

# ACTIVITIES HANDBOOK

Thief River Falls Public Schools

Thief River Falls, MN 56701

Board Approved on: 7/23/18

**2018-19**



# PROWLERS

**Cameras, Cell Phones, PDA's or any other electronic equipment that is capable of taking pictures is not allowed to be used in any School district #564 locker rooms.**

The purpose of this handbook is to answer questions before they arise. We will attempt to be consistent with evaluation and update of this handbook. This handbook may change during the year. Changes will be posted in the Activities Office and on the Activities Website. If you have any questions about a provision, contact the Activities Director.

## **MISSION STATEMENT**

Thief River Falls School District #564 believes that there is more to learning than what happens in the classroom, and the district offers a comprehensive co-curricular program involving fine arts, enrichment activities and athletics. These programs are considered as extensions of the classroom.

## **LEADERSHIP PHILOSOPHY**

The objectives of these programs are to help students learn self-respect, confidence, discipline and sportsmanship. Students can expect these lessons will be taught in an environment where they will feel safe and supported.

It is the belief of District #564 that advisors, coaches and other leaders should be provided with guidelines, which will ensure consistency in programming. These leaders are entitled to the support of the community, students, administration, and the board of education.

It is also in the best interest of everyone involved that there be an established procedure for grievances, and for making suggestions to improve programming and to protect both students and leaders.

This handbook was compiled to provide direction in co-curricular programming and to facilitate communication between students and leaders, leaders and parents, and parents and administration.

## **STANDARDS**

These objectives shall be accomplished as District #564 provides advisors, leaders and coaches who are well acquainted with their activities with the resources necessary to enable students to succeed. Students should come away from an activity feeling respected, sharing respect for others and believing that the skills that have been learned will be beneficial for a lifetime.

## EXPECTATIONS FOR STAFF

Major performance areas, which apply to every activity, are as follows:

**A. Communications:** It is expected that the coach, advisor, or leader of any activity will maintain good communication with participants and parents by setting forth their expectations and discipline policies in written form at a preseason organizational meeting for parents/guardians and participants. Ongoing communication regarding injuries, transportation plans (departure and return times) and student performance are important to the well being of the entire program.

**B. Rapport:** A coach, advisor or leader should be able to work with any number of groups and individuals: students, professional staff, the community, officials, media representatives and parents.

**C. Cooperation:** The district expects individuals involved in any degree with the activities programs to work hand in hand with the activities director, principals and other members of the professional staff.

**D. Leadership:** Diligence, enthusiasm, honesty, and a love for the activity are part of the professional pride that should be exhibited by any coach, advisor or leader. Personal grooming and attire should be appropriate. Adhering to schedules and building positive attitudes are very important.

**E. Discipline:** The coach, advisor or leader is responsible for every facet of discipline. The leader of each activity becomes a model for all that the activity represent ... observation of school codes, training rules, rules and requirements of each activity, and personal behavior of the participants (both home and away) throughout the season. The desire to do well should be emphasized. Staff and participants should be motivated to perform to the best of their ability.

**F. Reasonable Force Statement:** Coaches, Advisors, Activities Director may use reasonable force to restrain or correct a student.

**G. Self-improvement:** Each coach, advisor or leader is encouraged to take advantage of opportunities that are presented for self-improvement. Such as meeting, clinics and workshops that pertain to his or her activity. Membership is encouraged in professional organizations related to relevant activities.

## EXPECTATIONS FOR PARTICIPANTS

One of the most /rewarding and fulfilling experiences an individual can achieve is reaching his or her potential through dedication and hard work.

Each student who has the talent, interest and desire to participate in a co-curricular activity should have this opportunity. Some of the activities will be competitive, and the ability to participate will be based on competition with fellow candidates.

It should be understood by candidates for a co-curricular activity that participation is a privilege and not a right. This privilege has to be earned.

Participants are expected to:

- A. Make satisfactory progress toward graduation
- B. Follow Academic Eligibility Rules according to respective buildings
- C. Abide by the eligibility rules set forth by the MSHSL and School District 564.
- D. Follow attendance policies.
- E. Show positive sportsmanship:
  - Be a positive influence in school, community, or when representing the school at an out-of-town activity.
- F. Have a positive attitude toward the activity, fellow participants, property and self.
  - If these attitudes and expectations are not maintained, the **PRIVILEGE** of participation can be taken away.

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## **1. Activities Program Philosophy:**

Programs should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

The Activities program shall be conducted in accordance with existing Board of Education policies, rules, and regulations. While the Board of Education takes great pride in winning, it does not condone “winning at any cost”. At all times the activities program must be conducted in such a way as to justify it as an educational activity.

We believe that participation in activities, both as a participant and as a spectator, is an integral part of the student’s educational experiences. Such participation is a privilege (not a right) that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the student him/herself. The school has the authority to revoke the privilege when a participant does not conduct him/herself in an acceptable manner. Rules, regulations, and programs are valueless unless the individuals affected by them are made better because of the experience.

**Franklin Middle School Philosophy** - The purpose of the activity programs in grades 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> is to provide an opportunity for all participants to learn the skills appropriate to each activity and to play in scheduled contests with other schools. Coaches shall have a philosophy that is in accordance with these objectives.

## **2. Specific Objectives:**

Students Participating in Activities Shall Learn:

- a. To work with others (team-work) - In a democratic society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desires.
- b. To be successful - Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
- c. To develop sportsmanship - To accept any defeat like a true sportsman, knowing we have done our best, we must learn to treat others, as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
- d. To improve - Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
- e. To enjoy activities - It is necessary for students to enjoy participation, to acknowledge all of the personal rewards to be derived from activities, and to give sufficiently of themselves in order to preserve and improve the program.

### **3. Code of Ethics - Minnesota State High School Coaches Association:**

- a. Strive to develop in each participant the qualities of leadership, initiative, and good judgment.
- b. Respect the integrity and personality of the individual athlete.
- c. Encourage the highest standards of conduct and scholastic achievement among all participants.
- d. Seek to inculcate principles of sound healthy living, including the establishment of good training rules.
- e. Fulfill responsibilities to provide services and an environment free of safety hazards.
- f. Exemplify the highest moral character and leadership.
- g. Promote ethical relationships among coaches/advisors.
- h. Encourage a respect for all activities and their values.
- i. Respect the integrity and judgment of officials.
- j. Display modesty in victory and graciousness in defeat.
- k. Demonstrate a master of and continuing interest in coaching principles and techniques through professional development.

### **4. Administration of the Activities Program:**

The Board of Education controls the interscholastic activities program by establishing policies, specifying rules, regulations, and procedures. The Superintendent of Schools is responsible for administering the activities program through the Director of Student Activities. The Director of Student Activities is directly accountable to the Superintendent of Schools.

