



**EKALAKA PUBLIC SCHOOLS**

EKALAKA ELEMENTARY DISTRICT #15 • CARTER COUNTY HIGH SCHOOL

# *Activity Handbook*

*2022-2023*

## **INTRODUCTION**

At Ekalaka Public Schools, we believe the opportunity for participation in a variety of co-curricular and extra-curricular activities is a vital part of a student's educational experience. These experiences contribute to developing the full potential of each student and enabling each student to gain invaluable skills for life. Participants are held to expectations of conduct and District Policy when participating in student activities. To achieve excellence in activities, a participant must discipline his/her mind and body. The participant must be aware that he/she is a representative of the school and community and has the responsibility to provide positive, personal attributes related to citizenship, scholastic achievement, courtesy, role modeling, and leadership.

## **STUDENT ACTIVITY TRAINING RULES**

Students participating in any activity referenced herein will be required to following the District's Training Rules, which include but are not limited to the following and also all District policies regarding student conduct:

1. No use or possession of alcoholic beverages.
2. No use or possession of tobacco or marijuana or any type of illegal drugs (this includes E-cigarettes and/or Vape pens.)
3. No illegal use of over-the-counter drugs or prescription drugs.
4. Thefts while on school trips or at school activities will result in disciplinary action and will be reported to the appropriate law enforcement agency.
5. No bullying, harassment, intimidation or hazing.
6. No acts of insubordination towards anyone charged with the responsibility of the activity.
7. No negative use of social media in ways that could be deemed as conduct unbecoming of a Bulldog (Facebook, Twitter, Instagram, SnapChat, TikTok, etc). This includes, but is not limited to, negative actions toward teammates, coaches, opposing teams, officials, and administration.
8. Proper scholastic standing must be maintained.

## **RAMIFICATIONS**

- Failure to comply with the Training Rules set forth herein and/or any District Policy may result in a short-term suspension from all activities until there is a meeting between the student, parent, and Activities Director. If applicable, the Ekalaka Public Schools (Carter County High School) Chemical Use Policy or the Athletic Discipline Policy will be administered.
- All training rule suspensions (i.e., short-term removals from an activity for 10 days or less) must be reported to and approved by the Activities Director.
- Any student who violates Training Rules and/or District Policy while on a school trip may, depending upon the circumstances, be sent home or turned over to the proper authorities, if circumstances warrant that action.

- Training rules apply beginning with the first day of practice for each activity and ending with the final date of competition or when the bus arrives safely back in the school parking lot on the final weekend.
  - The first day of practice is the date set by the MHSAA for all High School Activities. The first day of practice is the date set by the District for activities. If a student violates a training rule during the final week of competition during a given season, then the suspension will be continued for the first week of competition during their next participating activity.
- Training rule violations may also result in additional school disciplinary action if there are other school regulations that are violated at the same time (example: drug or alcohol use/possession on campus or during a school sanctioned trip results in a mandatory 3 days out of school suspension).

## COMMUNICATION

It is the expectation and goal to keep an open line of communication between the participant, advisor/coach/sponsor, and parents. When a participant or parent has a question or concern regarding his/her son's or daughter's involvement in an activity, the parent should contact the advisor/coach/sponsor who will make themselves available for participants and/or parent scheduled meetings. Should the advisor/coach/sponsor not provide a satisfactory resolution to the question or concern, the concerned individual should follow the following chain of communication:

1. Coach/Advisor
2. Athletic Director
3. Principal/Superintendent

## CODE OF CONDUCT

In addition to the Training Rules set forth herein and applicable District Policy, the School Board and the Administration of the Ekalaka Public Schools, in support of the aims of public education, believe that the behavior of students attending public schools shall reflect standards of good citizenship demanded of members in a democratic society. Self-discipline (responsibility of one's action) is one of the ultimate goals of education. In order for students to take advantage of available learning opportunities and to be productive members of our community, each student is expected to:

1. Demonstrate courtesy — even when others do not.
2. Avoid excessive noise in buildings/motels.
3. Avoid displays of affection - Do not participate in “horseplay.”
4. Behave in a responsible manner, always exercising self-discipline.
5. Meet standards of grooming and dress. Students should dress appropriately at all times. The advisor/coach/sponsor should be proud of how their group is dressed and the advisor/coach/sponsor is responsible for informing their group of appropriate dress and appearance.- Appropriate dress for events or road trips must meet the standards of the advisor/coach/sponsor. The advisor/coach/sponsor can choose not to allow a student on the bus and shall notify parents that he/she is not traveling with the group and why.

