

Cascade School District



Student Activities/Athletic Handbook

MISSION:

Promoting Excellence for All Students Through:

- Engaging Curriculum with Rigor and Relevance
- High Quality Instruction
- 21st Century Technology
- Personal & Academic Pride

VISION:

Through collective efforts of our community and school, we strive to be an innovative educational system committed to excellence and focused on developing responsible citizens.

Our Core Purpose is built on the Core Values and Beliefs that open lines of communication are essential to understanding, independent and creative thinking, and problem solving for the success of all; that in order for our students to succeed, it is essential that we promote an environment in which students love to learn; that showing respect for others, being accountable for one's own actions and always maintaining integrity is essential to the success of all; and that is imperative to maintain a positive, compassionate and safe school environment.

GOALS:

- To deliver an academic program that inspires and motivates every student to value education for his/her lifetime.
- Customize and individualize our educational program to meet every student's strengths and needs.
- Incorporate technology into all aspects of our education program in a manner that best prepares our students for the 21st century.
- Strategically focus resources on student's achievement and identified wants and needs of the Cascade Community.
- Connect our curriculum and assessment data to common core standards.

Table of Contents

Introductory Statement	4
ACTIVITIES PHILOSOPHY	4
I. General Rules, Regulations & Requirements	5
ELIGIBILITY FOR PARTICIPATION REQUIREMENTS	5
Requirements	5
MHSA Requirement	5
Academic Eligibility Policy	5
Academic Ineligibility.....	5
Transfer Rule	6
MHSA Age Rule.....	6
Activity Fee.....	6
Physical Exams	6
8th Grade Participation	7
Parent Meeting	7
DUAL ACTIVITY IN A SEASON.....	7
PARTICIPANT SELECTION POLICY.....	7
ATTENDANCE THE DAY OF AN ACTIVITY.....	8
CODE OF CONDUCT	9
Cell Phone Use by Students	9
PDA: Public Display of Affection	9
Extra - and Co - Curricular Chemical Use Policy.....	9
Violation of Rules	10
Suspension or Exclusion from Team	10
Student and Parent/Legal Guardian Due Process.....	10
CODE OF ETHICS.....	11
DRESS FOR ACTIVITIES	11
HOMELESS STUDENT RIGHTS.....	11
II. Health & Safety	12
RULES & PROCEDURES.....	12
Assumption of Risk Statement & Liability.....	12
Accident Report Form and Procedure.....	12
INSURANCE AND INJURY	12
VIDEO SURVEILLANCE.....	12
CONCUSSION EDUCATION AND COMPLIANCE	12
Concussion Form.....	12

III. Travel Guidelines.....	16
TRANSPORTATION TO AND FROM CONTESTS.....	16
SCHOOL SPONSORED TRIPS	16
STUDENT MEALS.....	16
IV. Awards & Honors	17
CRITERIA FOR ATHLETE OF THE YEAR.....	17
CRITERIA FOR INDUCTION INTO THE ATHLETES HALL OF FAME	18
LETTERING CRITERIA.....	18
Athletic Lettering	18
Band/Chorus Lettering.....	18
Academic Lettering.....	18
STUDENT/PARENT ACKNOWLEDGEMENT FORM.....	19

Introductory Statement

Cascade Public Schools, District No. 3 & B (referred to as “the District” throughout this document), 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)**

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 the 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 the District 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”.

I. General Rules, Regulations & Requirements

ELIGIBILITY FOR PARTICIPATION REQUIREMENTS

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.
- 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 current Activities-Athletic Handbook signed by parent and student.

The District eligibility rules apply to all extracurricular (athletics) and co-curricular (clubs, organizations, Science Fair, Pep/Cheer, band, choir, etc.) activities. Students not meeting District eligibility requirements are allowed to participate in practice. Ineligible students will not participate in any activity or contest representing the District or any co-curricular activity taking place outside class time. Students in co-curricular activities are not allowed to participate in an activity that takes place outside the regularly scheduled class time.