### **5. Responsibilities of the Office/Director of Student Activities:**

- a. Organizes and administers the overall Activities Program for the District.
- b. Provides leadership in the selection, assignment, and evaluation of coaches/advisors.
- c. Fosters good school-community relations by keeping the community aware of and responsive to the district's activities program.
- d. Advise the Superintendent and Board on program/policy matters concerning the district's activities program.
- e. Develop and place into operation appropriate rules and regulations governing the conduct of athletic activities and be active in the MSHSL activities at the district, sectional, and statewide levels.
- f. Coordinate the scheduling of all the district's activities and facilitate tournaments assigned to Thief River Falls and actively solicit such events.
- g. Develop and implement a long-range plan for the improvement of the District's Activities Program.
- h. Develop and manage the budget for the District's Activities Program. Manage all game event receipts, donations, and other fiscal resources.
- i. Work with coaches and advisors in the scheduling of facilities and activities.
- j. Secure officials and complete contracts for officials for home contests. Provide for compensation all guarantees and officials for activities in Thief River Falls.
- k. Prepare and sign all contracts.
- l. Schedule ticket takers for home contests.
- m. Generate transportation schedule for each activity as required.



- n. Coordinate the scheduling of all activities.
- o. Complete all reports as may be required by the MSHSL or the Board of Education.
- p. Other administrative duties that may be assigned by the Superintendent.
- q. Arrange for and manage student/spectator supervision at those home events when it is necessary to have supervision.
- r. Work with students on an individual and group basis to help instill a spirit of self-worth and to assist students in their adjustment.
- s. Prepare the master eligibility form for each sport/activity and the distribution of it to member schools involved in competition with the school district.
- t. File and tabulate physical exam forms and parent permits where appropriate.
- u. Administer activity related student insurance's to include registration and reporting of injuries and claims related to school connected injuries.
- v. Be knowledgeable of all eligibility rules and to advise the principals in decisions they make regarding eligibility.
- w. Keep a record file of activity awards.
- x. Positively represent the District's Activities Program to the community and surrounding school districts.
- y. Work with all booster groups to further the goals of the District's Activities Program.
- z. Work with local media regarding activities.
- aa. Provide information to the public regarding the District's Activities Program.
- bb. Yearly informal evaluation of all coaches & programs, formal every 3-years.

**6. Responsibilities of All Coaches/Directors:**

- a. Be thoroughly familiar with the philosophy, objectives, policies, and procedures of the Thief River Falls School District.
- b. Conduct training and activity contest experiences giving primary consideration to the welfare of each participant.
- c. Abide by the rules and regulations set forth by the MSHSL and observe the Code of Ethics of the Minnesota State High School Coaches Association.
- d. Be responsible for locking doors, securing equipment and supervising athletes following a practice or athletic contest. Remain until all players have left the building or arena.
- e. Inform parents and athletes participating in each sport of specific rules and regulations including cut and lettering policy. This information is to be on file with the Activity Director prior to the beginning of each sport.
- f. Set a good example by accepting and abiding by decisions of the officials and avoiding public displays of criticism in the presence of participants and spectators.

**7. Responsibilities of Head Coaches/Directors:**

- a. Be responsive to the instructions of the Activities Director and other school officials.
- b. Provide direction to assistant coaches by thoroughly explaining goals, objectives, and outcomes expected at all levels for your sport.
- c. Keep Activities Director informed of the progress, concerns, or problems related to the conduct of your activity.

- d. Assist the Activities Director in developing programs and selecting Subordinate Coaches/Directors.
- e. Give direction to program and communicate frequently and openly with Subordinate Coaches/Directors.
- f. Clearly define the expectations of participants, establishing rules for conduct as may be necessary.
- g. Check the eligibility of each participant according to MSHSL guidelines and school rules of TRF High School, making sure that appropriate forms and permission slips are on file for each athlete and fee is paid prior to his/her participation in your activity.
- h. Submit requisitions for supplies and equipment including varsity, junior varsity, and junior high. Verify with activities secretary all new equipment and supplies against current budget request.
- i. Welcome visiting team personnel and assign appropriate accommodations when asked to do so by the Activities Director.
- j. Be responsible for all equipment issued to each team, reporting missing equipment, in writing, to the Activities Director.
- k. Submit a current equipment inventory to the Activities Director two weeks after the completion of your sport.
- l. Be responsible for organizing the awards program for your activity in cooperation with the Activities Director. Prepare an awards list at the end of the season, and send to the Activities Secretary.
- m. Be responsible for school announcements and reporting scores of all home contests as they pertain to your activity.
- n. Request all activities transportation through the Activities Director.
- o. Make an effort to keep in contact with your players during the summer months to show a personal interest in them, to provide information on summer camps, and to encourage them to abide by the rules.
- p. Notify the Activities Director of the athletes attending the first practice session and the personnel selected.
- q. Assist the Activities Director to secure a competitive schedule and in hiring of officials.
- r. Maintain competence by participating in clinics and workshops and attending mandatory MSHSL rules meetings for your activity.
- s. Perform other duties as may be required by the Activities Director or school officials.
- t. Prepare a roster for game program information. Include names, position, grade, height, and weight. Have this info on the MSHSL website 3 days before the first contest.
- u. Submit a current travel roster to the building secretary and the activities office at least three days in advance of your trip.
- v. Check in and store all equipment at the end of the season.
- w. Turn in a completed "End of the Season" report to the Activities Director within two weeks after the conclusion of your season.
- x. Head coaches should arrange for a meeting with middle school participants who will be transferring to the Senior High School system the following year.
- y. All coaches/directors should join and support the TRF Boosters Club.

- z. All Practices, or request for building use must be scheduled through Buildings and Grounds and the Activities Office.
- aa. Be responsible for organizing all scrimmages for your activity in cooperation with the Activities Director.
- bb. Be responsible for organizing the welcome home program for your state tournament participants in cooperation with the Activities Director.
- cc. Be responsible for organizing any Pepfest program for your activity in cooperation with the Activities Director.

#### **8. Responsibilities of Assistant Coaches:**

- a. Be responsible to the varsity coach, the activities director, and other school officials.
- b. Conduct your sport according to the goals, objectives, and expected outcomes as stated in number II and as provided by the varsity coach.
- c. Submit all reports and information requests by the Activities Director or the varsity coach.

#### **9. Mentorship Program: [Prowler Mentorship Program](#)**

The Activities Director will hire a mentor to fulfill the duties of the mentorship program. This mentorship program will be available to all coaches of District #564 but primarily focus on head coaches within their first three years. It is understood that a current head coach in any activity will be the mentor for any new coach in his/her particular sport. Mentors do not assume any undue or unusual liability in their role as a mentor. But rather assume the role of advisor only, and will help the new coach find answers from other coaches in the district if he/she does not have the answers to questions or situations. The sole purpose of the mentorship program is to assist in the communication process of understanding rules, regulations and responsibilities of coaches; and rules, regulations, policies, and procedures for student athletes in the school district. All policies in the activities handbook shall be part of the mentorship program.

#### **10. Activity Program Policies:**

- a. Report of Injury:
  - i. Chain of referral - If trainer is present, he/she will handle the injury. If trainer is not present, the coach will provide first aid, then as soon as possible, notify the trainer, activities director, and the parent. If the parent is not present, a member of the coaching staff should accompany the injured athlete if he/she is taken to the doctor's office or hospital and wait there until a parent/guardian arrives.
- b. Equipment/Uniforms:
  - i. The exact uniform and equipment issued to a participant at the beginning of a season must be returned to the coaching staff at the end of the season. Items, which are not returned within two weeks of the end of the season or the date that a participant drops or quits, whichever is earlier, will be charged to the participant. Students will be denied further activity participation until previous obligations have been satisfied.

