

Annie Begger, Superintendent / Principal 9-12  
Jan Huisman, Principal K-8  
Craig Lunde, Athletic Director

# Activity Handbook



**Wibaux Public School**  
**2021-2022**

## **Introduction**

One of the most important duties of the classroom teacher, coach or advisor, is serving as sponsor of a school activity. This handbook has been written to provide guidance and information to both the neophyte and the experienced staff member.

This manual is designed to offer standard procedures and mandates for action on the part of the organization sponsor.

Please read, understand, and comply with the procedures presented herein. Success depends on it.

## **Philosophy**

The primary reason for existence of school activity programs at Wibaux Public Schools is to provide for various students' needs. The satisfaction of various community needs is secondary. Some of the student needs to be met by participation in activities are as follows:

1. Learning to accept and discharge responsibility in a group setting, especially as it pertains to taking responsibility for one's own actions.
2. Provide an area for the application of skills learned in the classroom.
3. Provide the opportunity to extend classroom and other learning to a high level of proficiency.
4. Provide the opportunity to learn and practice the customs and manners of social behavior found in our culture.
5. Provide opportunity for exploration of a variety of activities, meet with a degree of success, and gain a feeling of accomplishment.
6. Provide the opportunity to learn and practice the fundamentals of conducting meetings, operating committees, and accomplishing goals in a democratic setting.
7. Provide opportunity to spend leisure time in a constructive manner.
8. Provide the opportunity for students to learn to manage time and maintain commitments to others.

Some of the community needs to be derived from the program include:

1. Provide cultural events and entertainment for the entire community.
2. Present the allied academic programs to the community in a positive fashion.
3. Represent the character and quality of our people in a positive manner in other communities.

Sponsors are cautioned to remember that sponsorship of an organization requires the best techniques of teaching to meet the needs of the individual and, as such, are considered an extension of the classroom.

## **EVALUATION OF SPONSORS**

The sponsorship of an organization is an important part of a teacher's and/or supervisor's duties. As a result, the performance of those duties must be evaluated: Criteria for judgment of quality of work will include, but not be limited to:

1. Knowledge and adherence to school rules and these regulations.
2. Ability of sponsor to meet individual and group needs.

3. Leadership of the sponsor and leadership development provided by the sponsor.
4. Organization and planning techniques and results.
5. Care of equipment.
6. How well the organization is perceived by the public.
7. Ability to adhere to principles of good teaching.
8. Showing in competitive events.

These items and others will be observed formally and informally and will be included in regular teacher evaluations. For those who are teachers, evaluations will be an integral part of a final employment recommendation. From time to time, letters of advice will be issued to document a desired change in a sponsor's operation.

In addition, top administrative evaluations and trustees evaluations may be solicited and relayed to the person concerned.

### **Sponsor/Coach Compensation**

Sponsors/coaches are compensated according to schedule B of the current Master Agreement. The only other compensation authorized is for officiating at events. These will be paid according to the substitute pay scale approved by the board of trustees.

### **Recognized Activities**

The following organizations are recognized as part of the Wibaux Public School program of activities.

#### **Class Organization**

Basketball (boys & girls)	Vocational Clubs - BPA, FCCLA, FFA,
Annual	Drama
Football	LAC (Longhorn Activities Club)
Golf (boys & girls)	Band and Chorus
Track (boys & girls)	Student Council
Volleyball	
Girls Softball-Co-op DCHS	

No other activities are authorized and will not be conducted unless otherwise approved by the Board and Administration.

All activities will be assigned one or more sponsors with primary responsibility for proper management of the group.

### **Letters and Awards**

A See Student Handbook (9:2-3) for guidelines.

## Scheduling of Activities

The building administrator and/or athletic/activities director is responsible for constructing and maintaining all activity schedules. In addition, when coordination with other activities is needed, the student council should also be consulted.

The following rules apply:

1. No activity will be scheduled on a Sunday, except for returning from Saturday events. The rare exception must be approved by the superintendent. Sunday will be maintained in this district as a family day for faculty and students.
2. Regular activities will not be scheduled after 6:30 p.m. on Wednesday.
3. Meetings should be scheduled during the times allotted in the regular school day whenever possible. **Practices and other activities will terminate at 9:30 p.m. on school nights.**
4. Special events (dances, fund-raisers, etc.) should be scheduled as far in advance as possible so the proper approvals may be obtained. A master calendar is kept in the office. Items may be placed on the calendar only with administrative approval. Unapproved activities must not be held. Conflicts will be resolved on an individual basis.
5. Vacations and holidays are intended to be break time. Activities may be scheduled during them only with administrative approval. Practices held during such times **must be optional** and consider student vacation plans.
6. When various organizations share the same facility (e.g. the gym) for practices, the sponsors involved will cooperatively prepare a practice schedule to rotate weekly. It is the responsibility of each sponsor to disseminate his schedule to the students and their parents the **week** prior to its being effective.
7. There may be some situations where there is a conflict of activities. The activity that will take precedence will be the activity that a student or group of students has an opportunity to advance in competition or where the grade is dependent on that activity. Example: regular track meets the same time as music festival – the music festival would take precedence. The administration can be contacted to clarify questions on a conflict and issue a decision if needed.

## Plan of Activities

Each organization is required to submit a plan of activities for the year by September 10. If at all possible, this plan should include a list of all planned activities and fund raising projects for the year along with their approximate dates. Those organizations that do not file plans will receive last priority in the scheduling of events or decided by first come first served.

## Financial Arrangements

**Purchasing** - All purchases made by an organization must be approved in advance by a sponsor of the organization, its membership by entry in the minutes, and the building administrator. Each time a purchase is made, the purchase must be written up on an **activity** purchase order form, signed by the sponsor, organization president, and signed by the school secretary. Before a check may be issued, the purchase must have an itemized

invoice attached. A sponsor and the secretary must sign before a check will be written. Unauthorized purchases become the responsibility of the person doing the purchasing.

**Courtesy Purchases** - Courtesy purchases will be through the high school resale account only. No orders will be sent until all the money is collected. A charge per item will be assessed to cover postage and handling or actual postage costs.

**Cash Boxes** - Cash boxes will be issued to **sponsors** (not students) on request to the office, a minimum of one working day prior to the activity. Following the event, the sponsor is responsible for the cash box until it is returned to the office. Ticket sellers at the gate will count the cash box before ticket selling.

**Accounting** - Student treasurers are required to reconcile accounts with the office at least monthly. Sponsors must see that there is proper accounting for receipts and disbursements. Financial accounting standards require that all bills be paid monthly and no organization operate at a deficit.