6. Do not wear clothing advertising alcohol, tobacco, or drugs.
7. Do not wear tank tops, halters, cutoffs, crop top, or other immodest clothing (no showing of undergarments) OR any apparel that creates a disturbance or interference to the activity
8. Respect the property of others
9. No disrespectful, vulgar, obscene, or profane language or illustrations at any time
10. All participants will be expected to attend all scheduled meetings, practices, and games. A student must be in school the entire day of competition unless excused by a medical appointment or a school-related function. All other excuses must have administrative approval prior to that day. Without permission, the student is ineligible to compete until the following day.
11. Grades must be maintained so that a participant is eligible by the standards of Ekalaka Public Schools and MHSAA (Homeschool included). Current district eligibility will be adhered to.
12. Other violations of Training Rules and/or District Policy will be handled consistent with the rules set forth herein and in accordance with District Policy.

## **ELIGIBILITY**

In order for a student to be eligible to participate in any competition with another school (this includes all activities), that student must meet the eligibility requirements of MHSAA and Ekalaka Public Schools. These requirements are:

1. Have parental permission to participate
2. Have a physical examination and abide by all concussion procedures as outlined by MHSAA
3. MHSAA rules include the requirement that the student have received a passing grade in at least 20 periods of prepared work per week (i.e. four subjects) during the previous semester. Failure to do so renders the student ineligible for the current semester.
4. Be in school the entire day of the day of competition or have obtained administrative permission for the absence prior to the activity/event. Special circumstances will be considered in advance on a case by case basis and the Superintendent (or the Superintendent's designee) may allow the student to participate. Without such permission, the student is ineligible to compete until the following day.
5. Abide by all rules and regulations of the school or risk being declared ineligible by the administration.
6. Week to week eligibility is as follows:
  - a. EPS Week 1 Grace Period- The student will report to the class and the teacher in which the student is struggling academically during Home Room and remain in that class until 4:00 pm, after 4:00pm the student is free to attend practice. If the student is struggling in more than one class, the student needs to prioritize which class to attend based upon which class the student is struggling in more so than other classes. During this week 1 grace period, students are still eligible to compete.
  - b. EPS Week 2 Ineligibility- The Student is required to report to the class they are failing home room until 4:00 PM. Students who are ineligible for two consecutive weeks are allowed to practice but are not allowed to participate in competition beginning on Monday during week 2.

- c. EPS Week 3 Ineligibility- The Student is required to report to the class they are failing from home room until 4:00 pm. Students who are ineligible for two consecutive weeks are allowed to practice but are not allowed to participate in competition beginning on Monday during week 3.
  - d. EPS Week 4 Ineligibility- If a student is ineligible for 3 consecutive weeks when grades are checked Monday morning of the 4<sup>th</sup> week at 9am, the student will no longer be on the team for the remainder of that season or the end of the semester for activates.
  - e. When a student is deemed ineligible, the Guidance counselor will notify the parents by phone and mail.
7. A student enrolled in a Distance Learning class will also be placed on the weekly ineligible list if he/she falls behind in his/her tentative completion plan.

### **PARTICIPATION IN DISTRICT EXTRACURRICULAR ACTIVITIES BY UNENROLLED CHILDREN**

In accordance with section 20-5-112, MCA, a school district may not prohibit or restrict the ability of a student attending a nonpublic or home school meeting the requirements of **20-5-109** from participating in extracurricular activities at a school in the student's resident school district solely on the student's enrollment at the public school or on the number of hours the student physically attends the public school. Any child who is a resident of the District who is attending a nonpublic or home school meeting will reference and abide by the following:

1. Have parental permission to participate
2. Have a physical examination and abide by all concussion procedures as outlined by MHS A
3. Abide by all rules and regulations of the school or risk being declared ineligible by the administration.
4. Not earn a failing grade in the same class for two (2) consecutive weeks or he/she will not be eligible the following week. This includes all classes the student is enrolled in during the semester/year. Weekly assignments/assessments/grades must be given in order for a student to have the opportunity to improve his/her grade. The teacher and the advisor/coach will notify the student who has been placed on the ineligibility list.
5. Grades must be submitted with an official copy or picture to the guidance counselor every Monday by 9am.
6. Is eligible to seek to participate in any extracurricular activity of the District that is offered to pupils of the district who are of the same age.
  - a. Is subject to the same standards for participation as those required of full-time pupils enrolled in the school and the same rules of any interscholastic organization of which the school of participation is a member.
  - b. Will be assessed for purposes of placement, team formation and cuts using the same criteria as used for full-time pupils enrolled in the District.
7. In cases where there is more than one school serving the same age group within District boundaries, a child participating under this provision shall be subject to the same school rules applicable to full-time pupils of the Elementary District 15 & High School District 3. Participation for one school for one sport and another school for another sport is prohibited.

