

Northland Community Schools

ISD #118



Extra Curricular Activities Handbook

2021-2022

ISD #118 does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, familial status, religion, creed, gender, marital status, genetic information, or receipt of public assistance in admission, access to, or treatment or employment in its programs and activities.

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ATTACHED:

- 2019-2020 MSHSL Eligibility Brochure
- 2019-2020 Sports Qualifying Physical Examination Clearance Form
- Physician's Approval to Resume Participation in Interscholastic Activities Form
- Emergency Contact Information

**ISD #118 POLICIES FOR PARTICIPATION
IN ATHLETICS AND ALL EXTRA-CURRICULAR ACTIVITIES INCLUDING
NON-MSHSL ACTIVITIES**

Interscholastic/Intramural Athletics:

The Board of Education believes individual students will grow physically and mentally through their experience in self-discipline and their contribution to team effort made possible through competitive inter school and intramural team and individual sports activities.

Participation in interscholastic athletics, as per Minnesota State High School League, shall be limited to students in grades 7-12 with participation of properly supervised teams from grades 7 and 8 also permitted in a limited program within their own grade levels with other schools.

Those teachers having direct responsibility for the conduct of the athletic program of the school are required to conform in all ways to the general education program as established by the Board and administration, including such matters as schedules, financial expenditures, relationships with other schools, and health and safety regulations.

District participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, association, or conferences, or rules for student participation, and of annual sports schedules.

All athletic programs shall operate in accordance with state law M.S. 1978, 126.21 as regards sex discrimination in athletics.

Philosophy of the Extracurricular Program:

The primary purpose of the ISD #118 program of athletics and extra-curricular activities will be to provide students with as wide a variety of non-academic educational opportunities as is economically and practically feasible. The program shall select activities that offer students the greatest possible opportunity to develop their physical and intellectual skills, sportsmanship, fair play, and teamwork.

Purpose:

In general, the purpose of activities offered to students in the middle grades (7th and 8th) will be upon the integration of fundamental skills with the concepts of teamwork and performance, and the development of more sophisticated skills. Every effort will be made to maximize participation for all students in grades 7-8. Sixth grade participation is not universal to all sports. Sixth grade participation will be determined by recommendations to the school board by the activities director on an individual sport/activity basis.

The purpose of activities in the upper grades (9th through 12th) will be upon the development of sophisticated skills in individuals, and especially upon the development of groups and teams that are, through their demonstration of teamwork, fair play, and perseverance, capable

representatives and ambassadors of the school. Participation and performance in competitions may be limited to students with appropriated skill levels, as determined by their supervisors and coaches, but will include at least as many students as can be outfitted with available uniforms (where these may be a limiting factor).

Supervision and Direction:

Each activity in the extracurricular program will be supervised and directed by one or more members of the ISD #118 staff or by an adult designed by the principal or by the Activities Director. All practices, meets, competitions, and meetings will require the presence of at least one adult supervisor. Supervisors (coaches) are required to supervise all of their players until all members of their team(s), are picked up after a home or away event. Supervisors (coaches) may not authorize practices, competitions, or other meetings to take place in their absence or in the absence of adult supervision, and may, as required by the Minnesota State High School League, be restricted to specified dates and periods for holding practices for MSHSL sponsored activities. Participating students will not be permitted to practice or compete when no supervisor is present. In general, where not governed by other regulations established in this policy or by MSHSL regulations (where applicable), the supervisors and directors will have the right and responsibility to establish all rules and regulations for participation, conduct, appearance, attendance at practices, and performance in competitions. Students' participation will be contingent upon their willingness to abide by the regulations set forth by their supervisors. There shall be no force of precedence imposed upon supervisors in establishing these regulations excepting those expressly stated in this policy.

Participation and Performance in Competitions:

All students enrolled in ISD #118 schools who meet eligibility standards set forth by this policy, by the Minnesota State High School League (where applicable), and by the coaches and supervisors of the activity are entitled to participate. Every effort will be made, at the elementary and junior high level, to give each student equal opportunity to participate and play. Students are expected to attend all practices, unless valid reasons are given to the coach in advance. Good attendance at all practices will be a major factor in determining how much a student will play. At the varsity level, the right to participate does not guarantee that the student will be permitted to compete or perform. Determination of which participants will compete shall always be the exclusive right of the directors and supervisors of the activity.

