



# 2023-24 ACTIVITY HANDBOOK

Updated 6/16/2023

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## JEFFERSON HIGH ACTIVITIES STATEMENT OF PHILOSOPHY

A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, debate/speech, drama, journalism, music, student clubs, student government, and academic-related areas. Participation in these activities should provide many students with a lifetime basis for personal values for work and leisure activities.

We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to learning skills, and emotional patterns that enable the student to make maximum use of his or her education.

The interscholastic activities program shall be conducted in accordance with existing policies and rules and regulations. While the Jefferson High School Board takes great pride in winning, it does not condone "winning at any cost" and encourages sportsmanship and good mental health. At all times, the activity program must be conducted in such a way so as to justify it as an educational activity. Coaches should teach participants to respect other students, their teammates and their opponents, and teach them not to put others down. We need to identify specific achievement with leadership and discipline and not with domination.

Activities play an important part in the life of Jefferson High School. Young people learn a great deal from their participation in interscholastic activities. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are an integral part of each team in our interscholastic activities program. Interscholastic activities competition adds to our school spirit and helps all students - spectators as well as participants - develop pride in their school. The ultimate goals of the activities should be: 1) to realize the value of team work without overemphasizing the importance of winning, and 2) to develop and improve positive citizenship traits among the program's participants.

## STUDENT OBJECTIVES OF PARTICIPATION

- I. To provide a positive image of school activities at Jefferson High School.
- II. To strive always for participation excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student.
- III. To provide experiences that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
  - A. Physical, mental and emotional growth and development.
  - B. Acquisition and development of special skills in activities of each student's choice.
  - C. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
  - D. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that makes for winning or losing graciously.

- E. A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity.
- F. Achievement of initial goals as set by the school in general and the student as an individual.
- G. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
- H. Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.
- IV. To provide sufficient activities to have an outlet for a wide variety of student interests and abilities.
- V. To provide those student activities which offer the greatest benefits for the greatest number of students.
- VI. To create a desire to succeed and excel.
- VII. To provide for the students; worthy use of leisure time now and in the future.
- VIII. To develop high ideals of fairness in all human relationships.
- IX. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- X. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
- XI. To develop an understanding of the value of activities in a balanced educational process.

#### ACTIVITY TRANSPORTATION

Jefferson High School provides transportation for school activities and generally students are expected to ride to and from all extracurricular activities in the bus provided for participants. If students need to deviate from the scheduled transportation their parents are required to sign a Travel Release Form the day before the event. **Travel release with the coaches before leaving with parents. In rare circumstances (approved by the Principal)** participating students will be allowed to drive to or from an activity or to ride with other students, **with a travel release form completed prior to the event**. Students requesting a travel release form will be given permission to ride home with someone other than their parents only by permission of the sponsor and the Principal or AD **with a travel release form completed prior to the event**. When a student has a Travel Release Form completed the parents must check with the sponsor prior to taking over responsibility for the student. Students must ride to the activity site with the team unless a Travel Release Form has been approved by the sponsor.

B. Students will be expected to dress appropriately. Standards for dress other than normal school dress code requirements will be given by the sponsor. Consideration is to be given to the fact that students will be representing Jefferson High School and should reflect appropriate pride in self and school. Proper clothing is required for current and predicted weather conditions.

C. Behavior standards on buses will be consistent with those required in regular school transportation. If a student does not behave in an appropriate manner, student's parents may be notified and students may be left with the police department on an out-of-town trip.

D. Selected students may be required to clean out the mess from a bus when it returns from a trip. Selection will be done by the sponsor.

A late route bus will be provided following practices for participants who are eligible for normal student bus transportation. Students riding the activity bus are to report either to the cafeteria or the bus following completion of their practice and remain there until time for the bus to leave.

#### ELIGIBILITY REQUIREMENTS

Students must meet the standards below to be eligible for participation in the school's activity program. Montana High School Association (MHSA) eligibility standards apply to sanctioned competition, not other activities.

