



# ACTIVITIES HANDBOOK

2025~~5~~6-2026~~6~~7

BROWNING SCHOOL DISTRICT #9  
STUDENT EXTRA-CURRICULAR ACTIVITY HANDBOOK

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## **PREFACE**

This handbook is to provide information for parents and students that may be interested in the interscholastic activities program of the Browning High School, District #9, Browning, Montana.

It is impossible to list all the details about the various athletic programs in this handbook. **Each coach will handle situations that arise according to the signed copy of individual coaches' rules in conjunction with the activity's handbook. This manual is not all-inclusive, and each coach may have additions, which they will give to the athletes and parents at the parent meeting.**

*This handbook will be reviewed annually and modified when necessary. However, as long as a policy or regulation is in effect, parents and athletes are expected to support and follow them.*

## **WELCOME**

Welcome to the activities program at Browning High School. We are excited about your participation in one or more of our activities and hope that you have a positive learning experience from your efforts.

The contents of this manual are designed to answer most of the questions you may have about the operation of our activities program.

***The athlete is required to have passed a physical examination for the current school year on file prior to participating in any organized athletic program or contest. The athlete must fill out the emergency treatment release card. This card must be filled out completely and left with the BHS Head Coach for 9-12 grade students, before the student will be allowed to participate.***

Browning High School will strive to provide the students with the best possible opportunities for a rewarding experience.

## **EQUAL EDUCATION and NONDISCRIMINATION:**

Browning Public Schools, District #9 is committed to nondiscrimination in the provision of all educational services. An equal educational opportunity is a fundamental right under both the Montana and United States Constitutions; it is the policy of this District to provide a learning environment free of discrimination. All students have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling services, extracurricular and other school-related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, and marital or parental status is prohibited unless based upon reasonable grounds as provided by law. The District is committed to taking the appropriate and feasible remedial action necessary to eliminate existing discrimination and its effects. Inquiries regarding discrimination or intimidation should be directed to the Browning Public Schools Title IX/504 Coordinator Beverly Sinclair 406-338-2715. In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator and will be carried in all handbooks and published in community newspapers.

Inquiries regarding discrimination or intimidation at Browning High School may be directed to Title IX Compliance, Cheryl Poitra - BHS Assistant Principal, 105 Hwy 89 Browning, Montana, or at (406) 338 – 2745.

## **STATEMENT OF PHILOSOPHY**

Participation in interscholastic activities in the Browning Public Schools is a privilege. High Standards of conduct are expected from students participating in these activities. Interscholastic activities are provided to create a positive opportunity for the development of constructive citizenship attitudes and life skills. All interscholastic participants are representatives of Browning Public Schools and are expected to behave in an exemplary manner.

Participants and their parents or legal guardians will be aware of the philosophy and the rules and regulations under which they are given the opportunity to participate. As a prerequisite to participation, all students involved in the interscholastic activities outlined herein shall be required to file a form signed by a parent or their legal guardian and the participant indicating that they have read, understand, and agree to the rules and regulations as outlined in this Activities Handbook. In addition, those participants involved in Montana High School Association sanctioned activities must agree to submit to random drug testing as required by the Browning Public Schools Policy #3525, Drug Testing Policy for Student Athletes and Montana High School Association (MHSA) Approved Activity Participants; Sanctions for Drug Use by Students Participating in Athletics and Extracurricular Activities.

## **Goals**

The objective of the Browning High School Activities Department is that all participants will learn:

- The importance of good sportsmanship.
- To work cooperatively to create team or group success.
- To accept direction and authority from coaches or advisors.
- Socially acceptable emotional control.
- The importance of self-discipline.
- To compete/participate within a given set of rules or guidelines.
- To set reasonable goals and work toward their realization.
- To better understand other people's feelings and attitudes.
- To maintain physical well-being.
- The importance of constructive release of energy.
- To handle socially acceptable recognition.
- To think under pressure.
- That academics are always more important than athletics or extracurricular participation.

## **How to Be an All Star-Parent**

By Rob Gilbert, Ph.D.

How do you define an all-star parent? Very simple, he or she is a parent who is a good sport and a great fan. To become an all-star parent or an athlete, there are times when you must stop parenting. When your son and daughter changes into uniform and becomes an athlete, you also have to change – from parent to fan. Your job on the sidelines or in the stands is not to be a parent, but to be your child's greatest fan.

There's no trick to learn here. You already know how to do this. Remember how you behaved when your baby was learning to "walk?" You were a fan and a supporter, weren't you? You applauded the "downs" as well as the "ups."

You never said things like, "What's taking you so long?" "How come the kid down the street is walking better than you?" "Why do you make the same mistakes over and over again?" You were the world's most appreciative audience.

Why should it be any different now that your child is an athlete? Your job is not to be the coach (unless you are hired by contract to be the coach) or the expert. You are there so that you can share the thrill of victory and the agony of defeat – together.

In fact, your child needs your support more in defeat than in victory. Did you ever notice that strangers feel free to come out of the stands and congratulate the winners? But, in defeat, sometimes the athlete's own teammates and coaches ignore him/her. As a parent you have to be there to cushion setbacks with a positive "We'll get 'em next time!"

### Three "B's" For All-Star Parenting

1. Be There
2. Be Positive
3. Be Seated

**Be There** – You can never hope to be an all – star parent unless you show up at games. Regardless of the skill level of your child or the success of the team – go to the games. Be supportive. Don't be a fickle, fair – weather fan.

**Be Positive** – On the sidelines, if you can't say something positive, don't say anything at all. Nothing good comes from negative statements and nothing negative comes from positive ones. If you cannot be positive, at least be silent.

**Be seated** – Even though it's good to be positive, it's not good to overdo it. Don't stick out. Be an admirer – not a cheerleader. Players should not confuse your voice with the public address system.

Once you start to become positive, acknowledging fan, an interesting thing may happen. Your child will want you at the games. When this happens, you will know that you are considered to be an important member of your child's personal all-star support team.

## **Parents Code of Conduct**

The Browning Public Schools believes parents play a vital role in the development of student athletes. We ask that this code of conduct be distributed so that parents, players, and coaches have an opportunity to read and fully understand them.

- I will encourage good sportsmanship by being a positive role model.
- I will try my best to make athletics a positive experience for everyone involved, i.e., participants, coaches, officials, and spectators.
- I will insist my player treat other players, coaches, officials, and fans with respect.
- I will reinforce the school's drug and alcohol free policies and refrain from using alcohol and other drugs before or during contests.
- I will do my best to understand and appreciate the rules of the contest.
- I will show appreciation for an outstanding play by either team.
- I will be a "team" fan, not a "my child" fan.
- I will help my child learn that success is measured by the development of skills, not winning or losing.
- If I have a concern, I will talk to the coach at the appropriate time and place, i.e. never before, during, or immediately after a contest.
- I will do my best to remember my ticket to a school athletic event provides me with the privilege of observing the contest, not berating officials, coaches, or players.

Parents who confront coaches before, during or immediately after contests will be asked to leave by the administration or designee of the Browning Public Schools and will be escorted to the exits by school security. Parents who come to the sidelines or the benches during contests will also be asked to leave the contests by the administration and will be escorted to the exits by school security. Further consequences may occur, which could include exclusion from sporting contests at home venues for one calendar year.

## **SPORTSMANSHIP**

Recognizing that participation in extracurricular activities is a privilege, Browning High School requires that the conduct of coaches/sponsors and student participants be exemplary at all times.

Coaches/sponsors and athletes are representatives of the Browning School District and must conduct themselves appropriately both in school and out of school. Student participants who violate this policy are subject to being removed from the activity by the coach, athletic director, assistant principal or principal. The rules and conduct of students is part of the athletic training policy and failure to abide by them may result in removal from the activity. (Recommendations in accordance with MHSA guidelines.)

### **DUTIES AND RESPONSIBILITIES OF A HEAD COACH/SPONSOR**

1. Conduct a program for which he/she is responsible within MHSA and Browning High School rules and guidelines.
2. Understand all rules pertaining to the MHSA handbook, NFHS/MHSA rules and Browning High School athletic and school policies.
3. Show self-control and poise in areas relating to coaching.
4. Enforces sportsmanship like behavior in his/her athletes/participants.
5. Displays enthusiasm and shows interest in coaching.
6. Is cooperative with the media, community, parents, etc.
7. Communicates with the parents and players effectively.
8. Keeps the BHS administration informed of unusual and/or controversial events.
9. See that the activity area is in safe and proper condition, which includes keeping the locker room or dressing area, training area and buses clean and presentable.
10. Oversee the proper care of equipment including issue, collection, storage and inventory.
11. Organize daily practice schedules.
12. Work to improve background in the coaching area and profession.
13. Organize and direct the staff.
14. Provide seasonal evaluations of each assistant coach.
15. Make sure all pre-season paperwork is complete before a student may practice or compete.
16. Provide supervision of athletes on all out of town trips and overnight trips.
17. Maintain a valid First Aid card and a valid CPR/AED card on record with the district office. In addition, the coach will have a valid certificate of the NFHS coaching course, a valid certificate of completion of the Concussion in Sports course and a valid certificate of the MHSA rules clinic on record with the athletic director.
18. Attend and organize the pre-season parent meeting. The coach will be responsible for explaining all rules and procedures directly related to his/her program.

### **DUTIES AND RESPONSIBILITIES OF AN ASSISTANT COACH/VOLUNTEER COACH**

1. Follow all rules and regulations of Browning High School, the MHSA and any rules of the head coach of the specific program.
2. Show self-control and poise in areas relating to coaching.
3. Enforces sportsmanship like behavior in his/her athletes/participants.

