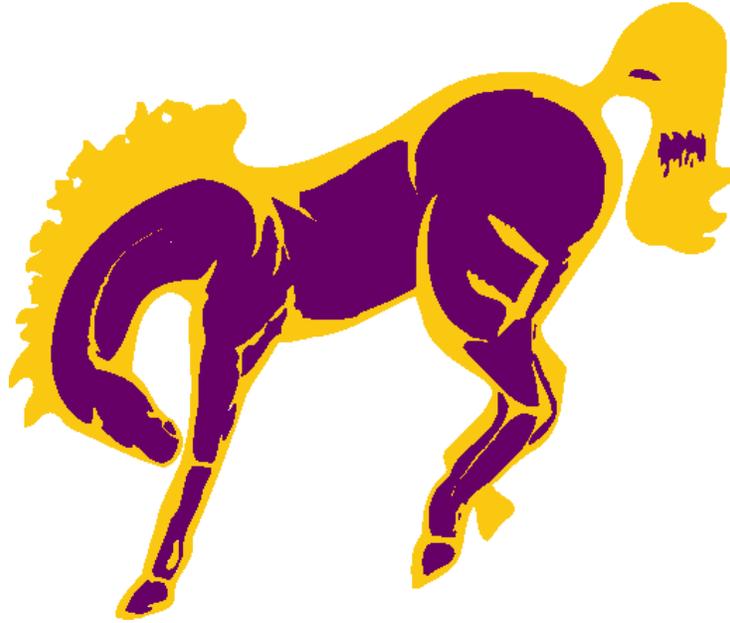


**INDEPENDENT SCHOOL
DISTRICT 361**

INTERNATIONAL FALLS HIGH SCHOOL



**2019 – 2020
BRONCO ACTIVITIES
HANDBOOK**

BRONCO ACTIVITIES HANDBOOK

TABLE OF CONTENTS

I.	THE ADMINISTRATION OF INTERSCHOLASTIC ATHLETES	1-2
	Statement of Philosophy	1
	Objectives	1
	Administrative Organization	1
	Affiliations	2
II.	TITLE IX (ELIMINATION OF SEX DISCRIMINATION IN ACTIVITIES PROGRAMS)	2-5
	Intramural, Club, and Interscholastic Activities	2-4
	Codes of Conduct (including dress codes) and Other Regulations Governing the Students	4
	Honors and Awards	4
	Employment	4-5
III.	STAFF RESPONSIBILITIES	5-13
	Superintendent	5
	High School Principal	5
	Activities Director	5-7
	Requirements for Coaching	7-8
	Coaching Expectations and Responsibilities	8-11
	End of Seasonal Obligations	11
	Coaches Area of Responsibility	11-12
	Evaluations	13
IV.	BUSINESS POLICIES PURSUANT TO ACTIVITIES	13-21
	Annual Equipment Budgets	13
	Purchasing	14
	Medical Policy	14
	Injury Insurance Protection	14
	Transportation of Player Personnel	14-15
	Transportation of Spectators	15
	Use of School Vehicles	15
	Tournament Play	15
	Ticket Information	16
	Awards Programs	16
	The School Letter - Varsity Competition	16-18
	Activity Practices and Games	18-19
	Imprest Funds and Area Association Fund	19
	Cost for Activity Meals and Lodging	19

	Scheduling of Events	19
	Officials Hiring Practice	19
	Behavioral Expectations of Athletes	19
	Suspension Procedure	19–20
	Use of Activity Facilities	20
	Coach’s Annual Report	20
	Coach’s State Tournament Policy with a Team or Individual Athletes Qualifying	20
	School Attendance of Athletes	20–21
	Letter Jacket Policy	21
	Academic Lettering Policy	21
V.	NON-ATHLETIC ACTIVITIES	21–27
	Cheerleaders	21–23
	Band, Pep Band	23–24
	Junior/Senior Prom	24
	Figure Skating	24
	Rules of Rental of School Facilities for Dances by Outside Groups	24–26
	Speech	26–27
	Student Council	27
VI.	MEDIA POLICY	27
	Newspaper	27
	Radio	27
	Television	27
VII.	WEIGHT ROOM AND WHIRLPOOL POLICY	28
VIII.	CHAPERONE DUTIES	28
IX.	SCHOOL POLICY REGARDING STUDENT COMPETITION AT THE NATIONAL LEVEL	29
X.	ACTIVITY FEE SCHEDULE	29–30
XI.	EXTRA-CURRICULAR SALARIES	30
XII.	EXTRA-CURRICULAR AND CO-CURRICULAR ACADEMIC ELIGIBILITY POLICY	30–31
XIII.	DIRECTORY OF ACTIVITIES AND PERSONNEL	31
XIV.	SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY	31–32
	General Statements of Policy	32
	Sexual Harassment/Sexual Violence Defined	32
	Reporting Procedures	32