- ii. Purchasing and designing of all uniforms, including game uniforms, warm-ups and travel gear, must be approved with the Activities Director prior to ordering.
- iii. All game uniforms must include both school colors (royal blue & yellow).
- iv. If a mascot logo is used it must be one of the approved logos:
  - 1. Prowler “Paw”
  - 2. Engelstad “Cat Head”
  - 3. Prowler “P”



- c. Insurance: The TRF Public School does not provide insurance coverage for any medical expenses incurred by a student as a result of injury while participating in school-sponsored programs. A medical benefit plan is available through a commercial company for students interested in purchasing this coverage. Information regarding this coverage is available from the Activities Office.
- d. Activities Advisory Committee: The purpose of the Activities Advisory Committee shall be to review, formulate, and recommend changes that affect the activities program. The membership shall include the Director of Student Activities, one administrator in the school district, two-three board members and two Thief River Falls Coaches Association Members. The committee shall meet on an as needed basis.
- e. Pep-Fest: A Pep-fest will be conducted when the school district has a team, or 2 relays, or at least 4 individual participants moving on to a section final or state tournament. The head coach will be responsible for organizing any Pep-Fest program for their activity in cooperation with the Activities Director.
- f. Pool Temperature/Environment: The temperature of the pool water at Franklin Middle School will be set at 82 degrees for the entire year. The temperature of the air on deck will be 1-2 degrees warmer than the pool water.
- g. Racial/Religious Sexual Harassment/Violence & Hazing:
  - i. During the school year, a student shall not violate the racial/religious/sexual harassment, racial/religious/sexual violence and hazing bylaws of the MSHSL. The State of Minnesota, the Minnesota State High School League (MSHSL) and School District #564 believe students should be able to participate in MSHSL and School District sponsored activities in an environment that is free from harassment, violence and hazing. Thus, during the school year, a student SHALL NOT violate racial/religious/sexual harassment, racial/religious/sexual

violence or hazing as stated in MSHSL bylaws. Consequences for violation of racial/religious/sexual harassment or racial/religious/sexual violence are that the student shall lose eligibility for the next twelve (12) calendar months. Consequences for hazing will follow MSHSL rules.

h. Meal Reimbursement:

- i. Breakfast - \$6.00, Lunch - \$6.00, Dinner - \$6.00. Daily total - \$18.00 per athlete. These rates will be granted only when a team or individual enters State tournament play. Number of meals allowed per day will be determined by length of time the student is away from Thief River Falls in order to compete at this level. This amount is intended to supplement the student/athlete's needs and not completely compensate for all meals.
- ii. NOTE: Coaches must turn in itemized receipts for their meals to be reimbursed.

i. Locker Rooms:

- i. The head coach is responsible and shall see that one member of the coaching staff remains on duty in the locker room, or direct vicinity, until the last participant has left the area. Towels and loose gear will be picked up and stored after each practice. Lights and showers will be turned off when leaving. Coaches should remind students and guests not to leave valuables or money in their lockers.
- ii. Coaches shall provide safekeeping of valuables at away activities.

j. Electronic "Social" Media:

- i. In communicating via media such as; FaceBook, Twitter, text, email etc., any words, pictures, gestures, etc., which are malicious, vindictive or degrading will not be tolerated. Failure to comply will result in serious consequences.

k. Family Night:

- i. In cooperation with the churches and other organizations in the community, Wednesday evening has been designated as "blackout night." No activities will be held or supported by the school on this night beyond 6:00 p.m. This gives students the opportunity to participate in church/family activities without interference from the school.

l. Activity Banquets:

- i. Activity banquets need to be scheduled and coordinated with the Activities Director.
- ii. Sunday banquets are an option but only after all other days of the week are exhausted. (Wednesday Family Night rules still apply).
- iii. If a Sunday banquet is scheduled it must start after 1:00pm.

m. Employment Of Officials:

- i. Scheduling and the employment of officials will attempt to be completed one year in advance.

- ii. Officials are hired at the end of each season.
- n. Practice/Scrimmage/Game:
- i. No activities may be scheduled on Sundays.
  - ii. Events may not be scheduled on political caucus day after 6:00 pm or general election days.
  - iii. Coaches are to prepare a listing of practices. This should be turned in to the activities director, to the office of buildings and grounds, and the building principal.
- o. Addition of Assistant Coaches:
- i. Application Process:
    - a. Position Posted
    - b. Interviews/hiring managed by Activities Director
    - c. CBC (criminal background check) processed
    - d. Board approval
  - ii. Salary as per negotiated contract for “Assistant Middle School Coach”
- p. Volunteer Coach Policy:
- i. The volunteer is to assist the coach and does not have the authority to assume the coach’s duties and responsibilities in his/her absence. The head coach or a paid assistant must be present.
  - ii. The Activities Director must approve all volunteer placements.
  - iii. For purposes of liability coverage of both the volunteer and the school district, the volunteer must be registered with the school district volunteer program.
  - iv. Registration form must be sent and kept on file with the volunteer program director.
  - v. CBC (criminal background check) processed.
  - vi. **THE ACTIVITIES DIRECTOR HAS THE AUTHORITY TO REMOVE A VOLUNTEER AT ANY TIME**
- q. Home School Student Participation in Activities/Athletics:  
GENERAL STATEMENT OF POLICY:
- i. Independent School District #564 will accept in-district home school participants. All registration must be completed through [www.prowleractivities.com](http://www.prowleractivities.com) Under no conditions should practice or play be permitted until a student has been cleared by the Activities Office.
  - ii. Participants must also pass a sports qualifying physical examination once every three years. The physical examination form used for this examination is issued by the MSHSL and is the only valid form accepted.
  - iii. Participants must meet all academic eligibility requirements established for and specific to School District #564. Participants will follow the rules of competition of the MSHSL. Participants must pay all user fees as set by the school district.
- r. Admission Policy on Parent’s Night/Day:

- i. Only parents/guardians of those student-athletes who are being honored and are members of team/teams participating in games/events that are designated as PARENTS NIGHT/DAY will be granted free admission. This policy will apply to all School District #564 events.
- s. Coaches Attendance at State Tournaments (non-participation state tournament):
  - i. The head coach and one assistant may attend the State Tournament for the following sports: Football, Basketball, Hockey, Wrestling, Baseball, Softball Track, and Volleyball.
  - ii. The head coach only may attend the State Tournament for the following sports: Cross Country, Tennis, Golf, and Swimming. This is for coaches whose teams are not participating in the state tournament.
  - iii. The Head Coach Will Receive
    - 1. Use of school car
    - 2. Use of Professional leave days
    - 3. Note: One full time assistant can use professional leave days
  - iv. ALL OTHER EXPENSES ARE TO BE PAID BY THE COACHES ATTENDING. THIS INCLUDES TICKETS.
- t. Coaches Attendance at Clinics:
  - i. Funding is available through the Thief River Falls Coaches Association and staff development.
  - ii. Professional leave may be used.
  - iii. Request for professional leave should be made to the TRFCA at least two weeks prior to departure.
- u. Coaches Attendance at Playoffs (Section, Subsection, State, etc):
  - i. Only coaches that are directly involved in the coaching of athletes will be allowed to attend and travel with the team during playoffs.
  - ii. Approval needs to be obtained from the Activities Director and/or the Superintendent prior to leaving.
- v. Cell Phone Policy:
  - i. The MSHSL has strict rules against using cell phones in locker rooms. Cameras, Cell Phones, PDA's or any other electronic equipment that is capable of taking pictures or video are not allowed to be used in any School District #564 locker room. If an athlete violates this policy, disciplinary action will be taken in the form of an MSHSL 206 Code of Conduct violation.

