

EXTRACURRICULAR PROGRAM

The general criteria for selecting District activities are:

- The activity should provide learning experience in the intellectual, physical or social area.
- The activity should be acceptable to the community.
- The activity should have carryover values into lifetime and/or leisure activities.
- The cost of the activity must not be prohibitive to student or District.

The principal or designee shall be responsible for the interscholastic program in each school.

The District shall evaluate its recreational and athletic programs periodically to ensure that equal opportunities are available to members of both genders.

No Sunday Practices Allowed

Principals should notify all activity group advisors/coaches that the District has an administrative rule expressly prohibiting the scheduling of any activities on Sunday. This ruling applies to any and all activity groups that are sanctioned and sponsored by the District. *Exceptions may be made for travel to events which begin early on a Monday morning.*

Student Lodging – Private Residences

Although it shall be the general policy of the District that students traveling as part of a District-sanctioned activity are not lodged in a private residence, the building administration, upon request, will reserve the right to consider exceptions.

Such exceptions may include student participation opportunities deemed to be culturally and educationally beneficial to the students involved.

All staff members supervising activity groups interested in the District offering their group an exception shall comply with the following guidelines:

1. All the prospective trips that may involve lodging students in private homes must be discussed with and given preliminary approval by the appropriate principal or other administrator.
2. Such requests should include:
 - a) evidence of prudent planning;
 - b) all possible assurance that private residences are credible and appropriately supervised;
 - c) evidence that adequate supervision will be provided in situations of mass lodging in gymnasiums, churches, etc.;
 - d) evidence that clear instruction has been conveyed to all concerned including parents of our students, the student themselves, host parents, and supervisors, as to the rules regulations and expectations of our District maintains for all students representing the District at out-of-town activities. In the interest of good communications with parents and public relations, principals will notify parents of pending activities whenever the activity deviates from normal school day hours or when the activity may be of special interest to the parents.

Fund Drives

All fund drives conducted by students or student organizations in the schools or community for school-related purposes must receive prior approval from the building principal or designee.

Montana High School Association Rules

Coaches, advisors, and principals in charge of activity groups that fall under jurisdiction of the Montana High School Association will be expected to enforce all rules and regulations that are applicable to that particular group.

Extracurricular Activities

Principals or other designee are responsible for the extra-curricular programs of their buildings. All activities must be cleared through the principal's office.

High School

1. Academic Eligibility – Advisors/coaches will monitor the grades of students for whom they have responsibility. *In addition to the MHSAA requirement which says, “a student must have passed 4 subjects the last preceding semester he/she was in attendance,” the Missoula County Public School Board requires that students have earned at least 2.5 credits the preceding semester to be eligible for participation in any extracurricular activities.*

Eligibility Process – Advisors/coaches will put an alphabetical list of participants in teacher’s mailboxes at the beginning of each sports season. Teachers are encouraged to contact the advisor regarding any students who are not making successful progress in their class.

1. Any student representing Missoula County Public High Schools in an activity will adhere to all the rules and regulations of Missoula County Public High Schools.
2. Any student who violates any rule(s) or exhibits unacceptable conduct of any kind shall be referred to a school administrator for a review of any possible violation of any school rule. A student who violates any rule(s) on trips will receive the same punishment as if the student was in school and violated the rule(s). Students who are involved in infractions which violate the law while on an out of town trip may be turned over to the proper legal authorities. Parents will be notified and arrangements made for continued supervision of the student.
3. All sponsors must require written parental/guardian permission to travel on trips leaving the District. If reasonable suspicion exists, an advisor/coach will inspect and search students’ rooms and/or belongings.
4. If a student going on a school sponsored extra-curricular activity trip and will be absent for a test, the student must see the classroom teacher before leaving to make arrangements, at the teacher’s discretion, to take the test. An extracurricular trip does not relieve the student from his/her test responsibilities.
5. Participation Agreement – As a representative of the school and the community, the student has the responsibility to provide personal attributes related to citizenship, scholastic achievement, common courtesy, role modeling for younger students, and leadership. With these and other goals in mind, the following rules will be followed:
 - a) Conduct: Students will follow the District Code of Conduct.
 - b) Advisors/coaches may impose additional team rules if approved by the building principal.
 - c) Penalties: *Any infraction of these rules will result in suspension from performances or contests as specified by the District Code of Conduct. The student will continue to practice and earn reinstatement to the team by completing a program set forth by the administration.*
 - d) Disciplinary Action: *Rumors about students are not grounds for disciplinary action. However, rumors will be checked out as thoroughly as possible and disciplinary action will result if proof of an infraction is found.*
6. It is the responsibility of the advisor/coach to report all infractions to the appropriate administrator. The administrator will evaluate and determine if any penalties (activity or school) must be imposed. Students have a right to due process and can request a hearing with the Board prior to a final decision on their exclusion from activities for the remainder of the school year. Training rules and expectations will be given to students advisors/coaches.
7. Extracurricular Eligibility: Students and parents must be concerned with eligibility and assume responsibility. To be eligible to practice, a student must:
 - a) be regularly enrolled in school;
 - b) have received a passing grade in at least 25 class hours of prepared work per week or its equivalent during the last preceding semester “incompletes” are not considered as passing;
 - c) pass a physical examination (ATHLETICS);
 - d) comply with semester rule, participation limits and transfer rules;
 - e) not be 19 years of age before August 31 of a given year;
 - f) contact the Activities Director if there are any questions or concerns.Semester credit for extracurricular eligibility cannot be made up through correspondence, night high school course work, or in any similar manner.

Advisors/coaches must check with the activities office to verify the academic eligibility of their athletes.

8. Foul Weather Policy: The following procedures become effective whenever school administration, an advisor/coach and/or a bus driver feel weather conditions are hazardous to highway travel:
 - a) Each activity advisor/coach will provide all students, one day prior to departure, a complete trip itinerary to be taken home to parents. An itinerary will also be given to the Activities Director at this time.
 - b) Prior to departure: *The activity advisor/coach will contact the Activity Director or transportation supervisor at school or at home and jointly determine road conditions by:*
 - i. calling the highway department and/or highway patrol for road report for the trip;
 - ii. calling law enforcement agencies or highway department for a road report at a minimum of two locations, or three for longer trips, between school and the destinations;
 - iii. calling school admin. personnel at the point of destination and intermediary localities to request their assessment of local road/weather conditions;
 - iv. the Activity Director or transportation supervisor will make the final decision travel or not, if the previous assessments indicate hazardous road conditions exist.
 - c) After departure: *Once on the road, the activity advisor/coach and bus driver will make an ongoing assessment of travel conditions.*
 - i. At intermediary localities, contact is to be made to determine travel conditions ahead.
**Contact is to be made with the Activity Director or transportation supervisor to keep the school informed and receive updated travel conditions relative to the point of destination.*
 - ii. The activity advisor/coach and bus driver will mutually determine if travel should be continued. In the event of disagreement, the bus driver has final determination, and the Activity Director or transportation supervisor is to be notified as soon as possible.
 - d) Upon arrival at the destination the activity director or transportation supervisor.
 - e) Prior to departure for Missoula, part 8b will be repeated.

If it is determined to stay overnight, responsible parties must do the following:

1. The activity advisor/coach will call all area broadcasting stations and have them broadcast pertinent information.
2. The activity advisor/sponsor will organize a phone tree to notify the parents of students by:
 - a) dividing the students into groups of 5 or 10;
 - b) listing the parents' names and home phone numbers of each group's members;
 - c) having one student from each group call home to notify his/her parent and have that parent call the remaining parents on the phone tree
 - i. After departure, part 8c will be repeated.