

# **Northland Community Schools**

**ISD #118**



## **Interscholastic Athletics Coaches Handbook**

**2021-2022**

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## Statement of Philosophy

The basic philosophy of the interscholastic athletic program of Independent School District #118 is to provide an opportunity for as many students as possible to take part in as many sports activities as possible under the qualified leadership of a competent coach.

The students should be the center around which all activities are organized, with their welfare the focal point of the program. Although the district takes pride in winning, it does not condone “winning at any cost” and rejects any and all pressures and practices which tend to submerge good mental health beneath the desire to win.

The athletic program as designed and administered should contribute substantially to the total educational program offered to the students by the district. Participation in athletics shall be regarded in its proper perspectives as one of several worthwhile types of educational experiences.

## Objectives of Participation

1. The development of a high level of physical fitness with emphasis on neuromuscular skills.
2. The development and practice of an appreciation for sportsmanship, to be gracious and humble in both victory and defeat.
3. The participation in interscholastic competition shall grow out of a broad program of participation for all students.
4. The development within each individual of a working knowledge of the need to practice teamwork and cooperation in their relationship with others.
5. The opportunities to observe and participate in a wide variety of individual and team sports.
6. The development of the qualities of leadership within the participants and also the qualities of recognizing good leadership.
7. The development of traits of character which will cause the participant to make the maximum contribution to society.
8. The development of knowledge of the rules of the game.
9. The development of the ability to budget one’s time in a number of activities.
10. The development of self confidence within the individual participants.

## Value of Athletics

Interscholastic athletics is a definite part of the overall school program. Students who choose to try out and are selected to represent the school assume an obligation not only for themselves but also for those whom they represent. The athletic award represents, not only participation by the individual in a specified amount of interscholastic play, but also the good citizenship which can be expected of a selected representative student. The athletic program provides certain opportunities and emphasizes definite goals:

1. Athletes are taught to accept decisions and responsibilities. Then, and only then, will they become good citizens.
2. Athletic competition is a great equalizer; individuals are judged for what they are, not their creed or color, nor their economic or social status.
3. The intense emotional situation in competitive sports is a maturing factor. Athletes have an opportunity to learn their strengths and weaknesses.
4. Athletics provide for rapid physical development and give participants satisfaction in accomplishment that few other activities can match.
5. The desire to win is emphasized because it encourages athletes to try to do their very best.
6. Discipline and work habits are included in preparing athletes for competition.

## **Code of Ethics for Coaches Minnesota State High School Coaches Association**

### **As a Professional Educator I will:**

1. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
2. Respect the integrity and personality of the individual athletes.
3. Encourage the highest standards of conduct and scholastic achievement.
4. Seek to inculcate good health habits including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior and leadership.
7. Promote ethical relationships among coaches.
8. Encourage a respect for all athletes and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of sports officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.

**I WILL NOT approve commercialism, solicitation, subsidizing, or professionalism entering into high school athletics.**

## **Sportsmanship Guidelines**

### **Fundamentals of Good Sportsmanship**

1. Show respect for the opponent at all times. When opponents visit our school they should be treated as guests, greeted cordially on arriving, given good accommodations, and accorded the tolerance, honesty and generosity which all human beings deserve. When visiting another school we should be cordial and appreciative of our host. Good sportsmanship is the Golden Rule in action.

2. Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
3. Know, understand and uphold the rules of the contest. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
4. Maintain self-control at all times. A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship means proper behavior by all involved in the game.
5. Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponent's good performance is demonstration of generosity and good will. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most commendable gestures of good sportsmanship.

## **Superintendent**

The role of the Superintendent in the sportsmanship programs should be follows:

1. To work with the activities director in the development, implementation and coordination of the overall sportsmanship program.
2. Help educate the student body and adult spectators regarding proper conduct at high school athletic contests.
3. Encourage the faculty to support the sportsmanship program.
4. Help coordinate the efforts of all groups involved in the program; coaches, cheerleaders, pep club, band, etc.
5. Deal with and hold accountable any individuals or groups who may be in violation of the sportsmanship program.

## **Athletic Administration**

The athletic administration's attitude toward good sportsmanship and the leadership projected by him or her will have a direct effect upon the conduct of the coaches and the athletes representing the school. It shall be the responsibility of the athletic administration to:

1. Work with the Superintendent in the development, implementation and coordination of the overall sportsmanship program.
2. Have well organized contests:
  - a. Start the contest at the time established by the Northern Lakes and Great Northern Conference.
  - b. Maintain a safe environment
  - c. Arrange for officials

3. Monitor the conduct of coaches and players (by the guidelines presented in the section for coaches and players)
4. Provide adequately for the safety and welfare of the officials, including dressing facilities away from coaches, players and fans.
5. Coordinate efforts with the Superintendent in the supervision of the spectators, band and cheerleaders.

## Coaches and Players

Coaches and players have a unique position in the school community and have an opportunity to provide leadership for all school personnel by their actions while participating in the athletic program. It is important that this unique position of leadership be utilized in a responsible manner.

1. Treat your opponent with respect. Make a special effort to be courteous and respectful even when you feel your team has not been treated fairly.
  - a. Be a humble winner and a proud, respectful loser
  - b. Conduct yourself in a controlled manner
  - c. Use only positive verbal interchange with any person from opposing team or school
  - d. A handshake or pat on the back is the only physical contact acceptable outside of the normal contact allowed in each sport.
2. Respond to officials decisions in a controlled manner and with spirit of good sportsmanship.
  - a. Use only positive actions and words toward officials.
  - b. Use principles of sportsmanship and fair play regardless of the situation or outcome of the contest
3. Make certain buildings and property is in good condition when you finish using them.
  - a. Respect opponents school and locker room areas; also any personal property in area
  - b. Pick up any litter from the area and leave area used cleaner than you found it
4. Check the safety requirements for the activity and report unsafe conditions to the Activities Director.

## Pep Club

Pep Club has a unique opportunity to influence spectators in a positive manner and create an atmosphere that will promote outstanding sportsmanship. The following rules will assist them in creating the wholesome spirit of good sportsmanship.

1. Be courteous to opposing team and cheerleaders
  - a. Allow the visiting school the first opportunity to cheer during a timeout.
  - b. Cheer for your team **and your opponents** when they have an outstanding effort.
  - c. Use only positive words and actions while cheering

- d. Allow visiting school to cheer without interruption or distraction and give them sufficient time to complete the cheer.
2. Be courteous to game officials
3. Keep the fans in a positive, supportive frame of mind
  - a. Select cheers which are positive and supportive of your team and use only positive reactions to opponent.
  - b. Select appropriate times to encourage athletes from your school
  - c. Stay in control of cheerleading duties and equipment (megaphones, pompoms, etc.)
  - d. Know the Northern Lakes and Great Northern Conference sportsmanship rules and encourage the fans to support them.

## Band

Proper band etiquette for performance at athletic contests requires that:

1. A supervisor shall be present when a music group officially represents a school.
2. Band members shall be in proper attire when representing their school and in uniform when rules specify that they appear in uniform.
3. Bands will perform at another school's home contest by invitation only.
4. Instruments are to be used while playing music or for cheers under direction of the band director.
5. The school songs for the host and visitor school will be played (when possible).
6. All efforts of the band members should be positive and the use of instruments and selection of music should never project negative connotations.

## Recommended Safety Guidelines

1. Team Supervision
  - One of the prime responsibilities of a coach is the supervision of their team. This includes all games, practices, and pre and post game activities. No athlete should be using athletic facilities without a coach present to supervise them. The coach should attempt to be the first "member of the team" to arrive at the locker room and be the last "member of the team" to leave. This responsibility cannot be delegated to a student manager, aide, equipment manager or a coach of another sport.
2. Facilities Inspection
  - Check all facilities you will be using for safety. This should include but is not limited to: fields, gyms, activity gyms, pools, rinks courts, track, apparatus of all kinds, etc. Problems should be reported to the Activities Director.
3. Equipment Inspection
  - Check all equipment issued to players for safety. Particular care should be given when inspecting protective equipment. Report all problems to the Activities Director.

4. Fitting Equipment
  - The coach has the principal responsibility for the fitting of equipment. This role should not be delegated to managers or players. Equipment such as helmets should be fit according to manufacturer's instructions.
5. Training Kit
  - The coach should work with the equipment manager/trainer to see that the training kit is properly stocked with first aid supplies. The kit should be readily available during practices scrimmages and games and should contain a list of emergency numbers for all athletes on the team.