## **11. Participation Policies:**

All registration must be completed through [www.prowleractivities.com](http://www.prowleractivities.com). Under no conditions should practice or play be permitted until a student has been cleared by the Activities Office.

- a. Clearance Policy:

- i. Athletics (Cross Country, Football, Swimming, Tennis, Volleyball, Basketball, Hockey, Wrestling, Baseball, Golf, Track, Softball)
    - 1. Sports Physical: Required once every three years. On file in the Activities Office.
    - 2. Pre-Concussion test: Required every two-years.
    - 3. Required to be signed once a year:
      - a. Permission for Medical Treatment
      - b. Eligibility Statements
        - i. TRF School District Eligibility Statement
        - ii. Consent to be treated
        - iii. Consent for cognitive testing
      - c. MSHSL Eligibility Statement
      - d. MSHSL Annual Health Questionnaire
  - ii. Co-Curricular (all other clubs, and activities): ie. Speech, Fine Arts:
    - 1. annually
      - a. Permission for Medical Treatment
      - b. Eligibility Statements
        - i. TRF School District Eligibility Statement
        - ii. Consent to be treated
        - iii. Consent for cognitive testing
      - c. MSHSL Eligibility Statement (if applicable)
      - d. MSHSL Annual Health Questionnaire (if applicable)
      - e. Permission to attend Field Trip / Treatment / Ins. Waiver (if applicable)
- b. Rule Violations: Participants are expected to follow the rules, policies, and procedures set forth by the MSHSL and the TRF Public Schools. All coaches and staff members are responsible for reporting any violations of the rules. Head coaches must read and discuss the MSHSL, TRF Public School, and their own sport rules with their squads at the beginning of each sport season. A copy of the above rules and penalties for violations should be turned into the activities office by each head coach. When rule violations occur, school officials are expected and required to enforce the prescribed penalties. The activities director will handle MSHSL and TRF Public School rules.
- i. Captaincy and awards will be handled in the following manner:
    - 1. First Violation, (In Season/Out of Season): Will be handled by team rules
    - 2. Second Violation, (In Season): Will result in no letter and removal of captaincy. Post-season awards, which we as a team or school district give out, may not be earned.
    - 3. Second Violation, (Out of Season): Participant will not be eligible to become a captain. Letters and post-season awards may be earned, but will not be locally acknowledged or publicized. Letters and post-season awards will be up to each individual teams rules.



- c. Lettering a Participant: Each coach/advisor must have on file with the Activities Director, the criteria for lettering in that sport. Participants should be made aware of lettering requirements at the beginning of the sport season.
- d. Team Selection Procedure: In those instances where it is necessary to limit team size, the selection procedure should be clearly communicated, preferably in writing, to team members at the beginning of the sport season. The notification of athletes not selected is the responsibility of the head coach. The athlete should be invited to participate in the program in another capacity and/or encouraged to engage in another sport or school activity. Broad based participation should be encouraged in junior high-level sports with no athletes being cut from the program based on ability..
- e. Academic Eligibility Standards: Lincoln High School and Franklin Middle School base their academic eligibility around the phrase “making satisfactory progress toward graduation.” Academic Eligibility for students pertains to all Minnesota State High School League extra-curricular activities, and those co-curricular activities concerning Lincoln High School and Franklin Middle School, examples are: Student Senate, and all Minnesota Academic Excellence League Programs.

***i. LINCOLN HIGH SCHOOL:***

1. **MID-TERM INELIGIBILITY**: In the event of a failing course grade (F or INC) at the mid-term point, the student will become ineligible to participate in co-curricular events for a minimum of one week (**ex. Saturday to Friday**). After that week period is over, the student must be making satisfactory progress in the course(s) he/she failed at mid-term time. The teacher(s) will notify the administration that the student’s grade is once again above failing, and the administrator will inform the student’s coach/director. The student becomes eligible to participate immediately after the coach/director is informed. In the case of multiple failing course grades at mid-term, the same principle applies until all grades become passing.
2. **“F”** – 2 weeks suspension from game or activity and then becomes eligible only when an eligibility slip is signed by teachers indicating satisfactory progress and passing. Student is not allowed to miss any school for games, is not allowed to travel and school administration will have final discretion for ineligible students regarding practice time.
3. **INCOMPLETES** – Ineligible until: (1) the incomplete is made up or (2) the end of the quarter following the marking period in which the incomplete was given.
4. **MORE THAN ONE “F”** – 4 weeks suspension with a progress\* update due in two weeks, and satisfactory progress\* may allow practice (at coach’s discretion) after 2 weeks. At the end of 4 weeks, with satisfactory progress\*, the student may become eligible for game or activity.
5. **FOR FALL ACTIVITIES**

- a. Use the 2<sup>nd</sup> Semester or summer school grades.
- b. Progress report checks 2 weeks after school starts in the fall for students with spring/summer failing grades.
- c. NOTE: Satisfactory progress is interpreted to mean that any failing 9-week grade would be considered unsatisfactory progress with special considerations for summer school.
- d. A student is ineligible the first day of the next school week following the day report cards are issued.(Final Grading).
- e. Student is not allowed to miss any school for games, is not allowed to travel and school administration will have final discretion for ineligible students regarding practice time.
- f. Coaches and supervisors will receive a list of ineligible students from the Administration Office.

**ii. FRANKLIN MIDDLE SCHOOL:**

1. **MID-TERM INELIGIBILITY.** In the event of a failing course grade (F or INC), at the mid-term point, the student will become ineligible to participate in co-curricular events for a minimum of one calendar week (**ex. Wednesday to Wednesday**). After that week period is over, the student must be making satisfactory progress in the course(s) he/she failed at mid-term time. The teacher(s) will notify the administration that the student's grade is once again above failing, and the administrator will inform the student's coach/director. The student becomes eligible to participate immediately after the coach/director is informed. In the case of multiple failing course grades at mid-term, the same principle applies until all grades become passing.
2. **Incompletes.** Students that do not have work completed by the end of a marking period receive an incomplete. **Students must make up the incomplete within two (2) weeks of the end of the grading period or the incomplete turns to an F = Failing Work.** This includes unpaid class fees. No incompletes will be given fourth quarter.
3. **ELIGIBILITY FOR ACTIVITIES AFTER FAILING OR INC GRADES.**
  - a. **In the event of a grade of Incomplete (INC.),** at the end of a marking period, the student will be ineligible to participate in extracurricular events until the incomplete work is completed. At the end of two weeks, if the work is not completed, the incomplete will become a failing grade (F). If the work is completed within the two-week period, the teacher will inform the administration of the student's passing grade and the administrator will inform the coach/director of the activity. The student becomes eligible immediately after the administrator informs the coach/director.
  - b. **In the event of a failing course grade,** at the end of a marking period, the student will become ineligible to participate in extracurricular events for a period of two weeks. After that two-week period is over, the student must be making satisfactory

progress in the course he/she had failed during the previous marking period in order to resume participation.