8. The academic eligibility for extracurricular participation for a student attending a nonpublic school as specified under this provision shall be attested by the head administrator of the nonpublic school. No further verification shall be required.
9. The academic eligibility for extracurricular participation for a student attending a home school as specified under this provision shall be attested in writing by the educator providing the student instruction with verification by the school principal for the school of participation. The verification may not include any form of student assessment.

## **FAMILY NIGHT**

Wednesday evenings are to be set aside for youth activities not sponsored by the school. Youth activities will take priority over all athletics and school-sponsored events. Students are to be out of the school by 6:00 p.m., except under extenuating circumstances, with prior approval from the administration.

## **FEES FOR ACTIVITIES**

- **Ekalaka Public Schools Activities**
  - Athletic Physical -- NO Practice without proof turned into Ekalaka Public Schools office
  - Consent to Participate / Training Rule Form
  - Drug Consent Forms
  - Completed Concussion Testing + Concussion Forms
  - \$60 Student, \$85 Adult, \$200 Family- Good for school year
    - If you feel you cannot afford this amount and your student wants to play, there are scholarships available. Please contact the principal/superintendent.

## **PHYSICAL EXAMINATIONS / CONCUSSION PROTOCOL**

Physical exams are required for all student-athletes in grades 5-12. No student-athlete will be allowed to practice or participate prior to completing an athletic physical examination.

## **EMERGENCY MEDICAL TREATMENT AND INFORMATION**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school must have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of the doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

## **TRAVEL**

The administration will take into consideration the following factors in determining if a team will stay overnight at a tournament or meet.

1. Distance
2. Game or participation time
3. Weather conditions

4. Road conditions
5. Availability of motel/hotel rooms
6. Coaches, advisors, and chaperone input
7. The previous behavior of participants
8. Extenuating circumstances. The final approval will be the decision of the Superintendent/Principal
9. 12 Players and 2 Managers will be permitted to postseason travel

## TRAINING RULES

Possession and/or Use of controlled substances, alcohol, mood-altering drugs, alternative nicotine, and vapor products or tobacco are strictly prohibited.

1. Sponsors/Advisors/Coaches shall cover training rules with all activity members in a careful and concise manner prior to the first event of the season. Copies of the rules will be given to the participant for signatures by the participant and his/her parent and/or guardian. Throughout the time of participation, members shall be reminded that the training rules are important and in effect. For students participating in any activities that begin prior to the first day of practice or activity, these rules apply as of the first official day of the activity. For students participating in any activities that end after the last day of school, these rules apply through the final day of activity. For non-participants, the policy ends on the last official day of school.
2. Sponsors/Advisors/Coaches are responsible for ensuring that training is maintained throughout the time of participation.
3. These rules apply to ALL students who participate in extracurricular activities. These activities include, but are not limited to students who are athletes, band or choir members, FCCLA, FFA, Academic Olympics, Student Council, National Honor Society, Speech and Drama, school plays/musicals, managers/video personnel, and all others who have a function in these activities. Activities also include Junior/Senior Banquet, Prom, Homecoming, Cheerleaders, Athletic and non-athletic practices/meetings, participation in contests/games, music/band performances, Close-up, music festivals, travel, or graduation ceremony.

### **Disciplinary Procedure - Vandalism/Theft/Substances- Ekalaka Public School Students, NonPublic or Private Students**

Possession or drinking of alcoholic beverages, use of tobacco products, or illegal/mood-altering drugs is not permitted. Using, being under the influence of, having in his/her possession, buying, selling, giving away, distributing, or attempting to distribute alcohol, tobacco, illegal drugs, faux drugs, mood-altering drugs, any other controlled substances, or drug paraphernalia is prohibited. It is not a violation for a student to be in possession of using a medication that has been specifically prescribed for the student's own use by his/her doctor and using it in a prescribed manner; however, it is a violation to misuse the prescribed medication or to sell or distribute it in any manner to another person.

