

**STUDENT ACTIVITIES/ATHLETIC HANDBOOK
CASCADE SCHOOL DISTRICT 3 & B**



Academic School Year 2019-2020

CASCADE SCHOOL DISTRICT STUDENT ACTIVITIES-ATHLETIC HANDBOOK 2019-2020
HANDBOOK INDEX

Equal Education Opportunities	Page 3
Directory Information	Page 3
Requirements for Participation	Page 3
Purpose of handbook	Page 3
Academic Eligibility for Participation	Page 3
Activities Philosophy	Page 4
Accident Report Form	Page 5
Awards Criteria	Page 5
Age Rule Requirement	Page 6
Assumption of Risk Statement	Page 7
Attendance the Day of an Activity	Page 7
Bullying, Harassment, Intimidation, Hazing	Page 7
Cell Phone Use by Students	Page 10
Code of Conduct/Chemical Use Policy	Page 10
Code of Ethics	Page 11
College Recruiting	Page 12
Concussion Education and Compliance	Page 12
Corporal Punishment	Page 16
Cut Policy	Page 16
Dress for Activities	Page 17
Dual Activity in a Season	Page 17
Homeless Students Rights	Page 17
Insurance and Injury	Page 17
Lettering Criteria	
Page 17	
Meal Procedure	Page 18
Medical Information and Form	Page 18
Medication Policy	Page 18
Parent Meeting	Page 18
Participation Fee	
Page 18	
Physical Exams	Page 20
School Sponsored Trips	Page 20
Sportsmanship	Page 20
Student Sign Out	Page 21
Suspension or Exclusion from Team	Page 21
Student and Parent Due Process	Page 21
Travel Rules, Regulations, and Procedures	Page 21
Video Surveillance	Page 22
Student-Athlete & Parent/Legal Guardian Concussion Statement	Page 23
Student Accident Report Form	Page 24
Permission to Participate	Page 25
Medical Release Form	Page 26
Alternative Travel Form to Activities	Page 27
Student Activities/Athletic Handbook Acknowledgment-Sign-off	Page 28

CASCADE PUBLIC SCHOOL DISTRICT ACTIVITIES-ATHLETIC HANDBOOK 2019-2020

Cascade Public Schools, District No. 3 & B, will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity. **(School Board Policy 3210)**

DIRECTORY INFORMATION

Regarding student records, federal law requires that "directory information" on a child may be released by the District to anyone who requests it unless the parent/guardian/caretaker relative objects in writing to the release of the information. This includes release of directory information to post-secondary institutions and military recruiters. Directory information ordinarily includes policies 3600P-3600F1-3600F2. Please make sure a parent/guardian/caretaker relative completes the Student Directory Information Notification as found in the Student Handbook.

REQUIREMENTS

All students participating in extracurricular activities must have the following prior to the first practice:

- A required physical documented on the official Montana High School Association (MHSA) **website** - Physical Form (for all MHSA sanctioned activities).
- An Assumption of Risk statement signed by the parent.
- ~~A Permission to Participate form (sign-off).~~
- An updated Medical information form **for students not in athletics.**
- A Concussion Education and Compliance form signed by the student athlete and parent.
- Acknowledgement of receiving access to the 2019-2020 Activities-Athletic Handbook signed by parent and student.

PURPOSE

The purpose of this guide is to establish rules, procedures, policies, and philosophy as it pertains to the Cascade Public Schools Athletic and Activities Programs. The fundamental purpose of the athletic/activities program is to facilitate development of:

- Sportsmanship,
- A sense of responsibility to themselves and others,
- A devotion to an athletic and/or activities assignment,
- Pride of accomplishment of a job done to the best of one's ability,
- Sense of belonging to a group,
- Social values derived from contact with students and adults from other communities and
- Healthy behaviors of participants.

Activities Philosophy

It is our philosophy that participation in co-curricular activities is an integral and vital part of the total educational program.

The clubs, activities, and athletics provided by Cascade Public Schools shall afford opportunities for students to involve themselves outside the classroom. Besides providing these programs, the District encourages student involvement because it benefits both the individual student and the school. The student derives cooperation, dedication, personal pride and ownership, sense of purpose, enhanced self-worth, loyalty, success and recognition, physical and social development, and a wholesome use of time.

Student interest leads to pride in school, citizenship, leadership, democratic experience, and character development. Teamwork, sportsmanship, and respect for others' rights and views are advanced.

Therefore, we believe it is the responsibility of the District to identify and maintain a mix of activities that motivates an optimum number of students without encroaching on one another. It is further incumbent upon the District to encourage participation by students for the above-mentioned reasons and their synergistic effect on the school community.

Finally, we believe that these activities are not an end in themselves, but vehicles to work with students. We want to "win" not for "winning's sake," but because the desire to excel is a worthwhile lifetime goal. We do not subscribe to a "winning at all costs" philosophy. We value the importance of good sportsmanship, giving one's best effort, winning humbly, and losing with grace. We believe it is not the score that makes one a "winner" or a "loser".

GENERAL INFORMATION RELATING TO POLICIES

ACADEMIC ELIGIBILITY FOR PARTICIPATION

Cascade Public Schools eligibility rules apply to all extracurricular (athletics) and co-curricular (clubs, organizations, Science Fair, Pep/Cheer, band, choir, etc.) activities. Students not meeting Cascade Public School eligibility requirements may be allowed to participate in practice or in-school activity requirements at the discretion of the coach or advisor; however, they will not participate in any activity or contest representing Cascade Public School.