**Payments** - All activity obligations will be paid with central fund checks upon completion of proper documentation. No cash payments are to be made. **No Exception.** Sponsors are responsible for compliance with this policy. Purchase orders and requests for payment must be submitted to the office by Wednesday noon of each week so checks may be written. Plan ahead so a check will be ready when you need it.

**Contracts** - From time to time, formal contracts are executed by organizations (e.g. hiring a band or DJ). All such contracts must be in writing and executed by the administration.

**Traveling** - Travel account checks will be issued to the sponsor and the sponsor will be expected to account for expenditures and keep receipts of all transactions. The organization may be held responsible for overspending.

### **End of Activity Duties**

1. At the end of each respective activity, sponsors are responsible for doing the following:
  - a. Taking a physical inventory of all equipment and supplies. Explain all shortages.
  - b. Properly storing all equipment. See the appropriate building administrator if you are in doubt about the location. Easy access to desirable items (e.g. game jerseys, and camera) must be prevented.
  - c. Properly completing and submitting equipment and supplies requisitions for next season.
  - d. Properly completing the program report or financial report if applicable.
  - e. A listing of award winners if applicable.
2. These items are to be completed within ten working days of your final activity.

### **Activity Equipment**

**Teachers, Coaches, Advisors are responsible for all equipment in their care. That includes equipment used in school activities. The following points should be followed:**

## **Inventories**

Equipment is to be inventoried at the beginning and end of each activity. Items issued to individual students must be numbered and properly checked in and out. Discrepancies, loss and damage other than normal wear and tear will be charged to the responsible student or staff member.

Sponsors are responsible for proper storage of all equipment on both a daily and seasonal basis. Safeguarding items not in use requires a cooperative effort between the sponsor, students, and administration. Consult the administration about proper storage procedures.

## **Loaning Equipment**

The only equipment which may be loaned is individual equipment during the activity season. No group or individual equipment is to be loaned without administrative authorization. Use or storage of equipment at other than authorized sites will place liability therefore on the sponsor.

## **Representation**

When Wibaux Public School belongs to a multi-school group, the designated representatives to the group must consult with the administration on voting objectives. Reports of meetings will be required. At their option, the principal and/or superintendent may serve as the authorized representative at various meetings. Commitments made by representatives to outside groups will not be binding on the school unless discussed with the administration prior to the meeting.

## **Publicity**

Sponsors are encouraged to seek maximum favorable publicity for their organizations. Such publicity should strive to emphasize group, rather than individual achievement, although outstanding performances should be recognized. Because of press deadlines, items for the Pioneer-Gazette should be submitted to the editor in finished form by noon on Monday. Photographs should be arranged as early in the week prior to the publication as possible.

The administration has no desire to censor organization publicity. This assumes that the finished product accurately reports the event and is in proper grammatical and compositional form. Sponsors are responsible for the quality of all publicity. Those who consistently fail to meet administration standards will be required to submit all items to the administration for correction prior to publication.

## **Transportation**

Because of increasing costs of travel, the following guide lines will apply:

1. All trips must be approved, in advance, on a travel request form. Submit forms by the beginning of the month of the activity.
2. A bus will be used whenever it is feasible. This usually will occur when more than one passenger car would be required. This is subject to bus and driver availability. Sponsors should arrange for buses on the 20th of the prior month to the activity.

3. For groups small enough for a passenger vehicle, private vehicles may be authorized. These preferably will be faculty vehicles or parent vehicles. In all instances, vehicles must be operated by a responsible adult approved by the administration.
4. Permission to ride in a private vehicle must be obtained from the parents of participating students.
5. Students participating in an out-of-town activity will travel to the competition by school-provided and/or school arranged transportation. At his/her discretion, the building administrator may allow a participating student to ride to an activity with the student's parent or legal guardian, grandparent, or other parents. Advance written permission will be required. Students may return home with their parents if a request to do so is given to the building administrator or athletic director by the parent before departure from Wibaux, or to the coach by the parent at the event. With advance written permission from the parent and the building administrator's approval, students may ride home with a grandparent or other parents. Under unusual circumstances, and normally requiring parent permission, the building administrator may allow other travel arrangements which he/she feels are reasonable and justified.
6. Transportation will be provided to participants first. Unchaperoned students will not be transported to or from any event. Non-participants will not attend events at the expense of the school or activity fund.
7. Reimbursement for travel expenses shall be according to Board policy.
8. Departure times shall be published and followed. Require and practice punctuality.

### **Conduct on Over Night Trips**

Each traveling group will be expected to have at least one faculty chaperone. When possible, a chaperone shall be present for boys and girls, when each respective sex is represented in a group. This applies even when more than one group attends the same event. All chaperones must be approved by the building administrator. One duty of the chaperones will be to inform students of the following rules prior to departure:

1. Students will not have students of the opposite sex in their rooms without chaperone permission and presence.
2. Chaperones will conduct bed checks each night. After bed checks, students will not leave their rooms until the group assembles for breakfast the next morning.
3. Students will be expected to be considerate of other motel/hotel guests. Music/TV, talking, etc. will be kept at a moderate level at **all** times. No music/TV will be played after bed check.
4. Students will not be allowed to ride in private cars unless specifically requested to do so by a chaperone.
5. Students will stay with the group at all times unless given permission to leave by the chaperone. Responsibility for checking out is the students, however.
6. The usual prohibition against drugs, alcohol, and tobacco will be in force.
7. Violations of the rules must be dealt with by chaperones immediately and reported to the administration as soon as possible. Chaperones will have the

authority to confine the student to his/her room, suspend the student from the activity for the remainder of the trip, or send him/her home if arrangements to do so can be made.

8. Music may be allowed on school buses and school transportation. However, the volume must not be excessive and appropriate music will be played. The advisor has the right to screen music or shut down the music or require headphones. Laser lights, personal cell phones, or other items that can cause distraction are not allowed in the classroom, school transportation or at any school activities.

## **FUND RAISING**

From time to time, organizations, may conduct fund raising projects. The following guidelines will apply:

1. All projects must be approved by a quorum of the organization, the sponsor, student council, and the administration. **NO** project will be approved unless it has a definite starting and ending date and evidence of proper planning.
2. All sales requiring inventory must be limited to items that may be returned if not sold. An exception is items that an organization has paid for in advance. No inventory is to be ordered without administration approval.
3. Free enterprise is to be encouraged; the sponsor is responsible for encouraging business-like practice and for proper project direction.
4. The number of projects by any one organization and at any time will be limited to avoid over-burdening the community. Fund raisers will not be approved unless there is a specific goal in mind.
5. At the conclusion of the project, an evaluation and financial report must be filed by the sponsor with the administration. This form is available from the office secretary.