4. Displays enthusiasm and shows interest in coaching.
5. Provide supervision of athletes on all out of town trips and overnight trips.
6. See that the activity area is in safe and proper condition, which includes keeping the locker room or dressing area, training area and buses clean and presentable.
7. Maintain a valid First Aid card and a valid CPR/AED card on record with the district office. In addition, the coach will have a valid certificate of the NFHS coaching course, a valid certificate of completion of the Concussion in Sports course and a valid certificate of the MHSA rules clinic on record with the athletic director.
8. Attend a pre-season coaching meeting.

## **FAN/SPECTATOR BEHAVIOR**

Spectators and fans at BHS events are expected to exhibit good sportsmanship toward the officials, coaches and athletes on both teams. Spectators and fans who exhibit unsportsmanlike behavior toward officials, coaches and/or athletes to include but not limited to actions during events or practices, Facebook postings, text messaging, or any other social media sources, emails and phone calls may face suspension from attending BHS events and possibly future MHSA events.

### **MHSA Handbook By-Laws**

#### **ARTICLE II - Requirements for Eligibility for Participation in an Association Contest**

##### **Section (2) ELIGIBILITY**

General Penalties, Section 2.8.2: Any attendee ejected by mutual agreement of the Official and Administration from a regular season or MHSA tournament contest will incur a minimum three (3) game/event suspension from that team's games/events and all other MHSA games/events in the interim at any level of competition. If the ejection occurs with fewer than three (3) games/events remaining in the team's season, the suspension will carry over to the school's sports season which immediately follows. An attendee ejected for a second time during a school year shall be suspended for a minimum of one (1) calendar year from all MHSA regular and postseason events. MHSA member schools may increase these minimum penalties at their discretion.

## **BHS/MHSA REQUIRED FORMS**

### **SPORTS PHYSICAL, STUDENT PARTICIPATION AGREEMENT, EMERGENCY INFORMATION SHEET, CODE OF CONDUCT, CO-CURRICULAR RULES AND RANDOM DRUG TESTING AUTHORIZATION FORM, CONCUSSION FORM AND EQUIPMENT AND UNIFORM USE AGREEMENT.**

Participants must have all of these forms properly filled out and all required signatures before they are allowed to participate in a practice or competition. The forms are required by the MHSA and/or BHS. These forms must be turned into the athletic director before the start of the first practice. Registration for all Extra-Curricular Sports will be online in the Arbiter App.

## **CONFLICT RESOLUTION-5-STEP COMMUNICATION PROCESS**

Browning High School has a 5-step process of communication to use in resolving conflicts. Communication in this order helps to ensure strong relationships and trust amongst all who are involved in resolving problems. The process is as follows:

1. Student meets with coach/advisor. (If a student is uncomfortable meeting with the coach/director

by himself or herself, a varsity captain can assist in starting the dialogue with the coach/director. The captain's role in the communication process will end at this step.)

2. Student and parent meet with the coach/advisor.
3. Student, parent, and coach/advisor meet with the activity director.
4. Student, parent, coach/advisor, and activity director meet with the principal.
5. Student, parent, coach/advisor, activity director and principal meet with the superintendent.

## **DISPENSING OF MEDICATION**

Coaches may not issue medicine of any type to students. This does not preclude the coach from using approved first aid items.

### **AWARDS BANQUETS**

All coaches/sponsors are responsible for setting the date, time and type banquet/social for their individual sport. It is the coach's responsibility to give all lettering information, award information and any other information pertinent to the ceremony two weeks in advance.

### **SOCIAL MEDIA POLICY**

Everything that is posted on any social media outlet should be considered information that is out of one's control once it is posted. It is understood that third parties including media, faculty, future employers, future schools and coaches could easily access profiles and view all personal information. If postings or messages are inappropriate, this could be detrimental at multiple levels. The use of social media by staff, coach, student, or in portrayal of a staff, coach, or student in social media considered to be "unbecoming" may result in discipline including suspension or removal from the activity, group, leadership position or team.





## Browning Public School

### ~~M.H.S.A. SANCTIONED~~ EXTRA-CURRICULAR ACTIVITIES AND GUIDELINES

Browning High School offers many opportunities for students to get involved outside of the classroom. We encourage all students to be active in one or more extra-curricular activities.

1. **For a student to participate in practice or a contest/event, he/she must have been in attendance at school that day (Monday through Friday) for all seven classes, or have a medical excuse. If a student has an absence on Friday he/she may not participate in a Saturday event if no contest is held on Friday. A student who has an absence on Friday would have to complete a full day of classes on Monday to be eligible to participate again in interscholastic activities.**
  - a. **Call-ins for student participation in school sponsored athletic activities must be made prior to 9:00 a.m. on the day of the activity/practice. Call-ins will be accepted only for the purpose of athletic participation. Any absence or release request unrelated to athletic activities must follow standard school attendance procedures and receive appropriate administrative approval.**
2. Students that transfer to Browning Public Schools during a sports season, but prior to the divisional tournament or first playoff game date, will be considered eligible to participate if they are eligible according to MHSA standards. The grades that transfer in with the student must meet the eligibility criteria of Browning Public Schools. The student must also meet the MHSA 10-day practice requirement before participating in a contest/event.
3. Students are not eligible to compete and participate in practices or meets unless your physical is completed and on file in the athletic office. A parent consent form for participation should also accompany the physical form and be on file in the athletic office as a requirement for participation.
4. A student must have passed two (2) credits of instruction from the previous term (semester) to be eligible for participation in MHSA sanctioned activities. (A previous semester is defined in the current MHSA Handbook). If a student is academically ineligible at the beginning of an MHSA sanctioned competitive sport or activity season, that student may not try out or participate in that sport or activity during the entire season, even if the season includes more than one semester.

#### ACTIVITY TICKETS:

Students not participating in an activity may also purchase Activity Tickets for admission to all regularly scheduled home games. This ticket must be presented at home games for admittance and is **not** transferable. Admittance to any tournaments is **not** included in the price of the activity ticket.

The cost of activity tickets is as follows:

|                                                      |          |
|------------------------------------------------------|----------|
| Students grade 9 through 12                          | \$50.00  |
| School Age Non-Students grades 9 through 12 & Adults | \$100.00 |

#### Season Tickets

|                                                              |                          |
|--------------------------------------------------------------|--------------------------|
| 2 Adults 2 Children Family Pass<br>(Football & Basketball) - | — \$250.00               |
| <b>\$240.00</b>                                              |                          |
| (Basketball only) -                                          | \$200.00                 |
| Additional kids to family pass                               | \$30.00                  |
| Children 2 and under & Senior Citizens 62 & over             | admitted free of charge. |

**CARE OF SCHOOL EQUIPMENT:** Participants are responsible for the safe return of all equipment checked out to them. Game uniforms, practice gear, equipment, travel bags and other school issued items are to be checked back in with the coach, sponsor or advisor at the completion of each individual's participation. **Do not loan or "swap" equipment with another student without the approval of your coach, sponsor or advisor. You are responsible for the return of all equipment checked out to you!**

Students who have not properly returned school equipment will not be allowed to participate in another school activity until the equipment is properly returned or paid for. There will be an assessed damage fee (at the discretion of the activities director) for any school equipment unable to be used by future participants, to be paid prior to the start of the next sport season.

## **HIGH SCHOOL ONLY: UNIFORM ROTATION**

|                                                                        |                                                                 |                                                                     |                                                                  |
|------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------|
| <b>SY 2023 – 2024</b><br>Boys Basketball<br>Softball<br>Cheerleading   | <b>SY 2024 – 2025</b><br>Wrestling<br>Cross Country<br>Football | <b>SY 2025 – 2026</b><br>Volleyball<br>Golf<br>Soccer<br>Softball R | <b>SY 2026 – 2027</b><br>Football R<br>Girls Basketball<br>Track |
| <b>SY 2027 – 2028</b><br>Boys Basketball<br>Softball<br>Cheerleading   | <b>SY 2028 – 2029</b><br>Wrestling<br>Cross Country<br>Football | <b>SY 2029 – 2030</b><br>Volleyball<br>Golf<br>Soccer<br>Softball R | <b>SY 2030 – 2031</b><br>Football R<br>Girls Basketball<br>Track |
| <b>SY – 2031 – 2032</b><br>Boys Basketball<br>Softball<br>Cheerleading | <b>SY 2032 – 2033</b><br>Wrestling<br>Cross Country<br>Football | <b>SY 2033 – 2034</b><br>Volleyball<br>Golf<br>Soccer<br>Softball R | <b>SY 2034 – 2035</b><br>Football R<br>Girls Basketball<br>Track |

## **CULTURAL ENHANCEMENT TO UNIFORMS:**

Browning Public School Schools recognizes and embraces the unique Blackfeet cultural heritage of the majority of the student participants. Enhancing uniforms with cultural artifacts to demonstrate cultural pride is permitted under the following circumstances:

- Varsity teams only. Must be initiated by the team members and head coach.
- Permission of principal and activities director prior to first contest of season.
- Home games and/or tournaments only.
- District not responsible for uniform enhancements not expressly provided by the district.
- Principal and activities director are responsible for assuring there is no violation of Montana High School Association rules and Title IX laws.
- Principal and activities director are responsible for assuring uniform enhancement are equitable among sports and across gender.

- Does not offend any cultural tradition.
- Must be the property of School District #9 and for the sole use of students of School District #9.