##### I. MHSA Standards

- A. ENROLLMENT/ATTENDANCE: The student must be regularly enrolled in school and carrying at least 4 credits (a minimum of 2 within the school building). The student must be in regular attendance from the enrollment date.
- B. ACADEMIC ELIGIBILITY: The student must have received 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.
- C. PHYSICAL EXAM: a physical exam must be completed within the last year prior to a student participating in any practice.
- D. GRADUATE STUDENT: No Student may participate who is a graduate of a regular four-year high school.
- E. AGE RULE: No student may participate who has become nineteen years old on or before August 31<sup>st</sup>

F. SEMESTER RULE: No student may participate who has been in attendance in any secondary school more than eight semesters. Attendance for 20 days or participation in a contest constitutes attendance for a semester.

G. PARTICIPATION LIMIT: A student may not participate in any one sport more than eight consecutive semesters.

II. Jefferson High School standards:

- A. Students must be in attendance at least a half of the school day to be eligible to participate in practice or competition (this constitutes at least 3 periods on the day in question). For a Saturday contest they must be in attendance a half day, during the previous school day. The sponsor and principal must approve any exception of this rule. All work that will be missed because of travel must be made up prior to leaving or arrangements must be made with each individual teacher.
- B. In addition to MHS standards Jefferson High School standards are: The Board of Trustees of Jefferson High School has resolved that to be eligible to participate in extra-curricular and co-curricular activities, a student must:
1. Have no missing assignments in the previous week.
  2. Have no more than one "F" at anytime.
  3. Have no unexcused absences in the previous week.
  4. Have no more than 8 absences in a semester.
  5. Maintain all other MHS standards

Academic eligibility will be determined weekly. If a student has been determined to be ineligible for a two-week period (every Thursday), the student may earn the privilege of participating on a weekly basis by:

- Clearing all missing assignment and/or "F" by Tuesday at 4:06 of the following week.
- Resolving any unexcused absences by Tuesday at 4:06 with the attendance clerk.
- "Earning back" the time missed above 8 absences to bring the total absences below acceptable levels. "Earning back" must be done before school, after school or on Friday's under the supervision of a staff member. The Principal has the right to approve other community service activities as replacement.

If the student has improved their performance to meet the above stated academic/attendance requirements, the student may participate for that week only. The student must repeat the process every two-weeks.

The first eligibility list will be complete the second week of the school year and every two weeks thereafter.

- C. The principal has the authority to exclude from any activity any participant who is in violation of any local school rules, either academic or extra-curricular.
- D. Students who participate MHS sponsored activity are required to purchase activity cards before the second contests for admission to school sponsored activities.
- E. Students involved in activities are required to have completed the following paperwork prior to participation.
- 1) a physical exam and parent permission form
  - 2) verification of receipt of training rules
  - 3) a signed "Medical Release Form" giving an attending physician permission to give medical treatment.
  - 4) MHS Student-Athlete & Parent/Legal Guardian Concussion Statement.
  - 5) Student Transportation Liability Release Form
  - 6) JHS Participation Consent Form
  - 7) Parent and Player's Code of Conduct
  - 8) Pay Activity Fee
- F. Speech/Debate/Drama students are required to have verification of receipt of training rules before participation.
- G. All other school sponsored groups or clubs must have a verification of receipt of training rules after elected or upon joining.
- H. Jefferson High students must join a MHS activity before the first competition or when approved by the sponsor, AD or Principal. Transfers may try out for the MHS activity if they meet the MHS requirements at a later date.
- I. Students may transfer from one activity to another activity with both coaches and principal or AD's approval.

Extracurricular Activities: A variety of activities are offered in the school for your benefit and pleasure: music, band, FHA/HERO, Skills USA, FCCLA and BPA are active throughout the year; speech/debate/drama, MUN, football, cross country, cheer and volleyball are active in the fall; boys basketball, girls basketball, wrestling, and cheer are active in the winter; girls tennis, track, golf and Youth Legislature are active in the spring.

### SPORTSMANSHIP

Activities are an important aspect of the total educational process in our school. One of the goals of the activity program is the teaching of appropriate sportsmanship. It is defined as those qualities of behavior, which are characterized by generosity and genuine concern for others including opposing players, coaches, and officials. Good sportsmanship is viewed as a concrete measure of understanding and commitment to fair play, ethical behavior and integrity.

