

BILLINGS PUBLIC SCHOOLS ATHLETICS AND ACTIVITIES



What difference will it make?

DEDICATION FOCUS COMMITMENT DESIRE MOTIVATION DRIVE HEART
Living the Life of an ATHLETE

CHAMPION

2020 – 2021
CODE OF CONDUCT
UPDATED 6-2-20

Purpose

The Billings Public Schools believes that participation in extra-curricular and co-curricular activities in a safe learning environment contributes to the all-around development of young men and women and helps prepare them for life beyond high school. The Billings Public Schools activity programs are dedicated to providing programs of excellence which include competitive and enjoyable experiences for the students, student-participants, coaches, advisors, faculty, parents, fans, and community. In doing so, we hold high expectations for all in the areas of Character, Citizenship, Scholarship, and Leadership as we strive to be competitive, develop skills, make healthy decisions, and act as ambassadors of the Billings schools and the Billings community. By committing to a team or activity, students choose to conduct themselves as models of good and moral behavior. The following are prohibited: the use, misuse, possession, sale and distribution of drugs, alcohol, tobacco (including e-cigarettes), and/or other controlled substances. In addition, discrimination and unsportsmanlike conduct are prohibited, as defined below, as well as other conduct prohibited by school policies.

It is our goal in the Billings Public Schools to develop and maintain a culture in which our students consistently make appropriate lifestyle choices in regards to their own health and well-being. As a district, we are committed to providing our students with the most updated information on sleep, nutrition, training and conditioning, recovery, and avoiding chemical use. We call this the “Pure Performance Initiative”.

It is the mission of the Billings Public Schools Activities program to RAISE THE BAR.....

**Of the behavior expectations we have for ourselves as students involved in activities;
Of our commitment we make to ourselves, our teammates, our school, and our family;
Of our health, training, and practice preparation;
Of our dedication to academic preparation; and
Of our lifestyle choices on our journey to excellence.**

Components of Programs of Excellence

- **Highly successful individuals, school clubs, ensembles and teams achieve success through hard work and great character.**
- **The student-participant understands that his or her participation is a privilege that must be earned.**
- **The student-participant understands that he or she is held to a higher standard with the school and the community.**
- **Each student-participant maintains a high degree of mental and physical fitness and alertness to perform to optimal capacity in the activity.**
- **Clear and consistent boundaries and expectations of behavior are established to assist student-participants in maintaining self-discipline.**
- **The Code of Conduct communicates those boundaries and expectations and the student-participants agree to comply with it.**

- The Code of Conduct deters student-participants' involvement in the risky and dangerous behaviors associated with the use, abuse, and misuse of drugs, alcohol, and tobacco.
- The desire to win comes with the understanding that to do so, to reach individual and team success, student-participants must work toward and make decisions that help them reach their full potential.
- Student-participants strive to be chemical free, dedicate themselves to their academic work, and accept the responsibilities that go along with traditions of excellence.

Expectations and Responsibilities of Student-Participants

Responsibility to Self - Develop strength of character through participation in school activities and healthy life-style choices.

Responsibility to Academic Studies – Engaging and participating in academic studies prepares student-participants for life as an adult. Student-participants are students first. Students will strive to meet all academic standards as established in this code and by their teachers.

Responsibility to School - Student-participants participate, to the best of their abilities in every practice, competition, and other activities in which they are engaged. Student-participants follow all District, school and classroom policies as written in handbooks and classroom syllabi. Student-participants will attend the pre-season and/or annual mandatory meeting. Student-participants will be sincere and honest when asked to participate in any investigation arising under the Code of Conduct.

Responsibility to Family – Student-participants who know in their heart that they have lived up to all the training rules, have practiced every day to the best of their ability, have played the game all out and have displayed good sportsmanship, foster self-respect and the pride of their families, win or lose.

Responsibility to Community - Student-participants demonstrate class and sportsmanship, not for the fact that they win, but rather that they are known as participants who show character and excellence. Student-participants meet all MHSA rules and regulations regarding participation in High School Activities.

Responsibility to Younger Athletes - Student-participants are role models for all youth throughout the community.

Responsibility to Teammates – Student-participants realize that their choices have an impact on those around them. Student-participants will follow all of their coaches' and sponsors' rules for the sport or activity.