#### **OTHER FEES AND/OR FINES:**

Students must pay all fees and or fines owed to the school for lost or damaged school property, including textbooks, library books or uniforms before they will be allowed to participate in a sport or other extracurricular activity.

#### **DURATION OF SEASONS:**

Fall, winter and spring seasons begin on the first day of practice allowed by the Montana High School Association and end the day prior to the beginning date of practice for the next sport. The length of season for activities not conducted according to MHSA season guidelines shall be determined to be that of one school semester.

#### **CUT POLICY: HIGH SCHOOL ONLY**

At its August 26, 1998 meeting, the Browning School Board approved the adoption of a “Cut Policy” applying to high school athletic programs when necessary. 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.

#### **TEAM MANAGERS AND STAT KEEPERS:**

Students interested in the athletic program, but who choose not to be team members, are encouraged to become team managers and/or stat keepers. Coaches will select managers and stat keepers from students who are not participants in the mainstream athletic program. Team managers and stat keepers are viewed as extensions of the team and are subject to the same rules that govern the team as a whole.

## **ACTIVITY INSURANCE**

Browning High School carries insurance on all students participating in any Montana High School Association activity. This coverage is in force while practicing in or competing in, as a representative of the school and under direct supervision of certified full time school employee or qualified coach, an inter-school activity conducted under the regulation and jurisdiction of the MHSA.

This plan covers only medical expenses that are not payable by other insurance. Therefore, you must file a claim with your family insurance coverage or health provider.

## **Injury Report**

On any injury for which a possibility of a claim for insurance may occur, or a doctor's visit will occur, the student's parents and coach should contact the high school athletic director's office within 72 hours of the incident. If the injured student must see a doctor for the injury, a statement of release from the doctor will be required before the student is eligible to participate in practice or games/meets.

Athletes injured in sports should make sure the Coach has filled out an injury report and submitted it to both the Athletic Office, and the Principal's Office. Athletes also have the responsibility of initiating any insurance claim form if injury resulted in ambulance service, doctor's service, doctor's care, or hospital expenses. Remember – insurance companies have no way of knowing about an injury unless you inform them through a claim sheet.

Coaches are not to do any medical treatment on students, in which the symptoms indicate a communicable or infectious disease.

### **Steps to follow if a student sustains an injury:**

1. Obtain a claim from the coach, sponsor, advisor or the Activities Director.
2. A doctor must treat the student within 30 days from the date of injury.
3. Proof of claim must be submitted within 90 days from the date of injury.
4. Benefits are payable for one year from date of accident.
5. **If covered by Indian Health Service, they have to be notified within 72 hours of the injury.** Call Contract Health Services @ Blackfeet Community Hospital – 338-6236.  
If no answer, leave message.

**Note:** If covered by Indian Health Services, in a non-emergency situation, you must call for pre-authorization for healthcare services prior to obtaining the service.

## ACADEMIC ELIGIBILITY POLICY

It is the expectation of Browning School District #9 that all of its students will experience success in all academic and extracurricular endeavors in which they participate. The efforts of all School District #9 employees will be focused on supporting the efforts of its students at achieving excellence in the academic and extracurricular areas.

Browning Public Schools has implemented the following Academic Eligibility Policy for students in grades 6-12 concerning participation in all extracurricular club/sport activities as listed in the Browning Activities Handbook. The goal of this policy is to encourage academic excellence and foster long-range goal setting by the students of Browning Public Schools. It is important that students and parents or guardians understand that the primary mission of the school is to provide an academic education to its students and the privilege of participation in extracurricular activities will be based upon achievement in the classroom.

All activities involving out-of-district trips will be covered under this policy. Attendance at concerts, dances, sporting events, etc. sponsored by the school will also be covered under the following policy. For the purposes of this policy, days referred to will be considered to be calendar days.

### **Regulation: MONTANA HIGH SCHOOL ASSOCIATION POLICIES**

#### *Policy #3510*

#### *Policy Name: Academic Eligibility*

All students participating in extra-curricular activities at Browning High School must meet the academic eligibility and enrollment requirements in Browning Public Schools in addition to the rules and regulations stated in the Montana High School Association (MHSА) Handbook.

MHSА statements are as follows: MHSА Handbook Article 2, Section (2) Eligibility.

“To be eligible to participate in an Association Contest, a student must be regularly enrolled in school, must be in regular attendance from the enrollment date, and receive a passing grade in at least twenty periods of prepared class work or its equivalent in the last previous semester at the school where the student participates...”

Interpretation of the above Article is that students will be enrolled in at least two credits of classes while participating in Extra Curricular activities at Browning High School.

MHSА Handbook Article 2, Section (2), Academic Eligibility

“To be eligible to participate in an Association Contest, a student must have received a passing grade in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which he/she was in attendance. If a student is assigned an “incomplete” or a “condition” in a subject, he/she has not received a passing grade in this subject. The record at the end of the semester is final and scholastic deficiencies may not be “made up” in any way. This section shall not apply to students committed to Pine Hills School or to students assigned to MHSА interscholastic activities as part of their Special Education Individual Education Plan

(I.E.P.).”

Interpretation of the above Article is that students must earn 2 credits during the semester prior to the sport season in order to participate in a particular sport. Passing four classes worth 1/2 credit per semester will meet this standard. P.E. and Office Aide classes are worth 1/4 credit per semester

### **MHSA Handbook Article 2, Section (15), Award Rule**

~~15.1 A student participant may not accept monetary compensation (cash) in recognition of activities performance, participation and/or achievement. A student may accept non-monetary compensation or items of value solely in recognition of activities ability, participation and/or achievement if the total value of such non-monetary compensation or items of value, including the actual value of any gift certificates (so long as they are not convertible to cash), discounts, coupons, etc., does not exceed \$500 retail value annually (July 1 — June 30).~~

~~NOTE: For the purposes of this rule, “non-monetary compensation or items of value” does not include customary awards of a symbolic nature without resale value such as:~~

~~a. The school’s athletic letter, medals, ribbons, certificates, plaques, trophies, and other emblems.~~

~~b. The award is purchased and presented by the student’s parents or when the award is purchased by the student with money earned or secured through his/her own individual efforts.~~

~~c. MHSA Sportsmanship Awards~~

~~NOTE: For the purposes of this rule, these items which have been a part of the previous awards rule would be included in the “non-monetary compensation or items of value”:~~

~~a. Training apparel for practice and/or workouts provided by the school. These items include but are not limited to the following: practice shirt, practice shorts, spandex, tights and a pair of socks.~~

~~b. Schools may provide warm-up shirts (e.g. shooting shirts) to be worn on the court/field before a contest.~~

~~c. Fundraising activities such as pop hoop shoots, passing accuracy contests etc.~~

~~d. Individual miniature trophies for first and second place MHSA state championship events purchased from the Association’s awards provider.~~

~~15.2 This rule does not regulate or prohibit compensation received by a student for ability, participation and/or achievement in a non-MHSA sport or activity, nor does this rule prohibit the acceptance of college scholarships by students.~~

~~15.3 A coach or director is responsible for reporting to the school’s athletic/activities director all compensation or items of value received by the students on that coach/director’s team within one month of the receipt of the compensation or items of value. Principals are responsible for verifying to the association, if requested, that the total sum of compensation or items of value received by each student participant at that school does not exceed \$500 retail value for each participant.~~

~~15.4 A student participating without compensation as a contestant, coach, or similar participant in athletic or other activities may accept the use of necessary equipment and incidental services customarily furnished~~

~~amateur participants in such activities, may accept reimbursement for direct and necessary expenses for participation (including mileage where the student must drive), and where participation requires absence from home, may accept necessary meals and lodging.~~

~~15.5 When a student is selected by chance or random drawing, to participate in a halftime or pregame contest involving a sport skill (e.g. throwing, kicking, or shooting a basketball), he or she may receive cash or merchandise prize from the contest, without affecting eligibility under MHSA Awards and Amateur rules. Random drawing of names or lucky numbers in a program determining the participant would not be a violation. Examples include, but are not limited to, booster club fund-raisers, drawings to shoot a half-court or three point shot, or passing a football to win a prize. During the season of activity, a player from a school team is permitted to participate in such contests, provided the selection occurs randomly.~~

~~15.6 A student becomes ineligible from the date of the report of the violation to the MHSA office. Penalties for the awards rule apply when:~~

~~a. Any type of cash is accepted.~~

~~b. A student is awarded non-monetary compensation or items of value over \$500 annually (July 1—June 30).~~

~~c. The MHSA Ridgeway Settlement Agreement is not followed by schools.~~

## MHSA By-Law, Article II, Section 15

### AWARD RULE

15.1 A student participant may not accept monetary compensation (cash) in recognition of activities performance, participation and/or achievement. A student may accept non-monetary compensation P a g e | 1 2025 MHSA Proposals or items of value solely in recognition of activities ability, participation and/or achievement if the total value of such non-monetary compensation or items of value, including the actual value of any gift certificates (so long as they are not convertible to cash), discounts, coupons, etc., does not exceed \$500 retail value annually (July 1 – June 30).