Consequences for exhibiting poor sportsmanship may include any of the following: 1) Private reprimands or letters of concern, 2) Probationary participation or attendance, 3) Temporary or permanent suspension for participation or attendance, 4) Reports to law enforcement or 5) Permanent exclusion from certain contests or from the school facilities. These consequences may be applied to participants, coaches, parents or spectators.

### TRAINING RULES INTRODUCTION

These rules have been adopted for the following reasons:

- 1 To promote a positive image of our student body among all people.
- 2 To help students avoid the negative effects of chemical abuse both physically and mentally.
- 3 To help protect the safety of students during the time they are not competing in activities.
- 4 To encourage a long-term, healthy lifestyle for the benefit of individuals and the community.
- 5 To help athletes concentrate on the next performance or opponent rather than being disrupted by internal turmoil created by discipline breakdowns.
- 6 To encourage students to obey the law.

### RULES

While it is recommended that all students follow these rules throughout the year, the school will enforce them year-round. They apply to all students involved in MHSA sanctioned activities, speech/debate/drama, and cheerleading. Consequences will apply whether the student was involved in an activity at the time of the violation or not.

- 1 NO ALCOHOLIC CONSUMPTION OR POSSESSION
- 2 NO DRUGS USAGE OR POSSESSION
- 3 NO CHEWING OF TOBACCO OR POSSESSION (Including any substances containing nicotine)
- 4 NO SMOKING OF TOBACCO/VAPING OR POSSESSION (Including any flavored e-cigarette or vape)
- 5 Team hours and the penalty for not meeting them will be set by the coach as needed.
- 6 Any action detrimental to the school image will not be tolerated and may result in disciplinary action up to and including dismissal from the team.
- 7 A student athlete is in violation of school athletic training rules number 1 or 2 above if they are participating in use of or in attendance where drugs or alcohol are being used. The only exception to this attendance rule is if the student athlete is at home or at a function with her/his parents where alcohol is present. There is no exception to the usage rule.
- 8 Students with training violations or are academically ineligible may not travel with the team. Students that are out due to illness or injury may travel at the coaches' discretion.
- 9 SELF-REFERRAL: The purpose for this provision is to encourage a Student/Athlete to seek help. The Student may not use this voluntary admission if the administration already knows of the training rule infraction. This provision may be used only one time by a student while enrolled in grades 9-12, and will be documented by the Activities Director. To be treated as a self-referral, this must be the first knowledge that the school administration has of the violation. A self-referral carries a reduction of one-half of the listed suspension for that level of violation, the student will continue to practice. The student must obtain a professional drug/alcohol/tobacco evaluation and follow the evaluation's recommendations. All evaluations and programs recommended by the evaluation will be at the expense of the parent. Students must participate in the awareness class before they will be eligible to participate further in a sports/activity competitive contest.
- 10 DISHONESTY CLAUSE: Any student who denies involvement and then is later found to have been dishonest would receive an additional suspension of two competitive weeks above and beyond the listed consequence.

11. **CHEMICAL AWARENESS CLASS AND REFERRAL FOREVALUATION:**

First Violation (In and Out of Season): Student must obtain a professional drug/alcohol/tobacco evaluation and follow the evaluations recommendations. All evaluations and programs recommended by the evaluation will be at the expense of the parent. Upon completion of the evaluation, the student is then eligible to participate in contests for the next sports/activity season if all other conditions are meet. Students with a violation out of season must complete the professional evaluation before they can participate in any contest in the next sports/activity season.

Subsequent Violations (In and Out of Season): Referral for Professional Counseling.

All evaluations and programs recommended by the evaluation will be at the expense of the parent. Jefferson High School will provide only the Chemical Awareness Class.

CONSEQUENCES

1. First Offense  
(In Season)

The student will be ineligible for remainder of that season and forfeit all school awards for the violated activity. **If** the infraction occurs in the first half of the competitive season the participant will be suspended for the remainder of the season and forfeit all awards. **If** the infraction occurs in the second half of the competitive season, the participant will be suspended from competition for the remainder of the season, forfeit all awards, and be suspended for the first half of the next activity he or she chooses to participate. The student may practice during the suspension at the coach's discretion. In season violations will be those that occur from the official start of the activity season (first practice) to the last day of practice or the last MHSA sanctioned contest of the season including the return to JHS.