## **Conducting Meetings**

In addition to transacting organization business, a purpose of meetings shall be to provide opportunity for proper parliamentary procedure to be followed. Sponsors are responsible for requiring proper meeting conduct and procedure. If you are not familiar with **Roberts Rules of Order** or its informal variations, please get a copy from the library. Insist on use of parliamentary procedure at your meetings.

No meeting should be held unless more than half of the members and a sponsor are present. Sponsors must refuse to recognize actions taken at meetings in which a faculty sponsor was not present.

## **Montana High School Sponsored Activities**

Sponsors of M.H.S.A. activities are responsible for knowing and following the M.H.S.A. Handbook. This includes eligibility of participants, obtaining approvals, etc. The handbook and monthly bulletins will be made available to sponsors in the teachers' room or a photo copy provided.

## **Outside Contest**

Participation of Wibaux students in contests operated by non-school organizations must be approved by the administration if school supervision is involved. Assigned sponsors are responsible for knowing and complying with all rules.

## **Accepting Checks**

Student activities are to be run in a business-like manner. This includes acceptance of personal checks in payment of goods or services. Checks should be for the amount only and should include an address and phone number. Counterchecks from out-of-town banks will not be accepted. Any unpaid checks will be charged to the organization which accepted it.

## **Clean Up**

Sponsors are responsible for seeing that the facilities used for an activity are properly cleaned up following the activity. (This includes sweeping of the gym and buses and removing any garbage). In addition, return of borrowed items to their proper places is required. Clean up should be conducted immediately following the activity if at all possible.

## **Lock Up**

**Sponsors of activities occurring after 4:30 p.m. are responsible for lock up of exterior doors and windows. Encourage students to use only designated entrances and do not allow sticks in the doors or other security defeating devices.**

## **STAFF EXPECTATIONS**

### ***GENERAL***

All staff members in the Wibaux Public School District Activities Program are expected to make the best interest of the participants the number one priority in their programs. In doing so, the coach or advisor should adhere to the following concepts:

1. Participants should always be treated with dignity and respect.
2. Treatment of participants should always be fair and consistent.
3. The program should be well organized and planned. Activities should have a direct relationship to the sport or other activity and should never be arbitrarily or irrationally conducted.
4. The program, participants, and staff should have high standards regarding sportsmanship, honesty, integrity, and the positive representation of the school and community.
5. The safety of the participant should be a high priority. The following of rules **must** be emphasized, emergency medical procedures **must** be planned and followed, and the injury of a student **must** always be handled in a conservative manner.
6. When students involved in multiple activities have conflicts, coaches and sponsors must cooperate and work out the problem in the best interest of the student. The student must not be penalized for the decision if they are allowed to do both activities.

## **LEGAL**

The court system has determined that the profession of coaching has some inherent legal duties that **must** be met. Those duties include, but are not limited to, the following:

1. ***Adequate General and Specific Supervision*** – coaches must effectively carry out their supervisory duties at all times, including pre-and post practice, practice, games, and all trips from start to finish.
2. ***Knowledgeable and Responsible Planning*** – the coach must plan well and keep past practice plans on file.
3. ***Clear and Frequent Warning of Risks*** – the coach must warn participants of the inherent risks frequently, not just once at the start of the season.
4. ***Provision of a Safe Environment*** – the coach must make sure that the practice and game fields and facilities do not present any dangers.
5. ***Fair Matching of Participants*** – the coach must take into account age, weight, skills level and any other important variable.
6. ***Knowledgeable Evaluation of Injuries*** – the coach must always handle injuries in a conservative manner and must not put athletes back in action too soon.
7. ***Appropriate Emergency Medical Procedures*** – the coach must be trained in handling the injuries common to the activity and have a written procedure for handling emergency medical situations.
8. ***Provide Fair and Equitable Rule/Regulations*** – have the rules of the program in writing and make sure they are followed consistently and fairly.

***Contractual*** – Coaches are under a contractual obligation to follow the rules and regulations of the school district, the state activities association, MHSAA, the league and district, and the legal system. They also have the obligation to provide a good role model, to represent the school positively, and to ensure the emotional and physical well-being of the participant. Those duties extend beyond the practice room and the game field or court to all phases of trips, such as in restaurants, on buses, and in motels. Coaches are performing contractual duties from the time they leave the school on a trip until they release the participants after arrival home. Other contractual duties include, but are not limited to, the following:

1. Satisfying stated coaching requirements (e.g., clock hours, first aide, coaches education program, etc.)
2. Completing all necessary paperwork to ensure legal and safety expectations are being met.
3. Attending all meetings and workshops as required.
4. Exhibiting professional behavior at all times.
5. Demonstrating sportsmanship, honesty, and ethical behavior at all times.
6. Effectively teaching the skills, techniques, and strategies of the activity.

**Concussion or Head Injury - Responsibility:** An athletic trainer, coach, or official shall immediately remove from play, practice, tryouts, training exercises, preparation for an athletic game, or sport camp a student-athlete who is suspected of sustaining a concussion or head injury or other serious injury.

*Return to Play After Concussion or Head Injury:* In accordance with MHSAA Return to Play Rules and Regulations and the Dylan Steiger’s Protection of Youth Athletes Act, a student athlete who has been removed from play, practice, tryouts, training exercises, preparation for an athletic game, or sport camp may not return until the athlete is cleared by a licensed health care professional (registered, licensed, certified, or otherwise statutorily recognized health care professional). The health care provider may be a volunteer.

**Informational** – It is imperative that all coaches and advisors be good communicators and effectively relay information to various individuals and groups. This is necessitated not only by the legal duties as defined by the courts, but also by the fact that many problems can be eliminated early by making sure that all involved persons (participants, parents, boosters, etc.) are aware of the expectations of the program. The following constitute the main expectations in this area.