NOTE: For the purposes of this rule, “non-monetary compensation or items of value” does not include customary awards of a symbolic nature without resale value such as:

a. The school’s athletic letter, medals, ribbons, certificates, plaques, trophies, and other emblems.

b. The award is purchased and presented by the student’s parents or when the award is purchased by the student with money earned or secured through his/her own individual efforts.

c. MHSA Sportsmanship Awards NOTE: For the purposes of this rule, these items which have been a part of the previous awards rule would be included in the “non-monetary compensation or items of value”:

a. Training apparel for practice and/or workouts provided by the school. These items include but are not limited to the following: practice shirt, practice shorts, spandex, tights and a pair of socks.

b. Schools may provide warm-up shirts (e.g. shooting shirts) to be worn on the court/field before a contest.

c. Fundraising activities such as pop hoop shoots, passing accuracy contests etc.

d. Individual miniature trophies for first and second place MHSA state championship events purchased from the Association's awards provider.

15.2 This rule does not regulate or prohibit compensation received by a student for ability, participation and/or achievement in a non-MHSA sport or activity, nor does this rule prohibit the acceptance of college scholarships by students.

15.3 A coach or director is responsible for reporting to the school's athletic/activities director all compensation or items of value received by the students on that coach/director's team within one month of the receipt of the compensation or items of value. Principals are responsible for verifying to the association, if requested, that the total sum of compensation or items of value received by each student participant at that school does not exceed \$500 retail value for each participant.

15.4 A student participating without compensation as a contestant, coach, or similar participant in athletic or other activities may accept the use of necessary equipment and incidental services customarily furnished amateur participants in such activities, may accept reimbursement for direct and necessary expenses for participation (including mileage where the student must drive), and where participation requires absence from home, may accept necessary meals and lodging.

15.5 When a student is selected by chance or random drawing, to participate in a halftime or pregame contest involving a sport skill (e.g. throwing, kicking, or shooting a basketball), he or she may receive cash or merchandise prize from the contest, without affecting eligibility under MHSA Awards and Amateur rules. Random drawing of names or lucky numbers in a program determining the participant would not be a violation. Examples include, but are not limited to, booster club fund-raisers, drawings to shoot a half-court or three point shot, or passing a football to win a prize. During the season of activity, a player from a school team is permitted to participate in such contests, provided the selection occurs randomly.

15.6 A student becomes ineligible from the date of the report of the violation to the MHSA office. Penalties for the awards rule apply when:

a. Any type of cash is accepted.

b. A student is awarded non-monetary compensation or items of value over \$500 annually (July 1 – June 30).

c. The MHSA Ridgeway Settlement Agreement is not followed by schools.

**Browning Public Schools**  
**POLICY #3510 (P)1**

It is the expectation of Browning School District #9 that all of its students will experience success in all academic and extracurricular endeavors in which they participate. School District #9 also recognizes the positive impact of extra- curricular activities on student mental health and social development. The efforts of all School District #9 employees will be focused on supporting the efforts of its students at achieving excellence in the academic and extracurricular areas.

Browning Public Schools has implemented the following Academic Eligibility Policy for students, grade 6-12 concerning participation in all Extra-curricular club/sport activities as listed in the Browning Activities Handbook. The goal of this policy is to encourage academic excellence and foster long range goal setting by the students of Browning Public Schools. It is important that students and parents or guardians understand that the primary mission of the school is to provide an academic education to its students and the privilege of participation in extra- curricular activities will be based upon achievement in the classroom.

All activities involving out-of-district trips will be covered under this policy. Attendance at concerts, dances, sporting events, etc. sponsored by the school will not be covered under the following policy. For the purposes of this policy, days referred to will be considered to be calendar days.

Weekly feedback will still be given to the student concerning their academic standing.

Browning Public School students, (Grades 6-12), should meet bi-weekly eligibility by having a GPA of 2.0 or better **passing all their classes** to be eligible to participate in Extracurricular Activities as defined herein. ~~A student whose GPA is lower than a 2.0 but is passing all of their classes is still eligible.~~

### **ACTIVITIES ELIGIBILITY**

~~A bi-weekly eligibility list is generated every other Friday at 3 p.m. The first time a student is identified as ineligible they will be allowed to practice and compete provided, they can show proof of attending tutoring sessions from 3:30 p.m. to 4:30 p.m. on Monday, Tuesday, and Thursday. If a student is identified as ineligible a second consecutive time the student becomes ineligible to compete until they are able to provide an updated grade report which shows that they are eligible by having at least a GPA of 2.0.~~

~~After being ineligible for two bi-weekly eligibility checks, the focus will be to help the student maintain the 2.0 GPA weekly, also student will need to report to tutoring on Monday, Tuesday and Thursday from 3:30pm to 4:30pm and provide documentation of attendance in the tutoring program from an adult BHS staff tutor.~~

### **~~CORRECTION PROCEDURE~~**

~~Any student who believes that they are marked ineligible incorrectly must meet with the teacher and provide evidence to correct the error. The teacher must fill out and sign a note to the coach/sponsor stating the error and its correction. The student must then get approval from the Principal who will also sign the note to verify approval. The student must then give the note to the coach who will keep it for the duration of the season for future reference.~~

All activities involving out-of-district trips will be covered under this policy. Attendance at concerts, dances, sporting events, etc. sponsored by the school will be covered under the following policy. For the purposes of this policy, days referred to will be considered to be calendar days.

1. Weekly feedback will still be given to the student concerning their academic standing. Browning Public School students, (Grades 6-12), should meet weekly eligibility by passing all classes to be eligible to participate in Extracurricular Activities as defined herein.
2. ACTIVITIES ELIGIBILITY: A weekly Eligibility list based on each student's in-progress grades shall be generated each Monday at 2:00 p.m. The eligibility period will begin the following Monday morning, and will run for one week Monday through Sunday. A student who receives ONE "F" on the weekly eligibility checklist will be on probation and can practice and compete until the next grade check. If, at the next weekly grade check, the student has at least one "F" the student immediately becomes ineligible to participate in competition, but can practice. The student will remain ineligible for competition until he or she is passing all the classes at the time of the weekly grade check. If the ineligible student has no "F" grades on the next grade report, he or she becomes eligible on the Monday following their week of ineligibility.
3. A student who receives more than one "F" on a weekly list will receive a grace period the first week on the list and on probation for competition allowing the student to compete until the next grade check. A student who receives more than one "F" after their grace period/probation will remain ineligible until he or she is passing all classes at the time of the weekly checklist.
4. The eligibility policy begins on the first day of each sport for Browning High School

### **Correction Procedure**

Any student who believes that they are marked ineligible incorrectly must meet with the teacher and provide evidence to correct the error with the teacher. The teacher can update the student's current grade in the infinite campus, which will then mark the student as academically eligible for that class. Verification of academic eligibility must be submitted via email to both the coach and the Athletic Director prior to

participation.

Students who choose not to utilize email as the method of verification in the correction procedure must obtain a written documentation from the teacher indicating the grade correction or updated eligibility status. The student must then secure signatures from both the teacher and Principal/AD on the documentation before submitting it to the coach. The coach will keep this note throughout the season for future reference.

**Activities included in this policy follow:** All activities as defined by MHSA.

#### **EXTRA-CURRICULAR ACTIVITY PARTICIPATION GUIDELINES**

1. For a student to participate in practice or a contest/event, he/she must have been in attendance at school that day, (Monday through Friday) or have an absence excused prior to 4:30 on the day of the activity. If student is absent AP (Absent-Parent called in) the student can still practice with no consequence. If unexcused, student can still practice with consequences from the coach.
2. Students who transfer to Browning Public Schools during a sport season, but prior to the divisional tournament or first playoff game date, will be considered eligible to participate if they are eligible according to MHSA standards. The grades that transfer in with the student must meet the eligibility criteria of Browning Public Schools. The student must also meet the MHSA 40 8 day practice requirement before participating in a contest/event.
3. Students who are ineligible for a semester according to MHSA criteria will be allowed to practice with the team while ineligible and compete the first Monday after the new semester begins, provided the student becomes eligible according to MHSA criteria. The Browning Public Schools eligibility policy will apply to these students. 1997-98 MHSA Handbook, Article 2, Section (17).

#### **Extracurricular Activity Absence and Make-Up Work**

Students participating in school sponsored extracurricular activities are responsible for maintaining satisfactory academic progress. When a student is absent from class due to an approved school-related activity, the student shall be permitted to make up all missed assignments, assessments, and coursework without academic penalty.

Students will be granted a minimum of two (2) **school days** following their return to school to complete and submit missed work for each class missed due to the activity-related absence. **Teachers may provide additional time when deemed appropriate based on the nature and scope of the assignment.**

It is the responsibility of the student to communicate with teachers regarding missed coursework and to make reasonable efforts to obtain assignments prior to the absence whenever possible. Teachers shall provide students with access to missed instructional materials and assignments in a timely manner to facilitate successful completion of required coursework.

No reduction in grade or loss of points shall occur solely as a result of an approved school sponsored activity absence, provided the student completes the required work within the established timeframe.

