

ACTIVITY PARTICIPATION PROCEDURE (Also refer to Part Time Students)

Mission Statement

The Livingston School District activity programs are dedicated to providing competitive and enjoyable experiences for the students, student-participants, coaches, advisors, faculty, parents and fans. In doing so, we hold high expectations for all participants and supporters in the areas of Character, Citizenship, Scholarship, and Leadership as we strive to be competitive, develop skills, make healthy decisions, and act as ambassadors of the Livingston Schools and Livingston community.

Purpose Statement

The Livingston School District believes that participation in extra-curricular and co-curricular activities contributes to the all-around development of young men and women. Therefore, it is the intent of this procedure to identify expectations and guidelines for participation in activities during their middle and high school careers.

When is this procedure in effect?

Students are subject to the procedure during the respective season of the activity. The procedure is in effect from the first day of practice until the last day of the season. Infractions are cumulative over a student's activities career at PHS.

Criteria for Participation

This procedure applies to all middle school and high school students who participate in activities.

- **Attendance.** No students shall participate in any activity (practice or competition) unless she/he has attended classes for the entire day of the activity unless excused for medical reasons supported by documentation from a doctor's office, bereavement, or in the discretion of the Principal, Vice-Principal, or Activities Director.

- **Academic Eligibility.** At Park High School, academic progress is reported to all students at three-week intervals in the form of progress or quarterly reports. Eligibility for extracurricular participants is based upon the student participant's academic performance recorded on three-week academic reports. Student participants must maintain a 2.00 in-progress GPA with no failing grades to secure their participation eligibility. Should a student participant fail to uphold this standard, he/she will be placed on probationary status. For students who attended Park High School or another high school the previous quarter, the previous quarter grades will determine their academic eligibility status. Also, for the purposes of academic eligibility, 4th quarter grades the previous spring will count toward fall quarter eligibility. Incoming freshman will begin the fall quarter with a clean slate. Students with greater than 15 total absences anytime during a semester in any given class period will meet with administration, parents, the teacher, and the coach/advisor to determine eligibility. The following is required of student participants on probationary status:
 - The student participants must submit a weekly grade check to the Activities Director that verifies the students does not have any F's.
 - Weekly grade checks will run from Wednesday to Wednesday. Should a student participant fail to pass all classes, he/she will be ineligible to participate during the week immediately following the grade check.
 - Weekly grade checks will continue until the end of the activity, with eligibility for participation determined on a weekly basis by the student's academic performance.
 - Students may not miss school to accompany the team if they are academically ineligible.
 - Academic eligibility checks for non-athletic activities require the same academic standards. However, advisors will submit the list of students attending the activity at least two week prior to the event. Eligibility will be checked and the advisor notified of those students on probation. Final eligibility will be run in the two days preceding the event to determine if students may attend.

- **Use of Drugs, Alcohol or Tobacco Products.** Students will not use, possess, sell and/or distribute alcohol, tobacco (including e-cigarettes and similar products), illegal drugs, drug paraphernalia, or misuse or abuse prescription or non-prescription drugs. This policy still applies to those who are 18 years of age and can legally use tobacco products. (Note: The Board reserves the right to implement a random drug-testing program as a part of this Activity Participation Procedure. The Board shall adopt a formal drug testing policy before any such testing may occur).
- **Other Conduct.** Students will not participate in disruptive, destructive, or disrespectful conduct in or out of school that reflects negatively on the District. Such conduct includes, but is not limited to, fighting, hazing or bullying, harassment, stealing or attempting to steal, and any violation of Montana’s criminal laws. (Reference also District Policy 3310, Student Discipline)
- **Expectations and Consequences.** The School Board extends the right of the coaches/advisors to have team expectations and consequences that go beyond those documented in this procedure, with the agreement of the Activities Director and the School Principal within MHSA and Montana Code constraints. Full disclosure of the new expectations and consequences will be made to the participants and parents at the beginning of the season.
- **Electronic Media Use Issues.** Participants need to exercise good judgment in their use of electronic communication devices. “Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, cameras, or the internet. Participants are required to refrain from disparaging remarks about individuals and teams from their own and other schools. While texting, Twitter, Instagram, Facebook, and other social networking applications may have their merits, participants need to act responsibly when using them. Pictures and comments on these and other sites that indicate violations of the Activities Code may be used to prove such violations.