Expectations of Coaches and Sponsors

Coaches and sponsors are educators and therefore are to be dedicated to more than the X's and O's of competition. For example, as less than 2% of high school athletes go on to play sports at the college level, coaches must understand that high school athletics provide student-

participants a unique opportunity for the development of not only the skills required for that sport, but also character traits essential for success in life. Recognizing his or her role as an educator, coaches and sponsors are expected to:

- Exemplify the highest moral character as a role model for young people.
- Recognize the individual worth and reinforce the self-image of each participant.
- Establish a realistic team goal or vision for each season and communicate that to the participants and parents.
- Encourage and assist team members in setting personal goals to achieve their highest academic potential.
- Strive to develop the qualities of competence, character, civility, and citizenship in each team participant.
- Provide a safe, challenging, and encouraging environment.
- Gain an awareness of the importance of prevention, care, and treatment of athletic or activity-related injuries.
- Respect the integrity and judgment of officials and adjudicators.
- Teach and abide by the rules of the competition in letter and spirit.
- Build and maintain ethical relationships with other coaches, sponsors and administrators.
- Strive for excellence in coaching and mentoring skills and techniques through professional improvement.
- Promote personal fitness and good nutrition.
- Be modest in victory and gracious in defeat.
- Support, comply with, enforce and reinforce the expectations set out in the Code of Conduct.

Expectations of Parents and Guardians

Parents play a vital role in the development of their child's character and decision-making skills as well as the development of his or her skills and abilities in the sport or activity. A student-participant's success, his or her team's success, and ultimately the program's success, is a partnership between the student-participant, his or her parent(s), the coach or sponsor, and the administration. Recognizing parents' important role in the success of their student-participant(s), it is expected parents will:

- Be a positive role model so that, through their actions, they can help make sure their student-participant(s) has the best possible experience in the activity.
- Be a "team" fan, not a "my kid" fan.
- Weigh what their student-participant(s) says in any controversy, rather than rushing to judgment.
- Show respect for the opposing players, participants from other schools, coaches, sponsors and fans.
- Be respectful of all officials' and adjudicators' decisions.
- Not instruct their student-participant(s) before or after a game or activity, because it may conflict with the sponsor or coach's plans and strategies.
- Praise their student-participant(s) in his or her attempts to improve as a student, as a participant in the activity, and as a person.

- Gain an understanding and appreciation for the rules of the activity in which their student-participant(s) competes.
- Recognize and show appreciation for an outstanding performance by other school's participants.
- Help their student-participant(s) learn that success is experienced in the development of skills and that an individual can feel positive about his or her skill development during the activity regardless of the wins, losses, scores, or other metrics.
- Take the time to talk with coaches and sponsors in an appropriate manner, including proper time and place, if they have a concern. This includes showing respect for the coach or sponsor and following the proper process of communication as written in the coach or sponsor's handbook. This includes allowing the coach or sponsor to address any issues before the parent contacts the principal or activity director.
- Support the tobacco, e-cigarette, alcohol, and other drug-free expectations of the school district by refraining from the use of any such substances before and during athletic contests, activities and performances.
- Support and follow all MHSAA rules and regulations.
- Support and reinforce the expectations set out in this Code of Conduct.

Code of Conduct Expectations- Responsibilities and Requirements

Duration of Code

Student-participants are subject to the regulations of this code of conduct from the date of the first practice for fall activities extending throughout a student's participation through all four years until graduation from the Billings Public Schools. The Billings Public Schools Code of Conduct is in effect full time, day and night, both on and off school district property including any school sponsored activity that extends beyond the academic school year.

Activities Participation Checklist

Prior to the start of each particular activities season, activity students and their parents should review the Activities Participation Checklist to make sure you have all important activities information and that you have completed all activities paperwork. A copy of this checklist is provided at the end of this code of conduct.

Mandatory Meetings

- Prior to the start of each activity season, each program will schedule a meeting in which all student-participants, their parents, coaches, and sponsors will be required to attend in order to participate in activities and/or athletics that school year.
- "Make-up" meetings will be held periodically, early in the season in order for student-participants and their parents who did not attend the original meeting.
- A student-participant who does not attend the mandatory season meeting – or one whose parent(s) does not attend the mandatory season meeting – may practice but not compete until both the student and his or her parent(s) attend either a "make-up" meeting or a meeting with the activities coordinator.

- The school activities coordinator or the district activities director may hold additional meetings at his or her discretion to accommodate schedules of students and parents.

Games/Practice Expectations

Attendance for games and practices is required. Each individual head coach will establish a team policy that outlines the consequences for missed practices or games. Continued absenteeism will result in dismissal from the team. Attendance requirements and consequences for music, drama, forensics, and other non-athletic activities will be established by the coach or sponsor for that activity.

Multi-Activity Participation

The Billings Public Schools, along with the MHSAA, support the concept of multi-activity participation. The expectation is that all coaches and sponsors will encourage their students to participate in other school-related activities. Coaches and sponsors will support each other in their quest to build their individual programs. During the off-season, the expectation is that coaches will “share” their athletes and encourage the division of time toward the development of skills in each of the activities chosen. While coaches will not encourage kids to be exclusive to their sport, they will support the decisions made by the student-participant and parents.

Club and Outside Sports Participation – Billings Youth Orchestra – Other Out-of-District Activities

Students who participate in a Billings Public Schools activity are expected to commit to that activity full-time. While we strive to know our students, their talents and their ambitions, it is important that outside participation does not interfere with the goals and objectives of the school district team and/or activity in which they are participating. The following rules will apply to all outside activity participation, college recruiting and visitations, and participation in other out-of-season, school district activities.