- c. **In the event of more than one failing course grade (F)**, for the marking period, the student will be ineligible for a period of four weeks. Resuming participation will be allowed if the student is making satisfactory progress in all courses failed during the previous marking period. A student becomes ineligible on the first school day following the day report cards are issued.

d. NOTE:

- i. Satisfactory progress is interpreted to mean that any failing 9-week grade would be considered unsatisfactory progress with special considerations for summer school.
- ii. A student is ineligible the first day of the next school week following the day report cards are issued.(Final Grading).
- iii. Student is not allowed to miss any school for games, is not allowed to travel and school administration will have final discretion for ineligible students regarding practice time.
- iv. Coaches and supervisors will receive a list of ineligible students from the Administration Office

f. Attendance Policy:

i. Parents Requested And Supervised Absences:

- 1. If they plan on being absent from school and if they are with their parent or guardian, whether for hunting, fishing, or some other parent-or-guardian requested reason, their parent or guardian should contact the Assistant Principal's Office by phone or by note well in advance of the day they plan on missing.
- 2. If this absence should come up unexpectedly and your parent or guardian is unable to contact the Assistant Principal's Office in advance because of the time period involved, be sure to have your parent or guardian contact the Assistant Principal by phone or note immediately upon your return to school. If your reasons for not being able to plan this absence in advance are acceptable to the Assistant Principal, he/she will excuse the absence.

ii. Absences Due To Illness:

- 1. If a student misses more than the first block of the school day at Lincoln High School, or more than the first 2 periods of the school day at Franklin Middle School (on the day of a scheduled practice or scheduled contest) because of illness, that student cannot practice or play that same day.

iii. Unexcused Absences:

- 1. If a student has an "unexcused absence" (whether it be from one class period or more) that student must miss the next practice, and next scheduled game or performance. (Next practice and next game will

depend on when the coach is informed of the unexcused absence by the Assistant Principal's Office.)

iv. Late Night Return Home:

1. In the event that a school sponsored group returns after 2:00am, the students will be excused from school the next day for LHS: 1<sup>st</sup> block and FMS: First 2 periods. Faculty will still need to be at work at their contracted time. Coaches/Advisors must do their part in returning to Thief River Falls with reasonable and non-excessive stops. Administration approval is needed.

g. Mood Altering Chemicals: During the calendar year, a student shall not at any time, regardless of the quantity;

- i. use or consume, have in possession a beverage containing alcohol;
- ii. use or consume, have in possession tobacco; or
- iii. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
- iv. use, have in possession a vaping device.

1. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. Students who violate this rule shall be suspended from participation in all activities except classroom instruction and commencement.
2. School District #564 recognizes the use of mood-altering chemicals as a significant health problem for many youth, resulting in negative effects on behavior, learning, and the total development of each individual.
3. The misuse or abuse of mood-altering chemicals for some youth affects extracurricular participation and development of related skills. Others are affected by the misuse of and abuse by family, team members, or other significant persons in their lives.
4. Students at Lincoln High School and Franklin Middle School, Thief River Falls, MN are given the PRIVILEGE of participating in activity programs. This PRIVILEGE IS EXTENDED TO THOSE STUDENTS willing to abide by the standards and regulations of School District #564. Parents and students must understand that if a student chooses to violate any of these rules, he/she has withdrawn his/herself from activities involving the high school for a period of the time and the conditions specified.

v. Definitions:

1. "Possession" is defined as a student knowingly and willingly possessing a beverage containing alcohol OR having drugs or tobacco on the student's person.
2. "Week" is defined as a calendar week, Monday thru Saturday in which a contest(s) is scheduled. Practice and conditioning weeks in which no contest is scheduled cannot be counted. (Same as MSHSL)

3. "Activity" is defined as all athletic, fine arts, school clubs and Minnesota Academic League Activities offered to Franklin and Lincoln School Students of District #564.
  4. "Penalties" shall be cumulative beginning with the signing of the Eligibility Statement.
- vi. **CATEGORY I SUSPENSION TIMES (Cross Country, Football, Swimming, Tennis, Volleyball, Basketball, Hockey, Wrestling, Baseball, Golf, Track, Softball, Speech)**
1. FIRST VIOLATION: Penalty – after confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic events or two (2) weeks of a season in which the student is a participant, whichever is greater. NO EXCEPTION is permitted for a student who becomes a participant in a treatment program.
  2. SECOND VIOLATION: Penalty – after confirmation of the second violation, the student shall lose eligibility for the next nine (9) consecutive interscholastic events or nine (9) weeks of a season in which the student is a participant, whichever is greater. NO EXCEPTION is permitted for a student who becomes a participant in a treatment program.
  3. THIRD VIOLATION: Penalty – after confirmation of the third or subsequent violation, the student shall lose eligibility for the next eighteen (18) consecutive interscholastic events or eighteen (18) weeks of a season in which the student is a participant, whichever is greater.
- vii. **CATEGORY II SUSPENSION TIMES (ALL OTHER ACTIVITIES)**
1. FIRST VIOLATION – Penalty – after confirmation of the first violation, the student shall lose eligibility for the next event. NO EXCEPTION is permitted for a student who becomes a participant in a treatment program.
  2. SECOND VIOLATION – Penalty – after confirmation of the second violation, the student shall lose eligibility for the next three (3) consecutive events.
  3. THIRD VIOLATION – Penalty – after confirmation of the third violation, the student shall lose eligibility for the next nine (9) consecutive events.
- viii. **SUSPENSION TIMES: NATIONAL HONOR SOCIETY, CLASS OFFICER/SENATE**
1. Students participating in these activities must sign a conduct policy. This policy will include conduct expectations, academic eligibility standards, and suspension times. Policy forms are available from the activity advisor and must be signed by the student and the student's parent/guardian.
- ix. If, after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks after entering a program. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

- x. RECOMMENDATIONS:It is recommended that the student be referred for assessment of potential chemical abuse, misuse or dependency by a community agency or a professional individual outside the school. Students will not be allowed to participate in an activity already in progress to fulfill the requirements of a violation; however, a student will be allowed to participate in any activity that is beginning a season but must remain out for the entire season of the activity in order for the violation penalty to be completed. If a student is cut from the team or quits, the consequences remain until the next season of participation.
  