Cascade Public Schools will follow the eligibility rules as set forth by the Montana High School Association, which reads as follows:

- 1) **MHSA Requirement:** A student must be enrolled and have received a passing grade in at least twenty (20) periods of prepared class work or its equivalent in the last previous semester in which the student was in attendance. Failure to meet this requirement will result in one (1) semester of ineligibility. Middle school students will be required to receive a passing grade in ten (10) periods of prepared work per week. A homeschool student is not eligible to participate for an MHSA member school. (Article II, Section (2) Eligibility, MHSA handbook)
- 2) No student who is enrolled in a grade below the ninth shall be eligible to participate in a MHSA Association Contest, except as established in Section (5) of the MHSA handbook.
- 3) Academically ineligible participants will be expected to practice, but will not be allowed to participate in games, meets, or performances or travel with the team or group. Students who are ineligible to participate in activities due to inadequate grades, as outlined, will not be allowed to sit with the team at competitions or events.
- 4) **Weekly "F" Policy:** A student must be receiving a passing grade in ALL classes. Eligibility for passing will be determined weekly beginning on the third week of each quarter. The Principal will send out an Activity Eligibility Report every Tuesday during the season. This report will show all participants with a failing grade in any classes. If a participant appears on this report, they will have one probationary week to pull up their grade from an "F" to a passing grade. If their name appears on the list the following week, in any class, they will be ineligible for participation

in any activities until the following Tuesday when the next report is run. Students and parents should continually monitor “Infinite Campus” so they are aware of what their student athletes grades are in each class. **Any student in grades 9-12 who receives three or more F’s in a quarter or semester will be ineligible for an entire semester as per MHSA rules.** Students involved in High School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.

Cascade Public Schools further stipulate:

- 5) **Transfer Rule:** A student of any grade level who changes high school districts, except upon a corresponding change of residence of parent or legal guardian shall be ineligible to compete on a varsity team for a period of 90-days. (See MHSA Official Handbook for waiver requirements)

Accident Report Form and Procedure

Injuries: All injuries are to be reported immediately to the coach/advisor/activity director regardless of the nature of the injury. The coach/advisor/director will fill out an accident report form and file it in the AD’s office within one (1) school day of the accident. The AD will file a copy in principal’s office. See appendix for Accident Form.

Awards

Each Boys and Girls sport will be provided with Three (3) post-season awards paid for by the school. Awards may be the Head Coach’s choosing.

Criteria for Athlete of the Year

An athlete must participate in at least three sports and be nominated by two or more head coaches to be considered for “Athlete of the Year”. Once nominated, the determination of one male and one female “Athlete of the Year” will be based upon the total points gained from the following four categories:

1. TEAM AWARDS

Each individual sport will have 15 points to be issued towards team awards: captain, MVP, Most Improved, etc. No one award or selection of the athlete will be made by the varsity head coach without recommendation from the support coaching staff.

2. ATHLETIC ACHIEVEMENT

Specific point totals will be made according to athletic achievements at the highest levels of competition; conference and district, then divisional, then state. The abbreviations following the description of the point requirement indicate the sport(s) which apply*.

- | | |
|----------|---|
| 1 point | An individual or team member achieving a 2 nd place finish at district (GGB, GVB, T, BBB). |
| 2 points | An individual or team member achieving a 3 rd place conference win (BFB), a 1 st place district win (BBB, GGB, T, GVB), or a 4 th place divisional win (W, G). |
| 3 points | An individual achieving a 3 rd place divisional finish (W, G). |
| 4 points | An individual or team member achieving a 2 nd place conference or divisional title (BFB, BBB, W, G, T, GGB, CC, GVB). |
| 5 points | An individual or team member achieving a 1 st place conference or divisional title (BFB, BBB, W, T, G, CC, GGB, GVB) |
| 6 points | An individual or team member achieving a 4 th , 5 th or 6 th place State Title (BFB, BBB, W, T, G, CC, GGB, GVB) |

- 7 points An individual or team member achieving a 2nd or 3rd place State Title (BFB, BBB, W, T, G, CC, GBB, GVB)
- 8 points An individual or team member achieving a 1st place State Title (BFB, BBB, W, T, G, CC, GBB, GVB)

3. ATHLETIC HONORS

These are honorary certificates determined by various coaches (MCA) outside the district for, and at, different levels of competition; again, any athlete can only acquire the points obtained at his or her highest level of competition.

- 1 point An individual or team member achieving an Honorable Mention at the conference or divisional level (BFB, BBB, GBB, GVB)
- 2 points An individual or team member nominated to a 2nd Team all Conference or Division. (BFB, BBB, T, GBB, GVB)
- 3 points An individual or team member nominated to a 1st Team all Conference or Division. (BFB, BBB, T, GBB, GVB)
- 3 points An individual or team member achieving an Honorable Mention at the State level (BFB, BBB, GBB, GVB)
- 4 points An individual or team member nominated to a 2nd Team All State (BFB, BBB, T, W, G, GBB, GVB, CC)
- 5 points An individual or team member nominated to a 1st Team All State (BFB, BBB, T, W, G, GBB, GVB, CC)

4. ACADEMICS AND CITIZENSHIP

Because an athlete is a role model on, as well as off, the field of play, academics and citizenship must be encouraged, To this end the following points will be assigned to each nominee.

- 6 points Academic All-State
- 0-4 points Citizenship: this point total will be determined from the average value of the points cast by all coaches.

In the event of a tie between two or more athletes of the same gender, the Athletic Director will either recommend the title be shared or will assign one point to break the tie.