## Potential Areas of Liability in Today's Coaching

There is an increasing tendency for people to seek answers to problems occurring in athletics through hiring an attorney and taking the case to court. It is the contention of many people that coaches should be held responsible for their actions and that the courts will support this concept. Therefore, it is important that coaches operate in a responsible and prudent manner. If you follow the guidelines listed below, you will rarely have difficulty.

1. Never mismatch participants. (For example, putting a 140-pound athlete in a wrestling match with a 200-pound athlete, or matching a beginner with a seasoned athlete.)
2. Always have an adequate conditioning period. Do not put an athlete in a game the first day he/she reports.
3. Have an adequate instruction period before putting an athlete in a competitive situation.
4. Know your coaching material. The competency of a coach can be challenged.
5. Do not allow athletes to use faulty equipment.
6. Do not allow athletes to use a faulty facility. (For example, if your practice field has holes in it, alert the activities director so the holes can be filled.)
7. Treat injuries with first aid; then send the athlete to a doctor. If the injury is serious and the athlete needs immediate attention, call the emergency vehicle (911).
8. Make certain the facility is adequate for the activity. (For example, don't put too many basketball games on the same court or sprint players in an area where there are things in the way).
9. Keep good squad discipline. Rowdiness is a potential problem. Do not allow such behavior on a bus, in a gym, or in any athletic area.
10. Supervise athletes in the gym, on the field, and in the locker room.
11. Do not allow an athlete to treat his/her own injury.
12. Make sure an injured or ill athlete has had sufficient recovery time before readmitting him/her to competition or practice.
13. Captain practices should not be promoted by or conducted by Coaches.

**There is no substitute for good judgment. The coach who uses good judgment and has his/her squad and program under good control rarely has difficulty in court cases and should have no fears if litigation should occur.**

A number of years ago the Minnesota State High School League Sport Medicine Committee developed, and the Board of Directors adopted, a Heat/Cold Index which all schools must use when high school athletes practice or compete. That index is enclosed.

Gymnasiums can be just as warm as outside practice facilities...and sometimes they can be warmer.

- READ THE ENCLOSED INFORMATION TAKEN FROM THE MSHSL WEB PAGE
- FOLLOW THE HEAT INDEX
- WATCH KIDS CLOSELY
- TAKE LOTS OF BREAKS
- MAKE SURE ATHLETES ARE HYDRATED
- ATHLETES WHO TAKE ANTIHISTAMINES OR BETA BLOCKERS MAY BE AT GREAT RISK
- TRUST KIDS...THEY KNOW WHAT THEIR BODIES CAN TAKE
- DON'T LET PEER PRESSURE FORCE KIDS TO MAKE DECISIONS THAT MAY CAUSE HARM

All of us would be well advised to use extra caution during these difficult summer time conditions.

## Using the heat guidelines

The heat stress graph is designed to give a competition safety estimate in hot, humid conditions. It is most relevant for long distance running and prolonged high intensity events like soccer, football, and tennis. It should be applied to practices and games.

Using a weather radio or local radio station, collect the air temperature and relative humidity data every hour during the event and plot it on the relative humidity vs. air temperature graph. In the late spring and summer months on bright sunny days a correction factor of up to 5 degrees Fahrenheit should be added to the air temperature from 10 AM to 5 PM. This should be plotted as a bar rather than a single point to give an estimate of maximum and minimum heat stress.

The decision to cancel or postpone an event should be made when the heat stress moves into the danger range. Although competition can be continued in the other ranges for increased heat stress risk, coaches and athletes should be aware that hypothermia and exertional heat stroke could occur in the lower risk ranges. Track and cross country runners should stay out of the heat between events and stay well hydrated. A rest break should be provided in activities that require continuous activity like soccer and tennis.

## Thermal Injury Risk Recommendations and Flag System

<b>Flag</b>	<b>Temperature</b>	<b>Recommendation</b>
Black	> 82 degrees F WBGT*	Extreme High Risk for hyperthermia. No competition recommended. Cancellation should be considered.
Red	73 to 82 degrees F WBGT	High Risk for hyperthermia. Heat sensitive participants should withdraw. Consider slowing pace or intensity of play.
Yellow	65 to 73 degrees F WBGT	Moderate Risk for hyperthermia. Heat sensitive participants should slow pace.
Green	< 65 degrees F WBGT	Low Risk for heat injury. Hyperthermia can occur post-event.
White	< 50 degrees F WBGT	Very Low Risk for hyperthermia. Hypothermia risk rises as WBGT decreases. Wind and/or wet conditions increase risk of hypothermia.
	< 32 degrees F	Risk of frostbite to exposed skin or areas with poor circulation.
Blue	<-4 degrees F (Ambient Temperature)	FIS** — No competition limit. Severe frostbite and hypothermia risk. No metal jewelry. Eye protection for frostbite. Windscreen for genitalia. Cancel events which are > 1 minute in duration or produce speeds > 10 MPH or if wind is > 10 MPH.
Black	< -20 degrees F (Ambient Temperature) or < -40 degrees F wind chill	Recommended lower limit for practice and training. Extreme frostbite and hypothermia risk. No exposed skin. Extra layers. Wind shell for entire body. Rapid evacuation for injury.

\* WBGT = Wet Bulb Globe Temperature = 0.7 (Wet Bulb Temperature) + 0.2 (Black Globe Temperature) + 0.1 (Ambient Temperature)

\*\* FIS = Federation International de Ski (Adapted from reference 2 and the FIS rules)

## Board Policy: Lightning/Threatening Weather

Prior to the start of a contest, the host school is responsible for determining whether or not the conditions present a threat to the safety of participants and spectators, and will determine whether or not the contest will begin. Once the contest begins, the officials have the authority to postpone or suspend a contest due to unsafe weather conditions -- that decision may not be over-ruled. School officials also still have this authority. The Superintendent or his/her designee may over-rule an official and suspend or postpone a contest once it has begun. In other words, once a contest has begun either the officials or school authorities may postpone or suspend a contest, and cannot be over-ruled by the other party. When in doubt, error on the side of safety.

While lightning on the horizon should warn of potential danger, lightning associated with thunder or thunder alone means that there is immediate danger to athletes, officials, and spectators. The adage — "If you can hear it, clear it." — should be used to make decisions to postpone or cancel the activity. Lightning can strike 10 miles ahead of or behind the storm front and thunderhead clouds.

**When considering resumption of an athletic activity, the MSHSL recommends that everyone should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.**

Additional lightning-safety guidelines have been developed with the assistance of the National Severe Storms Laboratory (NSSL), and are listed below:

1. As a minimum, NSSL staff strongly recommend that by the time the monitor obtains a flash-to-bang count of **30** seconds (equivalent to six miles), all individuals should have left the athletics site and reached a safe structure or location. Athletics events may need to be terminated.
2. The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike
3. If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters a victim through the ground rather than by a direct overhead strike. **MINIMIZE YOUR BODY'S SURFACE AREA, AND MINIMIZE CONTACT WITH THE GROUND! DO NOT LIE FLAT!** If unable to reach safe shelter, stay away from the tallest trees or objects (such as light poles or flag poles), metal objects (such as fences or bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.

4. A person who feels his or her hair stand on end, or skin tingle should immediately crouch, as described in item 3.
5. Avoid using the telephone, except in emergency situations. People have been struck by lightning while using a land-line telephone. A cellular phone or a portable remote phone is a safe alternative to land-line phones, if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.
6. People who have been struck by lightning **do not** carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need emergency help quickly. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning.

## **Preseason Conditioning, Preseason Practice, Captains Practice, Open Gyms**

### **What is preseason conditioning?**

The MSHSL philosophy is clear on this question:

- No school may engage in any game or games, practice, training or other activities between the close of one season and the opening of the next season. Group and individual physical development programs open to all students between the close of one season and the opening of the next season are encouraged. The use of high school gymnasiums and other athletic facilities during this same period is also encouraged. National Federation guidelines for conducting programs for physical development should apply. **This means that coaching of techniques and skills to students who have participated on high school teams is a violation of the rule and should not be included in the program which would emphasize physical development rather than skills and techniques of specific sports.** Chalk talks or team meetings emphasizing skills and techniques are violations of the rule. **There shall be no compulsion for athletes to participate in any preseason training program as a qualification for being on a high school team.**
- Activities conducted by secondary students and summer camps or clinics are not violations of this philosophy because they are student-initiated activities and not influenced or directed by a school.