Eligibility:

No student will be excluded from participation in any activity on the basis of race, creed, gender, or ethnic, although performance in competitions sponsored by the Minnesota State High School League may be limited to students of a specified gender. ISD #118 subscribes and adheres to all federal regulations governing equality of opportunity to participate in educational activities.

Eligibility standards will include, but are not necessarily limited to:

1. standards set forth by the MSHSL for all MSHSL sponsored activities (as distributed to students prior to the commencement of practices) -- these standards regulate eligibility

- on the basis of age, academic standing, and compliance with rules concerning use of tobacco, alcohol, and illegal drugs;
2. academic standards as established by the school;
 3. compliance with school regulations concerning physical examinations, parental permission, the payment of activities fees, and the payment of fines assessed for lost or damaged books and materials or other legitimate bills;
 4. compliance with regulations established by the activities directors and supervisors (coaches) regarding behavioral conduct (both associated with the activity and elsewhere in school), attendance at practices, timely registration, cooperativeness, and, where applicable, adherence to the conditions of the MSHSL Sportsmanship Code (see Appendix A); and
 5. appropriate level of physical or technical skill as determined by the activity directors and supervisors consistent with the focus of the activities program.

Academic Eligibility Policy for Grades 7-12:

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.

~~There are two times throughout the quarter that students' grades will be checked. These two monitoring periods are at mid-quarter and end of the quarter. Each grade check has its own eligibility consequence.~~

- ~~A. If a student earns one or more failing grades at the mid-quarter grade check, the student will be ineligible for competition as soon as the student and coach are notified. To become eligible for competition again, the student must present the activities director or principal with a teacher signed grade report proving they are currently passing all of their classes. **Only the Activities Director or Principal may deem a student eligible to compete, not a coach.**~~
- ~~B. If a student earns one or more failing grades (F) at the end of quarters 1, 2, or 3 grading periods, the student will be ineligible for competition starting with the date of the first contest. The ineligibility period will be for at least one game. If a student fails one or~~

~~more classes 4th quarter based on semester grades (final grade), the student will be ineligible for competition for fall activities. The ineligibility period will be for at least one game. The student must present the activities director or principal with a grade report proving that they are passing all of their current classes. If the student is still failing classes, they will remain ineligible for competition until it is proven they are passing all of their classes. The student will still be required to go to practice during their ineligibility. **Only the Activities Director or Principal may deem a student eligible to compete, not a coach.**~~

~~C. Other items to be considered by the Activities Director and Principal for eligibility:~~

- ~~1. Official Report Card~~
- ~~2. Attendance Record~~
- ~~3. Discipline Record~~

School Attendance:

Students must be in attendance all day on the day of competition, contest or practice.

Students must be in attendance at the 8:25 am start time for the beginning of the next school day following the event, contest or game.

Any deviation of this rule must be cleared, in advance by the parent through the coach, Activities Director, or Principal's Office. Excused absences will be accepted. Those students not in compliance will not be eligible to participate in the event following the infraction.

However, if trends develop that reflect poor student attendance before or after games, or if it becomes apparent that student activities are having a detrimental effect on school attendance, players will need to take the following actions to remain eligible:

- 1. Meet with respective coach and Activities Director to develop attendance improvement plan.**
- 2. If attendance concerns persist, a parent meeting with the Activities Director and Principal will be held; consideration will be given to suspending student from respective activity.**

Coaches will utilize student attendance; both activity attendance and school attendance, to determine which students participate in activities and which students do not. **If a coach feels that poor attendance may create a safety issue or may inhibit student academic success, a coach may withhold a student from an activity until school/activity attendance is improved.**

Physical Examination:

The MSHSL requires students in grades 7 through 12, who participate in athletics, to have a physical examination at least once every three years. Standard State of Minnesota examination forms are available at most clinics and should be turned in to the high school office when the examination is completed. Students usually obtain physicals during the summer prior to 7th and

10th grades. The office must have a copy of the physical on file before the student will be permitted to compete.

Although a physical exam is only required every three years by the MSHSL, it is highly recommended by coaches at ISD #118 that all athletes have a physical exam every year.

Parental Permission:

All athletic participants must present a slip signed by a parent or guardian granting them permission to participate in the activity before they will be allowed to compete.