Any acts of vandalism or theft are not permitted. Students in multiple activities will be subject to the outlined consequences in all activities for the duration of the violation.

- **FIRST OFFENSE:** Mandatory counseling sessions based on the counselors recommendation and exclusion from Non-athletic events:

- ALL organizational non-athletic activities (meetings, competitions, office positions) for a period of 2 weeks
  - Athletic events:
    - four next scheduled basketball games
    - four next scheduled volleyball contests
    - two-next scheduled track meets
    - two next scheduled football games
  - For Non-Athletic and Athletic events from the reporting and filing of the report. A student must:
    - Not be part of any competition during the suspension
    - Not travel to any event with a team
    - Attend all athletic practices during the suspension
    - Participate counseling based on counselors recommendation
  - Refer to the student handbook referral chart for additional discipline.
- **SECOND OFFENSE:** Refer to the student handbook referral chart for additional discipline; five hours of approved counseling at student expense; Long-term suspension (up to 10 days by administration) from all activities pending an investigation and a hearing before the Board. The student is not eligible for postseason awards, all-star games, or lettering in the sport.
  - **THIRD OFFENSE:** Immediate suspension from all activities (up to 10 days by administration) for the remainder of the year, pending an investigation and a hearing before the Board. Refer to the student handbook referral chart for additional discipline; Forfeiture of all postseason awards, all-star games, or lettering in the sport. The consequences for violating the Possession Rule at a school-sponsored activity at an away or overnight trip will result in the immediate notification for parents to get the student. Immediate dismissal from the team (for up to 10 days by administration) or organization will occur pending an investigation and a hearing before the Board.

## CURFEW

Curfew is set at 10:00 p.m. Sunday through Thursday, and 12:00 a.m. on Friday and Saturday unless the coach or sponsor changes them for special situations with Admin. approval or the Principal extends the hours for special circumstances such as school dances. Students who break curfew will not play in the next scheduled game. For every broken curfew, players will miss the next scheduled game. For non-athletics students, they will miss the next scheduled event. Coaches and advisors can implement additional consequences at their discretion.

## TRANSPORTATION

School Sponsored Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The Superintendent or Athletic Director may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents — at least one day before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

Each event/activity shall have a faculty or adult sponsor who shall be responsible for the group and its activities. When both genders are traveling overnight, an effort will be made for a



chaperone of each gender. Activity forms will indicate advisors/chaperones traveling with students.

### Travel Expenditures

1. MEALS - Student meals will be paid for through the student organization/team account.
  - a. The allowance for meals will be a \$14 allowance for each meal.
  - b. Meal stops must be made to receive meal money. This can include convenience store or snack stops if nothing else is open and students are choosing healthy options, not soda and candy bars
  - c. Meal money does not compound. If a meal is not eaten, the allotted money does not extend to the next meal.
  - d. Every attempt will be made by the advisors/coaches/chaperones to select eating establishments where meal money will provide an adequate menu selection.
  - e. Participants are expected to provide a tip for service in a restaurant—usually \$1 per meal
2. MOTELS - Student lodging will be paid for through the student organization/team account.
  - a. Motel/hotel reservations will be made on the basis of availability, appropriateness and cost.
  - b. Rooms will be reserved to allow not more than five (5) students to a room, but in all cases, each student will be provided a bed for sleeping purposes. Not more than two (2) students per double bed will be allowed. (Ex. 5 students would have 2 double beds plus on rollaway).
  - c. Extenuating circumstances will have prior approval of the administration.

Any time a school vehicle is used when traveling, it shall be cleaned and left in satisfactory condition for the next use.

**STUDENT ACTIVITIES PARTICIPATION, PERMISSION,  
AUTHORIZATION FOR EMERGENCY CARE AND  
ACKNOWLEDGEMENT OF RISKS  
Ekalaka Public Schools**

You are signing your child up for the following activities (pursuant to the District’s Activities handbook) for the 2022-2023 school year. It is the policy of the School District to require parental permission before allowing a student to participate in any school activity identified in our Activities Handbook.

Include any activities your child wishes to participate in here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We hereby give permission for my child, \_\_\_\_\_, to participate in the above-identified school activities.