1. **Participant Meeting** - All coaches and advisors are required to hold a meeting with all interested participants at the beginning of the season. The topics that are covered at the meeting should be communicated verbally and in writing. Copies of all program expectations are to be written out and handed out to the participants. Topics of discussion (and in writing) are program philosophy, program expectations, warning of inherent dangers, letter requirements, “cut” criteria and procedure (if applicable), schedule, the Wibaux Public Schools Activity Code, equipment requirements, and all pre-season expectations such as physicals, participation fees, activity cards, etc. Copies of all the informational handouts should be on file with the Activities Director.
2. **Pre-season Letters** – If a pre-season letter is sent to participants (e.g., fall sports) copies of the letter should be on file with the Activities Director prior to being sent or handed out to participants.
3. **Parent Meeting** -- All coaches and advisors are required to hold a parent meeting at the beginning of the season. Topics should include: philosophy of the program, program rules and expectations, warnings of inherent risks, letter requirements, schedule, “cut” criteria and procedure (if applicable), and the Wibaux Public Schools Activities Code. The coach should also talk to the parents about how and when the parent should approach the coach if there is a concern or question. This information should be written out and handed to the parent as well as discussed verbally. Copies of all informational handouts should be on file in the Activities Director.
4. **Program Promotion** – The coach or advisor is expected to communicate game, contest, or event results to the news media. Coaches should contact the media as soon as practical following an out-of-town event regardless of whether the result was a win or a loss. The participants deserve the recognition no matter what the final result.
5. **Parent Communication** – The coach/advisor is expected to communicate with parents whenever there is a problem with, concern about, or special praise for their son or daughter. This should be done by phone or face-to-face.
6. **Administrative Communication** – The coach/advisor is expected to communicate at all times with the building administrator and activities director. Whenever a

controversial situation arises, the coach/advisor should immediately inform the administrator and seek additional input as to how to handle the situation.

***Sportsmanship*** – Sportsmanship is a priority in the Wibaux Public School District Activities Program. Coaches are expected to set the example for good sportsmanship. Technicals and unsportsmanlike conduct penalties are not acceptable as professional behavior. Coaches are expected to follow the National Federation Coaches’ Code of Conduct and apply its spirit and principals to all situations and people with which the coach might work during activity events. Coaches should always refrain from the following:

1. Making degrading/critical remarks about officials during or after a contest.
2. Arguing with officials or going through motions indicating dislike/disdain for a decision.
3. Detaining the officials following a contest to argue a ruling.
4. Being ejected from a contest.
5. Physically assaulting an official.

Coaches are also expected to have high expectations regarding the behavior of participants. Students who violate sportsmanship expectations should be dealt with swiftly and consistently. These expectations shall encompass their own behavior as well as their treatment of others.

## **DISCLAIMER**

The Wibaux Board of Trustees retain right to revise (modify, add, or delete) the contents of this handbook as needed, due to unforeseen circumstances or policy changes that occur during the 2021-2022 school year.

## **Memorandum**

**TO: Athletic Coaches and Group Sponsors**  
**FROM: Annie Begger, Superintendent**  
**RE: Emergency Medical Procedures**

1. In case of any medical emergency, the first person that should be contacted is the parent. In the event the parent is not available for contact, then an appropriate administrator must be contacted immediately so that he/she can make the proper decisions concerning how the student should be treated. For high school students, the appropriate administrator will be Mr. Fisher. For elementary students, the appropriate administrator will be Ms. Huisman. In the absence of administrators, contact the AD, Mr. Lunde. If no administrator can be found, teachers are asked to handle the case according to the memo and their discretion.

2. In the event the parents cannot be located in order to get their instructions, teachers are asked to refer to the emergency card that has been filed by the student. Copies of these cards for all high school and elementary athletes will be made available to the coach responsible for any particular activity. If a student needs to be transported to a medical facility, the card should accompany that student.
3. In the event a student must be transported, a responsible school official must accompany that student. If an ambulance is used to transport the student, then a separate private vehicle should accompany the ambulance to the site. This is so that the ambulance may return immediately and yet there will be someone to offer further transportation to the student and/or remain throughout the treatment process, or until the parents arrive.
4. Know and practice proper first aid procedures with all injuries. If in doubt, do not move the student. This is particularly important in cases of collision accidents.
5. If parents cannot be located immediately, someone should be delegated to continue trying to reach the parents, and/or the alternative persons named on the emergency card. This effort should continue until the parents are reached.
6. An accident, which requires a student to be transported to receive medical help, should be reported to the appropriate administrator as soon as possible.
7. We have been extremely lucky in our handling of student injuries up until the present time. Please follow these procedures and make sure that no student is sent out without proper adult supervision from the parents or from the school. If you have any questions about these procedures or would like to suggest additional ones, please contact Mr. Quintus.

### **Wibaux Public School Extra Curricular Training Rules**

The following rules govern participation in extra-curricular activities. It is the belief that participation in organized activities can contribute to the all-around development of young men and women and that implementation of these rules will serve the following purposes:

1. To emphasize concern for the safety of students while participating in activities.
2. To promote a sense of order and discipline among students.
3. To emphasize appropriate citizenship for those students who, through their participation, are leaders and role models for their peers and younger students.
4. To promote a chemical-free environment that will encourage healthy development.
5. To emphasize the importance of academics.

#### **Hours - (Curfew)**

All days which are followed by a school day – 10:00 p.m.

Saturdays – 12:00 a.m.

Thursday/Friday – When no Friday/Saturday game or activity

:12:00a.m.

**Prohibited:**

1. Alcoholic beverages and drugs  
...Possession of  
...In company of those using
2. Tobacco Products (All)

**All Extra Curricular Activities:**

...Participants will be placed on immediate suspension until a decision is made.

...A meeting with the coach and athletic director will determine which of the following actions will be taken. Parents will be informed in writing of what action will be taken as soon as practical.

...It is the position of Wibaux County High School that participation of these activities is a **privilege** to students who are willing to make the commitment to adhere to the following rules.

**Group I – Athletics/Speech/Drama/Cheerleading/FFA/BPA/FCCLA/Student Council/Music**

**First Offense** – Exclusion from all extra curricular activities for a period of ten (10) school days following the time of the infraction and including at least four contests in basketball and volleyball and two contests in football and track. JV contests cannot count toward the exclusion period for varsity and vice versa. Forfeiture of all school awards and honors for the year, in the activity. The administration or school counselor will refer the student to an Alcohol and Drug Counselor for possible further assessment and recommendations if available.

**Second Offense** – Suspension from that activity for the remainder of that season and will extend for 30 school days and including eight contests in basketball and volleyball and four contests in football and track. The administrator or school counselor will refer the student to an alcohol and drug counselor for possible further assessment and recommendations if available.

**Third Offense** – The student will be suspended from all activities for 90 school days from the time of the violation and including twelve contests in basketball and volleyball and six contests in football and track. Further alcohol and drug counseling will be continued if available.

**Unexcused Curfew Violation:**

**1<sup>st</sup> Offense Curfew** – Extra workout. Strict curfew for two weeks such as 9:00 p.m. Suspension from one contest.

