

STUDENT ACTIVITIES
HANDBOOK
ATHLETICS AND
NON-ATHLETICS

Revised July 2025

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STATEMENT OF PHILOSOPHY

Custer and Hysham Schools believe that the opportunity for participation in a wide variety of student selected activities is a vital part of the student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the students themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education.

These activities shall be conducted in accordance with existing Board of Trustees policies, rules, and regulations. While Custer and Hysham Schools take pride in a winning tradition, the schools discourage any and all pressures which might tend to neglect good sportsmanship and good mental health.

The ultimate goals of the activities should be: 1) to realize the value of participation without overemphasizing the importance of winning and 2) to develop and improve positive citizenship traits among the program's participants.

The young people who choose to participate in the various activities at Custer and Hysham Schools are not only representing themselves, but also their schools and communities. It must be considered a privilege to do so.

At the elementary and junior high levels, these programs will encourage participation by the student who is interested. These programs are the foundations of the other programs. At the high school level, the programs may become more selective.

GENERAL RULES AND REGULATIONS

Students who participate in activities offered by Custer and Hysham Schools are individuals that are dedicated to the advancement of sportsmanship in our school, the excellence of the overall programs and each individual program, and the improvement of themselves physically, mentally, and emotionally. In order to achieve standards of excellence, the individual will not engage in activities which could be detrimental to him/herself and/or to the programs offered by Custer and Hysham Schools. In order to assist an individual in determining which activities are and which are not acceptable activities, the following rules and regulations have been adopted. These are the minimum rules and regulations. Each individual activity's coach/advisor may have more severe but not lesser rules.

ATHLETIC PHYSICALS

The Montana High School Association requires any student in Grades 8-12 who plan to participate in athletics **to pass** a physical examination in order to be considered eligible for participation in a MHSA contest. The certificate of physical examination, approved by the MHSA, must be completed and on file in the office **prior** to the participant's first practice. This examination must be certified by a physician, a physician assistant (PA), or a nurse practitioner (NA). This certification is valid for a period of one school year. A physical examination conducted before May 1st is not valid for participation the following school year.

Custer-Hysham Sports Cooperative **requires** any student in **Grades 4-12** who plan to participate in school sponsored athletics to have a physical examination on file in the main office prior to the participant's first practice. The school district will not pay any cost incurred by the participant for the physical examination.

PARTICIPATION FEE

Students in Grades 4-12 who participate in a school sponsored athletic event will pay a fee that will be used to pay the MHSA annual dues. This fee will be paid by all students involved in the activity (i.e. players, managers, cheerleaders, video people, stat keepers, etc.).

The fees will be as follows:

Grades K-6	\$35.00 per school year
Grades 7-12	\$45.00 per school year

Melstone has their own fee schedule. The football fee agreement is how the money will be routed between the Custer Hysham Sports Co-op and the Custer Hysham Melstone Football Co-op.

The participation fee will include an activity ticket which will allow the holder entry into any home regular season game. An activity ticket is not good for tournament or play-off games held in Custer or Hysham.

Students will be charged this fee when they go out for a sport. Participants who quit or are removed from the team for academic or rule violations are not entitled to a refund. Refunds will not be given to students who move during the school year.

Any student unable to pay the participation fee due to financial constraints is encouraged to contact the Activities Director to make arrangements for an alternative method of payment of fees (e.g. installment payment). It is important to understand that Custer and Hysham Schools will make every effort to see that no student is eliminated from participation from an activity due to financial constraints.

CUSTER-HYSHAM ALL SPORTS TRAINING RULES

1. Athletes must adhere to the following basic training rules:
 - a. No use of alcohol, drugs, and/or tobacco products
 - b. Must act with respect and class at all times
 - i. Respect authority
 - ii. Model proper sportsmanship
 - iii. Adhere to the rules of the schools as stated in the handbooks
 - c. Training Curfew hours will be 10:00 p.m. on Sunday through Thursday, or the night before a game. Friday and Saturday night will be 12:30 a.m. For students coming from a school sponsored event, Training Curfew rules will begin ½ hour following the conclusion of the event. Exceptions for special circumstances will be worked out with the coach.