- * BFB – Boys Football
- BBB – Boys Basketball
- W – Wrestling (Boys and Girls)
- T – Track (Boys and Girls)
- G – Golf (Boys and Girls)
- GBB – Girls Basketball
- GVB – Girls Volleyball
- CC – Cross Country (Boys and Girls)

Criteria for Induction into the Athletes Hall of Fame

1. All nominations for election must be made to the Athletic Director
2. Must have graduated from Cascade Public Schools
3. A minimum for 1 and a maximum of 2 athletes will be elected each year representing each sport and gender
4. Final selection into Athletes Hall of Fame will be made by:
 - A. Activities Director
 - B. Committee appointed by the Activities Director
 - C. Principal

Age Rule – MHS

AGE RULE – section 7 MHS Handbook

7.1 No student is eligible to participate in an Association contest who has become nineteen (19) years old on or before midnight, August 31, of a given year. Therefore, a student who becomes nineteen (19) years old after midnight, August 31, of a given year, will be permitted to compete in all Association contests throughout that school year, under the provisions of this section.

Assumption of Risk Statement - Liability: The coach/advisor/director, any other member of the school staff, or any member of the Board of Trustees will not be held liable or responsible in case of an accident incurred during practice, games, meets, matches, tournaments, concerts, or trips supervised by Cascade Public Schools. Each parent or guardian will be responsible to sign an “assumption of risk” statement indicating that the parents/guardians assume all risks for injuries resulting from such participation. [Board Policy 2151]

Attendance the Day of an Activity

Students must be present for a FULL day (present in seven periods) of school in order to participate in ANY extracurricular activities, including practices. In cases where a medical note can not be provided (ie: bereavement or family emergency) the student must receive **prior approval from the administration**. Exceptions may be granted by the administration for extenuating circumstances for reasons such as bereavement, a family emergency, court appearance, or a doctor/dentist appointment, as long as the student returns to school with official documentation from the medical/dental office. A student who leaves school early or arrives to school late due to an illness, not feeling well, or too tired is considered too ill to participate in athletics that day and shall not be allowed to attend a practice or contest.

Students must not leave school during class periods or between classes unless they have reported to the office and received permission from the administration. Students who leave the school building without checking out will accrue an unexcused absence and will be subject to the consequences as for any other unexcused absences. The Cascade County Sheriff's Department will be called to locate any student who cannot be located within 30 minutes of being reported as missing from an assigned class or area.

If a student is absent any portion of a school day in which a team practice or extracurricular contest is scheduled, and the absence is caused from an illness (especially contagious coughs and colds, flu-like illnesses, fever, respiratory illness, chicken pox, pink eye), he or she is not permitted to attend after school practices or participate in the event. If a student is not well enough to attend school he/she is not well enough to attend a team practice or competition either. Documentation from a doctor's office stating the student is not contagious to others must be provided in order to excuse him/her from this requirement.

If a student athlete is injured during an athletic practice or event, and seeks medical advice, that student athlete may not return to practice or contests until Cascade Public Schools receives documentation from a doctor releasing that student to full participation.

Students participating in events that return home late at night must be in school at the regular time the following day unless prior approval is given by the administration. In such cases, arrangements should be made by the coach or advisor with the administration ahead of time.

School Suspension: School suspension means the exclusion of a student from attending individual classes or school **and participating in school activities** for an initial period not to exceed ten (10) school days. This will be treated as an unexcused absence from the activity. [School Board Policy 3300]

Bullying, Harassment, Intimidation, Hazing Policy

HAZING, BULLYING, HARASSMENT & INTIMIDATION

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. **(School Board Policy #3226)**

1. "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
2. "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
 - a. Physically harming a student or damaging a student's property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - c. Creating a hostile educational environment, or;
 - d. Substantially and materially disrupts the orderly operation of a school.
3. "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDA, social media or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board. Persons who feel they are being harassed or intimidated should take the following steps:

1. Inform the individual that his/her behavior is unwelcome, offensive, or inappropriate. DO NOT assume the problem will go away.
2. Notify a counselor, the Title IX Coordinator, or an administrator right away.
3. Early reporting assists in any investigation.
4. Request a copy of the district's sexual harassment policy so that reporting processes are clear.
5. Keep notes. Keep a record of dates, times, places and witnesses and descriptions of each incident.
6. Save all notes or records in a safe place.
7. Complainants are permitted and encouraged to have a friend or advisor present with them for moral support during any stage of the investigation of the report. Once a report has been filed with an administrator, Title IX Coordinator or EEO Officer, a confidential and expeditious investigation shall begin following the procedures as outlined in board policy.

Exhaustion of Administrative Remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

SEX-BASED DISCRIMINATION AND TITLE IX

No student, on the basis of sex or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination on the basis of sex should be directed to the District Title IX Coordinator, located in the Cascade Public School District Administration Office.

Sexual Harassment Policy (B.P. 3225)

Cascade Public Schools is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The district prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or students, and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the district will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the district prohibits retaliation against any employee or student because he/she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender. This policy applied to individuals attending any events on district property, whether or not district sponsored, and to any school sponsored events regardless of locations.

Definitions: Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical, and/or visual contact of a sexual nature when:

- Submission is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That the conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education;
- Creating an intimidating, hostile or offensive employment or educational environment.
- An intimidating hostile or offensive employment or educational environment or educational environment means an environment in which:
- Unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student or employee feel uncomfortable; or
- An aggressive, harassing behavior in the workplace or school that affects working or learning, whether or not sexual in connotation, is directed toward an individual based on their sex
- FOR A COMPLETE DESCRIPTION of the Cascade District 3B Sexual Harassment Policy refer to Policy Descriptor Code: BP 3225 and 5012 and/or contact Rick Miller, Superintendent.

Cell phone use by students

Cell Phones and Other Electronic Equipment (Students)

Student possession and use of cellular phones, and other electronic mobile devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. At no time, will any student operate a cell phone or other electronic mobile devices with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

The use of cellular phones and other electronic mobile devices at school sponsored activities will be at the discretion of the coach and/or advisor. At no time will video and/or pictures be taken of other individuals without their knowledge or consent.