BRONCO ACTIVITIES HANDBOOK

I. THE ADMINISTRATION OF INTERSCHOLASTIC ATHLETICS

A. *Statement of Philosophy*

The Athletic Department's aim is to provide a well-balanced competitive sports program, to create a wide range of opportunities for all, to aid in the enrichment of the lives of the athletes through sacrifices striving toward maximum effort and performance, and to seek the realization of individual and group achievements of worth accomplished through the athlete's own efforts.

B. *Objectives*

1. To provide the athletes with a program in which they are coached by qualified personnel whenever and wherever possible.
2. To expose athletes to an environment in which their health and welfare are always of primary concern.
3. To develop total fitness through a planned conditioning program for efficient and effective performance.
4. To develop an understanding of the theory of play, a thorough knowledge of the rules of the game, mastery of skills, and mental alertness to enable athletes to perform successfully.
5. To learn to exercise self-control and self-discipline and to accept responsibility regardless of the quality of their performances or that of their opponents, creating good sportsmanship.
6. To demand the total involvement of all aspects of individuals -- physically, intellectually, socially, and emotionally -- in an integrated effort toward reaching the goal.
7. To win -- but with the understanding that the value of winning is dependent upon the many sacrifices and the satisfaction derived by the players in successfully meeting the many challenges which competitive situations offer.

C. *Administrative Organization*

BOARD OF EDUCATION

SUPERINTENDENT

DIRECTOR OF MAINTENANCE

SENIOR HIGH PRINCIPAL

BUILDING CUSTODIANS
(Fall under Director of Maintenance)

OTHER PRINCIPALS AND/OR
ADMINISTRATIVE DESIGNEE

DIRECTOR OF ATHLETICS/ACTIVITIES

ATHLETIC SECRETARY/BOOKKEEPER

ARENA MAINTENANCE AND CUSTODIANS

EQUIPMENT MANAGERS

GROUNDS KEEPER

COACHES 1, 2, 3, 4, ETC.

ASSISTANT COACHES

D. *Affiliations*

1. Minnesota State High School League (MSHSL)
2. Sea Range conference ~ Football only
3. Iron Range Conference
4. Arrowhead Conference

II. TITLE IX – ELIMINATION OF SEX DISCRIMINATION IN ACTIVITIES PROGRAMS

The Federal Government states: "No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

A. *Intramural, Club, and Interscholastic Activities (Subpart D, Section 86.41)*

1. Basic Principles

- a. With two exceptions, athletic programs may not be conducted separately on the basis of sex. These exceptions are:
 - (1) Teams in contact sports; football, basketball, wrestling, boxing, ice hockey, rugby, or other sports whose purpose or major activity involves bodily contact. Note that this definition does not apply to baseball and softball. For other sports, a determination must be made as to whether their purpose or major activity involves bodily contact. If a decision cannot be reached, submit the information to the athletic director and request a decision.
 - (2) Teams in sports where selection is based upon competitive skill.
- b. A recipient is permitted, but not required, to conduct teams in which the above two exceptions apply separately unless operation of teams is necessary for effective accommodation of the interests and abilities of members of both sexes.
- c. Where a recipient operates or sponsors a team in a non-contact sport for members of one sex and operates or sponsors no team in that sport for members of the other sex, members of the excluded sex must be allowed to try out for that team if overall athletic opportunities for members of the excluded sex have previously been limited. The fact that there have been no tennis teams for female students does not automatically mean that they must be allowed to try out for the "male" tennis team. They must be permitted to try out for it, however, if opportunities to participate in competitive athletics generally (not just tennis) have previously been more limited for females than for males.
- d. Persons may not be excluded on the basis of sex from participation in a sports offered at the intramural, club, or interscholastic team level, even though it may be a contact sport or the basis for team selection is competitive skill, if sufficient interest exists among members of the sex that would otherwise be excluded from a separate team and if there are fewer opportunities for members of that sex to participate in athletics at the level of competition in question.
- e. A recipient may operate unitary teams (i.e. teams composed of members of both sexes) for which selection based upon competitive skill only if, in doing so, the interest and abilities of members of both sexes are effectively accommodated. In other words, where a school decides that anyone regardless of sex, may try out for a team, and there is a substantial interest on the part of females in that sport, but very few members of that sex have skill

