhorn Century Club

**IV. BOYS & GIRLS TRACK:**

- a. earn at least three (3) points per meet or place at least 5<sup>th</sup> in the Divisional Track Meet

POST-SEASON AWARDS: BOYS: Ken Lundy Most Improved Memorial Award, Most Outstanding, Most Inspirational. GIRLS: Most Outstanding, Most Improved, Cindy Johnson Inspiration Memorial Award

**V. GIRLS VOLLEYBALL**

- a. play in at least 25% of regular total season games
- b. be on the roster and attend as a participant in the State Tournament

POST-SEASON AWARDS : Most Valuable Player, Most Improved Player, Hustler Award

**VI. GIRLS & BOYS TENNIS**

- a. team members must accumulate 20 points during the season. Points are scored as follows:
 

MATCH WIN	5 POINTS
MATCH LOSS	1 POINT

POST-SEASON AWARDS GIRLS AND BOYS: Most Improved, Sportsmanship, Most Valuable

**VII. CHEERLEADING:**

- a. cheer for at least 90% (barring injury) of single season games, including home and away games
- b. finish/complete the cheering season
- c. demonstrate cooperativeness and dedication expected by the coach
- d. be a member of the cheer squad that attends a State Tournament

POST-SEASON AWARDS: Diane Lehman Spirit Leadership, Diane Lehman Most Outstanding

**VIII. BOYS & GIRLS GOLF:**

- a. team members must accomplish one of the following:

- 1) qualify for the State Tournament
- 2) accumulate 20 points during the season

POST-SEASON AWARDS: Boy or Girl: Dale Erickson Memorial (Most Valuable), Most Outstanding Girls & Boys Golfer, Most Improved Girls & Boys

Points are scored as follows:

**BOYS**

Scoring:

- 90 or below.....4 points
- 91-96.....3 points
- 97-103.....2 points
- 104-108.....1 point

Placing:

- 1<sup>st</sup> place.....4 points
- 2<sup>nd</sup> place.....3 points
- 3<sup>rd</sup> place.....2 points
- 4<sup>th</sup> place.....1 point

\* participate in a varsity meet/tournament also scores 1 point

**GIRLS**

Scoring:

- 100 or below.....4 points
- 101-106.....3 points
- 107-112.....2 points
- 113-118.....1 point

Placing:

- 1<sup>st</sup> place.....4 points
- 2<sup>nd</sup> place.....3 points
- 3<sup>rd</sup> place.....2 points
- 4<sup>th</sup> place.....1 point

\* participate in a varsity meet/tournament also scores 1 point

**IX. SPEECH AND DRAMA**

- a. qualify for the state meet
- b. accumulate 20 points during the season

Points are as follows:

- Attend Meet.....3 points
- Placing:
- 1st.....5 points

2nd.....	4 points
3rd.....	3 points
4th.....	2 points
5th.....	1 point

POST-SEASON AWARDS: Speech Most Improved, Speech Most Valuable, Drama Most Improved, Drama Most Valuable.

**X. CROSS-COUNTRY**

a. qualify for state

POST-SEASON AWARDS: Boy and Girl “Going the Distance” , **Most Improved Boy & Girl**

**XI. ROBOTICS**

- a. be proficient with the current years game manual as determined by coaches.
- b. attend at least 90% of team practices and
- c. attend 1 of the 2 qualifier meets and
- d. attend the state meet.

POST-SEASON AWARD: Genius Award, Inspire Award

**EMPLOYEE NON-DISCRIMINATION**

- 1. Section 504 of the Rehabilitation Act- prohibiting discrimination based on disability:  
The Superintendent is designated the Section 504 and Americans with Disabilities Act, Title II Coordinator – Policy 5002-R
- 2. Title IX of the Education Amendments- prohibiting discrimination based on sex:  
The Superintendent is the designated coordinators for Title IX – Policy 5012-R
- 3. Age Discrimination Act- prohibiting discrimination based on age: The Superintendent is the designated coordinator for Title IX- Policy 5010-R
- 4. Equal Employment- prohibiting discrimination based on membership in a protected class:  
The Superintendent is the designated coordinator for Title IX- Policy 5010-R
- 5. Whistleblowing Protection- prohibiting retaliation against employees who report policy violations: Wrongful conduct should be reported to the Superintendent or Board Chairperson- Policy 5125