Extra - and Co - Curricular Chemical Use Policy

Students participating in extra- and co-curricular activities, whether sponsored by the MHS or not, shall not use, have in possession, sell, purchase, or distribute alcohol, tobacco products, alternative nicotine and vapor products, or illegal drugs or abuse prescription or non-prescription drugs during their extracurricular seasons. These rules are in effect twenty-four (24) hours a day. If a student receives a MIP or is seen using tobacco, alcohol, or illicit drugs, the student will forfeit the privilege of participating in accordance with the activities and student handbooks.

Policy Coverage

This policy applies to 6th grade through high school students who are involved in the extra- and co-curricular activities program.

Policy Duration

This policy is in effect each school year from the date of the first practice for fall activities until the last day of school or activities, whichever is later. Violations are cumulative, through the student's period of attendance in grades 6-8 and in grades 9-12. The Administration shall publish the participation rules annually in the activities and student handbooks.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone and mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent and student will be notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in extra- and/or co-curricular activities.

Legal Reference: § 20-5-201, MCA Duties and sanctions

Violation of Rules

First Violation

1. Meet with the parents, coach/advisor and school administrator.
2. Continue his/her involvement in the activity
3. Receive counseling through the district counseling services (minimum of two hours arranged by the student)
4. Complete a three-hour service program at the school

Second Violation

1. A meeting with the student, parent, coach/advisor, and school administrator
2. Suspension from activities for the current sports season
3. Student must obtain a professional drug/alcohol/tobacco evaluation and follow the evaluation recommendations. Upon completion of the evaluation, the student is then eligible to participate in the next sports season. Students with violations must complete the professional evaluation at the student's or parent's expense.

Third Violation

1. A meeting with the student, parent, coach/advisor, school administrator, and school chemical counselor. The purpose of the meeting will be to offer help to the student.
2. Student will be prohibited from participation in school activities (as defined in this policy) for one calendar year.
3. Referral for professional help will be at the expense of the student or parent.

Code of Ethics

ACTIVITY CODE OF ETHICS:

It is the duty of everyone involved in school activities, participant or sponsor, to:

1. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. Eliminate all possibilities, which tend to destroy the best values of the activity.
3. Stress the values derived from participating in activities.
4. Show cordial courtesy to visitors and officials.

5. Respect the integrity and judgment of sports officials.
6. Achieve a thorough understanding of the activity and its rules.
7. Encourage leadership and good judgment.
8. Recognize that the purpose of activities is to promote the physical, mental, social, and emotional well-being of all involved.
9. Remember ... no competition is a matter of life or death for participants, coach, school, official, fan or community.
10. Keep an open line of communication between participant and coach/sponsor.
11. Hazing, harassment, bullying, intimidation on the part of students, staff, or a third party (fan or student attending event) will not be tolerated. Activities are an extension of the classroom and a violation will be treated as such and dealt with as stated in the student and staff handbooks.
12. Realize that your failure as a student participant to abide by the code of ethics may result in your removal from the event, activity, and/or disciplinary action.
13. Students, who participate in athletics and/or activities where a student receives an award or advances as an individual or as part of team through levels of interscholastic competition, will be part of the drug testing program as outlined in Cascade Schools Policy.

College Recruiting

Coaches are encouraged to promote their athletes for scholarships whenever possible, however this should be done after consultation with parents.

Documentation of all contacts with representatives of secondary institutions should be forwarded to the Activities Director.

When counseling athletes or their parents, coaches should inform them of NCAA student-athlete eligibility requirements.

Concussion Education and Compliance

MHSA requires that schools distribute information to each student athlete and his/her parents or legal guardians before the student participates in an MHSA sport. The student athlete and parent/legal guardians must sign the front page after verifying they have read and understand the information regarding concussions.

Concussion Form: All participants and their parent/guardian must initial all the required information on the concussion form and have it completed before the student may begin practice. See appendix.

A Fact Sheet for ATHLETES

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practices or games in any sport
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged"

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.
- **Get a medical checkup.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs

time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:
 - > The right equipment for the game, position, or activity
 - > Worn correctly and fit well
 - > Used every time you play

**Remember, when in doubt, sit them out!
It's better to miss one game than the whole season.**

A Fact Sheet for PARENT

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.

2. Keep your child out of play. Concussions take time to heal. Don’t let your child return to play until a health care professional says it’s OK. Children who return to play too soon—while the brain is still

- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussion.

healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

3. Tell your child’s coach about any recent concussion. Coaches should know if your child had a recent concussion in ANY sport. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

**Remember, when in doubt, sit them out!
It’s better to miss one game than the whole season.**

Be Prepared

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious. Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.

SIGNS AND SYMPTOMS OF A CONCUSSION

SIGNS OBSERVED BY PARENTS OR GUARDIANS	SYMPTOMS REPORTED BY YOUR CHILD OR TEEN	
<ul style="list-style-type: none"> •Appears dazed or stunned •Is confused about events •Answers questions slowly •Repeats questions •Can’t recall events prior to the hit, bump, or fall •Can’t recall events after the hit, bump, or fall •Loses consciousness (even briefly) •Shows behavior or personality changes •Forgets class schedule or assignments 	<p><u>Thinking/Remembering:</u></p> <ul style="list-style-type: none"> •Difficulty thinking clearly •Difficulty concentrating or remembering •Feeling more slowed down •Feeling sluggish, hazy, foggy, or groggy <p><u>Physical:</u></p> <ul style="list-style-type: none"> •Headache or “pressure” in head •Nausea or vomiting •Balance problems or dizziness •Fatigue or feeling tired •Blurry or double vision •Sensitivity to light or noise •Numbness or tingling •Does not “feel right” 	<p><u>Emotional:</u></p> <ul style="list-style-type: none"> •Irritable •Sad •More emotional than usual •Nervous <p><u>Sleep*:</u></p> <ul style="list-style-type: none"> •Drowsy •Sleeps less than usual •Sleeps more than usual •Has trouble falling asleep <p><i>*Only ask about sleep symptoms if the injury occurred on a prior day.</i></p>

Corporal Punishment (Discipline and Punishment of Pupils M.C.A. 20-4-302)

For the purpose of this section, "corporal punishment" means to knowingly and purposely inflict physical pain on a pupil as a disciplinary measure. A person who is employed or engaged by a school district may not inflict or cause to be inflicted corporal punishment on a pupil.