- sufficient to be selected, the sponsorship of the unitary team would be sufficient to meet the interests and abilities of both sexes.
- f. Teams' (usually intramural) in non-contact sports, for which selection is based on interest rather than skill, may not limit membership to students of one sex.
 - g. Equal opportunity to participate in activities must be provided to members of both sexes. Factors to be considered in assessing equality of opportunity include, but are not limited to:
 - (1) Effective accommodations of the interests and abilities of members of both sexes in sports and levels of competition offered.
 - (2) Equipment and supplies provided.
 - (3) Travel and per diem allowance provisions.
 - (4) Opportunities to receive coaching and academic tutoring.
 - (5) Access to locker rooms, practice, and competitive facilities.
 - (6) Access to medical and training facilities and services.
 - (7) Access to housing and dining facilities and services.
 - (8) Efforts to provide publicity.
 - h. Neither equal aggregate nor equal per capita expenditures for male and female teams are required. However, whether necessary funds are provided may be considered in assessing equality of opportunity for members of one sex. Weighing the items listed under PART II: A. g. is more important in determining equality of opportunity than a detailed analysis of the athletic budget.
 - i. Teams composed primarily or exclusively of members of one sex may not be subject to limitations or regulations (not game rules), particularly with respect to scheduling and supervision, that are different from those to which teams composed exclusively or primarily of members of the other sex are subject. Thus, for example, the criteria for eligibility, including medical examination and scholastic average, may not differ on the basis of sex.
 - j. Students may not be denied coaching, instructions, training, or other supervision (except in locker rooms) by a person of the opposite sex nor, conversely, under the regulations relating to employment, may a person be prevented from coaching, instructing, training, or otherwise supervising students of the opposite sex.
 - k. While the length of a season, including the number of opportunities to compete, may not differ on the basis of sex, a school may schedule competitive events in the same sport different times for girls' and boys' teams. For example, the girls' golf team may compete in the fall while the boys' golf team competes in the spring, or girls' basketball may be scheduled on Friday night and boys' on Saturday morning. Opportunities to compete before an audience, however, should be comparable.
 - l. A recipient is required to provide equal opportunities to members of both sexes in athletics as expeditiously as possible, but may have up to one year to do so for elementary school students (in grade 6 and below) and up to three years to do so for students in grade 7 or above. As with physical education, these are not automatic waiting periods. Such an adjustment period may only be justified by the recipient demonstrating:
 - (1) There are real barriers to achieving immediate parity for students of both sexes. (Lack of a female coach to supervise the locker room for female students is not a justification for a delay.)
 - (2) Steps are being taken, with a specific timetable for their implementation, to overcome the barriers so identified.

Note -- Persons conducting compliance reviews should be mindful of the fact that the focus of the activity section is on equal opportunity and not on equality of expenditures. Clearly, the cost of running a male football team will far exceed the costs of running a female field hockey team due to differences in equipment, numbers of team participants, etc.

The Department has eschewed any standards or administrative enforcement methods which make compliance depend upon financial analyses, detailed reviews of activity budgets, the flow or earmarking of funds and determinations of the equality of fund distribution, per se, between women's and men's activity programs.

B. *Codes of Conduct (Including Dress Codes) and other regulations governing the students (Subpart D, Section 86.31 (b) (4-6).*

1. Basic principles -- A recipient may not, on the basis of sex:
 - a. Subject any person to separate rules of behavior or other treatment.
 - b. Apply different standards for determining compliance with such rules.
 - c. Make out different punishments or penalties for violations.
 - d. Apply different rules of appearance, including different regulations governing length of hair. In addition, regulations prohibiting beards or moustaches, as they basically only apply to males, are prohibited. In reviewing dress codes, apply a rule of reason. While recipients should be encouraged to adopt dress codes that are not gender specific, i.e., "neat," "clean," "appropriate," the regulation should not be followed so strictly so that to apply it specifically would be disruptive to the educational process. Thus a regulation requiring male students to wear either skirts or slacks would not be a violation.