#### **Policy History:**

**Cross Reference:** MHSA Handbook  
Browning Activities Handbook

**Legal Reference:** 20-5-201 MCA Duties and Sanctions

Adopted on: 11/25/97

Amended on: 1/12/99, 11/30/99, 3/14/00, 3/11/14, 8/3/15, 7/11/17, 2/12/21, 11/30/21, 6/29/25, 5/30/26

## **Browning Public Schools**

**Policy #3300**

**Policy Name: *Student Conduct and Discipline***

*Regulation:*

Each student is expected to contribute to creating and maintaining a sound learning environment. Students shall behave in a safe and orderly manner. Student behavior will be respectful toward adults and other students. Students will engage in instructional task focus while in the school setting. Students have an obligation to avoid engaging in behavior that detracts from the learning environment of others. The school setting includes, school buildings, school vehicles, and traveling to and from school

**Behavioral expectations include, but are not limited to:**

1. engaging in cooperative work with school staff and fellow students;
2. displaying punctuality and regular attendance at school;
3. demonstrating positive and prompt responses to adult requests;
4. refraining from the use of profanity or vulgar expressions;
5. displaying strong conflict management and verbal negotiation skills in order to avoid physical abuse or verbally assaultive acts;
6. avoiding dangerous behavior, which endangers self, and/or others;
7. demonstrating strong judgment in avoiding bringing dangerous and/or illegal items to school;
8. encouraging appropriate behavior among peers;
9. treating the property of others and the school with respect and care;
10. accepting personal and/or financial responsibility for mistakes or poor judgment when appropriate;
11. refraining from the use, possession and/or distribution of illegal substances: tobacco, tobacco products, electronic cigarettes, unapproved prescription drugs or any illegal substances.

### **Discipline**

The Superintendent is directed to ensure that each building administrator develops a discipline handbook consistent with Board policy. Each building administrator is responsible for developing discipline procedures that are consistent, appropriate for the developmental level of the students in the site, and to the extent possible, logically related to the inappropriate behavior of the child.

Discipline shall be consistent with state and federal regulations. Corporal punishment will not be used under any circumstances with students. Documentation will be kept in each building site regarding out-of-school suspension and expulsion on appropriate forms. This data will be submitted to the Superintendent or his or her designee by the building principal for reporting purposes to the Office of Public Instruction following the instructional year.

### **Suspension**

The authority to suspend students for a short duration (10 or fewer days) lies with the building principal. Students may be suspended from school due to behavioral incorrigibility as demonstrated by failure to comply with District Policies or school rules, failure to submit to the authority of any adults employed by the school district while in the school and on school premises, or attending school sponsored functions. Continual and willful disobedience of school or classroom rules may also constitute suspension offences. Suspension may be of short duration or for the remainder of the current school year and include providing

homework. Upon a finding by a school

administrator that the immediate return to school by a student would be detrimental to the health, welfare, or safety of others or would be disruptive of the educational process, a student may be suspended for one (1) additional period not to exceed ten (10) school days, if the student is granted an informal hearing with the school administrator prior to the additional suspension, and if the decision to impose the additional suspension does not violate the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400, et seq.

Each school shall maintain a record of any disciplinary action that is educationally related, with explanation, taken against the student. When the board of trustees takes disciplinary action against a student, the Board must keep a written record of the action taken with detailed explanation, even if the disciplinary action is decided during a closed session. A disciplinary action that is educationally related is an action that results in the expulsion or out- of-school suspension of the student.

### **Procedure**

1. Principal or designee confers with the student to discuss and investigate the alleged infractions.
2. The parent/guardian is called or notified regarding the decision to suspend and is allowed to pick the student up if the parent/guardian can immediately arrange for transportation.
3. A written referral identifies the rule or policy violation and identifies the amount of time the student will be suspended for and conditions for re-entry. This written referral is provided to the parent/guardian when the child is escorted home or picked up following suspension.
4. Formal written summary of the investigation is to be provided to the parent/guardian and included in the discipline records.
5. Suspensions are logged on appropriate forms and patterns of suspension are considered for each child.
6. A re-entry meeting is held with the child, parent/guardian and school administration prior to school re-entry.
7. The student will re-enter the school site with a behavioral contract.

### **Discipline for Students with Disabilities**

In the event a child has or suspected to have an educational disability, procedures 1-4 will occur as noted above and procedures 5-7 will be modified in the following manner:

1. If a pattern of suspensions becomes evident (at least 3 incidents) and a disability is suspected, an expedited evaluation to determine the existence of an educational disability will occur. For all students identified as having a disability and students suspected as having a disability, a functional behavior analysis and a manifestation determination will occur.
2. A Child Study Team/Individual Education Plan Team will convene a re-entry meeting and determine the following:
  - a. Is there evidence to support identification of an educational disability in the case of a student who is suspected as having a disability?
  - b. If not, is Section 504 of the Rehabilitation Act applicable? If no major life function is inhibited by the student's condition, then engage in re-entry meetings.
  - c. If a 504 applies include 504 considerations of reasonable accommodations in the behavior/re-entry plan.
  - d. If an education disability exists, identify the disability, analyze the behavior demonstrated by the student and determine whether the behavior is caused or is a manifestation of the disability.
3. Develop an Individual Education Plan that includes behavioral objectives and a behavior intervention plan that will function to teach appropriate behavior and result in a decrease in the incidence of behavior resulting in suspension.

## **Appeal Procedure**

Discipline resulting in suspension from school for less than 10 days may be appealed by notifying the Superintendent in writing within 10 days of the administrative decision to suspend. Notice of the appeal will be delivered by hand or by mail with return receipt requested. The Superintendent's review of the issue is limited to a determination of whether the administrative team followed applicable Board policies, Montana State, and Federal law. All decisions by the Superintendent described herein are final.

Suspensions of 10 days or more may be appealed to the Board of Trustees. The Board of Trustees is to be notified in writing within 10 days of the Superintendent's decision. The notice shall be hand delivered or delivered by certified, return receipt mail to the Superintendent's office. The Board of Trustees' review of the issue shall be limited to whether the Superintendent's decision was consistent with policy and Montana State and Federal Law. The decisions by the Board of Trustees described herein are final.

## **Expulsion**

The Superintendent shall make a recommendation for expulsion to the Board of Trustees. Expulsion recommendations occur for serious, repeated infractions of student conduct or an individual, serious episode, which severely disrupts the school environment, causes injury or places students at risk of injury, or an infraction identified in the student handbook. Consideration of expulsion shall take place in hearing.

## **Procedure**

A preliminary written recommendation is made to the Superintendent for expulsion and a copy forwarded to the Board Chair. The recommendation shall include:

- a. The specific charges and facts on which the recommendation is based.
- b. The recommended length of expulsion.
- c. Recommendation whether the student will receive credit or not for the current grading period.
- d. The names of persons who may be called as witnesses.

After receipt of the recommendation, the Chairperson shall promptly send copies of the recommendation to the student and student's parent or guardian. These copies shall be sent registered mail (return receipt requested). Copies sent to the student and the parent shall include:

- a. A specific date, time and location of the hearing.
- b. The student's right to present a defense.
- c. The student's right to be represented by another person.

At any time a student or his/her parents or guardian fails to appear at the scheduled hearing, it will be assumed that the disciplinary action is accepted by all parties.

## **Expulsion Hearing**

The Chairperson of the Board of Trustees shall determine whether the demands of the individual privacy of the student clearly exceed the merits of a public hearing. In his/her decision, the Chairperson shall consider the nature of the charges against the student, the testimony expected to be given, and the wishes of the student and his or her parents/guardians.

If the hearing is closed, all persons shall be excluded except the student, his/her parents/guardians, and his/her representative, the members of the Board, the person or persons presenting the recommendation and their representative, the Superintendent or his/her designee, and if a transcript is made, the secretary.

Whether the hearing is open or closed, persons who will give evidence shall be excluded from the hearing until they are called to testify. Evidence and testimony shall be given in the following order:

1. support of the expulsion.
2. against the expulsion.
3. rebuttal.

After a full hearing of all relevant matters, the Board shall decide whether to accept, reject or modify and accept the recommendation. Such a decision shall be based on the evidence and testimony produced at the hearing.

If the hearing on the matter was closed, the approved draft (Findings of Fact) shall be adopted or rejected in open session. The board action will be noted in the minutes, the draft will not be available to the public. If the hearing on the matter was open, the draft shall be adopted or rejected in an open session.

Copies of the decision shall be sent to the parties of the proceeding after adoption.

**Cross Reference:** #3000 Equal Education and  
Nondiscrimination #3002 Handbook Policy  
#3900 Student Appeal Process  
#3205 Sexual Harassment/Harassment/Intimidation/Bullying/Menacing/Hazing  
#5015 Bullying/Harassment/Intimidation

**Legal Reference:** 20 USC 1400, et seq. Individuals with Disabilities Education Act

29 USC 701 Rehabilitation Act of 1973

MCA 20-4-302 Discipline/Punishment of  
Pupils MCA 20-4-402 Duties of District  
Superintendent MCA 20-5-201 Duties and  
Sanctions

MCA 20-5-202 Suspension and Expulsion

ARM 10.16.1105 Aversive Treatment Procedures

Initiative 190 – “Montana Marijuana Regulation and Taxation Act.” Jan 1, 2021

§ 45-8-361, MCA Possession or allowing possession of weapon in school  
building – exceptions – penalties – seizure and forfeiture or return authorized  
– definitions

§ 45-5-637, MCA Possession or consumption of tobacco products, alternative  
nicotine products, or vapor products by persons under 18 years of age is  
prohibited – unlawful attempt to purchase - penalties

### **Policy History:**

Adopted on: 8/8/95

Amended on: 4/13/00, 3/28/07, 3/11/14, 6/24/15, 1/27/16, 2/12/19, 2/24/21

Reviewed: 2/9/21

# **STUDENT CONDUCT AND DISCIPLINE**

## **Policy #3310**

**Policy Name:** Student Conduct and Discipline

**Regulation:** 3310

### **Applications of Sanctions**

Discipline set forth by this policy will be inclusive for grades 4 through 12. Tobacco violation will be considered separately from drug and alcohol (see below).