Ekalaka Public Schools affirms that it will exercise ordinary care and skill in the supervision of student’s participating in school activities. However, I understand the inherent risks associated with my child participating in school activities. Specifically, I understand the inherent risks of my child participating in school activities, includes but is not limited to:

- a. Injury;
- b. Illness; and/or
- c. Death;

I fully understand and appreciate the risks above and voluntarily choose to allow my child to participate in school activities.

I further acknowledge my assumption of responsibility to require by child to strictly follow all directives of any coach, chaperone, employee or agent of Ekalaka Public Schools and to comply with the terms of this agreement and district policy during my child’s participation in any school activity. I further acknowledge that any failure to comply with directives as set forth herein shall constitute a voluntary and unreasonable exposure of my child to known dangers and foreseeable risk of harm and shall be considered comparative negligence on my behalf within the meaning of section 27-1-702, MCA.

I authorize qualified emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to my child. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the district staff in charge to obtain emergency care for my child, neither he/she nor the school district assumes financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances.

Parent(s) or Guardian(s): \_\_\_\_\_  
(Please Print)

Address: \_\_\_\_\_

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

Emergency contact information (if different than the above-listed phone number: \_\_\_\_\_

Does your child have a medical condition which the school should be aware of before allowing your child to participate in school activities? Yes \_\_\_\_ No \_\_\_\_ . If yes, please state the nature of the medical condition: \_\_\_\_\_.

\*\*In the event that an unforeseen circumstance arises creating a need for you to contact your child or a circumstance where information would need to be relayed to you about an emergency an information network has been established. The School District contact person is \_\_\_\_\_ and his/her phone number is \_\_\_\_\_.

Signature: \_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_

**APPENDIX A****Eligibility Checklist – Nonpublic School and Homeschool Participation**

**Nonpublic or home school students who meet the requirements of 20-5-109 can participate in MHSА member school extra-curricular activities.**

20-5-109. Nonpublic school requirements for compulsory enrollment exemption. To qualify its students for exemption from compulsory enrollment under 20-5-102, a nonpublic or home school:

- (1) shall maintain records on pupil attendance and disease immunization and make the records available to the county superintendent of schools on request;
- (2) shall provide at least the minimum aggregate hours of pupil instruction in accordance with 20-1-301 and 20-1-302;
- (3) must be housed in a building that complies with applicable local health and safety regulations;
- (4) shall provide an organized course of study that includes instruction in the subjects required of public schools as a basic instructional program pursuant to 20-7-111; and
- (5) in the case of home schools, shall notify the county superintendent of schools of the county in which the home school is located in each school fiscal year of the student's attendance at the school.

**The same standards (MHSА and Local School Policies) must be met as those required of full-time students enrolled in the school (exception- enrollment in the school and transfer).**

**The same MHSА rules apply including age, semesters, academics (see below) and attendance area residence. Only enrollment is waived.**

✓ **Attendance Area** - Student must live in your school's attendance area – the nonpublic and/or home a school student's entire family must live in the attendance area of the school they are participating at.  
Nonpublic or homeschool students cannot transfer.

✓ **Academic Eligibility** – Nonpublic school – the students' academic eligibility must be attested by the head administrator of the nonpublic school. Homeschool – academic eligibility must be attested in writing by the educator providing the student instruction with verification by the MHSА school principal.

- Grading Period – one semester (one half of a school year – approximately 18 school weeks or 90 school days).

- A participant must have received a passing grade and received credit in at least twenty hours of prepared class or work or its equivalent in the last previous semester in which he/she is enrolled.
- Participants who are academically ineligible cannot participate in any Association contest (varsity or sub varsity) for a period of one semester. They can practice if the school allows but they cannot suit up or participate in any games at any level of competition.

**To meet the same standards as required in the law, a home school and/or nonpublic school student must demonstrate they have passed four half-credit classes in the previous semester (90 school day period). This is meeting the same standard. Otherwise, students who are failing could transfer to homeschool and have their educator state they are passing in that semester to become eligible academically without verification of number of classes and passing work, etc. Also, the nonpublic school administrator or home school educator must demonstrate the student is on course to graduate complying with the MHSAs semester and age rules.**

✓ **Age Rule**

A student who turns 19 after midnight August 31st is age-eligible. Any 19 year old (who turns 19 on or before midnight August 31st) can file a waiver of the age rule if the following is proved by the student – 1) student does not create a safety risk, 2) student does not skew the overall competitiveness of the activity, 3) participation will not exclude others, and 4) the student meets all necessary criteria to participate in MHSAs activities.