A person who is employed or engaged by a school district may use physical restraint, defined as the placing of hands on a pupil in a manner that is reasonable and necessary to:

- quell a disturbance;
- provide self-protection;
- protect the pupil or others from physical injury;
- obtain possession of a weapon or other dangerous object on the person of the pupil or within control of the pupil;
- maintain the orderly conduct of a pupil including but not limited to relocating a pupil in a waiting line, classroom, lunchroom, principal's office, or other on-campus facility; or
- protect property from serious harm.

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force. District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

Cut Policy

If a coach/advisor feels it necessary to hold tryouts for his/her program, with the intent on cutting players, the coach will provide participants with the selection criteria on or before the first day of practice. There will be no selections until at least three days of practice.

If your program involves selections or "try-outs" for the team, you must provide the Athletic Director with a copy of your criteria before your season begins. There will be no "selections" until you have 3 days of practice.

This can be one of the most difficult decisions a coach has to make but, good communication between coach, athlete, parents, and Activities Director can prevent a lot of problems.

Individual coaches will develop their criteria for selection of those participants who will be placed on a team and those who will not be placed on a team. These criteria will be made known to participants at the beginning of their season. These criteria may be more stringent than the baseline requirements contained in this handbook. The Activities Director prior to implementation will approve all team selection criteria.

- A. **Participant Selection Policy:** In some activities, only a limited number of participants will be possible. Selections or auditions will occur and some participants will not be included on teams or selected for positions or roles. Coaches/advisors/directors are charged with the following responsibilities relating to these decisions:
 1. The coach/advisor/activity director is responsible for making decisions about who is selected, keeping those participants who give the group the best chance of success.

2. The coach/advisor/activity director has the responsibility to meet with each participant who is not selected and explain the reasons for the decision.
3. The coach/advisor/director has the responsibility to meet with parents who would like to discuss a selection decision. **The coach/advisor/director will not meet with a parent until a 24-hour waiting period is observed.** A 36 to 48 hour wait is recommended.

Dress for Activities

Coaches/sponsors/advisors are hereby encouraged and authorized to establish exemplary standards and practices in fashion, grooming and taste that will tend to enhance the appearance of the group as a whole.

Such standards and/or practices must be of a reasonable nature, appropriate to the group's activity and reflect positively on the image of the group and school.

Further, these standards and/or practices must be made known to all potential members at the beginning of the activity season for that group (or sooner if possible).

Any student involved in extracurricular activities is expected to dress according to school dress code while attending and while taking part in the activity. Coaches/Advisors may give specific requirement for attire in individual activities.

Students must wear neat, clean and tasteful clothing that is appropriate for school activities. Footwear is required for safety and sanitation.

Dual Activity in a Season

At any time a student is participating in multiple school-sponsored activities and more than one activity falls on the same day, the participant will attend and participate in the activity that is a state level competition or qualifying activity (districts/divisionals regionals) for future participation.

Homeless Student Rights

Our school and school district provide equal access and comparable services to all students. A homeless student's residence is determined by the residence of the parent/guardian. A homeless student must meet all MHSA eligibility criteria for participation in any MHSA sanctioned activity. Contact the school districts Homeless Liaison and Activity Director for further assistance.

Insurance and Injury

The School District requires that the parent, guardian, caretaker relative of students participating in school sponsored activities (co-curricular, extra-curricular, etc.) provide verification of their child's health insurance coverage status. The school district does not provide health insurance to pay for injuries of students while participating in school sponsored activities (extra-curricular, co-curricular, etc.). If the parent, guardian, caretaker relative elects not to provide private health insurance coverage for their child, they are accepting responsibility for any medical expenses incurred by their child in the event they are injured while participating in the school sponsored activities (extra-curricular, co-curricular, etc.) that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee, or agent of the School District.

Also, the School District does not provide student accident insurance coverage for students. Student accident insurance coverage may be purchased by parents through a private company for a fee. Student accident insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. This is an opportunity to provide student accident insurance coverage while your child is at school or participating in activities. A parent seeking coverage must make sure the student accident insurance coverage is in place prior to the first day of practice and/or school. Please contact the coach or athletic director for additional information.

Lettering Criteria

Each coach has specific policy regarding lettering criteria, specific to the sport. The lettering criteria will be outlined in the individual sport expectation handout given on the first day of practice.

Meal Procedure

Recommended Meal Allowances

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

Breakfast	\$6.00
Lunch	\$8.00
Dinner	\$12.00

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

NOTE: Meal amounts MAY be accrued for ONE day. 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 and mileage will be a factor in determining if a meal will be provided. Exceptions: sack lunches may be provided when mileage and time is a factor. This meal or meals will take place during or immediately following the competition. Mileage will also be a factor in determining whether a meal is provided. 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 not provide meals for regular season games, meets or tournaments. 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'.