Student use or possession of alcohol or drugs of any kind, including marijuana, is a violation of Montana State Law. For on or off campus violations in regard to use of alcohol and drugs 1) including all illegal drugs, such as marijuana, as well as prescription drugs that have not been prescribed by a physician for that student and 2) tobacco products, including smokeless tobacco and nicotine devices such as electronic cigarettes or a positive drug test would be treated separately for in-season athletes, BHS Activities that have the ability to earn a letter, and other school sponsored activities as listed in the BHS Activities Handbook; Browning School District #9 will apply the following sanctions:

**First Offense:** Student is placed on activities term suspension of 15 contact days for all student activities. A contact day is defined as a day when a practice or event is held or a day when school is in session. Student will be required to participate in and complete a district approved intervention program.

**Second Offense:** Immediate removal from all activities for the remainder of the season. Application for reinstatement will be received by the Activities Director and forwarded to the Superintendent for possible action by the Board of Trustees.

For both, first and second offence, these are dealt with administratively pending a review by the Board of Trustees to determine that the pupil was involved in the incident or infraction as per MCA 20-5-201.

During periods of suspension, a student will be allowed to attend and participate in practice sessions. During the suspension period the student will not be allowed to wear his/her school uniform, be present in the locker rooms, or travel with the team for home or away competitions. The student remains ineligible until they are participating in Healing to Wellness Program for prevention and intervention.

If a student activity participant is the subject of (dependent upon policy 3525) violations of either policy 3525 or 3200 during any given school year, he or she will be suspended from participation in extra/co-curricular activities for the remainder of that school year.

### **Tobacco**

First Offense: Seven (7) calendar day suspension to include at least one competition. If competitions have not begun by the end of the 7<sup>th</sup> day period, the athlete will be suspended from the first competition that takes place.

Second Offense: Fifteen (15) calendar days suspension.

For each consecutive sport/activity season, athletes violating the tobacco policies will start over in terms of offense and consequence.

**Legal Reference:** § MCA 20-5-201 Duties and Sanctions

Initiative 190 – “Montana Marijuana Regulation and Taxation Act.” January 1, 2021

**Policy History:**

Adopted on: 6/24/15

Revised on: 1/27/16, 10/26/16, 8/1/19, 2/24/21

Reviewed: 2/9/21

**Policy Name: Mandatory Random Drug / Alcohol Testing Policy for Extra/Co-Curricular Activity Participants****Policy #3551**

**Regulation:** See Browning High Activities Handbook

**POLICY STATEMENT:** In order to provide for the health and safety of the individual extracurricular participant or student athlete and other students, as well as provide a legitimate reason for students to say “No” to drug use and provide an opportunity for those taking drugs to receive help in locating programs which can provide assistance, the Browning High School (BHS) will conduct mandatory random drug testing of student extracurricular activity participants and athletes. The program is designed to create a safe, drug free, environment for students.

**POLICY APPLICATION:** All students who participate in an extra/co-curricular activity (sport or club) that is: (1) sanctioned by the Montana High School Association [MHSA], and/or (2) sponsored by Browning High School [BHS] will be subject to random testing in accordance with this policy. Any student activity participant who tests positive for drugs and/or alcohol under the testing program provided for herein shall be subject to the consequences set forth below.

All student activity participants remain subject to all other school rules and regulations pertaining to drug, alcohol and tobacco use, <sup>1</sup> including but not limited to, rules and regulations pertaining to the possession, use, sale, etc. of such substances during school or during school- related activities. Any violations of such other rules and regulations may serve as the basis for disciplinary consequences IN ADDITION TO any consequences imposed under this policy, which are limited to consequences with respect to participation in extra/co-curricular activities.

<sup>2</sup>Prohibited tobacco use includes nicotine devices such as electronic cigarettes.

This policy extends only to random drug and alcohol testing and does not limit or otherwise restrict the ability of the District to conduct such testing on the basis of reasonable suspicion.

**DEFINITIONS**

**Drug:** Substances covered under this policy include any alcoholic beverage, narcotic drug, hallucinogenic drug, inhalant, anabolic steroid, barbiturate, amphetamine, marijuana, nicotine (as found in electronic cigarettes) and any other stimulant such as phenylpropanolamine, depressant, intoxicant of any kind, substance purported to be one of the above, any dangerous drug as defined in Section 50-32-101, MCA or any imitation dangerous drug as defined in Section 45-9-111 MCA or any other substance considered illegal or controlled by the Food and Drug Administration. Marijuana is included in this definition and prohibited under this policy because students under the age of 21 may not possess or consume marijuana in accordance with Montana law.

**Student Activity Participant:** Any student participating in an activity sanctioned by MHSA. 42

**Activity Season:** "Season" as referred to in this policy shall mean the Fall, Winter and Spring seasons established for MHSA-sanctioned activities and shall begin on the first day of practice for such season and end the day prior to the beginning date of practice for the next successive season. With respect to students participating in non- MHSA-sanctioned activities, the applicable period for any consequences attendant to a positive test result shall be equivalent to the then-current "season" under MHSA standards.

**Positive Test:** A drug test will be considered “positive” for drugs in accordance with the U.S. Department of Transportation guidelines.

### **PROCEDURES FOR CONDUCTING DRUG TESTS:**

**Consent:** Prior to participating in an athletic program, the parent or guardian and the student athlete will be required to sign a written consent for drug testing. Any time a student athlete, refuses to be tested, he or she will be subject to suspension from the team or from the sport/club for the remainder of the season. As Specified in Consequences for Testing Positive For Drugs.

**Compliance Requirements and Consequences:** Any student athlete or activity participant who fails to comply with a request for testing, refuses to submit to testing, provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration or substitution shall be subject to suspension from the sport/activity or athletic program for the remainder of the season. A refusal to submit to testing shall include, but is not be limited to, the following conduct: (a) a verbal declaration of refusal; (b) a refusal to provide a specimen or breath sample; (c) willful physical absence resulting in the inability to conduct the test (**the individual tester may NOT leave the room, waiting area, or premises while waiting to test**); and (d) engaging in behavior which is obstructive to the testing process.

**Medication:** Student athletes and sport/club participants who have been or who are taking prescription medication must provide verification (either by a copy of the prescription or by doctor’s authorization) prior to being tested. Students who refuse to provide verification and test positive will be subject to the sanctions specified in this policy.

**Random Testing:** Random testing will be conducted during the various activity seasons throughout the school year. Students will be selected for random testing by a computer-generated process. Selection for testing will be made from one (1) "pool" consisting of the student activity participants for each given "season", as applicable. In order to preserve the integrity of the random test, parents will not be notified prior to a random test. All testing will be conducted by appropriately trained school personnel or by an independent testing agent selected by BPS.

### **CONSEQUENCES FOR TESTING POSITIVE FOR DRUGS**

If a student tests positive for drugs/alcohol, as defined in the drug/alcohol policy, the following action will be taken:

#### **Procedures**

1. An initial positive test will automatically require a second confirmation test of the same sample to confirm the initial positive result. If the second test of the same sample is positive, the student will not be allowed to retest to dispute the results of the first and second tests.
2. Upon receipt of information demonstrating a positive test, the student and his/her parent or guardian will be called in to meet with the Principal/Vice-Principal and Activities Director to be advised of the positive test result and to allow the student an opportunity to respond to the test result. Although the District will attempt to contact parents or guardians to request their attendance at the meeting, the meeting between the student and administrators shall be conducted in their absence.
3. Based on the results of the meeting conducted under Section (2) above, the Principal/Vice-Principal and Student Activities Director will determine whether the student activity participant will be subject to further consequences. A student will be subject to consequences if, based on the discussions held at the meeting, the administrators have determined that there is no valid reason to question the positive test result or a proven violation.
4. The Principal/Vice Principal and Student Activities Director will notify the Superintendent of the results of the meeting and of their determination as called for under Section (3) above. The student activity

participant will continue to be allowed to attend and participate in practice activities pending the administrative decision and in cases where there is an appeal of this decision, pending the Board's consideration of the Superintendent's recommendation, but will be suspended from any traveling and/or competition with respect to the activity. Parents may waive the right to a Due Process hearing before the Board of Trustees by signing a waiver form.

5. The Board of Trustees shall consider and act upon any recommendation made by the Superintendent under Section (4) above. If the Board of Trustees determines that there is no valid reason to question the positive test result, the student activity participant will be subject to the following consequences:
  - a. First Offense: Student is placed on activities suspension of 15 contact days for all student activities. A contact day is defined as a day when a practice or event is held or a day when school is in session. Student will be required to participate in and complete a district approved intervention program, ex. Healing to Wellness.
  - b. Second Offense: Immediate removal from all activities for remainder of the season. Student will be required to participate in and complete a district approved intervention program like Healing to Wellness.

During periods of suspension, a student will be required to attend and participate in practice sessions. During the suspension period the student will not be allowed to wear his/her school uniform, be present in the locker rooms, or travel with the team for home or away competitions. The student remains ineligible.

### **Applications of Sanctions**

Discipline set forth by this policy will be inclusive for grades 5 through 8 and 9 through 12.

Use of possession of alcohol, drugs or tobacco, of any kind is a violation of Montana State Law. 24

The successful completion of the next available intervention program, ex. Healing to Wellness, is a condition of any future participation in extra/co-curricular activities. A student activity participant will not be allowed to participate in any future extra/co-curricular activities until that student has successfully completed the required drug and alcohol awareness class.