- In-season practices take precedent. We encourage proper rest and attention to homework. Therefore, we do not encourage our student-athletes to attend the practices of club sports following the completion of an in-season practice.
- In-season student-athletes can attend the open gym of another district sport as long as the head coaches are in agreement on the times and activities that will take place, as long as the student-athlete is in good standing academically, and as long as the student-athlete only works on skills and does not participate in competitions.
- In-season student-athletes should not participate in weekend competitions when they have time off from in-season activities. Again, we encourage proper rest and time away from competitions.
- In-season student-athletes may apply to their coach and building activity coordinator to attend no more than one outside activity that falls in the category of a recruiting trip, invitational tournament, or all-star event. That event cannot span more than two missed games and must be known and communicated to the head coach at least two-weeks in advance of the time that will be missed. The school principal, school activities coordinator, district athletic director and head coach will review the application. The

determination of whether or not the student-athlete will be allowed to attend the event, without consequence, will be based on the following criteria:

Potential Impact on the team

Is the event an activity of demonstrated interest?

Is the event the result of achieved recognition?

Can the event result in potential rewards beyond high school, i.e. scholarship?

- Any student-athlete who chooses to miss practices or games due to an outside activity without going through the application process and/or without gaining the appropriate permissions, will be subject to a game suspension equal to the number of games or practices missed while attending the outside event.

Travel Rules and Alternate Travel Permission Form

All members of the team are expected to travel on School District provided transportation to the event unless there is an extenuating circumstance. In case of an extenuating circumstance, permission must be granted by a school administrator. An Alternate Travel Permission Form must be signed by the participant, parent/guardian, coach/sponsor and the school administrator prior to leaving on the trip. Coming home from the event, students participating may choose to ride home with their parents. We encourage the signing of an Alternate Travel Permission form but the coach or sponsor may release the student in a face to face meeting with the student's parent/guardian prior to leaving to return home from the event. At no time will a student travel home from an event with anyone other than his or her parent/guardian or the school provided transportation.

Expectations of Students on Overnight Trips

All students representing School District #2 are required to adhere to the following when student trips require overnight lodging:

1. Students will be given a curfew to be in assigned rooms by the coach/sponsor. Failure to be present in your room at that time will result in an immediate suspension from the activity for the remainder of the trip or competition.
2. Any student who leaves an assigned room after curfew will be suspended from the activity for the remainder of the trip and will remain suspended indefinitely until a review by the appropriate administrator(s).
3. Any student who enters a room in which the opposite gender is staying, after curfew will be suspended for the remainder of the activity or event and will be permanently suspended from the club/activity for the remainder of the year. Participants shall not enter the room of students of the opposite gender at any time while representing School District #2 unless the coach/sponsor is present in the room.
4. At no time will students representing a School District #2 activity have other people who are not directly involved in that activity in their room without consent from the coach or sponsor. Students who allow others to enter their rooms without permission from the coach/sponsor, will be suspended from that activity for the remainder of the trip.
5. When travel requires that students of both genders ride in the same bus, measures must be taken to split the genders between the front and back portions of the bus.
6. Any violation of School District #2 policy or state or federal laws will result in the immediate suspension from the activity and will be reviewed by School District #2 administration for possible dismissal. Please note that students who violate the code of conduct will not participate in that weekend's events and may be sent home with their parents, depending on the individual situation.
7. Bullying and harassment incidents such as making freshmen carry older kids bags, making younger kids sleep on the floor, etc. will not be tolerated. Any accusations of bullying and harassment must be reported as soon as possible and will be dealt with in full accordance with the School District #2 Hazing and Bullying policy.
8. Students will abide by all travel and overnight rules as set forth by their coaches/sponsors. Any violation of these team rules will result in consequences as set forth by the head coach and as written in the team policy handbook.

Quitting a Sport

Any student-participant who quits any sport or activity may not immediately participate in another sport or activity until the two head coaches or sponsors and the activity coordinator meet and grant permission.

In-District Transfer Policy

In order to participate in an MHSAA activity at any of our high schools, at any level, and in order to participate in Cheer or Dance, the student must be enrolled at that school on the date of the first scheduled practice and must go through all tryouts and workouts as required by the coach at that school.

In the case such as cheerleading tryouts in which the actual tryouts may take place at different schools at different times, a student may not try out, unsuccessfully, at one school and then transfer to another school to tryout.

The student must be eligible under all MHSAA Transfer rules.