### **What is Captains Practice?**

#### **Where does it fit in the school environment?**

- It is believed that the words “captains practice” originated years ago as a description of the spontaneous gatherings of students for the purpose of preparing themselves for a level of physical conditioning prior to the start of a school sport season. There were

physical conditioning meetings. The activities were usually led by the captains and included calisthenics and running. Hence the term, "captains practice".

- The MSHSL has not developed a composite definition for Captains Practice. Captains Practice is primarily for the purpose of physical conditioning and salaried or non-salaried school personnel may not be involved in any capacity. It is the responsibility of school officials to become aware of the preseason activities in their school district and to verify that the spirit and intent of the League rules are respected.
- **A coach who in any way plans/organizes captains practices is in violation of the sport season rule and is liable for injuries during these unsanctioned practices.**

## OPEN GYM

### **What is an open gym?**

Open gym refers to the use of school facilities for recreational activities. The characteristics of an open gym are that:

- The school facilities are available for students to participate in a number of activities.
- The recreational activities are open to all students.
- There is no coaching of the skills and techniques of activities provided in the school interscholastic athletic program.
- There is no requirement for students to attend open gym activities as a prerequisite for membership on a high school team.

### **Can high school coaches participate as a player on a non-school league team or in games during open gym with students they coach on their high school team?**

- No. It is the philosophy of the Minnesota State High School League that students should have the opportunity to engage in a variety of activities prior to and following the high school sports season provided that these activities are voluntary and not influenced or directed by a salaried or non-salaried member of the student's high school coaching staff. The presence of the student's high school coach as a participant violates the intent of the rule which seeks to prevent school personnel from exerting undue influence on students to participate on non-school teams or attend open gym.

### **Is it permissible for a student to participate on a non-school sponsored team and on a school team at the same time?**

- Yes. A student may participate on a non-school sponsored team and a school sponsored team at the same time provided the non-school team is not in the same sport.

### **May non-school teams use school facilities and/or equipment?**

- In as much as these are non-school teams, schools may not provide school facilities or equipment.
- However, schools may lease/rent facilities and/or non-personal equipment (volleyball standards, wrestling mats, etc.) as they would for any other non-school group or organization in accordance with the school's non-school facility use policy.
- Schools uniforms may not be used by non-school teams.

**May students who have been members of a school athletic squad now attend specialized sport camps and/or clinics during the school year?**

- Yes. A student who has been a member of an A-squad, B-squad, junior varsity, or sophomore team in a given sport may attend a school, camp or clinic in that sport during the school year provided the student receives approval from the high school principal.

**What may a coach do and not do before and after the high school season with his/her high school athletes?**

**MAY DO**

1. Provide camp and non-school team information to athletes if approved for a summer waiver and authorized by your athletic director to do so.
2. Coaches approved for summer coaching may provide coaching during the prescribed time period. Ref. Bylaw 208.3-C, 1 & 2.

**MAY NOT DO**

During the school year, prior to and following the sport season:

1. May not provide coaching, instruction, training, etc. to any member of their high school team, B-squad, J.V. or varsity other than during the season or under the summer waiver.
2. May not influence or direct a player's non-school play. This includes:
  - a. Directing athletes to play in a league or attend a camp or clinic.
  - b. Place athletes on a roster, develop or organize a team roster; draft players for a team; select, secure, or otherwise influence the placement of athletes on a team for leagues, tournaments, camps or clinics other than those athletes approved for the summer coaching waiver.
3. May not direct, or unduly influence an athlete to participate in open gym, captains' practice, or non-school teams, leagues or camps.
4. May not organize, supervise, direct or otherwise be involved in the organization of captains' practice.

**PRACTICE DURING CONFERENCES**

We will no longer hold practices during parent teacher conferences. The building needs to be available if it is needed for other reasons related to conferences. We also need to be available

for parents if we are teachers here at Northland High School. If you wish to hold practice before school this is an option.

## MSHSL Awards Policy

1. Awards presented to and accepted by students who participate in a League activity shall be of a symbolic nature rather than those which have intrinsic value. School officials will make certain that awards approved conform to the letter, spirit and intent of the law.
2. Acceptable awards which are not a violation of League bylaws include:
  - a. Such things as medals, ribbons, trophies, golf balls, plaques, athletic insignia, cups and other items of little or no intrinsic value.
  - b. Honor banquets of a non-promotional nature, if they are held with the approval of the high school principal.
  - c. Free and reduced price admissions accepted from colleges or universities for their events. Such presentation must be made through the high school principal and have the principal's prior approval.
  - d. Awards of transportation, tickets and expense allowances, by member schools or clubs of member schools, for attendance at League-sponsored, and/or college and university events if they have prior approval of the high school principal.
  - e. Awards of transportation and entertainment by colleges and universities for recruiting purposes, when carried on within the limitation of NCAA, NAIA, AIAW, provided that there is prior approval of the high school principal.
  - f. Subject to the approval of the superintendent of schools or the principal of the high school involved, a scholarship award made on the basis of a combination of two or more factors such as scholarship, character, athletics, and citizenship, made by a non-promotional type of organization, to a graduating senior, shall not be considered to be a violation of the awards bylaw.
  - g. Awards for participation in non-school athletics which meet the provisions of the amateur bylaw.
3. The provisions of this bylaw do not void the right of a student to accept an award for achievement in a non-League activity.
4. Awards constituting a violation include:
  - a. Items such as jackets, rings, jewelry, watches, merchandise, services, trips, free or reduced price admissions in which the value of the award(s) exceeds \$100.
  - b. Awards made by individuals, business concerns, private enterprises, and service clubs, unless they conform to the limitations of 204.02. Such awards must be of a non-promotional nature and be accepted only if awarded through the school with prior approval of the high school principal.
  - c. Free Tickets: The acceptance of a free ticket valued at more than \$100 is a violation of League bylaws provided the award is presented as a result of participation in League sponsored athletic events. For reduced priced tickets a violation occurs provided the full value of the ticket less the amount charged exceeds \$100. High school athletes may, however, purchase a \$100 ticket or receive a free one from an organization without violating the bylaw, providing the same privilege is available to all other students.
5. Penalty:

- a. Violation of any part or all of this bylaw on awards shall render the student ineligible for all further high school competition. A school violating the bylaw is subject to suspension from membership in the League.

## Board Policy

1. **Non-League Sponsored Sports.** Acceptance of a prize for a sport that is not conducted by the League such as bowling, boxing, rodeo, etc. would not make a student ineligible for High School League activities.
2. **Free Throw Contest.** The acceptance of an award in such a contest is not a violation.
3. **Hole-in-One Contest.** The acceptance of an award for winning a Hole-in-One Contest is not in violation of the League amateur bylaw. This ruling means only that she/he would not lose eligibility for Minnesota high school meets. It should not be inferred from this ruling that there is not a violation of United States Golf Association or college rules that may have a future bearing on her/his eligibility when competing in meets over which they have jurisdiction.
4. **Awards distributed by member schools.** It will be a violation of League policy for a member school or a representative of a member school to establish, distribute or accept any awards not provided by the MSHSL for section, or state tournaments.

## School Policy

**Gym Practice Schedules** - When more than one sport is in season a gym practice schedule will be established by the Activities Director. Outdoor sports will be scheduled for the first 4 weeks of the seasons. After the 4th week, the regular schedule may be continued or time will be split 50/50 between sports. Each sport shall have access to a gym. Head coaches need to share gym time with their junior high program.

**Athletes Changing Sports** - It is expected that each coach will try to promote his/her program and that they will encourage students to become involved in athletics. Coaches, however, should not recruit athletes who are currently in a sport of the same season or who were in that sport the previous year.

If an athlete chooses to change sports during the first three weeks of a season, they must talk with the coaches of each sport involved. The coaches need to also make contact with each other to verify that the student contact had been made.

## Academic Standards

Student-athletes must make progress towards graduation. To do this, they must be receiving credit in every class and passing all classes. The following is the Northland Community School policy for student progress.

Every 3 weeks, student-athletes must turn in their progress reports, with a parent signature, to coaches.

- If the student has an F on this progress report, the student goes into "on watch." They do not have to sit.
- If two consecutive progress reports have an F, then the student must sit for half of the event. The student will still be expected to go to practice during their ineligibility. For

football and basketball, it is a half. For baseball and softball, it is 3 innings. For volleyball, it is 2 sets. For cross country, it is missing every other event. This continues the entire 3 weeks. For other events, it will be up to coach and administration discretion.