Fees:

ISD #118 assesses a participation fee for all of its MSHSL Activities except band and choir. The fee for each activity for a student who plays varsity or junior varsity is \$50. The participation fee for junior high, 7th & 8th grade level activity is \$35 per activity. The fee for One Act Play and Visual Arts is \$15.

Family max is \$200.

Uniform Deposit is \$100.

Activity fees must be paid prior to practicing or have worked out a payment plan with the Activities Director or Principal.

If a student discontinues his/her participation in an activity during the first two weeks of the activities season, including practice time, then he/she may receive a refund of the activity fee.

The student must notify the coach during the first two weeks that he/she is quitting the activity. No other refunds are possible.

Use of Tobacco, Alcohol, and Controlled Substances:

In keeping with MSHSL regulations student violations will be accumulated, during 7th and 8th grade then again from 9th through 12th grade. Violations accrued prior to the 9th grade will not be considered for students in 9th through 12th grades.

1. First Violation:

- a. MSHSL consequences will apply, which means that the student shall lose eligibility for the next two scheduled interscholastic events or two weeks of scheduled events for each activity in which
- b. The student participates, whichever is greater. This two- week or two-event consequence will carry over into the next season or if the violation occurs in the spring, it will carry over into the next school year.

2. Second Violation:

- a. MSHSL consequences will apply, which means that the student shall lose eligibility for the next six scheduled interscholastic events or six weeks of scheduled events for each activity in which the student participates, whichever is greater. This six week or six event consequence will carry over into the next season or if the violation occurs in the spring, it will carry over into the next school year.
3. Third Violation:
 - a. MSHSL consequences will apply, which means that the student shall lose eligibility for the next twelve scheduled interscholastic events or twelve weeks of scheduled events for each activity in which the student participates, whichever is greater. This twelve week or twelve events consequence will carry over into the next season or if the violation occurs in the spring, it will carry over into the next school year.
 - b. Eligibility may be restored after a minimum of six weeks have elapsed and only when the student presents a certificate signed by the director or a counselor of a chemical dependency treatment center indicating that a treatment program has been satisfactorily completed. Students will enroll in dependency treatment at their own expense.

As required by law, all violations of chemical use will be reported to law enforcement and to the local district Chemical Assessment team for review and evaluation.

Locker Use:

It is the responsibility of the student to ensure that all personal belongings are stored within their sports locker and locked at all times during their absence. Lockers and locks are provided to all students. Personal locks are not allowed.

NON-MSHSL ACTIVITIES

ANISHINAABE QUIZ BOWL
ART CLUB
KNOWLEDGE BOWL
SERVICE LEARNING
STUDENT COUNCIL
STUDENT AIDES

Non-Athletic - Category II Activities:

Teachers, coaches, directors or advisors of MSHSL and non-MSHSL activities may impose consequences such as not allowing students to participate in pep band, tournaments, concerts, performances, etc.

As required by law, all violations of chemical use will be reported to law enforcement and to the local Chemical Assessment team for review and evaluation.

During the investigation of a chemical or any MSHSL or non-MSHSL violation, if the student claims they were not in violation, but at a later date, it is found or facts show that the student was lying, the student will become ineligible for any MSHSL or non-MSHSL activity participation for an additional 9 week period in accordance to MSHSL or non-MSHSL rules.

Northern Lakes Conference Sportsmanship:

The Northern Lakes Conference is a tradition rich conference comprised of seven schools in Northeastern Minnesota: Bigfork, Deer River, Greenway, Hill City, Little Fork/Big Falls, Nashwauk-Keewatin, and Northland Community Schools. The Northern Lakes Conference is committed to developing and practicing good sportsmanship throughout all of their programs.

The Northern Lakes Conference has adopted the following:

- Sportsmanship Creed
 - It is read by the public address announcer prior to every athletic contest and published in the event program.
 - **The creed states:** Sportsmanship and courtesy go hand in hand. Good sportsmanship is strived for in all Northern Lakes Conference events. Good sportsmanship is a responsibility of players, coaches, faculty, cheerleaders, students, adult spectators, officials and the media.

EXPECTATIONS OF STUDENT PARTICIPANTS:

1. Treat opponents with respect - shake hands prior to and after contest.
2. Respect judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
3. Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
4. Shake Hands with officials at the conclusion of the contest.