MHSA Requirement

The District will follow the eligibility rules as set forth by the Montana High School Association. 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. Nonpublic or home school students who meet the requirements of 20-5-109 can participate in MHSA member school extra-curricular activities. Refer to MHSA handbook for full stipulations and requirements.

Academic Eligibility Policy

A student must be receiving a passing grade in ALL classes and maintain at least a 2.0 GPA. Eligibility for passing and GPA will be determined weekly beginning on the third week of each quarter. The Activities Director will print off an Activity Eligibility Report by 10 am every Tuesday during the season. This report will show all participants with a failing grade in any classes. If their name appears on the list, in any class, they will be ineligible for participation in any activities until the following Monday afternoon. Students and parents should continually monitor "Infinite Campus", MTDA, AP and Dual Credit classes so they are aware of what their student athletes' grades are in each class. Students are required to provide their grades of their MTDA, AP and Dual Credit classes to the MTDA/Dual Credit/AP teacher every Monday. Students involved in Middle School or 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.

Academic Ineligibility

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, are required to sit with their team at competitions or events. However, the coach may decide if they are allowed to sit with the team at away competitions or events if the student finds alternative travel.

Transfer Rule

A student of any grade level who changes 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 half the school year. (See MHSA Official Handbook for waiver requirements)

MHSA Age Rule

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.

Activity Fee

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

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, cheer, or band 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.

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

6th-12th grade	\$50.00
K-5th grade	\$35.00
Family All-Season Activity Pass	\$155.00

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

Physical Exams

(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.

8th Grade Participation

Participation in high school sports by students who are enrolled in 8th grade will be at the coach's discretion according to the following guidelines:

1. Football: Students are prohibited from participating in high school football, per MHSA guidelines.
2. Volleyball & Basketball: If the number of 9-12th grade students participating in the sport is less than 14, 8th graders may be eligible to participate. If the coach determines 8th graders may participate, try-outs will be held for all 8th grade students interested. The coach will select which 8th grade students will be brought up to fill the team, but the total number of participants on the team with 8th graders may NOT exceed 16.
3. Cross Country: If the number of 9-12th grade students participating in the sport is less than 3 for either boys' or girls' team, 8th graders may be eligible to participate. If the coach determines 8th graders may participate, try-outs will be held for all 8th grade students interested. The coach will select which 8th grade students will be brought up to fill the team.
4. Golf: Students may be eligible to participate.
5. Track: Students may be eligible to participate, but MHSA guidelines must be followed.
6. Wrestling: Students may be eligible to participate as long as they meet the minimum high school weight requirement.

Coaches are not required to allow 8th graders to participate on the team, no matter if the minimum participation requirements are met or not. If coaches determine they will allow 8th grade participation, they must file the 8th Grade Participation Request Form with the Activities Director. The Activities Director and Superintendent will approve or deny the request. Upon approval, the head coach must hold tryouts, if applicable. The Tryout Form must be used for the tryout process. Coaches must then file the Tryout Determination Form with the Activities Director, as well as copies of the individual Tryout Forms for all participating students. **Coaches may NOT allow 8th graders to begin participation until all forms are filed, reviewed and approved by administration and tryouts are completed, if applicable.**

If 8th graders are brought up to fill the team, they are expected to participate in competitions, not just practices. All eighth-grade students participating in a high school contest must adhere to all other MHSA rules and guidelines. The student cannot compete concurrently on the high school team and the junior high school team in the same sport. If an eighth grader quits the high school team(s), he/she can return to eighth grade participation but cannot compete again at the high school level for that sport.

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.

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.

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.

PARTICIPANT SELECTION 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.

These criteria may be more stringent than the baseline requirements contained in this handbook.

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.
4. Follow chain of command and universal complaint procedure.