Due Process and Consequences for Behavioral Violations (drugs, alcohol, tobacco products and other conduct as stated above)

Administration shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules and activity policy code. Investigations will be conducted after there is a “reasonable suspicion” that a violation has occurred. The following process will be followed:

1. Student(s) involved will be questioned by the administration.
2. The administration will consider all of the evidence and collaborate with the Building Principal, Vice Principal, Coach or Activity Advisor, and Activities Director to determine if a violation of the policy has occurred.
3. The administrator who investigated the infraction will notify the affected student’s parent/guardian and set up a meeting to explain the violation(s) and consequences.
4. The District will respect and adhere to the privacy rights of all students and individuals involved in any alleged violation or investigation of a violation.

First Offense

A participant shall be ineligible for interscholastic activities participation for the next **three (3) competitive weeks**, regardless of season (offenses may carry over into another season or another school year). Competitive weeks are defined as weeks of allowable competition. Weeks designated for practice only by MHSA will not count toward weeks of ineligibility. If a participant or his/her parent/guardian self-reports the offense to a coach, AD, counselor, or school administrator or is forthcoming and truthful when first questioned by the administration, the student will be ineligible for the next **two (2) competitive weeks (from the date of the admission, as determined by the administration)**. Participants must attend practices during this time to be eligible for competition when reinstated. If a drug, alcohol, or tobacco related infraction occurs, in order to be reinstated for competition, participants must meet a Chemical Dependency Counselor for an evaluation, at the parent/ guardian’s expense, with verification of the appointment submitted to the AD or school administrator within two weeks of the violation. If verification of the appointment is not submitted by this date, ineligibility will continue until such

verification is submitted. Players may sit on the bench in street clothes with their team for games (if the coach agrees to this), but they may not miss any class time to do so.

Second Offense

A participant will be immediately ineligible for activities participation for the next **six (6) competitive weeks**. If a participant or his/her parent/guardian self-reports the offense to a coach, AD, counselor, or school administrator or is forthcoming and truthful when first questioned by the administration, the student will be ineligible for the next **five (5) competitive weeks (from the date of the admission, as determined by the administration)**. The participant will be allowed to practice during the period of ineligibility. The participant will not receive any team/individual awards for those activities affected by the infraction.

Third Offense

A participant will be immediately ineligible for activities participation for the next **eight (8) competitive weeks**. If a participant or his/her parent/guardian self-reports the offense to a coach, AD, counselor, or school administrator or is forthcoming and truthful when first questioned by the administration, the student will be ineligible for the next **seven (7) competitive weeks (from the date of the admission, as determined by the administration)**. The participant will not be allowed to practice during the period of suspension. The participant will not receive any team/individual awards for those activities affected by the suspension.

Fourth and Subsequent Offenses

A participant will be ineligible for interscholastic activities for **one calendar year** from the time of the infraction. The participant will not practice or be with the team in any way during the suspension period. The participant will not receive any team/individual awards for those activities affected by the suspension.

The administration, along with the student and parent/guardian, will also recommend any appropriate interventions available through Park High School or external programs to support healthy and responsible decision-making in the future.

Appeal Process

Upon imposition of any consequence imposed by this policy, a student or student's parent/guardian, or representative may appeal as described below. The consequences set forth will be administered until otherwise determined by the appeal process.

- For a suspension of less than ten (10) days, the student or student's parent/guardian may appeal the penalty to the superintendent no later than five (5) academic days after the notification of the principal's decision. The superintendent will respond no later than five (5) academic days after a notification of an appeal. The superintendent's decision is final.
- For recommended suspensions of more than ten (10) days, the board will provide a hearing. During the hearing with the trustees, the principal will present the facts of the case. The student or student's parent/guardians will have the right to refute the facts as presented by the principal, question witnesses, call his/her own witnesses, and be represented by council. The decision of the Board is final.
- An appeal may only be made as to whether or not an infraction of the policy occurred, not the consequences associated, as outlined in this policy.

Student Handbook

In addition to the rights and consequences outlined herein, students are entitled to their rights and subject to consequences described in the Student Handbook and District Policy.
(Policy 3340P)