- d. Participants must practice every practice session unless previous arrangements have been made with the coaching staff.
 - e. An unexcused absence from a practice or a game will result in loss of participation for the next scheduled game. Students will not be allowed to travel with the team to the away game.
 - f. Students that are too sick to come to school for an entire day will not be allowed to practice, play in an athletic contest, or participate in an extra-curricular activity. To be able to participate in athletics and extra-curricular activities with a doctor's note, a student must be back in school by noon. Exceptions may be made for afternoon medical appointments providing the student was present for school during the morning class periods.
 - g. Athletes are responsible for uniforms assigned to them. If they damage the uniform, they will be responsible for monetary reimbursement to the schools.
 - h. All students are required to ride the bus to all scheduled practices and games. If a student is not riding the bus home, the parents or legal guardian must be present to grant written permission for their son or daughter to ride with another person.
 - i. Athletes with a change in health status or using prescription or non-prescription drugs should notify coaches immediately for safety purposes.
2. Penalties will follow this format:
- a. First offense for "A" will result in no participation in the next four scheduled varsity volleyball or basketball games, or next two scheduled varsity football games or track meets. Athletes must practice.
 - b. First offense for "B," "C," and/or "D" will result in exclusion from the next scheduled game.
 - c. Second offense for "A" will result in dismissal from the team.
 - d. Second offense for "B," "C," and/or "D" will result in exclusion from the next two scheduled games or termination from the team. (Coach's discretion)
 - e. A third offense is automatic dismissal from the team.

STUDENT MISCONDUCT AT A SCHOOL-SPONSORED ACTIVITY

A student misbehaving or destroying property at a school-sponsored event may lead to detention, suspension (either in school or out of school), or expulsion, depending on the degree of the misconduct. Destroying of property will require the student(s) to pay reimbursement for property destroyed.

STEALING

No stealing. If stealing occurs at a school-sponsored activity, at an away or overnight trip, the participant will be immediately dismissed from the team. The participant will be suspended from school for 3 days starting the first school day after the incident.

ADDITIONAL REGULATIONS

Individual coaches, sponsors, or advisors may assign additional rules pertaining to practices or curfew which may be more specific to their activity. These rules and failure to

follow these rules' consequences will be handed out to the participants at their initial meeting. These rules should also be sent to the participant's parents and/or guardians.

MONTANA HIGH SCHOOL ASSOCIATION ELIGIBILITY

To be eligible to participate in a Contest, a student **shall meet all of the following criteria:**

1. Be regularly enrolled in twenty hours per week at the school where the student participates
2. Be in regular attendance
3. Have received a passing grade and received credit in at least twenty periods of prepared class work or its equivalent in the last previous semester, at the school where the student participates; except that any ninth grade student enrolled and attending any junior high, in the same school system as the senior high school, may be eligible to participate on that senior high school's athletic teams. If the school prohibits participation by ninth grade students, this action by the local school will not be subject to review by the MHSA or its Executive Board.
4. Have received a passing grade and received credit 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. This rule shall be waived for IDEA '97 and Section 504 students when their individual education plan (IEP) under IDEA or their educational accommodation plan under Section 504 certifies that the student is not required to meet this minimum academic requirement. 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.

ELIGIBILITY

1. If a student is not in school, due to an unexcused absence, by 9:00 a.m., he/she will not practice that night or participate in any of the games that day, evening, or the following weekend if it is the last day of the school week. If a bus route does not run due to weather or other emergency situation, the athlete must still be in school by 11:00 a.m. in order to practice that night or participate in any of the games that day, evening, or the following weekend if it is the last day of the school week, and the parent or guardian must notify the school by 9:00 a.m. Extenuating circumstances will be considered.
2. To be eligible to participate in extra-curricular activities, a student at Custer or Hysham (grades 4-12) must:
 - a. Have at least a 67% in any class. If any grades are below a 67%, the student will not be eligible to play for that week.
 - b. End of the Quarter grades will be used for the following two weeks eligibility list.
 - c. If a student has an F at the end of the semester as a grade on their report card, the student cannot play until the mid-term of the next quarter.
 - d. If a student is ineligible, they are encouraged to spend at least 1 hour per week with the teacher they are ineligible for during the week in order to get off the list the following week if his/her grades are at least a 67%.