**Cross Reference:** District Resolution 2/24/99  
3200R Student Conduct and Discipline

**Legal Reference:** MCA 50-32-101  
MCA 45-9-111  
Initiative 190 – “Montana Marijuana Regulation and Taxation Act.” January 1, 2021

### **Policy History:**

Adopted on: 9/28/99

Amended on: 11/9/99, 2/23/00, 7/26/00, 10/25/00, 8/13/02, 4/26/06, 5/29/13, 3/11/14, 6/24/15, 1/12/16, 10/25/17, 8/1/19, 2/24/21

**Policy #: 4332**

**Policy Name: Conduct of School Property**

**Policy Statement:** In addition to prohibitions stated in other District policies, no person on school property or at school sponsored events on or off school property shall:

1. Injure or threaten to injure another person;
2. Damage another's property or that of the District;
3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;
4. Smoke or otherwise use tobacco or nicotine products, including electronic cigarettes, and marijuana;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, including marijuana;
6. Possess firearms and other weapons inside any school building at any time;
7. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
8. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
9. Willfully violate other District rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds unless otherwise noted in this policy. District administrators will take appropriate action, as circumstances warrant.

**Policy History: Original Adopted Date:** 03/13/2012 **Last Revised Date:** 02/24/2021

### **INSIGHT**

Any student assigned to insight for any substance use violation (Vapes, nicotine, cigarettes, alcohol, drugs) cannot participate in games until the INSIGHT procedure is completed. Students may practice while in the process of completing their insight classes but will not play in events until completion.

### **Progressive Discipline Summary**

| <b>Offense</b> | <b>Required Intervention</b>                                              |
|----------------|---------------------------------------------------------------------------|
| 1st Offense    | Completion of EVERFI Modules assigned by the Wellness/Prevention Director |
| 2nd Offense    | Will be removed from the team and athletics for that season               |

## **PARTICIPANT INITIATIONS & HAZING**

**Definition:** To persecute or harass with humiliating tactics or practical jokes, in general, or as an element of initiation into membership of a group. (This is inclusive of the tactic known locally as “giving snuggies”.)  
Disciplinary consequences:

**First Offense:** Browning Public Schools must take a zero tolerance on this issue. Students found to have been

involved in such defined initiations or hazing will be dismissed from the team or activity and will be subject to additional consequences as stated in the Browning High and Middle School Student Handbook.

1. A conference will be held with the participant, parent/guardian, coach/advisor and Activity Director as soon as possible following the violation.
2. A written report of the incident will be filed with the Principal and Superintendent
3. In addition, an investigation will be conducted to determine further legal actions that may be necessary. Students and their families should be aware that serious civil and criminal charges might arise from initiation and hazing incidents.

**CELL PHONES, PICTURE CELL PHONES, DIGITAL/IMAGING CAPTIONING DEVICES:** Cell phones must be turned off upon entering the school and should not be used during the instructional day. They are not to be taken into locker rooms and restrooms. These devices may be confiscated and the duration decided on by the administration or, other disciplinary actions taken based on the behavior plan.

**SUSPENSION FROM SCHOOL:** Students assigned ISS or OSS will not be allowed to participate in practice or perform in any school sponsored activity during the time of the suspension. **They must also complete one full day of their regular school schedule following the suspension before returning to practice or competition. One full day of regular school constitutes attending all assigned class periods.**

### **FIGHTING**

**Disciplinary Consequences:** Coach/Sponsor will make a referral to the student's building administrator. Standard school disciplinary actions concerning fighting will be enforced as well as additional disciplinary actions as determined by the coach and or Activities Director. ***Note that students serving school suspensions for fighting are subject to the Suspension From School policy as outlined above.***

### **CURFEW:**

#### **10:00 P.M. ON WEEKDAYS AND 11:00 P.M. ON WEEKENDS.**

For out of town trips, students will have thirty (30) minutes from the time of departure from the school to arrive home. For school related activities that extend beyond curfew hours, students will have thirty (30) minutes to arrive home upon completion of the activity. Disciplinary consequences-as determined by the coach/sponsor and/or Activities Director.

**PUBLIC DISPLAY OF AFFECTION:** Public displays of affection involving athletes or club members are not appropriate while the student is a representative of Browning Public Schools, especially during games, on trips and in other buildings or facilities.

### **NATIONAL ANTHEM/FLAG PRESENTATION RESPECT:**

Students will stand at attention with their hand over the heart while the national anthem is being played. Athletes/club members are *to remove hats/caps* and stand at attention during the entire time the flags are being presented, including the time when the flags are being carried on and off the floor/field.

## **OTHER CONSIDERATIONS SCHOOL SPONSORED ACTIVITIES AND TRIPS**

**Travel Considerations:** Students on school-sponsored trips are under the jurisdiction of the school and its policies as outlined in this Activities Handbook, the Student Handbook and the School District #9 policy manual. Students must travel to and from the activities by transportation authorized by the school. Occasionally, circumstances require special travel arrangements. On those occasions, the Parent/Guardian must contact the Athletic Director or building Principal for approval of the travel plan prior to the bus leaving for the event.

Parents wishing to have their student ride home with them after an event are to ***personally*** notify the coach/sponsor and submit a written request for permission to take the student.

Students are asked to keep in mind that when they travel, they are Browning's "Ambassadors" and are expected to behave in a manner that will reflect positively upon themselves and our community.

Students apprehended breaking the law, such as theft, consuming or having consumed alcohol, drugs, tobacco or non-prescription drugs will forfeit their opportunity to participate in the present activity, will be sent home and will be subject to further disciplinary action. **If a student is sent home, the parent/guardian will be required to provide transportation or pay the cost of providing transportation. Furthermore, if a student is detained by Law Enforcement the parent is responsible for penalties and transportation. Students who leave the group may be suspended from further trips or extra-curricular activities.**

**Conduct on Buses:** We are very fortunate to have excellent team buses for the transportation of our activities participants. While riding in school provided transportation, students are required to conduct themselves in an appropriate manner and to abide by all school transportation department rules concerning personal conduct, consumption of food & drink and general bus safety. Some of our buses are equipped with video viewing equipment. It is inappropriate to bring videos for viewing that may be offensive to some. All videotapes brought on trips must be pre-approved by the head coach or advisor before being brought onto the bus.

**Conduct in Hotels/Motels:** School related overnight trips are to be considered extensions of your regular school day. Students are to be under the supervision of an adult during the duration of any trip. An adult supervisor must accompany students wishing to leave the hotel/motel for meals or recreational purposes. Hotels/Motels that provide swimming pool access to their guests will be off-limits prior to competition when representing Browning in extracurricular activities. Coaches, advisors or chaperones will designate appropriate times for students to be in their rooms and for "lights out". Students are expected to be in their rooms at the appropriate times and to exhibit behaviors that are considerate of other hotel/motel guests, (i.e., no running up & down the halls, slamming doors, yelling, etc.). When staying in lodging provided by the school district, students are not authorized to incur any additional charges to their rooms. Charges for hotel damage, phone charges, room service are prohibited and will result in the student/athlete paying for such charges.

**Dress Code:** Since students participating in extra-curricular activities are very visible to those watching the event, it is important that they represent their school and community in the best possible way. Blue jeans and tee-shirts are not considered to be appropriate attire when our students travel on extracurricular trips. To this end, all students involved in extra-curricular activities will follow the following guidelines for student dress.

1. No baggy or saggy pants or shorts are to be worn.
2. Belts are to be kept inside the belt loops.
3. Shirts are to be tucked inside the students' pants, dress or skirt.
4. Hats are to be removed upon entering a building.
5. Students are encouraged to wear clothing that identifies them as members of the Browning extra-curricular activity that they are participating in at the time.
6. Students having them are encouraged to wear their letter jacket when attending contests at home or when traveling.

Again, students are reminded that others based upon how we present ourselves make judgments and opinions about our community and ourselves. Members of Browning's extracurricular activities will present themselves in a way that fosters a positive opinion by others.

Individual coaches/advisors will have the option of implementing a dress code consistent with the expectations of School District #9 for its students. The advisor, sponsor, coach, Principal and/or Activities Director will make the final decision about the appropriateness of a student's attire.

**LIST OF ACTIVITIES COVERED UNDER THIS POLICY:**

**BHS – Fall, Winter and Spring Sports, Band, Choir**

Cross Country, Golf, Football, Fall Cheerleading, Volleyball, Boys and Girls Soccer, Boys and Girls Basketball, Boys and Girls Wrestling, Winter Cheerleading, Speech, Debate and Drama, Boys and Girls Tennis, Boys and Girls Track, Baseball and Softball

**BMS – Fall, Winter and Spring Sports, Band, Choir**

Cross Country, Football, Boys and Girls Basketball, Volleyball, Boys and Girls Wrestling Golf, Track, Softball

**BHS and BMS - Extra Curricular Activities**

All School Sponsored Club



## **CO-CURRICULAR RULES AND RANDOM DRUG TESTING AND DRUG TESTING AUTHORIZATION FORM**

I understand fully that my performance as a participant and the reputation of my school is dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Browning Public Schools Board of Trustees and the sponsors for the activity in which I participate.

I authorize the Browning Public Schools to conduct any procedure, including a urine analysis from a specimen, which I provide, to test for drugs and/or alcohol use. I acknowledge that these tests may be administered without notice. I also authorize the release of information concerning the results of such a test and the release of any information by my physician related to prescription drug use to the Browning Public Schools. I understand that school officials will keep this information confidential as required by law.

This shall be deemed consent pursuant to the Family Education Right to Privacy Act for the release of the above information to the parties named above.

This authorization further acknowledges the receipt of the Browning Student Handbook and the student extracurricular drug testing policy of the District.