✓ **Semester Rule**

Students are eligible for eight consecutive semesters and the semesters start to accrue after entering the ninth grade.

The principal will verify when the student began high school coursework which will begin his/her semester accrual. (Eight consecutive semesters once they start ninth grade coursework and semester accrue whether they are attending school or not).

✓ **Dual Participation** – No student may establish eligibility concurrently at two member schools. Dual enrollment is not recognized for the purpose of eligibility in MHSAs activities. **A homeschool or nonpublic school student who participates at a MHSAs member school is not eligible to concurrently participate in the same sport/activity that he/she participates in at the member school in any other league (nonpublic or home school). This provision protects member schools and nonpublic and home school leagues regarding dual participation.**

**✓ Graduate Students**

Any student who meets any of the following criteria shall be ineligible to participate in any Association Activity:

- a. The student is a graduate of a regular four-year high school.
- b. The student is a graduate of a secondary school which has the same requirements for graduation as a regular four-year high school.
- c. The student has earned enough credits to entitle him/her to be graduated from the high school and has completed eight semesters of high school.
- d. The student has received a high school equivalency diploma (GED or HiSET)

**Interpretations**

1. A student who graduates the first semester is ineligible for the second semester.
2. A student who has earned enough credits to graduate the first semester but remains enrolled and graduates on the regular date remains eligible to participate.
3. Senior students who are currently eligible in their eighth semester (4th spring) will continue to be eligible for all interscholastic activities even though graduation exercises precede the completion of interscholastic activities for that specific year. If a student has earned a GED or HiSET he/she is considered a high school graduate and is not eligible to compete in any MHSAA sanctioned activity.

**✓ Physical Exams**

Physical exams are required for students participating in MHSAA sanctioned sports. The exam is valid for one school year and the MHSAA form must be used. This examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. Physicals performed before May 1 st are not valid for the next school year.

**✓ Initial Required Number of Practices Rule**

The initial required amount of practices (ten (10) for football, basketball, tennis, soccer, cross country, track and field, softball, wrestling, and swimming and two (2) for golf for each individual must be completed as a comprehensive, regularly scheduled team practice with the full coaching staff present.

Appendix B

Below is a copy of individual activity codes of conduct.

**FFA**

The FFA is an integral part of Agricultural Education programs in Montana and provides training in citizenship, responsibility, and cooperation. Because individual conduct and appearance is a part of this training. It becomes the responsibility of all members and adults participating in an FFA activity to adhere to the Code of Conduct, from the time they depart from home or school until they return. Attendance and participation in district, state or national FFA activities and conventions is a privilege. Knowing any organization is judged largely by the behavior and appearance of its participating individuals, the following Code of Conduct is subscribed to all members, guests, chaperones, and advisors.

1. All participants are expected to always attend the scheduled sessions and/or activities. (Prior approval of advisor/ chaperone is required for any exceptions.)
2. Official FFA dress is expected while attending all sessions and/ or activities unless otherwise noted in the itinerary. (See official FFA Manual)
3. The National FFA Code of Ethics will be strictly adhered to (See official FFA Manual).
4. No Alcoholic Beverages or illegal drugs in any form shall be possessed or used at any time or under any circumstances on public or private properties. Smoking or use of tobacco products (including Vaping) during activities, events or in official FFA dress will not be permitted and is further restricted according to school policy.
5. Curfew regulations shall be interpreted to mean that all members shall be in, and remain in, the room assigned to them as specified on the itinerary.
6. Advisor/ chaperone and/or scheduled activities may require adjustment of the curfew regulations as the situation warrants 10:00pm shall be the curfew when other factors are not present.
7. FFA Members attending FFA Functions/conventions and/or Activities are guests using the facilities. Special care shall be taken to avoid defacing or destroying property. The individual or chapter responsible will pay for any properties or furnishings in hotel/motel rooms or other facilities with any damage.
8. All participants shall read and be familiar with any special rules and guidelines for specific activities such as the National FFA Convention Guidelines of Duties and Responsibilities.
9. All participants agree to practice a minimum of three practices prior to each contest and attend three quarters of all chapter meetings and activities.
10. For no reason nor at any time is a female student allowed to enter a boy's room, nor shall a male student enter a girl's room, no matter if either party is from Carter County FFA chapter or not. In the event that groups need to study together, only with the permission of, and the supervision from, the advisor or chaperone, will co gender be allowed in the same room. There upon the door will remain open during any time of co-existence.
11. Students will show respect at all times for other members, advisors, and guests that are around them at any time. Hands will be kept to ourselves, we will not move, hide, or mess with items that don't belong to us.