Academic Standards for Participation in High School Sports and Forensics

- Student-participants must be passing all of their classes (60% or better) in order to compete.
- Eligibility grade checks will take place at the end of each six-week grading period. The exact date of that six-week grade check will be determined based on the school year calendar and in agreement between all BPS high school activity coordinators.
- Grade checks will always take place and be in effect beginning on the first Wednesday following the end of the six-week grading period. Suspension time will be from that first Wednesday to the next Wednesday.
- If a student-participant does not have a passing grade in each class, the student will be suspended for one week of competition and until the student is passing all classes. The student will be required to attend all practice sessions during the suspension.
- An ineligible student will receive daily grade checks until he or she is passing all classes. Once the student is passing all classes and following the one-week suspension from competition, he or she will be reinstated. No further grade checks will occur until the next six-week grading period.
- It is the responsibility of the student to make sure all required assignments are turned in prior to the six-week grade check.
- It is the responsibility of the ineligible student to pursue the necessary steps with his or her teacher(s) in order to improve his or her grades.
- Students who fail one or more classes after the first semester must serve their one-week suspension during the next ensuing competitive week of competition during the second semester. Because semester grades are permanent, the student will receive full reinstatement following that one week of suspension.
- If a week suspension includes an abnormally high number of games and the student works diligently to improve his or her grade(s), the activity coordinator has the right to limit the number of games missed based on the average number of games other

students have missed during a one-week academic suspension that school year. For example, softball might have a five or six game week. If the student works hard early in the week, missing 2 or 3 games and most students have missed two games in a week, the activities coordinator can end the suspension.

- For the purpose of BPS academic requirements, second semester failures will not be carried over to the first semester of the next school year. However, for the purposes of MHSAs eligibility, all second semester failures carry over to the next school year.
- Student-participants are required to meet all MHSAs standards of academic eligibility.
- Dropping a class: At times, a student might be failing a class in which he or she should not be enrolled. If, in agreement with the student's counselor, the student decides to drop the class within the given drop period allowed and with the understanding that the a drop does not jeopardize graduation requirements, the student will be allowed to drop the class without being subject to a week suspension. The drop should be a sincere attempt to improve the daily class load of the student and not an attempt to circumvent the academic eligibility rules.
- MHSAs ACADEMIC ELIGIBILITY RULE, *A student must 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 enrolled.*

For School District #2, this means that a student must pass and receive credits in four class periods each semester. Students who do not meet this requirement will be ineligible to participate in all MHSAs contests throughout the following semester AND until they have met this eligibility requirement. Academically ineligible students may continue to practice with their teams as long as they are making satisfactory academic progress as determined by school administration and as long as they make the team through the normal tryout process. Ineligible students will not be allowed to travel or dress for home games until they become eligible. Upon becoming eligible, any ineligible student who did not practice with the team, must complete a full 10 days of regular practice as per the MHSAs Ten Day Practice Rule, prior to participation in a contest. All ineligible students, whether they practice or not, must remain in good standing with the BPS Activities Code of Conduct as well as with all rules and regulations as set forth by the program head coach.

Academic Standards for Participation in Middle School Activities

- Academics are emphasized in the middle school program. It is essential that middle school students understand that activities participation is a privilege rather than a right. Eligibility standards must be maintained if a student wishes to exercise the privilege of participation.
- These guidelines apply to all interscholastic and instructional athletic teams, musical productions, clubs and student council.
- **THE STUDENT MUST MAINTAIN PASSING GRADES IN ALL SUBJECTS.** Once a student has received a deficiency, however, he/she may continue to participate as long as there is a grade average improvement. A roster for each of the school activities shall be posted in the conference rooms that all faculty members are aware of team membership.
- Eligibility grade checks shall take place as per policy written by the individual school principal.

- Students may or may not be allowed to practice based on communication between the school administrator, teacher and parent.
- The coach or sponsor will be notified of any ineligible students.

Extra-Curricular Absences from School

- Participants will be granted a School Related Absence if they must miss part or all of a school day to participate in a scheduled activity.
- As much as possible, dismissal times will be the same across the district as determined by the individual school's activity coordinators in communication with the district activities director.
- At no time will coaches or parents dismiss students earlier than the times determined by the activity coordinators.

Specific Activity Rules

Code of Conduct – Definition of Terms

Activities: All school-sponsored sports, clubs, and other co-curricular and extra-curricular activities and organizations, including travel to and from activities and including related activities taking place during summer vacation.

Participant: A student who belongs to, holds membership in, or is enrolled in an activity.

Parent: A parent, legal guardian, caretaker relative, or other person with legal authority to make educational decisions for a participant.

Chemical Use: Using, being under the influence, having in his/her possession, buying, selling, giving away, distributing, or attempting to buy or distribute alcohol, tobacco, e-cigarettes, illegal drugs, faux drugs, any other controlled substances, or drug paraphernalia. Distribution includes any attempt (successful or not) to sell, deal, disburse, dispense, divide, allocate, assign, provide, or give away alcohol, tobacco, illegal drugs, faux drugs, any substance associated with vaping, any other controlled substance, or drug paraphernalia. It is not a violation for a student to be in possession or using a medication which has been specifically prescribed for the student's own use by his/her doctor and using it in the prescribed manner. However, it is a violation to misuse the prescribed medication or sell or distribute it in any manner to another person.