**2<sup>nd</sup> Offense Curfew** – Extra workout – suspension of contests – four for basketball and volleyball, two for football and track. Strict curfew for remainder of season such as 9:00 p.m.

**3<sup>rd</sup> Offense Curfew** – Removal from squad for that season and extending 30 school days. When the infraction occurs near the end of a participating season, the number of suspension days not completed will carry over into the next season effective from the first date of school. Suspensions may span two different seasons or two different school years. The number of suspended contests not served during the year of accumulation will carry over to the next participating season. Students must start and complete an entire activity in order to receive credit for suspension time served. A participant on probation for offenses may be removed from the squad for any further problems that result.

Offenses are cumulative during the school year. Example – First offense in fall sport and second offense in winter sport would be treated as a second offense during the same season.

It will be the coaches discretion if the individual will practice during the exclusion period, assign extra conditioning and whether the individual will sit/stand with the team (not in uniform), attend the contest or ride the team bus.

### Activity Policy Duration

This policy is in effect from the date of the first practice for fall activities (August) until the last scheduled day of school or end of spring activities, whichever is applicable to the student, and is in force continuously during that time. Infractions are **cumulative** during any one-school calendar year, enforcement may **not** be. Enforcement may carry over to the next school year or next year of participation. The school year in which the penalty for the infraction is **served** is the year of accumulation.

Although this policy is not officially in effect from the last day of school/activity until the first day of fall practice, parents and students should be aware that WCHS discourages all chemical/tobacco-controlled substance use during summer vacation.

### Other Information

1. Other team rules, as explained by the coach/advisor of each activity, must be adhered to.
2. Students have a right to due process and can request a hearing with a committee consisting of: the coach/advisor of the involved activity, the activities director or designee, and a coach/teacher of the student's choice.
3. Participation in extra-curricular activities is an extension of a normal school day – thus all school policies and rules apply.
4. All participants must attend all scheduled practices unless specifically excused by the coach.
5. Hazing or harassing of any student or group of students is forbidden. This restriction applies to all individual students and all organizations of students in all Wibaux Schools. Penalties will be administered according to the individual case.
6. Cancelled or postponed events will not count toward a competition week.

### Suspension:

Any student who denies involvement and then is later found to have been dishonest will receive a suspension **twice** as long as that listed under first, second, or third violations.

Students are encouraged to self-report violation to any coach or school official. If a student self-reports:

1. The administration may impose a five (5) day extra-curricular suspension instead of the ten (10) days as prescribed in Group I first offense. The number of suspended contests would also be reduced in half from what is prescribed under the first offense consequences.
2. An acceptable self-reporting time is defined as noon of the first school day after the offense occurred.
3. Self-reporting suspension reductions are only applicable to first time offenses. Second and third offenses will be administered as previously written.

<p style="text-align: center;"><b>Wibaux Public School Junior High and High School Activities/Athletic Participation Agreement</b></p>
--

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Sex M F (circle one) Year in School 5 6 7 8 9 10 11 12 (circle one)

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

**Student Information:**

1. Purpose: The purpose of this agreement is to inform all participants and their parents of the rules concerning athletic and activities participation at Junior High School and Wibaux High School. All participants will be required to return a signed agreement prior to the start of any activity.
2. Participant: A participant is any student of Wibaux Public School, 5-12, whose parent gives permission for participation and who meets the eligibility rules adopted by the Board of Trustees and Montana High School Association. This agreement will be required of participants in football, basketball, track, volleyball, cheerleading and speech /drama, softball, FFA, BPA, FCCLA, Student Council and music.
3. Local Eligibility: The participant must maintain a passing grade in all but one course currently being taken. He/She must also be given a passing grade in conduct by each teacher and the principal. A person who receives an F in a course for two consecutive weeks will be ineligible until the deficiency is gone. Grades and conduct will be checked weekly. Students not meeting these requirements will be ineligible for scheduled interscholastic events and trips until the next grade check at which time they meet those requirements.
4. Training Rules: Training rules for each activity shall be determined and enforced by the coach (es) of each activity in consultation with the participants. These rules should make reference to curfew hours, illegal substances, behavior, etc. and consequences for breaking the rules. I understand that Wibaux Public School has a Training Rules Policy that prohibits certain actions. I have read the policy in the student handbook and understand its expectations.
5. Attendance: Students will attend school the day of an activity. Students who obtain advance approval for the principal may be allowed to participate. This rule applies to practices and competition.
6. Penalties: Each coach shall review rule infraction, and administer the penalties. Coaches shall be responsible for fair application of the rules and shall be responsible for the membership of their teams. A coach's decision may be appealed by using the grievance due process procedure stated in the student handbook if the student requests it. If, any time, the conduct of the participants in an activity reflects badly upon the school and community, the Board reserves the right to deny funds for the activity or discontinue the activity altogether.
7. Participation Warning: Parents and students initial the applicable activity:  
 Football,  Basketball,  Volleyball,  Track,  Cheerleading,  Softball  
 FFA,  BPA,  FCCLA,  Student Council,  Music,  Speech/Drama

I/We give our permission for \_\_\_\_\_ to participate in organized interscholastic athletics, realizing that such activity involves the potential for injury, which is inherent in all sports. I/We acknowledge that even with competent coaching, the use of appropriate protective equipment and strict observance of rules, injuries are still a possibility. On rare occasion these injuries can be so severe as to result in total disability, paralysis, quadriplegic, or even death. Because of the dangers of participating in the above sport, I recognize the importance of following coaches' instruction regarding playing techniques, training and other team rules, etc., and I agree to obey such instructions.

8. Parent/Guardianship Statement: I/We hereby certify and affirm that I/We are parent(s) legal guardian (s) of \_\_\_\_\_ (student). I/We have read this warning and understand its terms. I/We understand that all sports can involve many risks of injury including, but not limited to, those risks outlined. I/We hereby assume all risks of playing or practicing to play/participate for the above named student.
9. Insurance Certificate and Waiver of Liability: I/We further release and waive, and agree to indemnify, hold harmless or reimburse the school district, and the individual members, agents, employees, and representatives thereof, as well as sport supervisors and coaches, from and against any claim which the above named students, I/We, and other parent or guardian, and sibling, or any other person, firm or corporation may have or claim to have, known or unknown, directly or indirectly, for any losses, damage or injuries arising out of, during or in connection with the participation by the above named student. I/We understand by signing this warning, we agree to obey instruction, and assume any risk, I/We are waiving all rights that the above named student, I/We, or any other person may have to any compensation for any physical injury that may result from participation by the above named student.