EXPECTATIONS OF COACHES:

1. Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
2. Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the no. 1 priority.
3. Respect judgment of contest officials, abide by rules of the event and display no behavior that could incite fans.
4. Treat opposing coaches, participants and fans with respect. Shake hands with officials, opposing coach in public.
5. Develop and enforce penalties for participants who do not abide by sportsmanship standards.
6. Shake hands with the officials at the conclusion of the contest.

EXPECTATIONS OF SPIRIT GROUPS:

1. Stimulate desired crowd response using only positive cheers, signs and praise without antagonizing or demeaning opponents.
2. Treat opposing spirit groups and fans with respect.
3. Recognize outstanding performances on either side of the playing field or court.
4. Understand rules and strategies of the contest in order to cheer at proper times.
5. Maintain enthusiasm and composure, serving as a role model.
6. Sportsmanship behavior must be practiced by the group. The school district will not tolerate unacceptable practices such as taunting, or any other type of negative behavior directed at our opponents. Individuals or groups not abiding by good sportsmanship practices will face disciplinary actions.
7. All signs and location of signs must be approved by game management.
8. Respect the efforts of the cheerleaders.
9. Sing the Sportsmanship song along with the cheerleaders:

SPORTSMANSHIP SONG

Come on let's raise our voices loud and strong'
And give a cheer to boost our team along
Let's urge the teams to fight with all their might,
And win a victory in sportsmanship tonight.
For if we win or lose, we'll never fuss
We'll make our Alma Mater proud of us.
So with a loud and lusty hip hurrah
Our friendly foes we'll play.

EXPECTATIONS OF FANS:

1. Realize that a ticket is a privilege to observe a contest and support High School activities not a license to verbally assault others or be generally obnoxious.
2. Respect decisions made by contest officials.
3. Respect other fans, coaches, and participants.
4. Be a FAN....NOT A FANATIC!!!!
5. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.

6. Maintain self control at all times.
7. Parents are asked to maintain control of younger children during an event.

General Rules and Regulations Governing Activities Participation: (including all extracurricular activities)

1. Student serving “suspension” either in-school-suspension or out-of-school-suspension for any reason, will be ineligible to practice or participate in any competition during the period of suspension.
2. Students who are assigned detention may not participate in any practices/games held on the day detention is to be served.
 - a. Students who are assigned detention on a day no practices/games are scheduled will not be allowed to participate in the next practices/games immediately following the assigned detention.
3. Participants, coaches or advisors shall leave all practice areas and dressing rooms in a neat and orderly condition as well as seeing that all doors are locked and all lights turned off that were used during practices and games. The coach or supervisor is responsible for the supervision of participants until the activity has been completed and is the last one to leave the building.
 - a. Coaches or supervisors are also responsible for supervising students while they are in the building waiting for an activity to begin. An area or room should be assigned for students that are waiting for the activity to begin or to load buses for out of town events.
4. **As a rule, for liability purposes, students are to use school transportation to and from school sponsored events and activities. Students are to be released only to their own parents or guardians unless permission was granted by the principal or his designee in advance.**
 - a. **Under no circumstances will a student be permitted to provide his(her) own transportation to or from an event held off the school grounds, nor will a student participant be permitted to ride with another parent or person unless approved by the principal or his designee.**
5. **Students that willfully, without permission from the coach, advisor or superintendent or his designee use transportation other than stated above, shall lose eligibility for the next two interscholastic events or two weeks of scheduled events for each activity in which the student participates, whichever is longer.**
6. Students may, on occasion, be asked to contribute to the cost of food, transportation and lodging. This will be done in accordance with district policy.

Procedure for Administering the Code of Conduct and Eligibility Regulations:

All allegations and complaints relative to a student’s violation of the Code of Conduct, all inquiries, investigations of complaints, disciplinary actions taken, and appeals of disciplinary decision will be handled according to guidelines established by the Minnesota State High School League as outlined in Appendix B.

Student participants will be expected to provide their own clothing for practices, and their own shoes, socks, underclothing, towels, and toiletries for both practices and competitions. They will also provide any accessories to standard uniforms that are not required equipment (e.g., special eyeglasses and special footwear).

Students who require medication or who have sustained unusual injuries will be required to provide their own medications. Under no circumstances will any activity supervisor administer medication of any sort (including aspirin) to a student participant. The school will not be required to provide meals or food allowances for student participants while students are on activities trips. The school does however, have the option of providing food and lodging to those competing above the district level.