3. Grades will be checked every Tuesday afternoon at 1:00 p.m. Grades for eligibility will be cumulative during a grading period. A list of students with grades below 67% will be made available to staff members by Wednesday afternoon. Eligibility will run from Wednesday morning at 8:00 a.m. until the next Wednesday morning at 8:00 a.m.
4. A warning list of students with grades below 73% or an "I" will also be made available to staff members by Wednesday afternoon. Students on the warning list will also be encouraged to spend at least 1 hour with the teacher they are being warned by.
5. A student who is listed as ineligible for 3 weeks will be dismissed from participation for the remainder of the season.
6. A student who is ineligible may practice, but may not travel with the team to games.
7. The student's teacher will inform the parent/guardian of the student's eligibility status if the student is on the warning or ineligible list and document it.
8. Each participant must adhere to the dress code of the participating schools for practices, games, and travelling, with discretion by the coaches.

VARSITY LETTERING CRITERIA

FOOTBALL

Athletes participating in football must meet the following criteria to be eligible for an athletic letter:

- ❖ Must have played in a minimum of 1 quarter per varsity game in a minimum of 5 games.
- ❖ Play an average of 1 quarter per varsity game prior to a football injury.
- ❖ Under special circumstances, a letter may be awarded to a player as determined by the head coach and athletic directors

VOLLEYBALL

Athletes participating in volleyball must meet the following criteria to be eligible for an athletic letter:

- ❖ Must have played in a minimum of 1 game per varsity match in a minimum of 10 games or be chosen to be a member of the tournament team.
- ❖ Play an average of 1 game per varsity match prior to a volleyball injury.
- ❖ Under special circumstances, a letter may be awarded to a player as determined by the head coach and athletic directors.

BASKETBALL

Athletes participating in girls' or boys' basketball must meet the following criteria to be eligible for an athletic letter:

- ❖ Must have played in a minimum of 1 quarter per varsity game in a minimum of 10 games or be chosen to be a member of the tournament team.
- ❖ Play an average of 1 quarter per varsity game prior to a basketball injury.

- ❖ Under special circumstances, a letter may be awarded to a player as determined by the head coach and athletic directors.

TRACK

Athletes participating in track must meet the following criteria to be eligible for an athletic letter:

- ❖ Must accumulate a minimum of 10 varsity points during the track season or place in the top 6 at the District Track Meet.
- ❖ Under special circumstances, a letter may be awarded to a player as determined by the head coach and athletic directors.

MANAGERS

Managers will receive a manager pin and a certificate.

****The athletes from each school will receive the letters of their respective school.****

CUSTER-HYSHAM ALL SPORTS UNIFORM COMPLAINT PROCEDURE

The Custer-Hysham All Sports Cooperative Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the All Sports Cooperative Board. This Uniform Complaint Procedure is intended to be used for all complaints.

The Custer-Hysham All Sports Cooperative Board requests all individuals to use this complaint procedure, when the individual believes the Custer-Hysham All Sports Cooperative Board or its employees or agents have violated the individual's rights under: 1) Montana constitutional, statutory, or administrative law; 2) United States constitutional, statutory, or regulatory law; or 3) Cooperative Board procedure.

The Custer-Hysham All Sports Cooperative Board will endeavor to respond and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

The Custer-Hysham All Sports Cooperative Board has the authority to contract with an investigator at any time during the complaint procedure process. Within fifteen (15) calendar days of the receipt of the investigator's report and recommendation, the Custer-Hysham All Sports Cooperative Board will respond to the complaint and take such steps as the Board deems appropriate and necessary.