Medical Information Form

See Appendix

Medication Policy (issuing meds to athletes)

ADMINISTERING MEDICINES TO STUDENTS (SB Policy #3416)

Cascade Public Schools District 3&B recommends that medication be given at home whenever possible. Students requiring medication shall be identified by parents and/or physician and will be encouraged to notify coach/sponsor or Activities Director. Under no circumstances will school personnel provide aspirin or other patient's medication to students.

Parent Meeting

Parent Meeting: Parents/guardians and students participating in an activity are strongly encouraged to attend an informational meeting to discuss the expectations of each sport/activity, activities policy. The activity policy meeting will coincide with the coaches meeting, which will be held before the first practice of each athletic season.

Activity Fee (Districts Collection & Tracking)

A activity fee will be assessed to ALL students participating in middle school and high school activities. Fees will be assessed one (1) time per year, when the participant joins their first sport/club/group/etc.

****NOTE**** Any student unable to pay the activity fee due to financial constraints is encouraged to contact the activities director or building principal to make arrangements for an alternative method of payment of fees (ex. installment payments, work/participation). It is important to understand that Cascade Public Schools will make every effort to see that no student is eliminated from participation in activities due to financial constraints.

Students wishing to participate in any athletic, pep/cheer, band, chorus, FFA, BPA, JMG or FCS activity MUST purchase an activity pass. The money raised from this fee helps with the financial support of the activity that the student benefits from, though it pays for only a small portion of the actual expense of the activity. (Scholarships are available. Please inquire at the Activities Office.)

The activity fee must be paid prior to any participation by students. The Activity Fee will be waived for those qualifying for free lunch.

Students may purchase an activity pass, which will admit them into all regularly scheduled home athletic contests. The activity pass does not include entrance into post-season tournaments, special invitational meets, or playoffs. Students who are not participating in activities or have not yet purchased an all-season activity pass will be charged gate prices for each event they attend as a spectator. Activity pass fees will not be refunded. Prices may be adjusted at the discretion of the administrator for special events.

Activity Fees

Student All-Season Activity Pass

6 ⁷ th-12th grade	\$50.00
K-5 ⁶ th grade	\$35.00

Family All-Season Activity Pass \$155.00

(For Those Living in the Same Household/College Student)

Adult All-Season Activity Pass \$62.00

Senior Pass (62 and older) FREE

HS/JH Football Combined Contests Gate Price

K-12th	\$5.00
Adults	\$7.00

Combined Contests (two high school level contests)

K-12th	\$5.00
Adults	\$7.00

JV/JH Only Contests

K -12 th grade	\$3.00
Adults	\$5.00

Stacked Games (three or more games)

Tournament Games (Boys and Girls)

K-12th grade	\$6.00
Adults	\$8.00

Instrument Fee

Elementary students in 5th & 6th grade who participate in Band will be charged \$25 for the school year to cover maintenance and repair of instruments.

All students, in grades 7-12, electing to participate in Band, will be assessed an instrument fee. This fee can be paid each semester or a parent/student may elect to pay the entire fee for the year. This fee goes toward the maintenance and repair of instruments.

	Full year	One semester
Saxophones	\$75	\$40
Other brass / woodwinds	\$60	\$30
Percussion	\$30	\$15

Physical Exams (MHSA Form)

MHSA Handbook: ARTICLE II Section (3) Physical Exam

A physical examination is required for each student in order to be considered eligible and to be approved for participation in an Association Contest. Physical examinations must be completed prior to the first day of practice. This examination must be certified by a licensed medical professional, acting within the scope and limitations of his/her practice. This exam must be certified by a medical doctor, for the current school year. The cost of the physical exam is the responsibility of the student athlete and his/her parents. This certification is valid for a period of one school year. A physical examination conducted before May 1st is not valid for participation the following school year. The physical examination form developed by the MHSA Medical Advisory Committee and approved by the MHSA Executive Board must be used. A current form may be obtained from the school office, on the school website, www.cascade.k12.mt.us, or on the MHSA website.

Schools Sponsored Trips

Student participation on intra and extracurricular trips is subject to eligibility requirements. (See Activity Eligibility.) Students participating in school-sponsored trips, whether for the day or overnight, are regarded by Cascade Public School and the public as representatives of the school system. As representatives of the school system, public image is projected by the conduct, the attitudes and the reputations of those students who take a leading role in intra and extra-curricular activities. Therefore, student participants must comply with rules of the school system, the rules of their coaches or advisors, and the civil laws of society.

Student conduct on any school-sponsored trip that does not adhere to the reasonable standards established will be dealt with in a timely manner by the coach/advisor and administration. Student misbehavior on school sponsored trips may lead to student suspension from participating in school

sponsored trips. Parents will be notified of any incident concerning their child on a school-sponsored trip by the coach/advisor and/or administration.

Opportunities may occur for junior high students to attend high school co-curricular, intracurricular and/or extracurricular overnight events. Consideration for approval will be made on a case by case basis by administration at the request of the advisor or coach. An additional chaperone may be required in the event that junior high and high school students are traveling together overnight.

Sportsmanship (MHSAA Handbook p. 26-27)

Section (33) SPORTSMANSHIP GUIDELINES

- A. Statement of philosophy: The Montana High School Association has established policies, expectations and responsibilities which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the interscholastic program conduct themselves in a sportsmanlike manner. The coach represents the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.
- B. Code of Conduct: A coach will be in violation of the standards for good sportsmanship established by the Montana High School Association by:
1. Making degrading/critical remarks about officials during or after a contest either at the competition site, from the bench, in the locker area or through any public news media;
 2. Arguing with officials or going through motions indicating dislike/disdain for a decision;
 3. Detaining the officials following a contest to request or argue a ruling or explanation of actions by the official;
 4. Being ejected from a contest;
 5. Physically assaulting an official.