- If three consecutive progress reports have an F, then the student is out for the entire event. The student will still be expected to go to practice during their ineligibility This continues the entire 3 weeks.
- Once a student has a progress report of no F's, then they reset to the very beginning.

## **Athletic Fee Waiver**

In order to deal with athletic fee waivers in a timely and consistent manner, coaches, AD and administration will follow the guidelines established below.

1. For each sports season, coaches will be required to have a common time set for sign up, with an ending date.
2. After sign up is completed, coaches need to have a pre-season meeting with students who have signed up for their program. Coaches need to relate to their players at this meeting that any player who feels that the athletic fee is a burden will need to let the coach know ASAP and that coach will make the AD aware of the concerns.
3. Once the AD has a list of students' names from each coach, the AD will provide the high school principal with the list of student names.
4. Once the high school principal has been provided a list of names, the administration will determine if the fees will be waived partially or completely.

Again, it is important that the coaches for each sports season establish a common time for sign up. This is needed to allow the waiver process to be completed in a timely fashion. A common time for sign up will also help with determining the number of coaches needed for each sport if the proposed policy is approved. This memo will be included in the coach's handbook.

## **PROCEDURE FOR HANDLING USER FEES AND ELIGIBILITY FORMS**

1. The following forms will be distributed to athletes by the coach, Activities Director or the high school office:
  - a. MSHSL Athletic Eligibility Information Form
  - b. MSHSL Sports Qualifying Physical Examination Form
2. Before a student can draw his/her equipment, the following must be returned to the coach who will turn it in to the office.
  - a. MSHSL approval by physician for participation form; physicals are good for three years and are required only if student does not have one on file that is current.
  - b. MSHSL Eligibility Form
  - c. User fee

3. Every athlete must have all forms turned in before being allowed to practice. A **coach who allows athletes to practice without fulfilling these requirements is violating a MSHSL rule.**
4. Coaches should have a meeting of athletes interested in their sport prior to the first practice to inform them of eligibility requirements as well as other matters related to their sport. The coach is required to read the eligibility information bulletin to their players.
5. The master eligibility list, which is kept on file in the high school office, will contain the names submitted by the head coach. The head coach is responsible for insuring that the master eligibility list contains all the names of his/her squad members.
6. Head coaches are responsible for keeping their assistants informed in all of these matters so that they can give correct information to athletes.

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Coach Name

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Sport

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School Year

### Checklist of Procedures to Prepare for an Interscholastic Season

- \_\_\_\_\_ 1. Check all equipment and facilities you will be using for safety. Report problems to the maintenance department or the Activities Director.
- \_\_\_\_\_ 2. Read the MSHSL Official Handbook and Athletic Rules for your sport.
- \_\_\_\_\_ 3. Check time and date of rules interpretation meeting. Head coaches required to attend these meetings. Failure to attend results in a notice of censure sent to the superintendent by the MSHSL.
- \_\_\_\_\_ 4. Review student eligibility procedures relating to physical examination, insurance, MSHSL Athletic Information Bulletin and ISD #118 activity fee. Do not allow participation to an athlete until all forms and fees are turned in.
- \_\_\_\_\_ 5. Carry out the proper explanation and posting of MSHSL Eligibility Rules.
- \_\_\_\_\_ 6. Make sure any transportation forms and requests are turned in on time.
- \_\_\_\_\_ 7. To insure there are no conflicts with community use of our facilities, check with the Activities Director.
- \_\_\_\_\_ 8. Complete all necessary paperwork that is required by the Activities Director (attendance sheets, practice plans, emergency plans, etc.)

- \_\_\_\_\_ 9. When issuing equipment check for proper fit and safety.
- \_\_\_\_\_ 10. Consult with the Activities Director regarding game and practice schedules.
- \_\_\_\_\_ 11. If you are planning to enter an invitational meet requiring an entry fee, fill out the proper paper work to receive a check. List this amount when completing budget packets.
- \_\_\_\_\_ 12. Uniforms must be inventoried before and after the season. Uniforms must be cleaned before storage between seasons. Report in writing all missing and permanently damaged uniforms to the Activities Director.
- \_\_\_\_\_ 13. Coaches will have emergency contact forms for all players with them at all times for both home and away contests.

## Checklist of Procedures for Pre Meet or Game

- \_\_\_\_\_ 1. One week prior to your first contest, submit your MSHSL eligibility list to the building secretary.
- \_\_\_\_\_ 2. Check first aid supplies.
- \_\_\_\_\_ 3. Check academic eligibility of athletes.
- \_\_\_\_\_ 4. Provide score books for official scorer.
- \_\_\_\_\_ 5. Instruct team members about meet/game etiquette.

## Checklist for Post Meet/Game

- \_\_\_\_\_ 1. Provide for proper care of all equipment and uniforms.
- \_\_\_\_\_ 2. Distribute scores to Media
  - a. Associated Press 1-800-300-8340
  - b. Pine Cone Press

## Checklist for Post Season

- \_\_\_\_\_ 1. Check, clean and properly store all equipment and uniforms.
- \_\_\_\_\_ 2. Complete the following reports and submit to the Activities Director on a timely basis:
  - a. Return end of the season reports
  - b. Coaches' evaluations: Evaluations need to be reviewed with the people evaluated, and signed by the head coach and assistant coaches.
- \_\_\_\_\_ 3. Take an equipment inventory.
- \_\_\_\_\_ 4. Contact the Activities Director in regard to equipment needing repair.
- \_\_\_\_\_ 5. Establish equipment and capital outlay needs for the coming season. Contact sporting goods dealers to secure description and quotes on needed equipment.
- \_\_\_\_\_ 6. Inventory all uniforms. Present cleaned uniforms to the Activities Director for storage. Report in writing all missing/permanently damaged uniforms to the Activities Director.

## Interscholastic Athletics Emergency Care Plan

Recommended procedures for handling athletic injuries:

1. Administer immediate First Aid
  - a. control bleeding
  - b. cardiopulmonary resuscitation
  - c. treat for shock
  - d. check for fractured bones
  
2. Notify Parent(s)
  
3. Emergency numbers
  - a. If the athlete is experiencing a medical emergency - **Dial 911.**
  - b. Information you should provide to the operator:
    - i. give your name
    - ii. address where you are
    - iii. telephone number where you can be reached
    - iv. nature of injury
    - v. where emergency vehicle should report (field, entrance, etc.)
  
4. If the athlete must leave the field or court, he/she should be accompanied by the coach. If you are the only coach, suspend the practice or game until another responsible staff member can observe and care for the injured athlete.
  
5. Reporting of Injuries:
  - a. Inform the Activities Director of all serious injuries. If he/she cannot be reached, notify the Superintendent.
  - b. It is recommended that the coach keep a written record of all reported injuries and the treatment administered.
  - c. An MSHSL participation after injury report form must be filed in the office before the athlete resumes participation following serious illness and injury.
  - d. It is required that all coaches complete a student accident report whenever an injury takes place.
  
6. Next page is an Emergency Plan each coach is required to complete.

**AT NO TIME SHOULD AN ATHLETE THAT HAS BEEN UNCONSCIOUS BE ALLOWED TO COMPETE OR REENTER A GAME OR PRACTICE OR BE ALLOWED TO GO HOME UNATTENDED.**

Immediate Actions: Emergency Plan for \_\_\_\_\_

1. Head coach \_\_\_\_\_ will stay with athlete and keep her/him calm. She/he will also keep other non-medical personnel away from the area.
2. Do not move the injured athlete until the possibility of serious injury (especially head, neck, or back injury) has been ruled out. If \_\_\_\_\_ decides that it is safe to move the athlete, she/he will be moved only after all injuries have been stabilized. Procedures covered in first aid training will be used.
3. \_\_\_\_\_ will provide first aid until medical assistance arrives.
4. Assistant coach \_\_\_\_\_ will contact the emergency medical system (EMS) immediately.

**If the EMS is activated:**

1. The EMS phone number is \_\_\_\_\_. The physical education office phone will be accessible at all times.
2. \_\_\_\_\_ will then go to the school entrance to direct medical personnel to the field.
3. Student manager \_\_\_\_\_ will pull the athlete's emergency card, which includes phone numbers for parents and important medical history information. She/he will also note the names of adult witnesses to the injury for the injury report form.
4. \_\_\_\_\_ will contact the parents as soon as the medical personnel have examined the athlete and prepared her/him for transport to a medical facility. The athlete will be transported only in an EMS vehicle. School or personal vehicles will not be used.
5. \_\_\_\_\_ will then inform the Activities Director of the activation of the emergency plan.