- h. Dual Participation:
  - i. Students will not be able to participate on more than one interscholastic team during the same season without mutual consent of the parents and the head coaches of the activities involved. The wishes of the student, parents, and coaches involved must be considered carefully. Physical, psychological, and academic factors, plus time management must be given prime consideration in the decision process.
  
- i. Overlapping Seasons And Student Mobility:
  - i. When sports seasons overlap, students are expected to complete the season they are presently participating in unless they are injured, are faced with a family conflict, or other such emergencies. When a season has been completed, then and only then should students be permitted to participate in another activity. Coaches should discourage students from dropping an activity to enroll in their particular sport when the first season has not been completed.
  
- j. Conditioning:
  - i. Two weeks of organized practice are required for each of the following activities before scheduling a meet or game; Baseball, Softball, Basketball, Cross Country, Football, Hockey, Swimming, Track, Volleyball, Wrestling. One week of organized practice is required for the following activities: Golf and Tennis. Exceptions can be made under the sole discretion of the Activities Director.
  
- k. Concussion Management:
  - i. A pre-concussion test will be required every two years for each athlete in grades 7 through 12. Follow-up post-concussion testing and physician authorized return to play statement will be required. Concussion management will be as follows:

#### CONCUSSION MANAGEMENT:

The cornerstone of concussion management is physical and cognitive rest until symptoms resolve and then a graded program of exertion prior to medical clearance and return to play. The recovery and outcome of this injury may be modified by a number of factors that may require more sophisticated management strategies.

The majority of injuries will recover spontaneously over several days. In these situations, it is expected that an athlete will proceed progressively through a stepwise return to play strategy. During this period of recovery, while symptomatically following an injury, it is important to emphasize to the athlete that physical AND cognitive rest is required. Activities that require

concentration and attention (eg, scholastic work, video games, text messaging, etc.) may exacerbate symptoms and possibly delay recovery. In such cases, apart from limiting relevant physical and cognitive activities (and other risk-taking opportunities for re-injury), while symptomatic, no further intervention is required during the period of recovery, and the athlete typically resumes sport without further problem.

Graduated Return to Play Protocol: 2009 Lippincott Williams & Wilkins

[www.cjsportmed.com](http://www.cjsportmed.com)

Return to play protocol following a concussion follows a stepwise process as outlined in Table 1.

With this stepwise progression, the athlete should continue to proceed to the next level if asymptomatic at the current level. Generally, each step should take 24 hours so that an athlete would take approximately one week to proceed through the full rehabilitation protocol once they are asymptomatic at rest and with provocative exercise. If any post-concussion symptoms occur while in the stepwise program, then the patient should drop back to the previous asymptomatic level and try to progress again after a further 24-hour period of rest has passed.

Table 1. Graduated Return to Play Protocol		
Rehabilitation Stage	Functional Exercise at Each Stage of Rehab	Objective of Each Stage
1. No Activity	Complete physical and cognitive rest	Recovery
2. Light aerobic exercise	Walking, swimming or stationary cycling keeping intensity 70% MPHR; no resistance training	Increase Heart rate
3. Sport-specific exercise	Skating drills in ice hockey, running drills in soccer; no head impact activities	Add movement
4. Non-contact training drills	Progression to more complex training drills, eg, passing drills in football and ice hockey; may start progressive resistance training	Exercise, coordination, and cognitive load
5. Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6. Return to play	Normal game play	

## 12. Transportation Policies:

Students who travel with the team to an activity will return with the team unless the parents or immediate family pick the student/students up personally in the presence of the coach or activities director. Signed permission slips must accompany all requests and can be picked up in the Activities Office @ LHS or online at the school's website.

### a. Weather Related Decision Process:

- i. The driver of the trip bus will make the final decision (after consulting with the coach/advisor) on whether to return home, delay the return home, or stay overnight and return home the next day. The coach/advisor will call and concur this decision with the activities director. The activities director will then forward this information to the media and to appropriate #564 school officials.
- ii. If the activities director cannot be reached, the coach/director will call the building principal involved with the activity with the decision. The building principal will then forward this information to the media and to appropriate #564 school officials.

- iii. The activities director (building principal if activities director cannot be reached) will discuss with the coach/director on arrangements and payments for room and board if an overnight stay is involved.
- iv. The decision on whether to depart TRF for the activity destination will be made by the director of transportation.
- b. Media Transportation:
  - i. Media personnel will need to provide their own transportation to and from sporting events played out of town. Media personnel will not be able to ride school provided transportation.
- c. Request for Non-School Personnel to Drive a Van to Transport #564 Students to an Event is not allowed.
- d. Parent Request for Son/Daughter to ride with them to and From an Out-Of-Town Activity:  
The following form must be completed and signed by the parent/guardian and presented to the head coach/advisor responsible for the activity.

**Coaches/Advisors,**

**Because \_\_\_\_\_ will not be traveling with the Thief River Falls team on the bus, I assume full responsibility for his/her safety and release School District #564 from any responsibility concerning my child's transportation home or his/her safety during this time.**

**(Parent or guardian signature) Date\_\_\_\_\_**

- e. Rental of School Vans by Booster Organizations:  
In order for any booster organizations to rent a vehicle, a school district coach/advisor must be with on the trip. The Coach will fill out a transportation request form and send it to the office of transportation, and a copy to the Activities Office. If anyone besides the coach will be driving the van, the office of transportation will need the drivers' name, date of birth, and driver's license number. The coach making the request must also indicate where to send the bill. Rental requests are subject to van availability.
- f. Fan Buses:  
Student and/or adult fan buses will be considered for play-offs or tournament games. Bus and Driver must be available for hire. If students ride the fan bus, a chaperone that is an employee of the School District must be on the bus and at the game. Cost for the driver and bus must be paid for in the activities office prior to departure. If payment is not received to cover the cost of the Bus and driver, there will be no Fan Bus.
- g. Charter Busses:  
The school district has the ability to hire an outside charter service for 10 athletic/activity trips in a given year. The school district's portion of the cost of the trip will be estimated based on what a normal "yellow" school bus would have incurred. The remaining costs will be issued to a non-district funding source, (ie: the specific team or a donor).



In determining when these charter busses are to be used the following criteria will be exercised: An activity group has the ability to rent a "charter bus service" when the trip they are taking will be more than 175 miles (one way) from TRF. Request needs to come to the Activities Director one week in advance. Permission will still need to be obtained from the Activities Director.

### **13. Captain's Practice:**

- a. TRF School District does not allow Captains Practice as defined by the MSHSL bylaw.
  - i. MSHSL Bylaw for Participation in Captains Practice: Captains Practice is primarily for the purpose of physical conditioning organized and conducted by the students. Students may participate in Captains Practice provided that salaries or non-salaried school personnel are not involved in any capacity. It is the responsibility of school officials to become aware of the preseason activities in their school district and to insure that the spirit and intent of the League rules are observed.