I hereby certify that the participant named above is insured for injury and accident that may arise from participation in named events.

Name of Company \_\_\_\_\_

Name of Agent \_\_\_\_\_

I understand that the school district does not carry injury or accident insurance for its students except for injury arising out of school district negligence.

10. Equipment Responsibility: I agree to be responsible for the safe return or replacement of all athletic and/or activity equipment issued by the school to the above named student.
11. Physicals: Participants in sports and cheerleading will present a certificate of physical health from a licensed physician, physician's assistant, or nurse practitioner, prior to the start of practice.
12. Transportation: Students will travel to out-of-town competition by school provided transportation only. Students may return home with their parents if request to do so is given to the principal by the parent before departure from Wibaux or to the coach by the parent at the event. With advance written permission from the parent and the principal's approval, students may ride home with a grandparent or other parents. Under unusual circumstances, and normally requiring parental permission, the principal may allow other travel arrangements, which he/she feels, are reasonable and justified. I understand that should a student violate any of the out-of-town travel rules (in the student handbook) the parent/guardian and the principal's of Wibaux Public School will be notified and the student will either be held for the parent/guardian arrival or sent home at parent's expense by the most reasonable means of transportation.
13. Practices: Attendance at practices is mandatory. During the school year, practices will be held on one of the following schedules: (These are approximate.)  
6:15-8:00 a.m. 3:30-5:30 p.m. 5:30-7:30 p.m. 7:30-9:30 p.m.  
These will be announced in advance. The A.M. practices will be used sparingly, if at all.
14. Teams: Players will be selected and assigned to teams by the coach or sponsor. Whether or not a student actively participates in a game or meet is the coaches' prerogative.
15. Student Handbook: This agreement is not intended to replace the student handbook, but to clarify its intent. Students are still responsible for knowing and obeying the context of the Handbook.

I/We have read, understand, and agree to the information in terms 1-15.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
**Parent/Guardian Signature**

Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
**Student/Player Signature**

### **Rules, Regulations, Policies**

1. The rules, regulations and policies governing school co and extra-curricular activities are determined by three main entities: a.) the Montana High School Association, b.) the 4-C Conference (basketball, track, Eastern Division Volleyball and Football and c.) Wibaux Public School District.

2. The MHSAA establishes rules governing all interscholastic competition such as athletics, cheerleading, speech, drama, and music. Those rules are generally consistent with the rules of the National Federation of State High School Associations, the national governing body for interscholastic activities. Such rules include, but are not limited to, academic eligibility, transfer eligibility, and specific sport rules. The district and divisional conferences may add rules concerning the conduct of contest. The Wibaux School District establishes rules that outline conduct expectations of participants, many of these rules being required or dictated by the MHSAA in order to insure fair competition among schools

### **Athletic League**

1. Wibaux County High School is a Class C Montana High School Association member of the 4-C Conference and Southern Division in basketball and track, 2-C Eastern Division in Volleyball, and Eastern Division in Football. There are 96 Class C Montana High School Association Schools in Montana.

2. Basketball and Track Conference Members are: Broadus, Custer-Hysham, Ekalaka, Jordan, Melstone, Northern Cheyenne, Plevna, Rosebud, Terry, and Wibaux.

Eastern Division Football Conference Members are: Bainville, Ekalaka, Froid-Medicine Lake, Mondak (Westby-Genora), Richey-Lambert, Savage, Terry, and Wibaux.

Volleyball Conference Members are: Broadus, Circle, Ekalaka, Jordan, Northern Cheyenne, Rosebud, Terry and Wibaux.

### **Academic Eligibility**

1. To be academically eligible to participate in a MHSA contest, a student must be passing in four solid subjects, and just have received passing marks in four solid subjects for the previous semester. An incomplete is not a passing mark.
2. The participant must maintain a passing grade in all but one subject and receive a passing grade in CONDUCT in all classes to be eligible. A student with one or more failing grades in the same class two consecutive weeks will not participate in inter-scholastic competition or events except those scheduled as part of a regular class. Eligibility is done on a weekly basis and is generally available on Wednesday AM.
3. Students who are academically ineligible may not participate in contest, suit up for games or travel with the team.

### **Attendance Standards**

1. A student must attend **all** his/her scheduled classes in order to participate in an extra-curricular activity. Exceptions may be for school related absences or **excused** absences such as doctor appointments. Obtain prior approval when possible.
2. Any participant who accumulates excessive absences as described in the attendance policy and violates their specified contract will be suspended from activity participation for a period of time.

### **Citizenship Standards**

1. Students who wish to participate in activities are visible representatives of their activity, team, school and community. They are expected to maintain high standards of conduct in school and during school related travel and events. They are expected to assume the responsibilities of a positive role model. Conduct, which distracts from those expectations, such as chemical use, criminal behavior, or un-sportsman-like behavior, may result in suspension from participation.
2. Students who are suspended from school may not practice or compete during the period of suspension. Serious classroom discipline problems may result in suspension from activities.

### **Chemical Use Prohibition (summary only)**

1. As described, students are expected to refrain from the use, possession, sale, distribution of and association with alcohol, illegal drugs, and tobacco.
2. Students in violation of the policy regarding chemical use will be suspended (from extra-curricular participation). In general, a first violation will result in a suspension of 10 school days, a second violation will result in a suspension of 30 school days, and a third violation will result in a suspension of 90 school days.

3. Students who participate in co-curricular activities are subject to the expectations of this policy seven days a week, twenty-four hours per day, from the date of the first practice for fall sports until the last day of school in the spring.

**The full text of extra-curricular training rules will be distributed at the beginning of each school year and may be obtained in the high school office.**

### **General Rules and Expectations**

1. Sportsmanship and integrity are solid expectations of participants. Display of un-sportsman-like conduct, use of profanity, game ejection, technical fouls, un-sportsman-like conduct penalties, etc., may result in suspension from participation.
2. School owned equipment checked out to participants becomes the responsibility of the participant. Loss or damage of the equipment will result in a charge for replacement. Failure to turn in equipment or pay for lost or damaged equipment may result in the withholding of awards and/or possible suspension from participation.
3. Harassment, discrimination or hazing (initiation) will not be tolerated. This includes all such behavior that occurs on the basis of gender, race, ability, religion, or position. Violations of these expectation will result in suspension and, if applicable, referral to law enforcement officials.
4. Participants in activities are subject to activity-specific rules and regulations established by the coach or advisor. Practice attendance, team dress, lettering requirements, and other such items may be covered. Activity-specific expectations should be provided to all participants at the beginning of the activity.
5. Completion of an activity season, in good standing, is required for a student to be eligible for a letter or other co-curricular awards. The only exception is injury, illness, or emergency, which limits participation.
6. Fundraising activities must be approved in advance by the high school student council and building administrator.