It is agreed that upon violation of the code of conduct, the violator may be asked to leave the hotel/motel and or conference/ activities by proper FFA authorities or the chapter advisor. Any misconduct can result in disqualifications from upcoming events (three warnings during FFA meetings or a violation of code of conduct during any time activities or trips). Serious misconduct will be reported to parents, school officials, and local chapter advisor/ chaperones. Serious misconduct will result in the member being sent home. If the parents/ guardians or school officials cannot transport the member home within a reasonable time notification of expulsion, the member shall be sent home on public transportation at the cost of the member/ parent/ guardian.

**Furthermore should participants be sent home early or back out after a deposit has been made on their behalf they will agree to reimburse the chapter for all expenses specific to themselves.**

## **FCCLA**

### **FCCLA MEMBER CODE OF CONDUCT**

#### **(to be kept on file by the chapter adviser)**

1. Behavior at all times should reflect a positive, professional image of you, your school, the state of Montana and the FCCLA organization. Students are representatives of their school district. As such, they must comply with the Board of Trustees policies regarding student conduct.
2. Students will follow the approved Montana FCCLA Dress Code available on the Montana FCCLA website. Only students appropriately dressed will be allowed to participate. Students will wear their identification badge at all times.
3. Students shall attend, be on time and act in a professional manner at all general sessions, workshops and related activities in conjunction with the event for which they are registered.
4. Any accidents, injuries or illnesses should be reported to the adult chaperone/adviser and state director immediately. A copy of this signed Code of Conduct and a medical release form will be retained by the school and one will be brought to the conference by the adviser/school representative.
5. All students will observe the curfew issued and be quiet in their assigned rooms. Unnecessary noise at any hour shall be avoided in respect to other guests. Hotel regulations must be observed; this includes pool conduct, hours, etc.
6. Students will keep their adviser/adult chaperones informed of their activities and whereabouts at all times. The student shall spend the night or nights at the assigned hotel in his/her assigned room. Delegates are to remain on the conference premises unless permission to leave has been granted by the local adviser/adult chaperone, and the student is in the company of an adult upon departure.
7. Students must refrain from the use or possession of illegal drugs, tobacco or alcohol in any form. Possession is defined as having in one's belongings such as a purse or luggage, in one's hotel/motel room, or having knowledge that illegal drugs, tobacco or alcohol are in one's hotel/motel room or in another person's possession at any time during the FCCLA activity.



8. Students are not allowed in the sleeping rooms of the opposite gender, except when an adviser/adult chaperone is present.
9. Students shall not deface property, litter the premises, and/or put at risk the health and well-being of self or others. Any damages to property, furnishings or buildings shall be paid for by the individual or individuals responsible.
10. The enforcement of the Code of Conduct is the responsibility of the advisor/school representative. The adviser/school representative will call the school administrator for direction. For violation of any of the above, parents will be contacted and students will be sent home at their own expense.
11. The adviser/school representative will submit this Code of Conduct to the school administration and/or Board of Trustees.
12. Any action detrimental to FCCLA image will not be tolerated and may result in disciplinary action up to and including dismissal from the organization.

## **Fundraisers and Other Activities**

### **Ekalaka Public Schools Event/Fundraiser Form**

The Event/Fundraiser Form (available in the "Staff Form Drawer" in the main office) must be filled out and submitted at least two weeks prior to any event taking place on or off the school grounds. Indicate on the form any additional requirements (i.e. onionskins, use of the sound system).

### **Gymnasium**

Any group or activity requiring the use of onion skins must include the need for onionskins on their request form. At the conclusion of the activity, the onionskins must be thoroughly swept and mopped by the group using the facilities, trash taken to the dumpsters outside, lights turned off and doors locked.

### **Tuggle Room**

At the conclusion of any activities, the Tuggle Room shall be swept and mopped by the group using the facilities, trash will be taken to the dumpsters outside, lights turned off and doors locked.

### **Kitchen**

At the conclusion of any activities, dishes will be washed and returned to their proper locations; the kitchen shall be swept and mopped by the group using the facilities; trash will be taken to the dumpsters outside; lights turned off and all doors locked.