Level 1: Informal

An individual with a complaint is first encouraged to discuss it with the appropriate coach/advisor, with the objective of resolving the matter promptly and informally. A sexual harassment should be discussed directly with the Superintendent.

Complaints shall not be addressed at games not via text, email, or any other form of technology. People with complaints should ask for a time to meet that is mutually agreeable between the coach and the parent. Usually, it should not be done the same day. The meeting should never happen with other parents or students in attendance.

Level 2: Superintendent

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: 1) the nature of the complaint; 2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and 3) the remedy or resolution requested. This written complaint must be filed within thirty (30) days of the event or incident or from the date an individual could reasonably become aware of such event or incident. When a complaint alleges violation of the Custer-Hysham All Sports Cooperative Board procedure, the Superintendents will collectively investigate and attempt to resolve the complaint. The Superintendents will respond in writing to the complaint within thirty (30) days of the Superintendents receipt of the written complaint. In responding to the complaint, the Superintendents may: 1) meet with the parties involved in the complaint; 2) conduct a separate or supplementary investigation; 3) engage an investigator (upon the Custer-Hysham All Sports Cooperative Board's approval) or other District employees to assist with the investigation; and/or 4) take other steps appropriate or helpful in resolving the complaint.

If either the complainant or the person against the complaint is filed is dissatisfied with the Superintendents' decision, either may request, in writing, that the Custer-Hysham All Sports Cooperative Board consider an appeal of the Superintendents' decision. (See Level 3) This request must be submitted in writing to the Superintendents within fifteen (15) days of the Superintendents' written response to the complaint, for transmission to the Custer-Hysham All Sports Cooperative Board.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the Superintendents may turn the complaint over to one of the District's nondiscrimination coordinators. The coordinator will complete an investigation and file a report and recommendation with the Superintendents within thirty (30) days of the nondiscrimination coordinator's receipt of the written complaint. The Custer-Hysham All Sports Cooperative Board may hire an investigator to conduct the investigation. Within fifteen (15) days of the Superintendents receipt of the coordinator's report and recommendation, the Superintendents will respond to the complaint and take such administrative steps as the Superintendents deem appropriate and necessary. If either the complainant or the person against whom the complaint is filed

is dissatisfied with the Superintendents' decision. (See Level 3) This request must be submitted in writing to the Superintendents within fifteen (15) days of the Superintendents written response to the complaint, for transmission to the Custer-Hysham All Sports Cooperative Board.

Level 3: Cooperative Board

Upon written appeal, the Custer-Hysham All Sports Cooperative Board will consider the Superintendents' decision. Upon receipt of written request for appeal, the Chairperson will either: 1) place the appeal on the agenda of a regular or special Custer-Hysham All Sports Cooperative Board meeting; or 2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Custer-Hysham All Sports Cooperative Board. If the Chairperson appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Custer-Hysham All Sports Cooperative Board. The Custer-Hysham All Sports Cooperative Board will report its decision on the appeal, in writing, to all parties, within thirty (30) days of the Custer-Hysham All Sports Cooperative Board meeting at which the Custer-Hysham All Sports Cooperative Board considered the appeal or the recommendation of the panel. A decision of the Custer-Hysham All Sports Cooperative Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Level 4: County Superintendent

When a matter falls within the jurisdiction of the county superintendent of schools, the decision of the Custer-Hysham All Sports Cooperative Board may be appealed to the county superintendent by filing a written appeal within thirty (30) days of the Custer-Hysham All Sports Cooperative Board's decision, pursuant to Montana law.

Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)
Title II of the American with Disabilities Act of 1990
504 of the Rehabilitation of 1973

DRESS OF ACTIVITIES

1. All student athletes traveling to practices will wear appropriate clothing that aligns to their own school's dress codes. The students shall make sure that they are appropriately dressed for the weather. Coaches, AD's, or administrators may not allow them to travel to practices if there are violations of their school dress code or if they feel their dress is inappropriate for the weather conditions.
2. All students must wear appropriate clothing during practices. Tank-tops should show no more than 1 inch below the armpit when the arm is raised to shoulder level, and at no time should they show the bottom of a sports bra. Shorts should not have holes in them, and should be appropriate to the sport being played. All required safety gear should be worn properly, and any defects should be pointed out to the coaching staff immediately.
3. Students traveling to the games will be required to dress nicely. For boys, nice pants (not jeans), should be worn, and a shirt with a collar is required. For girls, nice pants or

a dress or skirt, are required that meet a school's dress code, as well as a nice shirt (not a t-shirt or sweatshirt). Exceptions to this policy can only be made when students are required/allowed to wear their uniforms to an event, or at the discretion of the coaches for long or late-night trips home after games. Any baseball style caps will be left on the bus, and should not be worn into our own schools or opposing schools.

4. At no time will students be allowed to wear clothing with holes, bad words, inappropriate sexual suggestions, offensive language, drugs/alcohol/tobacco insignias or paraphernalia.
5. Any borderline inappropriate clothing will be considered inappropriate. All decisions will be made at the discretion of the AD, coach, and/or administration.

TOWELS

Custer and Hysham Schools will not provide towels for its athletes or visiting athletes.

ACCIDENT AWARENESS

Each participant and their parents or legal guardians should be aware of the risk of an accidental injury in any activity. An injury can range from minor injury to permanent disability or death. Although coaches give instructions to all athletic participants in the proper techniques for participation, unforeseen accidents may occur.

INSURANCE

It is highly recommended that students have their own family coverage. Hysham School does not provide health insurance to students.

FAMILY NIGHT

Wednesday evenings are to be set aside for youth activities not sponsored by the school. Students are to be out of the school by 7:00 p.m. (this includes open gym activities), except under extenuating circumstances and with prior approval by the administration.

TRAVEL REGULATIONS

Because of the legal implications regarding school district responsibilities and liability of any student involved as a participant in a school sponsored activity, participating students will be required to ride school sponsored transportation to and from any activity taking place away from Hysham. The only exception will be a **written** request by a parent or legal guardian for the son/daughter to ride with them to/from the activity. The parent **must see** the coach/sponsor and sign a release at the time of the request. If for some reason, the parent or legal guardian may want the student **to leave** an activity with someone other than themselves, a request must be made **in writing prior** to the scheduled departure to the activity and **must be pre-approved** by the Superintendent, Principal or Activities Director **and** the coach/sponsor. Any person providing transportation for the student must meet the following qualifications; 1) immediate family member: mother, father, or legal guardian, and 2) 21 years of age or older. This person or persons **must meet** with the coach/sponsor and sign the student out **prior** to leaving the activity. If a student drives to an

activity by him/herself **without prior** approval of above mentioned school personnel, the student **will not** be allowed to participate in the activity.

Other Travel Regulations:

While riding the school bus:

1. Students are to remain in seats while the bus is moving
2. There is to be no gambling
3. Students must properly dispose of all waste material (food and beverage containers)
4. Students must keep the noise level below that which disturbs the bus driver
5. Students must comply with all behavioral requirements of the coach/sponsor/chaperone

When staying overnight:

1. Students are not permitted in rooms of students of the opposite sex at any time unless the coach/sponsor/chaperone is present.
2. Telephone calls, using the hotel/motel telephone, to people outside the hotel/motel facility are not to be made from the student's room at any time. If you wish to make a call, use the public pay phones in the facility in which you are staying, request that your coach/sponsor/chaperone allow you to use the telephone in their room, or the student will use their own cell phone.
3. It is advised that coaches/sponsors/chaperones will take participant's cell phones each night to help limit disturbances in participant's rooms.
4. Rental or use of video machines, tapes, DVD, games, and/or pay per view movies is strictly prohibited without **pre-approval** of the coach/sponsor/chaperone. Rental of the aforementioned items must be paid for by the student(s) renting the equipment or watching the movie(s) in advance of such use. At no time will aforementioned items be billed to Hysham Schools.
5. Student(s) are not permitted to leave the facility in which their coach/sponsor/chaperone is present without specific permission from their coach/sponsor/chaperone **in advance** of the student's departure. When permission is granted to leave the facility, the student(s) will sign out when leaving and sign back in upon their return.
6. Student(s) shall not remove, damage, or deface the property of any motel/hotel, restaurant, etc.
7. Student(s) will not use any hair coloring product in any motel/hotel room while on a school sponsored activity.