**In any injury situation:**

1. \_\_\_\_\_ will complete the injury report form. Names of adult witnesses were previously taken by \_\_\_\_\_. This information should be included on the report.
2. File copies of the injury report form with the Activities Director and the principal. Keep one copy on file with the team records and another as a personal record.
3. \_\_\_\_\_ will follow up with medical personnel to determine any role she/he will need to play in the recovery and rehabilitation.

**Important phone numbers:**

EMS Dispatcher: \_\_\_\_\_ Principal: \_\_\_\_\_

Fire Department: \_\_\_\_\_ Activities Director: \_\_\_\_\_

\_\_\_\_\_

Police Department: \_\_\_\_\_

*Adopted: 9/15/97*  
*Revised: 7/20/00*  
*7/22/03, 3/15/07, 10/25/11*  
*Amended: 3/18/04, 5/20/04*  
*Updated: 3/15/07, 02/08*  
*Reviewed: 1/2018*

*Independent School District #118 Policy 511*

## **511 STUDENT FUNDRAISING**

### **I. PURPOSE**

The purpose of this policy is to address student fundraising efforts.

### **II. GENERAL STATEMENT OF POLICY**

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

### **III. RESPONSIBILITY**

- A. It shall be the responsibility of the building administrators to develop recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved in advance by the administration. Participation in non-approved activities shall be considered a violation of school district policy.
- C. It shall be the responsibility of the superintendent to provide coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. No school organization or club may solicit funds from students, staff, or the public or distribute flyers related to fund drives through the schools without the approval of the superintendent or his designee.
- F. Funds not spent by the graduating class will be given to the next years Junior Class and the graduating class account will be closed.

#### **IV. HANDLING OF DISTRICT MONEY**

Monies collected by the School District employees and by student treasurers shall be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion and to teach such procedures to students.

Monies amounting to over one dollar shall be receipted and accounted for and directed without delay to the proper location for deposit.

In no case shall monies be left outside of the vault or safe overnight in schools.

All money received on account of co-curricular school activities of the teachers and students shall be turned over to the District treasurer or his/her designee, who shall deposit the money in the general fund to be disbursed for expenses and salaries connected with the activities, or by the Board upon properly allowed itemized claims.

Because of the ever-present possibility of break-ins, district monies are not safe in the buildings and should not be kept on the premises overnight. Monies collected after the daily bank deposit shall be stored in the vault or safe until the next banking day.

##### Remer Campus:

Bring all monies collected to the central office and give to the central office paraprofessional for counting and verification. Money is to be counted and listed on deposit slips prior to be given to central office Para. Para is to check amounts, initial and give to the bookkeeper for deposit.

#### **V. ANNUAL REPORT**

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

- Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 120A.20 (Age Limitations: Pupils)  
Minn. Stat. § 123B.09, Subd. 8 (duties)
- Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)

**Fund Raising Guideline**

*Every fund raiser must be pre-approved by the administrator in charge of the group.*

*Advisors need to complete this guideline and submit it to the appropriate administrator for each fund raiser.*

*Name of Group:* \_\_\_\_\_ *Advisor* \_\_\_\_\_

*Fund Raising Purpose:* \_\_\_\_\_

*Fund Raiser Description:* \_\_\_\_\_

***Date(s) of Fundraiser:*** \_\_\_\_\_ ***Who is going to handle the money?***

*Kick off date:* \_\_\_\_\_ \_\_\_\_\_

*End date:* \_\_\_\_\_ \_\_\_\_\_

***Deposits will be made daily. List dates of deposit:***

<b>Date</b>	<b>Deposit Amount</b>	<b>Central Office Verification</b> If deposit is missed, contact Administrator immediately

*Cash collected is deposited and never used to purchase anything. Receipts are required for all purchases.*

*If there is a contract for the product(s) being sold with a company, the contract must be reviewed prior to authorization by the appropriate administrator.*

*Name of Company:* \_\_\_\_\_

*Contact Person:* \_\_\_\_\_ *Phone #:* \_\_\_\_\_

***Contract reviewed by:*** \_\_\_\_\_ ***Check written to company for products sold***

***Name:*** \_\_\_\_\_ ***Date*** \_\_\_\_\_ ***Amount*** \_\_\_\_\_

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

***Attach Contract:*** \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_

***Advisor Signature:*** \_\_\_\_\_

## Scheduling

### 1. Games

- a. All conference games will be scheduled by the Activities Director, one year in advance.
- b. Non-conference games will be scheduled by the Activities Director in consultation with the head coach.
- c. Contracts for all events will be on file in the office of the Activities Director.
- d. Coaches are not authorized to make any official commitment concerning games or contests.

### 2. MSHSL Definition of a Game or Scrimmage

- a. Inter-school scrimmage - defined as a practice and training period or session, and said practice or training session is not to approximate or equal actual game conditions.
- b. Inter-school game - an inter-school scrimmage or practice session must be designated as a game and count as one of the maximum permitted, if any one of the following pertains to said event:
  - i. If game rules, time limits, etc. are observed.
  - ii. If game officials are used. League officials may waive this condition to permit game officials to gain experience (no payment) through officiating a scrimmage.
  - iii. If game is advertised, and/or if admission is charged.
- c. Interpretation
  - i. There is no such thing as a “scrimmage game” - it is either a “game” or a “scrimmage”.
  - ii. Guidelines to insure that a scrimmage is not a game -
    1. make sure that no score is kept or recorded
    2. be sure that the number of periods played and the length of each period is different from those involved in a game
    3. coaches of the involved teams do the officiating
    4. make no attempt to encourage spectator attendance
    5. do not participate in game uniforms

## Lettering and School Awards

Coaches must have on file the criteria for earning a letter in their sport. They should include the requirements for a manager letter. It is recommended that athletes be informed of the criteria at the beginning of the season. The coaches' end of the season report will contain a list of letter winners.

### Awards System

1. A chenille letter will be given as the first letter award.
2. An emblem of the sport shall be given with the first letter award in that sport.
3. For each letter earned in the same sport after the first, a bar shall be given.

4. A captain's star shall be awarded to each team captain(s). If an individual is a captain in a sport for more than one season, he/she will receive only one star.
5. A letter certificate will be awarded each time a student letters in a sport.
6. Students in grades 7 through 12 are eligible to earn these awards.

## Use of School Vehicles

### Cars and Vans

- The school has available cars and vans for coach's transportation to meetings and clinics. These vehicles should be reserved well in advance. The cost of using these vehicles will be charged back to your program. You must budget for when you will use these vehicles.

## Attendance of Clinics

Coaches should and are encouraged to attend coaches' clinics for their sports. Attendance at an approved clinic will be reimbursed to the coach by the following formula:

### Allowed expenses:

- Meals: Max. \$31
- Lodging:
  - \$190 per night single
  - \$140 per night double
- Transportation:
  - School Vehicle
  - or Per Federal Rate
    - **A school vehicle should be used whenever available.**
- Registration:
  - Cost of Registration

\*Maximum of two nights lodging and two days of meals per clinic

### **ALL CLINICS MUST BE APPROVED IN ADVANCE**

Coaches must submit expenses for clinics.

Coaches are limited to one clinic per sport per season.

## ISD 118 Procedures for School Sponsored Trips

1. Each student must have a signed permission slip and signed emergency authorization slip prior to leaving the campus for the trip. This can be completed at the beginning of a season for extra-curricular activities/sports and apply to the entire season. All permission slips and emergency authorization slips are to be taken on each trip.
2. No student is permitted to travel with or leave the school group with someone who is not an assigned coach, advisor, pre-approved trip chaperone, or the student's parent/legal guardian without the written permission of the student's parent/guardian.
3. Fast food or family-style restaurants should be used for school sponsored trips. Examples of such restaurants include: McDonalds, Subway, Perkins, etc. Restaurants that serve alcohol are not approved eating establishments for school sponsored trips **unless** pre-approved by the superintendent and will be considered only when determined to be educationally relevant to students.
4. Absolutely no alcohol consumption is permitted during the duration of the school sponsored trip by any district employee, advisor, student, or chaperone assigned to the trip. Illegal drug use is prohibited.
5. Recreational activities and entertainment options during school sponsored trips should be age-appropriate, respectful, and represent a positive image to our students. Examples of appropriate entertainment are athletic events, museum or zoo visits, movies that are age-appropriate to the students on the trip (i.e.: no "R" rated movies if there are students under the age of 17 on the trip), theater productions that are age-appropriate to the students on the trip, etc. School sponsored trips should not include recreational activities and/or entertainment that include violence, sexual content, drugs/alcohol or any other content that portrays a negative image. Any exceptions are to be pre-approved by the superintendent and will be considered only when educationally relevant to students.
6. The superintendent must pre-approve plans for overnight trips to include student names, emergency contact names/phone numbers, approved chaperone names, district employees participating, trip itinerary, hotel accommodations and a summary of sleeping and supervision assignments. Once initial superintendent approval is obtained, the plan will be presented to the Board for final approval. Final revisions to the plan are to be provided to the superintendent prior to trip departure.
7. The lead teacher, head coach, and/or advisor have primary responsibility to oversee any school sponsored trips. This includes making all arrangements; ensuring required permission is obtained and taken for each student; assigning and ensuring proper supervision during the trip; ensuring that all district employees, students, and chaperones are aware of the expectations; obtaining any necessary administrative permissions and/or pre-approvals; handling of funds; and communicating effectively with everyone in regard to the trip. Any concerns that occur in regard to any trip are to be immediately reported to school administration.