### **FCS Room**

At the conclusion of any activities, dishes will be washed and returned to their proper locations; the kitchen shall be swept by the group using the facilities; trash will be taken to the dumpsters outside; lights turned off and all doors locked.

## **Activity Finances**

### **Cash Box**

If the sponsoring group is charging admission, a cash box request must be submitted at least 1 week prior to the event (monies for cashbox are drawn from the group's school account). The cash box request form is on the back of the Fundraiser form. Indicate whether a cash box or cash bag is preferred. Cash box will be tallied at the end of the event, money and checks placed in a deposit envelope (located on the safe in Tuggle Room Office), and dropped into the slot in the safe. The empty cash box/bag may be placed on top of the safe.

## **Purchases for Activities**

All activity purchases must have an activity order form (green form) submitted and approved prior to any purchase. After approval, all Internet/online purchases must be made by the financial officer using the proper school P-Card. Off-line purchases (in market or out of town, for example) must have proper documentation (approved activity order form) prior to any purchases being made. Any purchases which do not follow these guidelines will not be approved for reimbursement. **Reminder: All purchases MUST be approved by the class/activity advisors AND the administration prior to any purchases being made.**

**Per the Certified Handbook:** "Any obligation of district funds without utilization of a purchase order shall become the financial responsibility of the person having obligated the monies."

## **Events**

### **Dances**

School sponsored High School dances (with the exception of Prom) will be held in the Tuggle Room of Carter County High School. Dances are open to Carter County High School students and their approved dates. An approved date is defined as (1) another high school student at CCHS, (2) a student in good standing at a high school other than CCHS and approved by the office, and (3) a home-schooled or on-line high school student in good standing and approved by the office. High school is defined as a student in grades 9-12. Younger students are not permitted.

School sponsored Junior High School dances will be held in the Tuggle Room of Carter County High School. Dances (with the exception of Prom) are open to Carter County Junior High School students and their approved dates. An approved date is defined as (1) another junior high student at CCHS, (2) a student in good standing at a junior high other than CCHS and approved by the office, and (3) a home-schooled or on-line junior high student in good standing and approved by the office. Junior high is defined as a student in grades 6-8. Younger students are not permitted.

All dances must be chaperoned by a minimum of 2 adults: at least 1 advisor/teacher and another adult who has been vetted by the office. Any student wishing to leave the dance early will have their parents called for permission. If permission is granted, there will be no "in and out": once a student leaves the dance, they will not be permitted to reenter the building.

Local law enforcement will be notified in advance the date and times that a dance will be taking place at the school.

Rules for dress and grooming as written in the Student Handbook apply to all school dances.

At the conclusion of the dance (with the exception of Prom), the sponsoring group will clean up and bag trash and take it to the proper receptacle outside, sweep and mop floors, and insure that all doors are locked and lights are turned off. Prom cleanup will take place at noon the day following Prom.

## **Prom**

The basic rules for all dances apply to Prom. In addition: Prom is sponsored and paid for by the Junior Class. Chaperones include both class advisors and, in the case that both advisors of the same gender, one additional advisor of the opposite gender.

All purchases for Prom must have an activity order form (green form) submitted and approved prior to purchase. After approval, all Internet/online purchases must be made by the financial officer using the proper school P-Card. Off-line purchases (in market or out of town, for example) must have proper documentation (approved activity order form) prior to any purchases being made. Any purchases which do not follow these guidelines will not be approved for reimbursement. **Reminder: All purchases MUST be approved by the class, then by the class advisors, and finally by the administration prior to any purchases being made.**

**Per the Certified Handbook:** "Any obligation of district funds without utilization of a purchase order shall become the financial responsibility of the person having obligated the monies."

**Timeline:** A complete timeline for Prom is available in Google Drive: Shared Drives: Documents for Staff:Prom. Timeline begins in September.

The day following prom, the junior class will assemble in the gym at 12:00 noon to complete teardown, throw away trash, neatly stow gossamer and other reusable items in the annex, and sweep and mop the onionskins.

## **Band/Choir/Drama**

Event/Fundraiser forms will be submitted to the office at least 4 weeks prior to the event, but earlier is better to get the date on the school schedule.

## **Pep Rallies**

With the exception of Homecoming, Pep Rallies will be scheduled during homeroom (3:18-3:45) unless there are extenuating circumstances which preclude this. Classes will not be interrupted nor curtailed for Pep Rallies.