### **Injury**

1. The possibility of major and/or minor injury is an inherent danger in all activities. Sprains, fractures, joint injuries and bruises are a few of the more common, but not all-inclusive dangers. More serious injuries such as paralysis or even death, although rare, can occur.
2. Parents who have concerns about the safety of a program, or know of an injury or health problem of which school personnel may be unaware, should contact the appropriate coach or advisor as soon as possible.

### **Insurance**

Wibaux Public Schools are not responsible for medical bills resulting from participation in activities. The district does not carry medical insurance for such activities.

1. Parents are required to provide some form of medical insurance for students participating in athletics and some other activities. This requirement may be met by having a family medical policy which covers the participant or by purchasing the available student insurance plan.

### **Pre-Season Responsibilities**

1. Students and their parents are responsible for having the following prior to the first practice of any athletic season. Non-athletic activities may have different or additional requirements.
  - a. Participation and physical forms with all sections completed, including warning statement, insurance information, permission signature, and doctor's physical.
  - b. Emergency Medical Card with all appropriate signatures and information.
  - c. Participation Form

### **Travel**

1. Co-Curricular participants must travel to and from contest/events away from Wibaux in transportation approved by the district. Exceptions are permitted, with advance approval, in the case of injury, written parent request, or family emergency.
2. Parents wishing to make alternative travel arrangements for after an event should do so in writing in advance. Arrangements must be approved by the Activities Director or Building Administrator. Coaches may release students only to parents in a face-to-face meeting or grandparents or other parents if approved in writing ahead of time. Alternative travel to games or events are dependent upon the approval of the coach or advisor and appropriate administrator.
3. Participants on school related trips are subject to all school district rules and policies while on that trip. Overnight stays will be subject to strict rules and expectations with serious consequences for violations. Any violation of travel rules/expectations may result in suspension from the activity and additional consequences for violations of general school rules (e.g. chemical use on a school bus).

**Wibaux School District #6 Rules and Regulations**

1. Transfer students who move to Wibaux School District without a corresponding change of residence by the parent or legal guardian with whom they were living formally are ineligible for varsity interscholastic competition. The one exception is a student who moves from one divorced parent to the other, in which case, the student is allowed one such move in his/her high school career. Transfer questions should be directed to the school Activities Director.
2. Students are ineligible due to MHSA age limitations if they turn 19 years of age on or prior to August 31.
3. Students who are academically ineligible may not participate in interscholastic extra-curricular activities on any level.
4. Students must maintain amateur status. They may not accept cash awards, take part in commercial endorsements, accept award merchandise of more than \$20.00 value per camp, etc. Questions regarding amateur status may be directed to the Activities Director.
5. Students may participate in specialized sport camps as stipulated by the MHSA. School equipment, uniforms, funds, etc., may not be used for participation in specialized sport camps.

**Wibaux School District**

**THE BOARD OF TRUSTEES**

1700P

Page 1 of 2

Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those involving challenges to educational material and those governed by a collective bargaining agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the 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) Board policy.

The District will endeavor to respond to 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.

Level 1: Informal

An individual with a complaint is first encouraged to discuss it with the appropriate teacher, counselor, or building administrator, with the objective of resolving the matter promptly and informally. An exception is

that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

#### Level 2: Building Administrator

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 Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) days of the administrator's receipt of the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the administrator's decision, either may request, in writing, that the Superintendent review the Administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) days of the administrator's decision.

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 building administrator may turn the complaint over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file a report and recommendation with the Superintendent, within thirty (30) days of the nondiscrimination coordinator's receipt of the written complaint. A coordinator may hire an outside investigator to conduct the investigation. Within fifteen (15) days of the Superintendent's receipt of the coordinator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary. If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) days of the Superintendent's written response to the complaint, for transmission to the Board.

#### Level 3: Superintendent

If either the complainant or the person against whom the complaint is filed appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) days of the Superintendent's written response to the complaint, for transmission to the Board.

#### Level 4: The Board

Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special 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 Board. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Level 5: County Superintendent

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

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

Policy History:

Adoption on: October 11, 2005

Revised on:

**Wibaux School District**

**PERSONNEL**

5240

Resolution of Staff Complaints/Problem-Solving

As circumstances allow, the District will attempt to provide the best working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question is answered quickly and accurately by District supervisors or administration.

The District will endeavor to promote fair and honest treatment of all employees. Administrators and employees are all expected to treat each other with mutual respect. Each employee has the right to express his or her views concerning policies or practices to the administration in a businesslike manner, without fear of retaliation. Employees are encouraged to offer positive and constructive criticism.

Each employee is expected to follow established rules of conduct, policies, and practices. Should an employee disagree with a policy or practice, the employee can express his or her disagreement through the District's grievance procedure. No employee shall be penalized, formally or informally, for voicing a disagreement with the District in a reasonable, businesslike manner, or for using the grievance procedure. **An employee filing a grievance under a collective bargaining agreement is required to follow the grievance procedure for that particular agreement.**

Policy History:

Adopted on: September 11, 2001

Revised on:

**Wibaux School District**

**STUDENTS**

3225

page 1 of 2

Sexual Harassment/Intimidation of Students

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
  - a. substantially interfering with the student's educational environment;
  - b. creating an intimidating, hostile, or offensive educational environment;
  - c. depriving a student of educational aid, benefits, services, opportunities or treatment; or
  - d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile" and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

The District will make every effort to insure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent shall insure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts.

An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

Cross Reference: 3215 Uniform Grievance Procedure

Legal References: Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq.  
34 CFR Part 106  
Montana Constitution, Article X, § 1

Montana Human Rights Act, § 49-3-101, et seq., MCA

Policy History:

Adopted on: September 11, 2001

Revised on:

# NOTICE OF PARENT AND STUDENT RIGHTS

Addendum to 3225F

Pg 1 of 2

## **What is the District policy concerning sexual harassment?**

The District forbids employee conduct constituting sexual harassment of students. The District forbids students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. The District encourages parental and student support in its efforts to address and prevent sexual harassment in the public schools.

## **What is sexual harassment?**

Sexual harassment includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), nonverbal, physical, or visual conduct of a sexual nature. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

## **What laws address sexual harassment of students?**

Sexual harassment of students by District employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

## **Will I be informed if my child has been sexually harassed at school?**

The District will notify parents of students involved in sexual harassment by students when the allegations are not minor or of any incident regarding sexual harassment by an employee. Notification may be by telephone, letter, or personal conference.