Vaping: is the act of inhaling and exhaling the aerosol, often referred to as vapor, which is produced by an e-cigarette or similar device.

Associated Misconduct: No participant shall be present at any time in a setting where any other person is engaged in chemical use as defined above. It is not misconduct to be in the presence of a person of legal age using tobacco. It is not misconduct to be in the presence of adults who are lawfully using alcohol at a family or social event that is unrelated to school or any school activity, such as weddings, holidays, and the like.

Vandalism: The act of willfully defacing or destroying the property, equipment, building, or facility of another person or entity.

Title IX Violation or Other Discrimination: Discrimination on the basis of protected-class status, gender discrimination, sexual harassment (unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature or based on gender or other protected class), sexual intimidation (unreasonable behavior – verbal or non-verbal – which has the effect of subjecting someone to humiliation, embarrassment, or discomfort because of his or her protected class status), public display of affection (any physical contact between two or more individuals of a sexual nature taking place in public in front of others) on school property, at school events, or during any school activity.

Disruptive, Destructive, or Disrespectful Conduct: Any conduct that violates other school rules or policies, including but not limited to fighting, hazing, bullying, harassment, intimidation, discrimination, stealing, destruction of property, violation of gun-free schools’ policy, and gang activity.

Unsportsmanlike Conduct: Questioning officials’ calls, making inappropriate gestures; using derogatory, demeaning, or other inappropriate language; swearing; using disrespectful sign or cheers; heckling referees, players, coaches, half-time performers, or opposing fans; any other conduct that violates the sportsmanship rules and practices developed by the Board, administration, or Montana High School Association.

Calendar Days and School Days: Calendar days are all consecutive days between the first and last day of the scheduled school year, beginning on the first day that activities begin in August until the last day of the academic year or last day of an activity (whichever is later). Calendar days do not include summer vacation; therefore, discipline may extend from one school year into the next school year. School days are instructional days and any portion of an instructional day. Thus, for example, if students are released at noon on a particular day, that portion of the day is considered one school day for purposes of calculating days of suspension.

All coaches and sponsors are expected to have a current handbook describing the rules and expectations for that activity. Examples of such rules might include dress, curfew, bench conduct, and practice rules. All student-participants participating in that specific activity are subject to those rules.

Dismissal from a Team

Any head coach or sponsor can recommend that a student-participant be dismissed from his or her team. The coach/sponsor should notify the school principal and the school activities coordinator requesting a meeting with the student-participant, his or her parents and the administrators. Dismissal or a plan of improvement will be the result of that meeting.

Unsportsmanlike Conduct

All unsportsmanlike conduct will be subject to consequences as determined by the individual activity coach as well as by the MHSA rules.

Out of Character Behavior

Athletic programs of excellence are defined by highly successful teams and individuals who achieve success through hard work and great character. Character is the pattern of beliefs, attitudes and resulting actions that demonstrate respect and concern for others while embracing one's social responsibility as part of his or her community. Out of character behavior is best defined by the expectations for student conduct as described in the Billings Public Schools student handbooks and can be considered in two different ways: 1) Behavior that does not meet the character standards as expected by our district, school or team, and 2) Behavior that is outside of the behavior normally expected from a particular student. Coaches and administrators will determine "out-of-character" behavior consequences in relation to the behavior that has occurred and in accordance with district, school, team rules and regulations.

Student Suspensions from School

Students suspended from school are not permitted to be on school grounds during the time of their suspension and therefore may not practice or participate in athletic contests during the time of their suspension. Should there not be a contest scheduled during the time of the student-athlete's suspension from school, the student-athletes, as a result of his or her out of character behavior, will be ineligible to participate in his or her sport's or activity's next regular or post-season event.

Hazing/Bullying/Cyber-Bullying

Hazing is defined as any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation, membership, or affiliation with any athletic team or activity group. Any hazing activity, whether by an individual or by a group, shall be presumed to be a forced activity even if a student willingly participates. The Billings Public School District does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored activity. No student, coach, volunteer, or district employee shall plan, direct, encourage, assist, or engage in any hazing activity. Furthermore, all student-athletes and activity participants will be governed by the Billings Public Schools Hazing, Bullying and Cyber-bullying Policy 3250. All student-athletes and activity participants who violate this policy will be subject to the consequences as listed in the policy.