## Procedure for Handling Athletic Complaints

### Introduction

This procedure has been developed for the purposes of establishing and maintaining lines of communication between the school, parents/guardians and students; and for the resolution of concerns related to the athletic programs. This procedure is a means by which concerns/problems about the ISD #118 program can be resolved.

In order to maintain a positive atmosphere and assure that the proper channels of communication will not be circumvented, a procedure has been outlined for the use of the athlete, parent, coach and administrators. All participants should adhere to the guidelines as listed below.

NOTE: This process is not intended to provide grievance of a rule(s) of the MSHSL.

If a student and/or parent have a concern about an athletic program, decision and/or coach, they should:

1. Speak personally with the coach regarding the incident, decision, action that is under question within a reasonable length of time (preferably within one week).
2. The parent/student is to meet with the coach and discuss the concern/problem with him/her with the intent to resolve the problem. (If the problem involves an assistant coach, the head coach for that sport should be involved in the meeting.)
3. When coaches meet with player or parent/guardian, two (2) coaches should be present and if meeting with players at least, two (2) players will be in attendance to avoid a he-said she-said situation.

The coach involved in the conference is responsible for completing a written summary of the conference which will include any resolution/decisions reached in the conference. The coach will give a copy of the summary to the Activities Director.

**Adopted: 10/22/98**

**Independent School District #118 Policy 540**

**Revised:**

## **540 COMPLAINTS AND/OR QUESTIONS TO COACHES ABOUT GAMES**

### **I. PURPOSE**

Parents and students questioning coaches about game decisions.

### **II. GENERAL STATEMENT OF POLICY**

It is ISD #118's position that such questions should not be addressed to coaches during and/or immediately after a game.

Such questions should be brought to the Activities Director no earlier than the morning following the game.

The AD will set up a meeting with the coach. An administrator needs to be at the meeting.

Parents will only address matters involving their child. No other students will be discussed unless that student's parent is present.

The building administrator will monitor the meeting to make certain that all participants at the meeting conduct themselves appropriately.

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### **CHAIN OF COMMAND**

Please follow proper chain of command:

1. Head Coaches
2. Activities Director
3. Principal
4. Superintendent
5. School Board

## Cheerleading

### **BOARD POLICY**

Cheerleading is an extracurricular activity designed to serve as a component of the athletic program. Its primary purpose is to foster school spirit, sportsmanship and a positive atmosphere at competitive events. Cheerleading, as an extracurricular activity, is not a competitive activity as sponsored by the Minnesota State High School League.

Participation in cheerleading shall be regarded in its proper perspective as one of several worthwhile types of educational experiences.

#### **Purpose**

Cheerleading, as a co-curricular activity, is not a competitive activity as sponsored by the MSHSL. Northland High School cheerleading squads may represent their school in any cheerleading competition.

#### **Admission to Athletic Events**

Cheerleaders should be in uniform to be admitted free to an athletic event.

#### **Transportation**

Transportation to an athletic event shall be by the team bus if space permits. If a fan bus is sent, cheerleaders shall ride it. Cheerleaders must ride the bus both ways.

Exception: Students may ride home with parents, with prior approval from the principal or his/her designee.

## Band

Bands are an important part of an athletic event. They can be an important factor in building school spirit and pride and can also be a factor in crowd control by the choice and timing of their numbers and the accompanying cheers. Horns, etc. are not to be used as noise making instruments during the game except in conjunction with designed cheers with the cheerleaders. Bands, pep bands, combo groups are encouraged to play at athletic events but must be under the direction of an approved supervisor.

#### **Participation at Athletic Events**

The band will play at the following regular season athletic contests:

- All home football games, the homecoming parade, pep fests and related activities.
- Selected boys and girls basketball games.

- Sub section and section boys and girls games. Should two teams be involved in sub-section or section games, the band would follow the team who has advanced the furthest. (ex. Fall-Volleyball and Football, Winter-Girls Basketball and Boys Basketball)
- Other activities by agreement with the band director and Activities Director.

## Equipment Responsibility

Head coaches/PE teachers are responsible for all equipment being used under their supervision

Head coaches/PE teachers may delegate the duties of taking out equipment as well as the retuning of equipment but will be held responsible for all equipment placed under their care.

## Junior High Athletics Move-Up Guidelines and Criteria

Sports included:

- Football
- Volleyball
- Basketball – Boys & Girls
- Baseball
- Softball

Sports exempt:

- Track – Boys & Girls
- Cross Country – Boys & Girls
- Golf – Boys & Girls

Student athletes may move up one level or play, example, Jr. High to Jr. Varsity or Jr. Varsity to Varsity under the following guidelines:

1. Program's Head Coach makes a request to the Activities Director in writing stipulating why he/she feels a student athlete should be considered for moving up one level of play. Coach's request must include the physical, social and emotional impact this may or may not have on the student.
2. Activities Director evaluates the request using the following guidelines:
  - a. Impact of the program the student athlete is involved in based on student numbers and if the requested move up would be detrimental to sustaining any or all levels of play within the program.
  - b. Activities Director will inform the High School Principal in writing as to his/her decision regarding the request for move up. Principal will reply in writing as to whether her/she concurs with the request. If all above parties (Coach, Activities Director and Principal) concur, the Activities Director will schedule a meeting involving the parents/guardian, head coach and the student athlete within five school days of the initial request.

- c. Should a student athlete not meet all guidelines, the student will be required to remain within their age appropriate program.
- d. The student and/or parents/guardian reserve the right to decline a request to move up without penalty or future undue pressure by any school personnel.

Revised: 8/8/06

## **6<sup>th</sup> Grade Athletics Guidelines and Criteria**

6<sup>th</sup> grade students will be allowed to participate in Junior High Sports at Northland High School.

6<sup>th</sup> grade students will be allowed to participate in:

- Volleyball
- Cross Country
- Basketball
- Baseball
- Softball
- Golf
- Track & Field

6<sup>th</sup> graders will not be allowed to play Football at the Junior High level due to the fact that Pony League Football is available for them to participate in.

6<sup>th</sup> graders will not be allowed to play or practice with or against Junior Varsity/Varsity Athletes. MSHSL RULES APPLY.

6<sup>th</sup> graders will play only on 7<sup>th</sup> grade teams. The exception would be Baseball and Softball, where 7<sup>th</sup> and 8<sup>th</sup> grade students are combined to create one team.

All 6<sup>th</sup> grade participants are required to have a sports physical completed prior to being allowed to practice or play in any Junior High Sports Program.

## **Locker Rooms**

Locker rooms need to be locked during practice and games.

- Students need to keep all personal belongings locked up in their sports locker.
- Hallway bathrooms and drinking fountains will be used during practice and/or games if needed.
- Coaches and/or Advisors must keep the locker rooms locked unless a coach/advisor is in the locker room.
- Cell phones and other photo/video recording devices are not permitted in locker rooms per ISD #118 Policy 360.

## High School Gym Center Divider

The center divider is never to be used as a backstop for any reason.

At no time, except for an emergency, should anyone pick up the curtain, crawl under, or pass any item under it.

## Compressed Gas Cylinders

There are small and large cylinders in the school building which hold various types of gases under very large compressions.

The large, tall tanks are “M” tanks. “M” tanks must be secured in some manner to a solid surface at all times.

If a large tank of compressed gas were to tip over, a number of things could happen if the valve is damaged. Depending upon the type of gas, there could be a fire and explosion.

Gases such as oxygen will not explode but can and will take off like a missile and are capable of passing through walls.