Student participants will be expected to keep their practice clothing clean and may be asked to clean uniforms and equipment issued them by the school.

Injuries and Insurance Coverage:

ISD #118 assumes no liability for illness or injury to any student participating in athletics or extracurricular activities not due directly or indirectly to negligence on the part of activities supervisors.

District employees are expected to take reasonable and accepted precautions against injury and to provide for proper maintenance of equipment and facilities. Students who engage in activities such as football, wrestling, basketball, etc., do so with the knowledge that injuries are not uncommon to these sports. Coaches are strongly encouraged to provide students both with understanding of the risks they are taking by participating, and with a vigorous conditioning program to guard against undue risks of injury.

In the event of injuries and illnesses of which coaches are aware, reasonable accommodations will be made for the student so as not to aggravate the condition or prolong the period of recovery. When a student's health precludes his (her) from practicing and performing as expected, (s)he may be asked to provide written recommendations from a physician indicating the nature of permissible and not permissible activities and indicating a time at which full participation can be resumed. Ill and injured students who do not obtain physician's recommendations may, in some circumstances, be withheld from participation.

The health and well being of our students is a paramount concern. Coaches and supervisors will take every reasonable action to secure adequate and immediate assistance in handling injuries that result from students' participation in practice and competition. In the case of injuries that are serious or life-threatening, however, EMT or professional help will be secured immediately without regard for the students' level of insurance coverage or parents' ability to pay.

ISD #118 does not carry any individual student insurance. However individual insurance is made available as an option to each parent/student at their expense. This insurance information is provided to each student and parent at the beginning of the school year.

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.

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.

EMERGENCY INFORMATION

Student Name: _____ Grade: _____

Parent's/Guardian's Name: _____ Cell#: _____

Employed At: _____ Work#: _____

Parent's/Guardian's Name: _____ Cell#: _____

Employed At: _____ Work#: _____

Physical Address: _____ Home#: _____

_____ Fire#: _____

Mailing Address (If different from above):

Township: _____ Email Address: _____

Emergency Contact List

Person(s) authorized to care for student when parent/guardian cannot be reached:

Name: _____ Relationship: _____ Phone#: _____

Physician: _____ Phone#: _____

Dentist: _____ Phone#: _____

We would appreciate knowing if your child has any medical or physical conditions of which we should be aware of. For example: *allergies, heart murmur, diabetes, migraines, epilepsy, asthma, etc.* Please list all such conditions:

Allergic to:

Can attend physical education classes: ___ without any restrictions

___ with some restrictions (please specify):

___ Under no conditions can student participate. It is required a doctor's note be provided to the school.

The following procedures need to be followed if the condition is aggravated:

In case of an emergency and a parent/guardian/designated person cannot be reached, your child will be transported to the nearest medical facility at the discretion of the emergency responders.

Please transport to

List all medications your child is taking on a regular basis whether at home or at school. We need to have a copy of the possible side effects paper which comes from your doctor or pharmacy, the exact dosage and the times your child takes the meds. The more detailed you provide, the better we can administer to your child in case of an emergency.

Medication Name: _____ Dosage: _____ Time Given: _____

Medication Name: _____ Dosage: _____ Time Given: _____

Medication Name: _____ Dosage: _____ Time Given: _____

Please list any other information you feel is important for the School District to know about your child:

Guidelines

Please read the following guidelines to be sure you are providing us with the necessary documentation for the safety of your child and you are following these steps.

A. Prescription Medication

- You must provide the school with a written authorization (Administrating Prescription Medications Form) completed by a licensed physician when requesting medication be administered during the school hours. The office has this form.
- A new Administrating Prescription Medications Form needs to be filled out annually by a licensed physician or when a change in the prescription or requirements for administration occurs.
- Prescription medication must come to school **by the parent** in the **original container appropriately labeled for the student by the pharmacy** and left with the appropriate school personnel. Medications must not be transported on the bus. (Exception – inhalers. Need Letter for Self-Administering Inhalers form completed by a parent. This form is available in the school office.)

B. Non Prescription Medications

- Non prescription medications must come in the original container.
- Parents must submit a written authorization which includes directions for administering and an ending date of administration. This includes aspirin and Tylenol.

Parent/Guardian Signature

Date: _____