Cyber Image Guideline

Any identifiable image, photo, or video that implies a student-athlete has been in the possession or presence of alcohol or drugs, or that portrays actual use or out-of-character behavior or crime, shall be considered confirmation of a violation of the Code of Conduct. Since there is no way to establish a time frame when or location where an image was taken, it shall be a responsibility that the student-participant must assume. It should be understood that persons might attempt to implicate a student-participant by taking or manipulating such images in order to place the student-participant in a situation where he or she might be in violation of the Code of Conduct. This is another rationale for demanding that student-participants not place themselves in the presence of illegal alcohol or drug use. Students in violation of this

cyber image guideline will be subject to the same consequences as described in our Chemical Use Policy.

Student Arrest or Citation by Law Enforcement

As it has been determined that student participation is a privilege and not a right, it is to be understood that there will be no obligation on the part of the Billings Public School District to allow the participation of any student-participant who has been cited or arrested by law enforcement. Furthermore, there will be no obligation for the Billings Public Schools to wait for the judicial process to run its course. Therefore, upon first knowledge of an arrest or a citation that is considered an out of character offense, and even while charges are pending and adjudicated, the student-participant will be suspended and participation denied. Misdemeanor offenses will be suspended in equivalence to the first or second violation of the disciplinary consequences as listed above. Felony offenses will be viewed as acts that require immediate and permanent suspension from participation.

Alcohol, Drugs and Tobacco

Alcohol, Drugs and Tobacco are strictly prohibited. The possession, use, consumption, distribution, purchase, sale or manufacture of, or any other improper or unlawful involvement of any kind or description with illegal drugs, controlled substances, alcohol or alcoholic beverages, anabolic or androgenic steroids, tobacco, tobacco products, E-cigarettes, Vapor Pens, or facsimiles, "look-alike" drugs, drug paraphernalia, or substances or products that mask or tamper with any of these, is strictly prohibited. Also, prohibited is the distribution, abuse or misuse of over the counter medications or prescription drugs, or other chemicals or substances.

Procedure Regarding Disciplinary Consequences for Violations of the Code of Conduct – Investigation and Appeal Process

Allegations of violations regarding this code of conduct will be investigated by the building principal or assistant principal. Any determination that a violation of these regulations has occurred will be made only after a meeting is held with the student and he or she is presented with the information indicating that a violation has occurred. The student must be afforded the opportunity to provide information in response. If a determination is made following that meeting that a violation has occurred, the student and parent will be notified of that determination and of the consequences of that determination. Any determination that results in consequences being administered as per these regulations will be provided to the affected student in writing. If a student disagrees with a determination made by the building administration under these regulations, the student may seek review of that decision by the District Activities Administrator, and may secure further review of the determination by the District Superintendent and Board of Trustees according to the procedure outlined in the Uniform Complaint Policy.

Student-participants and their parents shall not retaliate against informants or individuals (faculty, staff, students, other family members) who are involved in this process. Retaliation will result in imposition of additional consequences.

Honesty Clause: Student-participants agree to be honest and sincere when asked to participate in any investigation of a possible conduct violation. If, when confronted by a school official, the student is honest, then any consequences given shall be the minimum for that violation. If the student denies involvement and conclusive evidence is later established, the suspension for that violation shall be doubled.

A report of this code of conduct violation will be sent to the district activities office.

In addition to any consequences set forth in school rules, policies, and procedures for violations of school rules, the following penalties will be imposed against participants in activities who engage in misconduct:

a. First Offense:

- i. Notify parent as soon as possible following completion of the investigation.
- ii. Notify appropriate law enforcement agency if necessary.
- iii. No participation in competition in any school activities for 25% of the regular season competitions scheduled for the activity in which that student is participating. The participant will be required to attend and participate in practices and meetings at the discretion of the coach/sponsor.
- iv. For cheer and dance, which span both the fall and winter seasons, the first suspension will be for 2 weeks of activities from the first date of suspension. No participation in any scheduled events during this two-week period. The participant will be required to attend and participate in practices and meetings at the discretion of the coach.
- v. For acts of vandalism, theft, destruction of property, restitution must be made prior to returning to participation.
- vi. Other discipline in accordance with school non-discrimination/anti-harassment policies and other policies. (See Policies 3300, 3350, 3350-P1 and 3350-P2).

b. Second Offense:

- i. Notify parent/guardian as soon as possible upon completion of the investigation.
- ii. Notify appropriate law enforcement agency if necessary.
- iii. No participation for 50% of the regular season competitions scheduled for the activity in which the student is participating.
- iv. For cheer and dance, which span both the fall and winter seasons, the second offense will be a suspension for 4 weeks of activities from the first date of suspension. No participation in any scheduled events during this four-week period. The participant will be required to attend and participate in practices and meetings at the discretion of the coach.
- v. For violations associated to chemical use or distribution, students must complete a district approved Drug Awareness Program.
- vi. For acts of vandalism, theft, destruction of property, restitution must be made prior to returning to activity participation.
- vii. Other discipline in accordance with school non-discrimination/anti-harassment policies and other policies. (See Policies 3300, 3350, 3350-P1 and 3350-P2).

viii. All team awards or captainships earned up to that point may be withdrawn at the discretion of the coach or sponsor.