There is a helium tank on the Remer Campus which is used to fill balloons. It is chained to a wall. At times people use the tank and move it to an area more convenient for use.

Whenever a person uses an “M” tank with any compressed gas, it must be chained to a secure surface during use. It must not be free standing at any time.

Failure to secure an “M” tank during use may result in severe injury and or death.

Any employee found using an “M” tank which is not secured is subject to disciplinary action.

*Adopted: 7/17/97 Independent School District #118 Policy 102*

*Revised: 7/20/00, 6/17/10, 6/22/16*

## 102 EQUAL EDUCATIONAL OPPORTUNITY

### I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy conscientiously.

Any student, parent or guardian having a question regarding this policy should discuss it with the school district Title IX Coordinator. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

**Legal References:** Minn. Stat. Ch. 363 (Minnesota Human Rights Act)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)  
20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
Independent School District #118 Policy 360

Adopted: 2/19/08  
Revised 10/08, 12/10, 7/14

Independent School District #118 Policy 360

Adopted: 2/19/08  
Revised 10/08, 12/10, 7/14, 10/2017

### **360 STUDENT CELL PHONE**

A new cell phone policy will be piloted during the fall of the 2017-18 school year for students in grades 7-12. The program will be assessed at the end of December 2017 to determine if this program is a viable long term option for Northland Community Schools. All students, grades 7-12, will be

allowed to use their cell phones during non-instructional time (lunch and between classes) unless the student/parents decides to opt-out of the program by signing the opt-out agreement. Students may use their cell phones during class time for instructional purposes with the teacher's permission, during lunch, and between classes. Phones must be silent and out of sight during instructional time.

## **I. PURPOSE**

Northland Community Schools uses instructional technology as one way of supporting our vision to ensure that each student acquires 21<sup>st</sup> century skills to achieve his or her potential, become a productive community member and value lifelong learning. In an effort to be proactive with today's growing social and interactive technology trends, it is our hope that this new policy will increase awareness and training while putting into practice social and professional etiquette relating to electronic devices. Northland Community Schools will allow cell phones to be used for instructional purposes, in between classes and during lunch periods. Students in possession of a cell phone must comply with the Cell Phone Policy and the Internet Acceptable Use and Safety Policy.

## **II. GENERAL STATEMENT OF POLICY**

A. All students, grades PreK-6, will place all electronic devices in their school lockers each day prior to the start of the day (8:30AM). Devices must be turned off when stored in school lockers.

B. All students in grades 7-12 may use cell phones between class periods and during lunch.

C. Students may not use their cell phones during instructional time unless otherwise given permission by the teacher. This includes students in the office, hallways, and restrooms during instructional time. Instructional time is defined as the time from the last tone of one tardy bell to the first tone of the dismissal bell. Each teacher has the discretion to allow and regulate the use of cell phones in the classroom and on specific projects.

D. Cell phones must ALWAYS be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.

E. Cell phone use will not be permitted in locker rooms or restrooms. The use of cell phones in a bathroom or locker room may result in law enforcement being called.

360-2

F. Students may not use cell phones to “bully” or to post derogatory statements about students, staff or the district via text message or social media.

G. A student who has a phone confiscated may not use another student’s cell phone.

H. Cell phones may not be used to assist any student on assignments, quizzes or tests without teacher approval.

I. Students are prohibited from:

a. Bringing a cell phone on premises that infects the network with anything designed to damage, alter, destroy or provide access to unauthorized data or information.

b. Processing or accessing information on school property related to “Hacking”, altering or bypassing network security policies.

c. Printing from cell phones at school.

d. Having their phone out while in elementary school spaces. The privilege of using a cell phone at school is for high school students only.

### **III. CONSEQUENCES OF VIOLATING THE CELL PHONE POLICY**

First offense: the phone is taken away until the end of the day

Second offense – the phone must be picked up by a parent or guardian

Third offense – either the student is suspended for 1 (one) day or the phone is taken away for 5 (five) days... parent’s choice.

Any further infractions will result in the student not having a cell phone on school grounds during the school day. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.

### **IV. LOST, STOLEN OR DAMAGED DEVICES**

Each user is responsible for his/her own cell phone and should use it responsibly and appropriately. Northland Community Schools take no responsibility for stolen, lost or damaged cell phones.

### **V. SEARCH OF CELL PHONE CONTENTS**

A student’s cell phone contents may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules and/or policy. Any searching of a device will be reasonable both in its scope and intrusiveness.

Parents/guardians of the student will be notified of the search and be encouraged to be present at the time of the search. Searches will be delayed up to 24 hours to await a parent.

*Independent School District #118 Policy 496*

Adopted: May 20, 2008

Revised: 11/17

Reviewed: 10/17

## **496. Employees and Non Participating Dependents In School Vehicles**

### **I. PURPOSE**

The School District is limiting its liability by not allowing non-participating dependents from riding in its school vehicles.

## **II. GENERAL STATEMENT OF POLICY**

Employees of the school district are not permitted to have non-participating dependents in school owned vehicles on activity trips for any reason. *Adopted: 7/17/97*

*Independent School District #118 Policy 315*

*Rescinds: IFCD*

*Issued: 1/21/82*

*Revised: 06/20/02*

*10/18/2007*

### **315 SCHOOL VOLUNTEERS**

The School Board believes that volunteers can make valuable contributions to our schools. The School Board endorses a Volunteer Program in the schools subject to regulations and safeguards. Suitable recognition of volunteer services should be made annually.

1. Volunteers who work with students must be accepted by the School Board. Volunteers must have a criminal history and driver's license check prior to working with students. "Working with students" includes chaperones on field trips and being in charge of or responsible for individual students or groups of students outside the regular classroom. A parent or guardian who is assisting with a celebration held within the classroom on a one time basis is exempt from this policy.
2. Each building will keep a master list of approved volunteers and the date of the volunteer's criminal history and driver license check. The criminal history checks need to be repeated every three years.
3. Volunteers who drive school vehicles must have a driver's license check prior to driving. Driver license checks need to be done each school year. The district's mechanic must be informed who has had a driver license check.
4. Each building will develop a Volunteer Application form. That form will be sent to the Executive Secretary who will have the criminal history and driver license check done. The School District will pay the fee for the criminal history check.
5. When the criminal history check is returned, it will be forwarded to the building principal who will review it. If the criminal history check is appropriate, the building principal will recommend the volunteer to the School Board. A person may start working with students prior to the approval by the Board if the criminal history check is appropriate. However, if the School Board does not approve the volunteer, he/she will have to be informed that he/she cannot continue as a volunteer.
6. A copy of all volunteer criminal history checks will be kept in the district's central office.

## **401A. EMPLOYEE SEX NONDISCRIMINATION**

### **1. PURPOSE**

Employees are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal employment opportunity for all employees and to prohibit discrimination on the basis of sex.

### **2. GENERAL STATEMENT OF POLICY**

- A.** The school district provides equal employment opportunity for all employees, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any employment program or activity operated by the school district on the basis of sex.
- B.** It is the responsibility of every school district employee to comply with this policy.
- C.** The school board hereby designates Lin Benson, Northland High School teacher as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D.** Any employee having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

### **3. REPORTING GRIEVANCE PROCEDURES**

- A.** Any employee who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward an employee should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.

Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward an employee directly to a school district human rights officer or to the superintendent.

- B.** In Each School Building. The building administrator is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward an employee at the building level.
- C.** Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward an employee as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D.** The school board hereby designates Lin Benson, Teacher as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the Superintendent.
- E.** The school district shall conspicuously post the name of the Title IX Coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- F.** Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward an employee will not affect the complainant or reporter's future employment, grades or work assignments.
- G.** Use of formal reporting forms is not mandatory.
- H.** The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

#### **4. INVESTIGATION**

- A.** By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward an employee shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party

designated by the school district.

- B.** The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C.** In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D.** In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward an employee.
- E.** The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the Title IX Coordinator. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **5. SCHOOL DISTRICT ACTION**

- A.** Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B.** The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

## **6. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward an employee or any person who testifies, assists or

participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **7. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

## **8. DISSEMINATION OF POLICY AND EVALUATION**

- A.** This policy shall be made available to all employees, employee unions and organizations.
- B.** The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

**Legal References:** Minn. Stat. § 121A.04 (Athletic Programs; sex discrimination)  
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
34 C.F.R. Part 106 (Implementing regulations of Title IX) 401A - 4

**Cross References:** MSBA Model Policy 102 (Equal Educational Opportunity)  
MSBA Model Policy 413 (Harassment and Violence)  
MSBA Model Policy 528 (Student, Parental, Family and Marital Status Nondiscrimination.)