## **What will the District do when it learns of sexual harassment of a student?**

When a principal or other school administrator receives a report that a student is being sexually harassed, he or she will initiate an investigation and take prompt action to intervene.

## **What do I do if I am concerned that my child has been sexually harassed at school?**

A student or parent who has a complaint alleging sexual harassment by other student(s) or sexual harassment by an employee may request a conference with the principal, the principal's designee, or the District's Title IX coordinator. The conference will be scheduled and held as soon as possible. The principal or Title IX coordinator will coordinate an investigation. Oral complaints should be reduced to writing to assist in the District's investigation. A complaint may also be filed separately with the Office of Civil Rights.

## **Who is the Title IX coordinator and how do I contact that person?**

The Title IX coordinator for the District is:

Jan Huisman  
Elementary Principal  
405 Nolan  
Wibaux MT 59353  
Telephone: (406) 796-2518

The Title IX coordinator is a District employee who has the responsibility to assure District compliance with the requirements of Title IX. The coordinator will investigate or oversee an investigation of a complaint alleging violations of Title IX. The District has adopted complaint procedures of handling Title IX complaints, which may be obtained from the principal or Title IX coordinator. The student may be accompanied by the parent or other advisor throughout the complaint process.

**Will my complaint be confidential?**

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

**What if I am not satisfied by the District's resolution of my complaint?**

If the parent is not satisfied with the District's initial response to the complaint, he or she has fifteen days to request a conference with the Superintendent, who will schedule and hold a conference. Prior to or at the conference, the student or parent shall submit a written statement of the complaint and any evidence in its support, the solution sought, the student's or parent's signature, and the date of the conference with the principal. If the parent is not satisfied with the Superintendent's response to the complaint, he or she has fifteen days to request that the complaint be heard by the Board at its next regular meeting, in accordance with policy 3215. The Board will hear the complaint in closed meeting, unless otherwise required by the Open Meetings Law. At the conclusion of the hearing, the Board will decide what action it deems appropriate.

### Harassment Reporting Form for Students

School \_\_\_\_\_

Date \_\_\_\_\_

Student's name \_\_\_\_\_

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

➤ Who was responsible for the harassment or incident(s)? \_\_\_\_\_  
\_\_\_\_\_

➤ Describe the incident(s). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Date(s), time(s), and place(s) the incident(s) occurred. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Were other individuals involved in the incident(s)?  yes  no  
If so, name the individual(s) and explain their roles. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Did anyone witness the incident(s)?  yes  no  
If so, name the witnesses. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Did you take any action in response to the incident?  yes  no  
If yes, what action did you take? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Were there any prior incidents?  yes  no  
If so, describe any prior incidents. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of complainant \_\_\_\_\_

Signatures of parents/legal guardians \_\_\_\_\_



# Wibaux Public School

121 F Street North, Wibaux, MT 59353-9041  
Phone: 406-796-2474  
Fax: 406-796-2259

**Terry Quintus, Superintendent / HS Principal**  
tquintus@wibauxschool.net

**Prairie Mannetter, Clerk**  
pmannetter@wibauxschool.net  
**Craig Lunde, A.D.**  
clunde@wibauxschool.net

**Janet Huisman, K-8 Principal**  
jhuisman@wibauxschool.net  
Phone: (406) 796-2518  
Fax: (406) 796-2635

July 6, 2021

TO: Parents and Students of Wibaux Public School:

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with the asbestos issue for many years. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the U.S. Environmental Protection Agency finalized a regulatory program, which enforces the AHERA mandate.

In compliance with the AHERA regulations, we recently had our school facilities inspected by an EPA certified building inspector. During the inspection, samples were taken from building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that these materials are in a form and conditions that does NOT pose an imminent health threat to students, faculty, or employees.

With confirmation of the presence of ACM, an Asbestos Management Plan was developed for our school by an EPA certified management planner. The Management Plan includes the inspection and physical assessment reports, the program for our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM.

A copy of the Asbestos Management Plan is available for your review in our administrative offices during regular office hours. Terry Quintus, Superintendent, is our designated Asbestos Program Coordinator and all inquiries regarding the plan should be directed to him.

We have begun implementing the Asbestos Management Plan. It is our intent to not only comply with, but exceed applicable regulations in dealing with the asbestos issue. We will take whatever steps are necessary to insure that our students, teachers, and employees have a healthy and safe environment in which to learn and work.

If you have any questions, please feel free to contact me.

Sincerely,

Annie Begger, Superintendent

### Extra-Duty Pay Schedule 2021-2022

Activity Bus Drivers -		\$12.30/ hr.	
Substitute Bus Drivers		\$30.00/ Route	
Substitute Teachers	Certified	\$110.00/ day	(After 5 <sup>th</sup> consecutive teaching days, 5.00
	Non-Certified	\$90.00/ day	more per day retroactive to 1 <sup>st</sup> day)
Substitute Aides, Dishwasher, Cook, Custodian		\$10.00/ hour	(On the 11 <sup>th</sup> consecutive sub day the rate will be increase to entry level for that position)
Music Accompanist		\$ 10.00/ hour	
Saturday School		\$ 10.00/ hour	
Summer School Teacher		Hourly Rate based on Teaching Contract	
Adult Ed Teachers (certified)		\$30.00/ hour	
(non-certified)		\$17.50/ hour	
Drivers Ed Teachers		\$20.00/ hour	
Election Judges		\$10.00 per hour	
Official		MOA Rate	
<u>FOOTBALL:</u>			
Timers/Book	Varsity	\$20.00	Classified; Hourly: Min Wage for sporting events
Chain Gang	JH & JV	\$15.00	
	Playoffs	\$25.00	
Ambulance		\$100 for Regular Season/\$25 Playoff Game	
Sherriff		\$25 for Regular Season / \$25 Playoff Game	
<u>BASKETBALL:</u>			
Timer/Book		\$10.00 (Single Game)	
		\$20.00 (Two Games)	
		\$30.00 (Three Games)	
		\$40.00 (Four Games)	
<u>VOLLEYBALL:</u>			
Timer & Scorer		\$11.00 (Single Match)	
Line Judge		\$20.00 (Two Matches)	
		\$30.00 (Three Matches)	
Ticket Takers		\$10.00 (One Game)	
		\$20.00 (Two Games)	
		\$30.00 (Three Games)	
		\$40.00 (Four Games)	
		\$25.00 (Varsity Football)	
Concession		Stipend per Master Agreement	

Revised 06/28/16