Student Sign Out Sheet (protocol when students request to leave site)

Students are not permitted to leave the facility in which their coach/sponsor is present without specific permission from their coach/sponsor in advance of the student's departure. When permission is granted to leave the facility by the coach/sponsor, the student(s) must sign out with the coach/sponsor when leaving and sign back in upon their return.

Suspension or Exclusion from Team

Suspension or dismissal of any student from a co-curricular activity needs to be brought to the attention of the Activities Director in a timely fashion. Exclusion of any student from a co-curricular activity requires board action.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone and mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent and student will be notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in extra- and/or co-curricular activities.

Legal Reference: § 20-5-201, MCA Duties and sanctions

Travel Rules, Regulations and Procedure (Parent written request that their child allowed alternative transportation to and from site)

Transportation to and from contests:

Because of the legal implications regarding school district responsibilities and liability for any student involved as a participant in a school sponsored extracurricular activity, participating students will be required to ride school-sponsored transportation to and from any activity taking place away from Cascade. This will apply to any student who is a member of a team, music group, cheerleading squad, pep bus or any other school-sponsored activity involving students as assigned participants. It does not include student spectators, except those riding on a pep bus.

Transportation of students to and from school-sponsored activities is provided by the district transportation system in accordance with district policy. All participants must travel to all out of town activities with the group. If a situation develops where it becomes necessary for a parent/guardian to transport his/her child to an activity, an Alternative Travel Form to Activities must be submitted to the attendance office at least 48-hours prior to the activity. Prior permission needs to be granted by the administration.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on a field trip or other school activities only with prior administrative approval. Before transporting any students, the owner of any private vehicle must provide proof of sufficient liability insurance, current registration and a current Montana driver's license. A driver may only transport the number of students as there are seat belts in his/her vehicle.

Upon conclusion of an activity, and release from a coach/advisor, a student may travel home from an activity with his/her parents or legal guardian. Participants will be released to travel with their parent/guardian or designated adult, only after signing out with his/her coach/advisor. Under no circumstance are students allowed to return home with anyone other than the coach or their parents or legal guardians. For a designated adult to check out a student an Alternative Travel Form must be submitted to the attendance office at least 24-hours prior to the activity

No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle, or a district-owned vehicle.

Video Surveillance

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video cameras.

The Superintendent will notify staff and students, through staff and student handbooks or by other means, which video surveillance may occur on District property. A notice will also be posted at the main entrance of all District buildings, and on all buses, indicating the use of video surveillance.

The District may choose to make video recordings a part of a student’s educational record or of a staff member’s personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

Student-Athlete & Parent/Legal Guardian Concussion Statement

Because of the passage of the Dylan Steigers’ Protection of Youth Athletes Act, schools are required to distribute information sheets for the purpose of informing and educating student athletes and their parents of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. Montana law requires that each year, before beginning practice for an organized activity, a student-athlete and the student-athlete’s parent(s)/legal guardian(s) must be given an information sheet, and both parties must sign and return a form acknowledging receipt of the information to an official designated by the school or school district prior to the student-athletes participation during the designated school year. The law further states that a student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the student-athlete has received a written clearance from a licensed healthcare provider.

Student Athlete Name:

This form must be completed for each student athlete, even if there are multiple student athletes in each household.

Parent/Legal Guardian Name(s):

We have read the *Student-Athlete & Parent/Legal Guardian Concussion Information Sheet*.
If true, please check box

After reading the information sheet, I am aware of the following information:

Student Athlete Initials		Parent/Legal Guardian Initials
	A concussion is a brain injury, which should be reported to my parents, my coach(es), or a medical professional if one is available.	

	A concussion can affect the ability to perform everyday activities such as the ability to think, balance, and classroom performance.	
	A concussion cannot be "seen." Some symptoms might be present right away. Other symptoms can show up hours or days after an injury.	
	I will tell my parents, my coach, and/or a medical professional about my injuries and illnesses.	N/A
	If I think a teammate has a concussion, I should tell my coach(es), parents, or licensed healthcare professional about the concussion.	N/A
	I will not return to play in a game or practice if a hit to my head or body causes any concussion-related symptoms.	N/A
	I will/my child will need written permission from a licensed healthcare professional to return to play or practice after a concussion.	
	After a concussion, the brain needs time to heal. I understand that I am/my child is much more likely to have another concussion or more serious brain injury if return to play or practice occurs before concussion symptoms go away.	
	Sometimes, repeat concussions can cause serious and long-lasting problems.	
	I have read the concussion symptoms on the Concussion fact sheet.	

Signature of Student-Athlete _____ Date _____

Signature of Parent/Legal Guardian _____ Date _____

3431F

Accident Report

This form is to be completed by the appropriate employee(s) as soon as possible after an accident occurs. Please Print or Type.

District Name _____ School Name _____
 Principal's Name _____ School Phone _____
 Date of Accident: _____ Time: _____ AM PM Supervising Employee _____

Claimant's Name _____			
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
Claimant's Address _____			
<i>City</i>	<i>State</i>	<i>ZIP Code</i>	
Claimant's SS # _____		Home Phone Number (____) _____	
Claimant's Age _____	Date of Birth _____	Sex _____	Grade _____
Parent's Name (if student) _____		Work Phone Number (____) _____	

Nature of Injury	
<input type="checkbox"/> Scratch	<input type="checkbox"/> Concussion
<input type="checkbox"/> Fracture	<input type="checkbox"/> Head Injury
<input type="checkbox"/> Bruise	<input type="checkbox"/> Sprain/Strain

Place of Accident	
<input type="checkbox"/> Classroom	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Hallway	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Bathroom	<input type="checkbox"/> Sidewalk