---

Print Student Name

Student Signature

District ID #

Consent by:

Print Parent/Guardian's Name

Parent or Guardian's Signature

Date

**This form must be submitted to the office and must be on file in the office before a student will be allowed to participate in any scheduled contest/activity.**

### **Policy History:**

Adopted on: 9/28/99

Amended on: 11/9/99, 2/23/00, 7/26/00, 4/26/06

# CODE OF CONDUCT

## Browning Public School District #9

It is becoming more evident that tobacco (*including smokeless*), vapes, alcohol and other drugs may easily become addictive and harmful to an individual's physical and emotional health. As part of the curriculum offerings, School District #9 provides education regarding the use of these substances.

The District also has a Substance Abuse Policy, which recommends counseling assistance for the student experiencing a problem with tobacco (*including smokeless*), alcohol or other drugs. Additionally, the District has developed and implemented a program to assist students in need of help due to the use of tobacco (*including smokeless*), vapes, alcohol or other drugs.

Co-curricular activities, athletics included, are extensions of the District's curriculum and the student's academic experience and are privileges afforded to students during their educational experience. The District feels that a student participating in co-curricular activities should be a good representative for themselves, their family, their fellow participants & students, their school and their community. The District further believes that involvement in the use of tobacco (including smokeless), vapes, alcohol and other drugs is not an appropriate representation for students participating in co-curricular activities.

Contained in the Activities Handbook are the guidelines of expected behavior for students participating in co-curricular activities. We are asking you, the parent or guardian, to discuss with the activity participant the positive aspects of refraining from the use of tobacco (including smokeless), vapes, alcohol and illegal drugs. You should also note that there are penalties for participants who have been found to be involved in the use of tobacco (including smokeless), vapes, alcohol or other drugs during the time that he/she was participating in a co-curricular activity.

After you have read and discussed the Activities Handbook, please make certain that both student and parent (or legal guardian) have signed this form. Return the form to the appropriate coach or advisor. You may also return the form directly to the Activities Secretary in the high school office or to the office of the Activities Director.

***We, the undersigned, have received the policies as stated in the Browning High School Activities Handbook, understand them and agree to adhere to them during the duration of participation in this sport or activity during the 2026-2027 school year.***

Student \_\_\_\_\_ Parent \_\_\_\_\_

Activity \_\_\_\_\_ Date \_\_\_\_\_

**VALID THROUGH ALL PARTICIPATION OF 2026-2027 SCHOOL YEAR**

**~~You must return this form to your coach or advisor before participating.~~**

**Please do not return your Activities Handbook to the school. You should keep this handbook for future reference.**

# **Browning Public School District #9**

## **Emergency Information Sheet**

Participant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Phone: \_\_\_\_\_

**List two persons to contact in case of emergency:**

Parent or guardian: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Physical Address (if different than above): \_\_\_\_\_

Second contact's name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone(H) \_\_\_\_\_ (W) \_\_\_\_\_

Relationship to participant: \_\_\_\_\_

Your Health Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_

Your physician's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you allergic to any drugs? \_\_\_\_\_ If so, what? \_\_\_\_\_

Do you have any other allergies (i.e. bee stings, dust, etc.)? \_\_\_\_\_

Do you suffer from: \_\_\_\_\_ asthma \_\_\_\_\_ diabetes \_\_\_\_\_ epilepsy?

Are you on any medication? \_\_\_\_\_ If so, what? \_\_\_\_\_

Do you wear contact lenses? \_\_\_\_\_

Other health information that we should be aware of (please list). \_\_\_\_\_

~~You must return this form to your coach or advisor before participating.~~

**VALID THROUGH ALL PARTICIPATION OF 2026-2027 SCHOOL YEAR**

## **Equipment and Uniform Use Agreement**

I, \_\_\_\_\_, understand and agree that the equipment and uniforms are the property  
(Parent & Student name, please print)

of the Browning Public Schools. I understand and agree that equipment/uniforms are returned to the Browning Public  
Schools at the end of each sporting season. I understand and agree that it is my, \_\_\_\_\_,  
(student name, please print)

responsibility to return the equipment/uniforms at the end of the sports season and if the equipment/uniforms are not  
returned, I will need to pay for the missing equipment/uniform at cost before participating in the next sport.

Seniors (12<sup>th</sup> grade students) – I understand that my transcripts will be held until the equipment/ uniforms are returned  
or paid for.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

# Browning School District #9

## Student Participation Agreement

### School Year 2026-2027

Student Name: \_\_\_\_\_  
Last First Middle  
Date of Birth: \_\_\_\_\_ Current Age: \_\_\_\_\_ Grade in School: \_\_\_\_\_  
(M/D/Y)

#### **Permission:**

I am the natural parent or guardian of the above named student and hereby give my permission for him/her to participate in extracurricular activities, both sports and other school-sponsored activities and instructional field trips. I understand that participation in these activities may mean that my child will be required to attend events on weekends or evenings which may involve travel outside of the School District. All such transportation will be in accordance with District policies and procedures.

#### **Responsibility:**

I understand that participation in such activities involves inherent risks to students. Regardless of reasonable safety measures taken by the District. For an in consideration of School District #9's agreement to allow my child to participate, I accept responsibility for any loss, damage or injury to my child and his/her property that occurs during participation in such activity that is not the result of fraud, willful injury or negligent violation of law by a trustee, employee or agent of the District.

#### **Medical Care:**

In the event it becomes necessary for the District staff member in charge to obtain emergency care for my child, neither the staff member nor the District assumes financial liability for such care. I agree to accept responsibility for medical expenses incurred in good faith by the District for my child resulting from an accident, illness or other unforeseen circumstances.

#### **Signature & Address Information:**

Father: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ (H)  
\_\_\_\_\_ (W)  
Mother: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ (H)  
\_\_\_\_\_ (W)  
Student: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing, the participant and parent/guardian acknowledge that they have received, reviewed, understood, and agreed to abide by all requirements, policies, and expectations outlined in the Drug testing agreement, Code of Conduct, Uniform Agreement, and Participation Agreement. The signature serves as confirmation of content and acceptance of all terms and conditions contained within these documents. VALID THROUGH ALL PARTICIPATION OF 2026-2027 SCHOOL YEAR**



## 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 health care 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 health care 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 health care 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



## A Fact Sheet for **ATHLETES**

### **WHAT IS A CONCUSSION?**

A concussion is a brain injury that:

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

### **WHAT ARE THE SYMPTOMS OF A CONCUSSION?**

9. Headache or "pressure" in head
10. Nausea or vomiting
11. Balance problems or dizziness
12. Double or blurry vision
13. Bothered by light
14. Bothered by noise
15. Feeling sluggish, hazy, foggy, or groggy
16. Difficulty paying attention
17. Memory problems
18. Confusion
19. Does not "feel right"

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

20. **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.

21. **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.

22. **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.

23. Follow your coach's rules for safety and the rules of the sport.
24. Practice good sportsmanship at all times.
25. 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:

12. The right equipment for the game, position, or activity
13. Worn correctly and fit well
14. Used every time you play

**Remember, when in doubt, sit them out!**



## 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:*

- 26. Appears dazed or stunned
- 27. Is confused about assignment or position
- 28. Forgets an instruction
- 29. Is unsure of game, score, or opponent
- 30. Moves clumsily • Answers questions slowly
- 31. Loses consciousness (even briefly)
- 32. Shows behavior or personality changes
- 33. Can’t recall events prior to hit or fall
- 34. Can’t recall events after hit or fall

#### Symptoms Reported by Athlete

- 35. Headache or “pressure” in head
- 36. Nausea or vomiting
- 37. Balance problems or dizziness
- 38. Double or blurry vision
- 39. Sensitivity to light
- 40. Sensitivity to noise
- 41. Feeling sluggish, hazy, foggy, or groggy
- 42. Concentration or memory problems
- 43. Confusion
- 44. 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.

- 45. Ensure that they follow their coach’s rules for safety and the rules of the sport.
- 46. Encourage them to practice good sportsmanship at all times.
- 47. 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.
- 48. Learn the signs and symptoms of a concussion.

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

**8. 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.

**9. 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.

**10. 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!

## 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 a 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                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. Appears dazed or stunned<br>5. Is confused about events<br>•Answers questions slowly<br>•Repeats questions<br>6. Can't recall events prior to the hit, bump, or fall<br>7. Can't recall events after the hit, bump, or fall<br>8. Loses consciousness (even briefly)<br>9. Shows behavior or personality changes<br>10. Forgets class schedule or assignments | <b><u>Thinking/Remembering:</u></b><br>d. Difficulty thinking clearly<br>e. Difficulty concentrating or remembering<br>•Feeling more slowed down<br>f. Feeling sluggish, hazy, foggy, or groggy<br><br><b><u>Physical:</u></b><br>g. Headache or “pressure” in head<br>h. Nausea or vomiting<br>i. Balance problems or dizziness<br>•Fatigue or feeling tired<br>j. Blurry or double vision<br>k. Sensitivity to light or noise<br>l. Numbness or tingling<br>m. Does not “feel right” | <b><u>Emotional:</u></b><br>7. Irritable<br>•Sad<br>•More emotional than usual<br>•Nervous<br><br><b><u>Sleep*:</u></b><br>8. Drowsy<br>•Sleeps less than usual<br>•Sleeps more than usual<br>9. Has trouble falling asleep<br><br><i>*Only ask about sleep symptoms if the injury occurred on a prior day.</i> |