### **14. Open Gym Policy:**

- a. Open Gym Policy (including: wrestling room, and hockey arena) During the School Year:
  - i. SUPERVISOR: An appropriate adult, in direct vicinity.. The Activities Director must approve the supervisor on duty.
  - ii. KEYS: If needed, arrangements will be made with the Activities Director.
  - iii. PARTICIPANTS: Must be of appropriate age groups (grades 7-12) and be students of school district #564. If participant is below the 7th grade he/she must have his/her parent or designee supervise during the entire open gym period.
- b. Open Gym During The Summer:
  - i. MSHSL Rule allows District #564 Coaches to conduct summer programs from June 1st through July 31. These programs have replaced open gym during the summer.
- c. Open Gym Rules:
  - i. Participants are confined to the designated gym.
  - ii. All Locker rooms must have supervisor in direct vicinity.
  - iii. Supervisor has the authority to remove any participant who shows disrespect, or is obviously causing problems for the supervisor or other participants.
  - iv. Supervisor will report any behavior or discipline problem to the Activities Director ASAP.

### **15. Activity Fee Schedule/Fee System :**

A fee system is in effect for students at the Middle School and the High School level as follows

- a. Fee System:
  - i. Grades 9 -12 ... \$125(Students who qualify for free or reduced lunch. \$60.00)
  - ii. Grades 6 - 8 ... ..\$80.00 (Students who qualify for free or reduced lunch \$40.00)
    1. The above fee includes these sports/activities:

- |                          |                  |               |
|--------------------------|------------------|---------------|
| a. Basketball (B & G)    | Volleyball       | Baseball      |
| b. Football              | Golf (B & G)     | Track (B & G) |
| c. Cross-Country (B & G) | Tennis (B & G)   | Speech        |
| d. Softball              | Swimming (B & G) | One-Act Play  |
| e. Wrestling             |                  |               |
- iii. Grades 6-12 Co-Curricular...\$20.00 (le: Envirothon, FFA, Math League, Science Fair Regional, Knowledge Bowl, Clay Target, Robotics)
  - iv. Hockey (B&G)...\$150 (Students who qualify for free or reduced lunch...\$75.00)
  - v. The MAXIMUM fee per family is \$500.00.
- b. The fee must be paid prior to participation in a practice or contest.
  - c. NOTE: Participants who practice or play without a participation permit card, or paying their user fee, will become ineligible for the next contest or public appearance.
  - d. Middle School fees and Senior High fees are to be paid in the Activities Office at Lincoln High School.
  - e. REFUNDS:
    - i. All fees to be nonrefundable starting the 6th day of the activity unless a doctor advises the participant not to continue, in which case refunds will be prorated. Participant must provide a written statement from the doctor. If a student transfers to another school, a prorated refund will be provided up until the time of the first contest or public appearance. If a student is cut from the squad during tryouts, a full refund will be provided.
    - ii. Refunds will be made by check from the Business Office upon receipt of a purchase order. Name and address of the student's parent's name, the activity, and the reason for the refund must be stated.
    - iii. The District Activities Office will process all refund requests.

**16. Admission to Fine Art Events:**

- a. LHS Band, LHS Orchestra: We will charge \$5.00 across the board. Pre-K will be free. Seniors will also pay \$5.00
- b. FMS Band, FMS Choir: We will charge \$3.00 across the board. Pre-K will be free. Seniors will also pay \$3.00
- c. LHS Christmas and Spring Concert: Still \$10.00 plus fees. (nothing has changed here).

**17. Admission to Athletic Contests:**

- a. Ticket prices are established by the Board of Education.
  - i. Adults: \$6.00
  - ii. K-12: \$4.00
  - iii. Pre-K: \$0.00
  - iv. Senior Citizen (62 or older): \$3.00 with presentation of identification
  - v. Staff: FREE with pass
  - vi. Students: FREE. Prowler attire or theme of the night. FMS and CES need to have adult with them.

All spectators must purchase a ticket, present an adult athletic punch card, a student (K-12) athletic card, or display one of the following passes:

- b. List of athletes, band, cheerleaders, or dance lines
- c. Senior Citizen (62 or older) will pay \$3.00 with presentation of identification
- d. Complimentary passes provided to common opponents
- e. Press passes
- f. Radio station personnel broadcasting the game
- g. MNIAA AD passes
- h. MNHCA coaches passes
- i. MSHSL coaches passes
- j. MASSP Principal's passes
- k. MASA Superintendent's passes
- l. Complimentary Pass-Thief River Falls High School. Good for all local High School regular season athletic events.
- m. Big BROTHER/Big SISTER, and all group home clients shall have organizations provide a current list of names to the Activities Office.
- n. Staff Passes: Issued upon request to every staff member (teacher, cleaner, bus driver, food service, etc). It will be non-transferrable. If another person uses the card it will be confiscated and not returned to the employee.

#### **18. Weather Related: Optional Practice Policy:**

- a. If school is released early because of weather; **ALL ACTIVITIES ARE CANCELED, INCLUDING PRACTICE.**
- b. If school is canceled because of weather, but later in the day conditions improve, an Optional Practice may be granted. Permission for coaches and advisors to hold an optional practice must be obtained from the Superintendent of schools. If the Supt. is out of town, call the LHS Principal for permission. If the principal is out of town, call the Activities Director for permission. If all three are out of town, there will be no optional practices.
  - i. This practice is optional for those students who are able to make it to practice. Safety of participants is the primary concern. **PARENTS HAVE THE FINAL DECISION.** Under no circumstances will your son or daughter be shown any disfavor for missing an optional practice because of weather related conditions.
- c. STORM HOME USE (Should it become necessary while in attendance at an optional practice).
  - i. Coach/director will initiate call to both the parents of the students in involved and the storm home host with pertinent information.
  - ii. If it is impossible to deliver students to the storm home, coach/director will remain in the building with the participants until all have arrived home safely.
  - iii. In case of a medical emergency, our procedure will be to contact the parent. When this is not possible, an ambulance or police car will be called.

#### **19. Conduct Policy for Clubs and Student Government Members:**

- a. As students of Lincoln High School, class officers and student senate members will subscribe to the LHS Student Code. Because these students provide leadership and serve as role models, they affirm that the statements listed here are appropriate behavior for elected representatives of Lincoln High School:

- i. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
  - ii. I will be fully responsible for my own actions and the consequences of my actions.
  - iii. I will respect the property of others.
  - iv. I will show respect to those who are responsible for enforcing the rules of my school and laws of my community, state, and country.
- b. Penalties for Infractions of Laws:
- i. Any class officer or student senate member who is reported to a designated school official by the Law Enforcement Center for LEC violations will receive the following penalties:
    - 1. For 1st violation, the student will be denied participation in the duties and activities of the elected office for 30 calendar days.
    - 2. For 2nd violation, the student will be dismissed from the office or position.
  - c. In the event of dismissal of a Student Senator, the alternate Senator who has the most votes will move into the vacated Senate position. In the event of removal of a seated class officer, the candidate having received the next highest vote tally during the election will advance to the office.
  - d. Failure to Meet Conduct Expectations:
    - i. Infractions other than those verified through the Law Enforcement Center will not be subject to the above penalties, but may be handled at the discretion of the advisor when the infraction is clearly verifiable.

**20. Activity Grievance Process:** This grievance process must be initiated within five school days of an incident, decision, or action that is under question.