c. Third Offense:

- i. Notify parent/guardian as soon as possible following completion of the investigation.
- ii. Notify appropriate law enforcement agency if necessary.
- iii. No participation in any school activities for 1 calendar year including weekends during that period, ~~in any school activities~~. This includes cheer and dance participants.
- iv. For violations associated to chemical use or distribution, students must get a professional evaluation and treatment plan prior to returning to activity participation.
- v. For acts of vandalism, theft, destruction of property, restitution must be made prior to returning to activity participation.
- vi. Other discipline in accordance with school non-discrimination/anti-harassment policies and other policies. (See Policies 3300, 3350, 3350-P1 and 3350-P2).
- vii. All team awards or captainships earned up to that point may be withdrawn at the discretion of the coach or sponsor.

Chemical Use (Distribution)

a. First Offense:

- i. Notify parent/guardian as soon as possible upon completion of the investigation.
- ii. Notify appropriate law enforcement agency.
- iii. No participation in any school activities for 90 calendar days, including weekends during that period.
- iv. Students must complete a district approved Drug Awareness Program.
- v. All team awards or captainships earned up to that point may be withdrawn at the discretion of the coach or sponsor.

b. Second Offense:

- i. Notify parent/guardian as soon as possible following completion of the investigation.
- ii. Notify appropriate law enforcement agency.
- iii. No participation in any school activities for 1 calendar year, including weekends during that period.
- iv. All team awards or captainships earned up to that point may be withdrawn at the discretion of the coach or sponsor.

Request for Reinstatement Appeal

Any student(s) who have been suspended from activities for the remainder of their high school career due to a third or a higher-level violation, can appeal for reinstatement following completion of suspension for one calendar year. The appeal must be submitted in writing to the school principal and an appeal hearing will take place. The building principal, school activity coordinator, and the district athletic director will decide the appeal based on the following conditions:

- a. Clean behavior record for one complete calendar year.
- b. Clean drug tests (purchased by the parents) – if the violation(s) was drug or alcohol related.
- c. Class work that meets all District and MHSA standards.
- d. Student meets all other MHSA standards for participation
- e. Code of Conduct re-signed with the understanding that even one violation shall result in a return to suspension.

Educative Process

It is important that our students who have violated this code go through an educational process aimed to help them be more informed and to make better decisions. Depending on the type of violation, this educational process could be as simple as a meeting between the students, parents, and coaches, teachers, or aimed at discussing consequences and giving more support for the student on a daily basis.

Restorative Expectations

Students who have served any type of penalty as a result of a violation of this code must recommit to their team through the following steps:

1. Meet with the school activities coordinator to review expectations and future penalties if another violation occurs.
2. Meet with the coach, sponsor, entire coaching staff and/or entire team/ensemble.
3. Re-sign the Code of Conduct in front of attending the meeting in #2 above.

The coach/sponsor will determine the specifics (time and format) of this restorative process based on what he or she feels is best for the team.

Should the student (and his or her parent(s)), not complete any or part of this process, he or she will not be able to compete until all parts of the process have been completed.

Middle School Consequences and Transition to High School

Middle School consequences will be consistent with those described in this code. However, all middle school students who have a code violation in 7th or 8th grade, will be given a clean record with which to begin high school.

Going Out for a Sport to Fulfill Consequences

Any student-athlete who receives a code violation may choose to enter another sport in which they have previously chosen not to go out for in hopes of completing his or her consequences. The philosophy behind this is that we believe it is better for a student to be engaged in an activity rather than have time off. By participating in another activity, that student will:

The following rules will apply to all students who choose to go out for a non-primary sport in order to fulfill the consequence of a code violation:

- Contract – agreed to and signed by the coach, the student, and the student’s parent(s).
- Duration – the contract will be in effect for the entire length of the season.
- Behavior Expectations – the student will: abide by this code of conduct and the rules, regulations, and policies of the coach, will attend every practice – even one unexcused absence will nullify the contract, will behave appropriately at all practices as determined by the coach, will give an honest effort at each practice as determined by the coach, will get along with and support other student-athletes.
- Coach Expectations – If the coach has any conduct issues with this student, he or she may meet with the school activity coordinator and the student and nullify the contract. In the event that the contract is nullified, the student is removed from the non-primary sport and must complete his or her original code violation consequences in the primary season in which he or she participates.
- Code of Conduct – the student will complete all restorative expectations and resign the code of conduct.

Billings Public Schools
Activities Participation Checklist

Prior to the start of each particular activities season, activity students and their parents must have all information and have completed, signed and turned-in all of the following items. Please review the checklist carefully to make sure all items have been completed.