MEALS

The purchase of meals on all extracurricular trips will be up to the student unless it is a district or higher level competition and the sponsoring group has money to pay for the meals. The cooperative will handle the meals for post-season competitions when the team is at post-season events.

PLAY-OFF, TOURNAMENT, OR MEET OVERNIGHT STAYING

The administration at Hysham Schools will take into consideration the following factors to determine if the team will stay overnight at a tournament, play-off, or meet.

1. Time the team plays
2. Weather conditions
3. Road conditions
4. Distance
5. If room reservations can be made
6. If room reservations can be cancelled without penalty
7. Coaches', advisors', and chaperones' input
8. Previous behavior of participants
9. Other factors that may come up prior to or during the tournament, play-off, or meet

The final approval will be the decision of the Superintendent and/or Activities Director.

TITLE IX

The Board of Trustees, pursuant to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, declares that the school system does not and will not discriminate on the basis of sex or handicap in the educational programs and activities of the district. This policy will extend to employees with regard to employment opportunities. The Board of Trustees has designated the District Guidance Counselor as the District Compliance Officer. All complaints regarding discriminatory practices by the School District should be addressed to the Guidance Counselor, Hysham Public Schools, PO Box 272, Hysham, Montana 59038.

DUE PROCESS

Student athletes will be subject to the following procedure for violation of the rules and regulations indicated in this handbook.

1. The coach will investigate any reported violation to determine the accuracy of the report. Administration may investigate a violation that may place the district in harm's way.
2. The coach will discuss the incident with the athlete and hear the athlete's explanation. The coach will make a decision and report to Administration before handing out a consequence.
3. If the athlete or his/her parents or legal guardian believes the coach's decision is unsatisfactory, they must request a hearing with the right of representation, within 5 days before the "Athletic Committee." (The Athletic Committee consists of all high school head coaches, coaches of the respective sport and the activities director.)
4. If the athlete or his/her parents are not satisfied with the "Athletic Committee's" decision, they may appeal the decision with the right of representation to the administration of the school district.

PERMISSION FORM

PLEASE SIGN BELOW AND RETURN THIS PORTION TO THE SCHOOL

I, _____ (student) have read the rules as stated in the Hysham Schools Student Activities Handbook Athletics and Non-Athletics. I understand all of the rules and accept the responsibility and privileges of participation. I understand the penalty for violation of any of the above stated rules, especially the chemical use policy.

Student's Signature

Date

I, _____ (parent) have read the rules as stated in the Hysham Schools Student Activities Handbook Athletics and Non-Athletics. I will help uphold the philosophy of Hysham Schools. I also understand the penalty for violation of any of the above stated rules, especially the chemical use policy.

Parent's Signature

Date

***The student will remain under this agreement for the entire season unless the student and parent have given notice, signed, dated, and turned in the following statement to the coach/advisor.

I, _____, quit _____ (sport/activity) on _____ (date).

Student Signature

Parent Signature

Coach/Advisor Signature

CUSTER-HYSHAM CO-OP MEDICAL RELEASE FORM

Date_____

Permission is given to all Custer-Hysham Co-op personnel to seek medical attention for:

Student's name

Permission is also given to any attending physician to perform any and all emergency treatment for:

Student's name

Permission is also given for admission to the hospital should the attending physician deem it necessary.

Allergies: _____

Medical Problems: _____

Birth date: _____

Insurance: _____

Doctor preferred: _____

Hospital preferred: _____

This consent form is valid for the period of the 2025-2026 school year.

Parent Signature _____

Relationship _____