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. If an activity takes place on a non-school day, the student must be present for a FULL day (present in seven periods) of school on the school day prior to the activity. In cases where a medical note cannot be provided (i.e.: bereavement or family emergency) the student must receive **prior approval from the administration**. Exceptions may be granted by administration for extenuating circumstances. A student who leaves school early or arrives at school late due to an illness, not feeling well, or too tired, is considered too ill to participate in athletics/activities that day and shall not be allowed to attend a practice or contest. Any student who reaches 8 absence days per period per semester will not be allowed to travel on any trips outside of the school or participate in any extra-curricular or co-curricular activities without the principal's written approval.

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 the District 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)

CODE OF CONDUCT

Cell Phone Use by Students

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.

PDA: Public Display of Affection

Students shall refrain from all Public Displays of Affection (PDA) while in school or while attending and/or participating in a school-related activity. Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers.

Extra - and Co - Curricular Chemical Use Policy

Students participating in extra- and co-curricular activities, whether sponsored by the MHSA 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. 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) Complete District arranged Drug and Alcohol class.
4. Complete a three-hour service program at the school
5. Suspension of Competition for 2 week
6. Athlete will not receive a varsity letter for that activity or be eligible for post season awards.
7. Participants who report to an administrator an offense of this policy with in 48 hours, may have the 2-week suspension reduced to 1 week and an opportunity for a varsity letter and post season awards.

Second Violation

1. A meeting with the student, parent, coach/advisor, and school administrator
2. Suspension for five (5) weeks of competition which will carry over into the next activity or next school year as appropriate.
3. Athlete will not receive a varsity letter for that activity or be eligible for post season awards.

Third Violation

1. Suspension for fifteen (15) weeks of competition which will carry over into the next activity or next school year as appropriate.
2. Athlete will not receive a varsity letter for that activity or be eligible for post season awards.

Further Violations

1. Suspension for one (1) calendar year which will carry over into next school year as appropriate.
2. Athlete will not receive a varsity letter for that activity or be eligible for post season awards.

Coaches/Advisors policies may exceed these rules.

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

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, coaches, the school, officials, fans or the 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.

DRESS FOR ACTIVITIES

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 requirements for attire in individual activities.

HOMELESS STUDENT RIGHTS

The District provides 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 District's Homeless Liaison and Activity Director for further assistance.

II. Health & Safety

RULES & PROCEDURES

Assumption of Risk Statement & Liability

(School Board Policy #2151)

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 the District. 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.

Accident Report Form and Procedure

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 the principal's office.

INSURANCE AND INJURY

The 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 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 District.

Also, the 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.

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 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.

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 guardian must sign the front page after verifying they have read and understand the information regarding concussions. Students in grades seven, nine, and eleven will take a concussion baseline test before starting practice. If a student is in grade eight, ten, or twelve and did not take the baseline test the previous year, that student must take the test.

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.

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 PARENTS

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
- 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”

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.

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.

- 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 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

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>

III. Travel Guidelines

TRANSPORTATION TO AND FROM CONTESTS

Because of the legal implications regarding 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.

It is the responsibility and requirement of all coaches, advisors, and/or chaperones to prepare a seating chart prior to the event. The seating chart must be given to the Activities Director and Transportation Supervisor. The seating chart is expected to be implemented and followed both to and from contests/activities.

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, legal guardian or designee. **Participants will be released to travel with their parent/guardian only after signing out with his/her coach/advisor on the Advisor Travel Release From Activities form.**

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

If a student misses the bus on a scheduled trip, it must be understood that participation by that student on that day will not be allowed. If an attempt is made to contact the school in case of an emergency, the administration will view the situation and make a decision based on the information they receive. As the head coach, you may delay departure time as long as you want, short of creating a safety hazard for the bus driver in reaching your destination.