**INDEPENDENT SCHOOL DISTRICT NO. 118  
UNLAWFUL SEX DISCRIMINATION TOWARD AN EMPLOYEE/ STUDENT**

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward An Employee/  
Student

Independent School District No. 118 maintains a firm policy prohibiting all forms of unlawful sex discrimination. All employees/students are to be treated with respect and dignity. Unlawful sex discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of person you believe unlawfully discriminated toward you or a student on the basis of sex: \_\_\_\_\_

If the alleged unlawful sex discrimination was toward another person, identify that person: \_\_\_\_\_  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Where and when did the incident(s) occur: \_\_\_\_\_  
\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has unlawfully discriminated against me or an employee/student on the basis of sex. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

Received by: \_\_\_\_\_

\_\_\_\_\_

## Job Description

<b>Title:</b>	<b>Coach</b>
<b>Department/Section:</b>	Athletics
<b>Title of Immediate Supervisor:</b>	MSHSL Athletic Director

**Job Summary:** To coordinate the selection, training and conditioning of all athletes at all levels of assigned sport.

### Task No.      Description

1. To demonstrate and generate among staff and athletes an attitude of good sportsmanship and fair play by following the Coaches' Code of Ethics and the Minnesota State High School League sportsmanship guideline.
2. To assist the superintendent, school board member and activities director in the hiring of qualified staff in assigned sport.
3. To know and administer the policies, procedures and guidelines set forth in ISD #118's athletic policy manual and Minnesota State High School League policies for assigned sport and supervise assistant coaches in carrying out the same as they apply to assigned sport.
4. To inform all team members, before the season begins, of team rules.
5. To inform all teams members, before the season begins, of letter award criteria.
6. To inform all team members of Minnesota State High School League rules, ISD #118 school rules, and the importance of exercise, proper nutrition, self discipline, sportsmanship and good citizenship at all times.
7. To coordinate the activities and responsibilities of assistant coaches at all levels.
8. Prepare written evaluation of assistant coaches and review the evaluation with the assistant coaches.
9. To develop and organize effective practices for athletes that teach skills needed to effectively compete.
10. To provide for the health, safety and well being of team members and report all accidents.
11. To effect a proper liaison with parents, public and information media.

12. To adhere to the starting and ending dates for assigned sport.
13. To work with the activities director and provide him in a timely manner daily attendance charts, daily practice plans, an emergency plan, a copy of team rules, and any other proper work deemed necessary.
14. To work with the high school secretary in making sure fees are paid, athletic physical is on file and provide a list of participants, informing her of dismissal and bus departure times, as well as a list of bus riders.
15. To attend all conference meetings in assigned sport, and the rules interpretation meetings provided by MSHSL.
16. Work with the activities director in planning parents' night.
17. Be responsible for inventory, storage and repair of equipment.
18. Perform other assignments and responsibilities as assigned by the supervisor.

**Qualifications:** Must be able to meet Minnesota State High School League requirements for coaching certification. Knowledgeable in the area of assigned coaching. Ability to work harmoniously with other coaches.

**ORGANIZATIONAL RELATIONSHIPS:**

**Report to:** High School Principal

**Terms of Employment:** Minnesota State High School League starting and ending dates for assigned sport. Terms and conditions of employment as negotiated with the Board of Education.

**Evaluation:** Performance will be evaluated annually by the High School Principal.

**Revised:** 2/98  
8/01  
**01/2006**  
**08/2013**

Reviewed and agreed to by: \_\_\_\_\_

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

**Title:** Assistant Coach

**Department/Section:** Athletics

**Title of Immediate Supervisor:** Head Coach

**Job Summary:** To assist the head coach by selection, instruction, training and coordination of all athletes/teams assigned by the head coach.

**Task No. Description**

1. To demonstrate and generate among assigned staff and players an attitude of good sportsmanship and fair play by adhering to the Coaches Code of Ethics and the Minnesota State High School League Code of Sportsmanship.
2. To know and administer the policies, procedures and guidelines set forth in the ISD #118 athletic policy manual and Minnesota State High School League policies for assigned sport.
3. To carry out responsibilities as designated by the head coach.
4. To provide for the health, safety and well being of team members.
5. To adhere to the starting and ending dates for assigned sport.
6. To properly inventory, care for, and maintain uniforms and equipment
7. Perform other assignments and responsibilities as assigned by the supervisor.

**Qualifications:** Knowledgeable in the area of assignment. Ability to work harmoniously with other coaches.

**ORGANIZATIONAL RELATIONSHIPS:**

**Report to:** Head Coach and/or High School Principal

**Terms of Employment:** Minnesota State High School League starting and ending dates for assigned sport. Terms and conditions of employment as negotiated with the Board of Education.

**Evaluation:** Performance will be evaluated annually by the head coach and/or the high school principal.

**Revised:** 12/98, 8/01

**Reviewed and agreed to by:** \_\_\_\_\_

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

**Title:** **Activities Director**

**Department/Section:** District

**Title of Immediate Supervisor:** High School Principal

**Job Summary:**

**Task No. Description**

1. Organizes and administers the overall program of MSHSL activities, both intramural and interscholastic, for the district within the guidelines of the Minnesota State High School League and School Board policy.
2. Coordinate the overall program of extracurricular activities for the district within the guidelines of the school board policy: annual, newspaper, knowledge bowl, Youth In Action (SADD), BPA, FLA/FHA, prom, student council, homecoming/snow daze, drama/3 act play.
3. Provides leadership in the selection, assignment and evaluation of coaches and advisors.
4. Fosters good school-community relations by keeping the community aware of and responsive to the activities program.
5. Assumes responsibility for the organization and scheduling of all interscholastic activity events in consultation with Head Coaches.
6. Hires and schedules officials, all game workers and notifies Cass County Sheriff's Department and/or City of Remer Police Department of all home contests/events.
7. Arranges transportation, lodging and meal for student participants and staff members as required.
8. Develops and places in to operation appropriate rules and regulations governing the conduct of student activities in cooperation with the High School Principal.
9. Supervises cleaning, storage and care of all equipment.
10. Arrange all details of visiting teams' needs, towels, gymnasium services, etc.
11. Makes all necessary arrangements for the use of all playing fields/facilities.
12. Arranges practice schedules for coaches on the fields and in the gymnasium.
13. Keeps records of all senior high school activities, contests, and maintains a record file of all award winners (date and type of award and scholarships.)

14. Type schedules and correspondence as needed.
15. Plans and supervises an annual recognition program for school activities and Athletic Banquet.
16. Does pay sheets for coaches and staff members and turns them into the bookkeeper.
17. Attend conference, regional and state meetings as needed.
18. Monitor academic eligibility of student participants at mid term, quarter, semester and end of school year. Notify parents, coaches and administrators of student eligibility.
19. Coordinator for parent's night with appropriate coaches.
20. Seek candidates for all activity and athletic positions.
21. Assigns and collects year end reports for all activities. Prepares an annual summary report to the Board.
22. Arrange activity/sport pictures as needed to meet deadlines.
23. Prepares and monitor expenditure budgets for all activities. Inform advisors/coaches of budget status monthly.
24. Submit reports for monthly School Board meeting. Attend 50% of School Board meetings.
25. The Activities Director is required to evaluate all head coaches and activity advisors on an annual basis. Head coaches are responsible to evaluate assistant coaches and give those evaluations to the Activity Director. Turn evaluations into high school principal. Evaluations need to be reviewed with the people being evaluated.
26. Applications for activity/coaching positions shall be reviewed by the Activity Director who shall prepare a list of candidates for interview. Interviews will be held by the Activities Director, High School Principal, Board Members and other persons deemed necessary.
27. Performs other necessary and reasonable duties as assigned by the Superintendent or his/her designee.
28. Acts as district liaison between Booster Club and the School District.
29. Instructs coaches on how to post their event scores on the MSHSL web site.

**Qualifications:**

**ORGANIZATIONAL RELATIONSHIPS:**

**Report to:** High School Principal

**Terms of Employment:** Terms and conditions of employment as negotiated with the Board of Education.

**Evaluation:**

Performance will be evaluated annually by the High School Principal. Reviews from advisors and coaches should be included in the evaluation process.

**Created:** 05/20/03

**Revised:** 10/27/03  
04/20/06

Reviewed and agreed to by: \_\_\_\_\_

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