(Out of Season)

The student will not be allowed to participate in the first 50% of the next season's regularly scheduled contests (the next season the student elects to participate in). The student must complete that season in good standing or the suspension will not count. The student may practice during that suspension.

2. Second and Subsequent Offenses

\*The student may not participate in MHSA sponsored activities for the remainder of the current or coming school year.

\*\*The student and parent/guardian must meet with the Activity Council to set up an individual conduct contract. The contract will be made with the student's best interest in mind. The committee will review the contract before the start of the next school year's activity that the student chooses to participate in to determine if the contract obligations have been met. **If** the result of this meeting is positive, then the student will be allowed to participate in the scheduled activity.

Council Membership

- High School Principal
- Activity Director
- School Board Liaison
- Affected Activity Advisor
- Non-Affected Activity Advisor

**If** there is a discrepancy in which a vote will be taken, the superintendent will sit on the council to break the tie.

Contract Obligations might include but are not limited to:

- Subsequent training violations
- Counseling or training violations relating to substance abuse.
- Overall school record: attendance, behavior, and positive contributions.
- Actions deemed detrimental to the school's image.

Any student, who has violated these rules twice and has been reinstated by the council, will begin the next year's activities with one violation

## CONDITIONS

1. Practice days are defined as days on which at least one practice or contest was held for the sport in which the student is participating.
2. Violations shall be cumulative throughout the student's high school career
3. Each sport will conduct a Mandatory Parent Meeting. This meeting will address concerns about Curfew, parties, drugs and alcohol, nutrition, and general expectations of athletes and their families. The meeting will also address expectation parents can expect from the coaching staffs. This meeting will be available online. Failure of parents to attend one of the scheduled sessions will result in their student athlete being ineligible for any contest until attendance is completed.
4. A student must complete the season in good standing in order to receive letters and awards for the activity.
5. The school will make every effort to contact the parents as soon as possible when a violation is verified.

## STAFF EVALUATIONS

The following procedure will be utilized by Jefferson High School to assess the performance of staff members accepting coaching/sponsoring assignments.

Four forms will be incorporated in creating the Head Coaches Evaluation.

Form 1: Season Evaluation Report (Completed by the AD or Principal)

Form 2: Program Evaluation Report (Parents, all program parents, available digitally on the school website or emailed upon request)

Form 3: Program Evaluation Report (Participants, all participants taken during school hours)

Form 4: Assistant Coaches Evaluation (To be completed by the Head Coach after season is completed)

Fall Sports evaluations will be presented at the December Board Meeting (Football, Cross Country, Volleyball).

Winter Sports evaluations will be presented at the April Board Meeting (Speech and Drama, Boys and Girls Basketball, Wrestling, Cheer).

Spring Sports evaluations will be presented at the June Board Meeting (Track, Tennis, and Golf).

1. The Activity Director will evaluate each Head Coach for each Activity. The Principal will evaluate the Head Coach if the Head Coach is also the Activities Director. A written evaluation will be provided, with an evaluation conference.
2. The Activities Director will compile and summarize the four evaluation forms for each program (girls and boys). The summarization will be reported to the Jefferson High School Board of Trustees when the recommendation to rehire is presented. The summarization will include a report in the positive comments and achievements with corresponding commendations, negative comments and concerns with corresponding plans to address and solve.
3. All evaluation will be routed to the Principal for recommendation for rehire or non-rehire to the Superintendent. The Superintendent will present the recommendation to the Jefferson High School Board of Trustees for action.

### GRIEVANCE PROCEDURE FOR PARTICIPANTS AND PARENTS/GUARDIANS

If there is a grievance or disagreement with an activity sponsor, the procedure that must be followed is outlined below:

Step 1 - Talk to the Head Advisor of the program.

Step 2 - If you haven't reached satisfaction at the first level;

File a written complaint with the Principal and Activities Director and come in to discuss the problem.