- Student Information – all personal and contact information must be included
- Participation Warning – statement of inherent risks of participation
- Parent/Guardianship Statement – statement that parents have read and understand the inherent risks; contract information
- Waiver of Liability
- Equipment Responsibility – statement for the safe return or replacement of equipment
- Emergency Medical Service – consent for the student to be given medical care
- Insurance – statement of student accident insurance coverage and additional secondary coverage
- Medical Treatment Consent Card – consent of medical care card – travels with the coach
- Current Montana High School Association Physical Examination Card signed by the student, parent(s)/guardian(s), and the participating doctor
- Concussion Protocol – IMPACT pre-testing and signing of Concussion Information Form as required by state law and the MHSAA
- Weather alerts including lightning protocol
- Heat related illnesses
- Athletic Trainers coverage and expectations of student-participants
- Media Release form
- Payment of Participation Fees
- Payment of Activity Fees
- Payment of Program Fees, if any
- Parent Code of Conduct – Next sheet below
- Code of Conduct Acknowledgement Form – Last sheet below

**Billings Public Schools
Department of Athletics and Activities
Parent Code of Conduct**

Parents play a vital role in the development of their child's character and decision-making skills as well as the development of his or her skills and abilities in the sport or activity. A student-participant's success, his or her team's success, and ultimately the program's success, is a partnership between the student-participant, his or her parent(s), the coach, and the administration. This Parent Code of Conduct is a result of what our students expressed as their expectations of their parents.

- **I WILL BE A POSITIVE ROLE MODEL.** I will do what I can to ensure that my child has the best possible experience as a result of participating in a BPS activity.
- **I WILL BE CALM AND CARING WHILE REMAINING EMPATHETIC AND OPTIMISTIC.**
- **I WILL CARE FOR THE TEAM, NOT INDIVIDUALS.** I will not promote my child at the expense of the team.
- **I WILL ENCOURAGE AND SUPPORT MY CHILD'S INDEPENDENCE.** I will allow my child the space to learn from the successes and the failures.
- **I WILL LET THE COACHES COACH AND TREAT THEM WITH THE SAME RESPECT I EXPECT THEM TO TREAT MY CHILD.** I will support their decisions even if I don't necessarily agree. If I have a concern, I will communicate with them in an appropriate manner, following the complaint process as it is written. I will allow the coach to address my issues or concerns before I contact an administrator.
- **NO COMPLAINING/YELLING AND HOLLERING AT GAMES.** I will know and support the rules. I will let the players play and the officials officiate.
- **I WILL BE INVOLVED BUT WON'T HOVER.** I will help and support the coach and our team within the agenda of the coaches and the players.
- **I WILL PROMOTE A HEALTHY LIFESTYLE.** I will assist my child in making the necessary choices that help promote a high level of performance, i.e. proper nutrition, sleep, recovery, avoidance of drugs, alcohol, tobacco, e-cigarettes(vaping), etc.
- **I WILL HOLD MY CHILD ACCOUNTABLE.**
 - For earning their own playing time
 - For the consequences of success and the consequences of failure
 - For the expectations of the BPS Code of Conduct
- **I WILL REMEMBER THAT WHAT IS MOST IMPORTANT IS FOR MY CHILD TO HAVE FUN AND TO GROW AS A YOUNG ADULT.**

Student's Name – Please Print

Date

Parent's Name – Please Print

Parent's Signature

Parent's Name – Please Print

Parent' Signature

**BILLINGS PUBLIC SCHOOLS
CODE OF CONDUCT ACKNOWLEDGEMENT FORM**

This form, with signatures required below, verifies that I/we (student-participant and parent(s)/guardian(s), have attended the mandatory season meeting or have met with the school principal or school activities coordinator and have completed all requirements of the preseason meeting. I/we have received and carefully read a copy of the Billings Public Schools Code of Conduct. Our signatures below certify that I/we understand, support, and agree to the contents, meaning, expectations and consequences of this Code of Conduct.

I/we also understand that, prior to participation as a member of an extra-curricular activity, all of the following must be completed and on file with the school's Activities Office:

1. Student Information – all personal and contact information.
2. Current MHSA Physical Examination Card signed by student, parent(s)/guardian(s) and the participating doctor. (Athletes Only)
3. Confirmation of payment of the participation fee.
4. Confirmation of payment of the activity fee.
5. Confirmation of payment of program fees – if any.
6. Signing of the Activities Participation Agreement stating knowledge and understanding of the Participation Warning, Inherent Risks of Participation, Waiver of Liability, knowledge and choice of the Supplemental Insurance options, Equipment Responsibility, Signing of this Code of Conduct, Medical Treatment Consent Card, Parent/Guardian contact information, and Media Release Form.
7. Concussion Protocol and signing of the IMPACT pre-testing form and the MHSA Student-Athlete & Parent/Legal Guardian Concussion Statement Form as required by state law.
8. Information on weather alerts and lightening protocol.
9. Information on heat-related illnesses.
10. Athletic Trainers' coverage and expectations of student-athletes.

Student's Name – Please Print

Student's Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date