- i. **Introduction:** The Grievance Process has been developed for the purpose of establishing and maintaining the lines of communication between the school, parents/guardians and students and for the resolution of concerns related to the co-curricular programs. This process is a means by which concerns about the Activity/Programs can be resolved. Any concerns of violations of MSHSL rules, harassment issues or school handbook policies are governed by those rules and are outside this grievance process.
- ii. In order to establish a positive atmosphere and assure that the proper channels of communication will not be circumvented, a process has been outlined for the use of the student, parent, coach and administrators. All participants in the process are to adhere to the guidelines at all levels of the process. Any deviation from this plan will result in the termination of the grievance.
- iii. The following issues may not be grieved:
  - 1. Plays called - Music selected - Scripts chosen
  - 2. Who is playing or participating
  - 3. Playing time or participation level
- iv. This process is not intended to eliminate parents or students from informally discussing issues with coaches/directors. Also, a parent/student may submit in

writing concerns he/she may have to his/her coach. These written concerns will not be part of the grievance process and will not require a formal response from the coach.

v. **Ground Rules for Formal Grievance Process:**

1. Persons involved should agree to try to resolve the area of concern prior to beginning this process.
2. Persons involved must limit the amount of time for each speaker to 3-4 minutes. The parent/guardian will state how the area of concern has impacted his/her son or daughter and the coach will state his/her perception of the concern. (The coach may also want to state a rule, if possible, that supports the decision).
3. Speakers may have an additional 1-3 minutes to state what they heard the other person saying prior to stating their response to the other persons' statement.
4. Speakers are allowed to talk without interruption.
5. Speakers are not allowed to name call or use profanity.
6. Participants must agree to the ground rules prior to beginning the process.
7. Participants must agree that the grievance process will be terminated if the ground rules aren't followed.
8. The individual who initiated the process will speak first.
9. At Levels 1 and 2, the numbers of people involved will be limited to the parents/guardians of the student involved and the student. In instances when several people have initiated a grievance, one person will be the spokesperson for the group. One other adult involved in the grievance process may accompany this spokesperson.
10. Coaches are encouraged to use the district's **ACTIVITIES INCIDENT REPORT FORM** (example on second to last page) and have such forms available for reference during each level of the grievance process.

vi. **For issues that can be grieved, the process is as follows:**

vii. **Level I:** If a student and/or parent have a concern about an incident during an activity, a decision made concerning an activity, and/or a coach/advisor or an activity, it is his/her responsibility to complete the following portion of the grievance process:

1. A parent/student must initiate the grievance process **within five school days** of the incident, decision, action that is under question. Written notice must be made to the Activities Director and must include a brief description of the grievance.
2. The student/parent is to meet with the coach/advisor and discuss the concern/problem with him/her with the intent to resolve the grievance. (If the problem involves an assistant coach/advisor, the head coach/advisor of the activity is to be involved in the meeting.)
  - a. Parents/students are to address themselves only to problems/concerns related to themselves. In order to be in

- compliance to the “Privacy in Information Act,” problems/concerns related to other student participants are not to be discussed.
- b. This meeting will be an informal discussion with contemporaneous, written notes taken by a neutral recorder that will be assigned by the Activities Director.
  - c. The coach should bring to this meeting any Incident Report Forms that may have been filled out concerning the current issue or other previous issues with the student.
3. The assigned recorder involved in the conference is responsible for completing a written summary of the conference, which will include any resolutions/decisions reached in the conference. The recorder will give/mail a copy of the summary to the Activities Director.
  4. The ground rules as stated at the beginning of this policy must be followed.
- viii. **Level II:** If either party has not been satisfied by the proposed resolution of the problem on Level I, they have the option to request a continuation of the process to Level II.
1. Either party has the option **within five school days after Level I** has been completed to submit written notification to the Activities Director requesting a Level II conference. Failure to comply during the stated period of time will result in termination of the process. Initiation of Level II, however, cannot be started unless all of the steps in Level I have been completed.
  2. The student/parent is to meet with the coach/advisor and the Activities Director to discuss the concern/problem with him/her with the intent to resolve the grievance. (If the problem involves an assistant coach/advisor, the head coach/advisor of that activity is to be involved in the meeting.)
    - a. Parents/students are to address themselves only to problems/concerns related to themselves. In order to be in compliance to the “Privacy in Information Act” problems/concerns related to other students are not to be discussed.
    - b. This meeting will be an informal discussion with contemporaneous, written notes taken by a neutral recorder that will be assigned by the Activities Director.
    - c. The coach should forward a carbon copy to the Activities Director and Incident Report forms that have been filled out concerning the student athlete during the season.
  3. The Activities Director may hold separate meetings with the parents/students or coach involved if he/she feels separate meetings would better facilitate a resolution to the grievance.
  4. The assigned recorder involved in the conference is responsible for completing a written summary of the conference, which will include any resolutions/decisions reached in the conference. The appointed recorder will give/mail a copy of the summary to all participants in five

school days if resolved. If the issue is unresolved, and advanced to Level III, the summary will also be mailed to Level III Panel Members.

5. Discussion ground rules as stated at the beginning of this policy must be followed.
- ix. **Level III:** If either party has not been satisfied by the proposed resolution of the problem on Level II, they have the option to request a continuation of the process to Level III.
1. Either party has the option **within ten calendar days after Level II** has been completed to submit written notification to the Activities Director requesting a Level III conference with a panel consisting of the Superintendent of Schools, the MSHSL representative of the Board of Education, a building Principal, a school counselor, and the President of the TRF Coaches Association.
  2. Failure to comply during the state period of time will result in termination of the process. Initiation of Level III, however, cannot be started unless all of the steps in Levels I and II have been completed.
  3. The party initiating the grievance shall submit unresolved issues in writing to the Superintendent of Schools. He/she may also request to meet the panel in person, in which case the Activities Director and coach/advisor involved will also have a similar opportunity to meet with the panel in person.
    - a. Parents/students are to address themselves only to problems/concerns related to them. In order to be in compliance to the "Privacy in Information Act" problems/concerns related to other students are not to be discussed.
    - b. This meeting will be an informal discussion with contemporaneous, written notes taken by a neutral recorder that will be assigned by the Activities Director.
    - c. All notes from previous meetings at levels I and II plus any Incident Report forms will be available to the level III panel.
  4. The assigned recorder involved in the conference is responsible for completing a written summary of the conference, which will include any resolutions/decisions reached in the conference. The appointed recorder will give/mail a copy of the summary to all participants in ten calendar days.
  5. Discussion ground rules as stated at the beginning of this policy must be followed.
  6. The decision of the Level III Panel will be final.

## **21. Open Enrollment Procedure:**

- i. Please see the Activities Director on transfer rules and how they affect your eligibility.

## **22. Senior Night Programs:**

- i. Parents will organize and put together. When the final draft is done the AD office will print them out on the school's printer in color, but we limit the "Senior" portion of the program to a max of 100 copies.
- ii. Anything beyond that the parents would need to pay for.
- iii. This money will come from sport specific budget or fundraising account.