When using a school vehicle, be sure to request the vehicle far enough in advance. The key to the vehicle will need to be picked up during regular business hours from the Administrative Assistant. When the vehicle is returned, the gas tank needs to be filled and a receipt for the gas needs to be placed in the District Clerk's box. The key needs to be returned to the Administrative Assistant.

It is the coach's responsibility to clean the school vehicle on the conclusion of each trip.

SCHOOL SPONSORED TRIPS

Opportunities may occur for junior high students to attend high school co-curricular, intra-curricular 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.

STUDENT MEALS

Team meals may be provided for post-season competition and mileage will be a factor in determining if a meal will be provided. 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'.

IV. Awards & Honors

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. Each award will be worth 5 points.

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 (GBB, 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, GBB, 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, GBB, CC, GVB).
5 points	An individual or team member achieving a 1 st place conference or divisional title (BFB, BBB, W, T, G, CC, GBB, 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, GBB, GVB).
7 points	An individual or team member achieving a 2 nd or 3 rd place State Title (BFB, BBB, W, T, G, CC, GBB, GVB).
8 points	An individual or team member achieving a 1 st 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 2 nd Team All Conference or Division. (BFB, BBB, T, GBB, GVB).
3 points	An individual or team member nominated to a 1 st 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 2 nd Team All State (BFB, BBB, T, W, G, GBB, GVB, CC).
5 points	An individual or team member nominated to a 1 st 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. Points will be awarded as follows: 1 point for a 2.0 GPA, 2 points for a 3.0 GPA and 2 points for community service involvement.

In the event of a tie between two or more athletes of the same gender, the Activities Director will either recommend the title be shared or will be voted on by the coaches.

CRITERIA FOR INDUCTION INTO THE ATHLETES HALL OF FAME

1. All nominations for election must be made to the Activities Director
2. Must have graduated from the District
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

LETTERING CRITERIA

Athletic Lettering

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

Band/Chorus Lettering

In order to receive a varsity letter for participation in band or chorus, the student must do the following:

1. Must be enrolled in either band or chorus.
2. Participate in all concerts and festivals in which the school may be involved.
3. Must participate in a specified number of public performances by the band, chorus, pep band or any other performing groups.
4. Perform in one solo or ensemble performance, vocal or instrumental, depending on the activity in which you intend to letter, OR
5. Accompanying and/or piano solos/duets, OR
6. Audition for an honors ensemble such as North Central Honor Groups or All-State.
7. Students participating in any musical ensemble during the year, either for semester 1 or 2, will receive certificates of participation.

Academic Lettering

Students may letter in academies based on their cumulative weighted grade point average and school attendance. To letter a student must have a cumulative weighted grade point average of:

- 9th Grade Students: 3.9 Cumulative Weighted GPA
- 10th Grade Students: 3.85 Cumulative Weighted GPA
- 11th Grade Students: 3.8 Cumulative Weighted GPA
- 12th Grade Students: 3.75 Cumulative Weighted GPA

AND

Must be a full-time student, having 95 percent attendance for the qualification period.

Cascade School District



Student Activities/Athletic Handbook

STUDENT/PARENT ACKNOWLEDGEMENT FORM

The student activities/athletic handbook describes important information about Cascade Public Schools, and I understand that I should consult the administration regarding any questions not answered in the handbook.

Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Trustees of Cascade School District has the ability to adopt any revisions to the policies in this handbook.

Student's Name: _____ Grade _____
Student's Name: _____ Grade _____
Student's Name: _____ Grade _____
Student's Name: _____ Grade _____

Please sign below and return to the office. Your signatures indicate that you have read the Cascade Public Schools Student Activities/Athletic Handbook and understand the rules and regulations as approved by the Board of Trustees of Cascade School District #3 & B.

Student Signature _____ Date: _____

Student Signature _____ Date: _____

Student Signature _____ Date: _____

Student Signature _____ Date: _____

(Printed Name of Parent/Guardian) _____ Date: _____

(Signature of Parent/Guardian) _____