Step 3 - If you haven't reached satisfaction at the second level;

Take the written complaint to the superintendent and discuss the problem.

Step 4 - If you haven't reached satisfaction at the third level;

Take the written complaint to the Board of Trustees.

### CUT POLICY ALL JEFFERSON HIGH SCHOOL ACTIVITIES

The make-up of each team is at the discretion of each program's Head Coach.

#### 24-HOUR COOLING OFF PERIOD

If parents need to speak with a coach it is to be done through appointment only. Coaches are never to be approached before or after games are with concerns or problems. Please wait 24 hours after contests to call and set appointments with the coaching staff and Activities Director. The student/athlete should have already voiced their concerns to the coaching staff before a parent conference. If this procedure is not followed game suspensions will be given to the student/athlete or parent that is in violation.

#### SOCIAL NETWORKING GUIDELINES

- 1. Avoid sharing private information.** Be careful of how much and what kind of identifying information you post on social networks. It's unwise to make available information such as date of birth, social security number, address, phone numbers, class schedules, bank account information or details about your daily routine. All of these can facilitate identity theft or stalking. Remember that once posted, the information becomes the property of the website.
- 2. Consider your career.** Be aware that potential current and future employers and college admissions offices can access information you post on social networking sites. Realize that any information you post provides an image of you to prospective employers or schools. The posting is considered public information. Protect yourself by maintaining a self-image you can be proud of years from now.
- 3. Watch out for 'phishing.'** Be careful in responding to unsolicited emails asking for passwords or PIN numbers, also known as "phishing." Reputable businesses do not ask for this information online.
- 4. Understand your rights.** Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited and *not without consequence*. Social networking sites are not a place where you can say and do whatever you want without repercussions.
- 5. Protect your photos.** Remember that photos put on social networks become the property of the site. You may delete the photo from your profile, but it still stays on their server. Internet search engines like Google or Yahoo may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.



## Meal Procedure

### Recommended Meal Allowances

When the District provides meals, the following meal allowances will be adhered to:

Breakfast \$8.00

Lunch \$10.00

Dinner \$12.00

TOTAL \$30.00 (exclusive of 15% gratuities)

Gratuities: When appropriate (sit down meals), the coach/sponsor will include, but not exceed (ex. 15%) of the total meal bill.

**NOTE: Meal amounts MAY (upon administrative approval) be accrued for ONE day. In the event a meal is provided the cost of that meal will be subtracted from the total (ie Hotel Breakfast). These amounts are MAXIMUM including beverage and/or dessert. Specialty drinks and or desserts are the student's responsibility.**

### **Student Meals:**

Team meals will be provided for post season competition. The district will not provide meals for regular season games, meets or tournaments. All meals will be purchased according to School District Purchasing policy(s). Rates per meal will be in accordance with the School Districts per diem policies. The District will allow parents or others to provide packed meals for the team(s) while traveling. This would be known as a 'cooler clause'

### **Homeschool Eligibility**

Per MHSA Handbook Rules and Regulations Article II Section 2:

Exception – Non-public or home school students who meet the requirements of 20-5-109 (a checklist available in the high school office) can participate in MHSA member school extra-curricular activities with the following stipulations:

- 1) The same standards for participation must be met as those required of full-time students enrolled in the school (besides enrollment).
- 2) The same rules of the MHSA apply including age, semesters, and academics (see #3).
- 3) The academic eligibility for extracurricular participation for a student attending a nonpublic school must be attested by the head administrator of the nonpublic school. The academic eligibility for extracurricular participation for students attending a home school must be attested in writing by the educator providing the student instruction with verification by the MHSA school principal. Academic eligibility includes provisions 2.2, 2.3 and 2.4.
- 4) The student may only participate in the school in the student's attendance area and cannot transfer.

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**RECIEPT OF HANDBOOK**

I have received and reviewed a copy of the Jefferson High School Activities Handbook. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook.

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Signature of Parent

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Date

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Signature of Printed Name of Parent

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Signature of Student

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Date

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Signature of Printed Name of Student

\*\*\*Only one receipt of the handbook, need to signed per year\*\*\*