Body Part Injured		
<input type="checkbox"/> Ankle	<input type="checkbox"/> Foot	<input type="checkbox"/> Leg
<input type="checkbox"/> Arm	<input type="checkbox"/> Face	<input type="checkbox"/> Nose
<input type="checkbox"/> Back	<input type="checkbox"/> Finger	<input type="checkbox"/> Teeth

<input type="checkbox"/> Burn	<input type="checkbox"/> Cut/Puncture
<input type="checkbox"/> Dislocation	<input type="checkbox"/> Bite
<input type="checkbox"/> Other _____	

<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Stairs
<input type="checkbox"/> Playground	<input type="checkbox"/> Athletic Field
<input type="checkbox"/> Other _____	

<input type="checkbox"/> Neck	<input type="checkbox"/> Hand	<input type="checkbox"/> Wrist
<input type="checkbox"/> Eye	<input type="checkbox"/> Knee	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Other _____		

Describe accident and injury in detail (attach additional description as necessary): _____

Were efforts made to contact the parent/guardian about the accident? Yes No

Was first aid administered? Yes No — By whom? _____

Was the student Sent home Sent to physician Sent to hospital

Is student covered by Student Accident Insurance? Yes No — If “yes,” please list Company Name, address, and phone number _____

If medical or hospital treatment was required, please complete the following information. (Attach a copy of medical bills, if available.)

Name and address of doctor or hospital _____

Witnesses (Name, Address, and Phone) _____

Signature/Name of Person Completing the Report

Date

Permission to Participate (Collected Annually)

STUDENT PERMISSION TO PARTICIPATE

I hereby give my consent for _____ (student) to participate for Cascade Public Schools in the following Activities _____

I also give _____ (student) permission to ride school-sponsored transportation to/from any activity taking place away from Cascade Public Schools. I hereby also give the school permission to seek first aid treatment and medical services if necessary for the student listed above, should an emergency arise and with the understanding that there will be no financial obligation on the part of the school.

Date _____

Student Signature

Date _____

Parent/Guardian Signature

Student allergies to medication: _____

Student Date of Birth: _____

Home Phone: _____ Emergency Phone _____

MEDICAL TREATMENT/RELEASE FORM

To: Parents and/or Guardians of Students Representing Cascade Public Schools District 3&B in Extra Curricular and Co-Curricular Programs:

It has become exceedingly difficult to obtain medical services for students injured when competing, without first obtaining parental/guardian consent in writing. So that proper emergency assistance may be provided, we ask that you review the following statement, sign and return to the AD:

I hereby authorize Cascade Public Schools District 3&B and its advisors, in charge of my child named below, to obtain all necessary medical care for my child and I hereby authorize any licensed physician and/or medical personnel to render necessary medical treatment to my child.

Print Student's Name: _____

Signed: _____
(Parent and/or Guardian)

Address _____

Telephone No. _____

Date: _____

Emergency Contact (Within 15 miles of name of town)

Name: _____

Address: _____

Telephone No. _____

Relationship to Student: _____

Allergies? _____ YES: _____ NO

If "Yes" please list:

Medication Needed: _____ YES _____ NO

If "Yes" please list:

Special Medical Problems? _____ YES _____ NO

If "Yes" please list:

We have private health care coverage for our student? _____ YES _____ NO

Please remove the alternative travel form and insert the modified form

ALTERNATIVE TRAVEL FORM TO ACTIVITIES

Dear Parents,

This letter is to inform you of the policy regarding the transportation of students to school sponsored activities while representing Cascade Public Schools. Due to liability concerns, the school is encouraging all students to ride to and home from activities with their team or group. This also works to promote team unity and is supported by the coaches.

If a situation develops where you must drive your student to a school sponsored activity, then you must get an alternative travel request. This request needs to be filled out and approved before the team or group leaves for the activity. It should also be noted that parents could only sign for and transport their own children.

The Alternative Travel Form to Activities can be picked up from the coach/advisor or from the AD. The completed form needs to be turned into the AD for final approval. Please do not ask Coaches or Advisors to deviate from the prescribed policy or to make exceptions. It places them in a difficult situation.

I, _____, the undersigned parent/guardian of _____, understand the following CHS Policies and Procedures regarding student out of town activity travel:

- Travel by private transportation rather than school assigned carriers is prohibited unless approved in advance.
- When traveling out of town, students must travel on the bus or other official transportation to the event unless prior written arrangements have been made by the parent.
- Special circumstance travel requests by parents should be directed to the head coach.

I understand that if I have arranged, through prior written approval, to transport my son/daughter to any out of town site, the duty and responsibility of the school, coach/advisor, and School District 3 & B has ended when my son/daughter is released into my care.

I also release and discharged the school district, to the full extent permitted by law, from any and all claims arising out of the alternative transportation arrangements made by me for my son or daughter.

I hereby request permission from the school, and grant my own permission, for the above listed student to use alternative transportation as outlined below:

Date of Trip _____ Event _____

Description of Alternative Transportation _____

Parent/Guardian Signature _____ Date _____

Coach/Advisor Signature _____ Date _____

**CASCADE PUBLIC SCHOOL STUDENT ACTIVITIES/ATHLETIC
HANDBOOK SIGN-OFF
2019-2020 School Year**

My signature on this document verifies my consent and understanding on the following documents:

I have been given access to a copy of the **Cascade Public Schools Student Activities/Athletic Handbook** for the 2019-2020 school year. I have read and understand the policies and procedures as outlined in the handbook and agree to follow and abide by said policies and procedures.

Name of Student(s)

Parent Signature

Date

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

PLEASE RETURN THIS SIGN-OFF SHEET TO THE ATTENDANCE OFFICE