C. *Honors and Awards (Subpart D, Section 86.31 (b) (1-3)*

1. Basic Principle -- An LEA may not:
 - a. Differentiate on the basis of sex in bestowing awards -- for example, award letters to outstanding male athletes and certificates to outstanding female activities.
 - b. Sponsor activities or clubs that limit membership to one sex -- for example, separate letter clubs or honor societies for girls and boys.
 - c. Bestow awards on the basis of sex -- for example, outstanding boys and outstanding girls. It may give awards to outstanding students, some or all of whom may be male or female. For such honors as Homecoming Queen, Mardi Gras King, etc. the overall opportunities for males and females to be selected should be comparable.
 - d. Have different criteria on the basis of sex for selection -- for example, a higher grade point average for members of one sex than for the other for eligibility for membership in an honor society.

D. *Employment (Board of Education, Superintendent, Principals, Activities Director, or any other person employing someone.)*

1. The policy regarding the specific implications of Title IX for school employment (or employment related practice and procedures) will be as follows:
 - a. All recommendations/decisions relating to employment selection, compensation, and/or promotion, are made on the basis of nondiscriminatory criteria as specified by the central administration and apply without regard to sex.
 - b. All recommendations/decisions regarding the assignment and compensation of staff for

- extra-duty functions are made on the basis of nondiscriminatory criteria as specified by the central administration and apply without regard to sex.
- c. All recommendations/decisions regarding leave privileges are made on the basis of nondiscriminatory criteria as specified by the central administration and apply without regard to sex.
 - d. All decisions regarding room assignment, access to and use of facilities and supplementary materials are made on the basis of specific criteria and without regard to sex.

III. STAFF RESPONSIBILITIES

A. *The Superintendent is in charge of the School District with general supervision of the activity department.*

B. *The High School Principal*

1. Assists in planning the program
2. Advises in the allocation of financial and physical resources.
3. Coordinates the activity program within the total co-curricular context of the school.
4. Assists in the evaluation of the activity program.
5. Represents the athletic "family" at faculty functions and favorably influences decisions relative to the activity program.

C. *The Activities Director*

1. Gives overall supervision to boys' and girls' activities.
2. Schedules all athletic events, gymnasiums, swimming pools, athletic fields, and other facilities.
3. Any funds and accounts will be overseen by the Business Office.
4. Schedules transportation for activity events in cooperation with the Transportation Director.
5. Develops and administers the activity budgets.
6. Makes all personnel arrangements for a activity events, including contracts, facilities, transportation, officials, ticket sellers, ticket takers, custodians, police supervisors, timers, scorers, coordination with opponent, etc.
7. Supervises all coaches and employees working with activities.
8. Supervises the care and maintains an inventory of all activity equipment.
9. Interprets and administers all Minnesota State High School League events for activities.
10. Administers all public information for activities.
11. Administers any activities insurance plans.
12. Completes such reports as needed for the activities program.
13. Advises the Administration and Board of Education on activity matters.
14. Advises the Superintendent and Principal on staffing needs.
15. Performs such duties as may be assigned by the High School Principal and Superintendent and to perform such duties as to insure a smoothly functioning activity program.
16. Is responsible for evaluating all new candidates for original appointments and shall be a member of the selection committee which includes: an administrator, coach in the field, coach at large, parent, and school board member. The committee shall recommend a candidate to the Activity Director who shall recommend that candidate to the Principal and Superintendent to bring to the Board of Education.
17. Resolves conflicts that may develop from time to time within the ranks of the activities

- department.
18. Seeks and finds ways for supporting and financing the activity programs.
 19. Receives equipment requests from authorized coaches, evaluates such requests and approves appropriate orders.
 20. Attends all home activity contests and/or arranges for proper supervision of home activity contests by administrative personnel.
 21. Acts as tournament manager for all league and tournament playoff activities that are assigned to the school district.
 22. Sends reminders of upcoming events to schools and officials.
 23. Maintains a permanent file of players, medical examinations, insurance forms, records, parent consent forms, payments, etc.
 24. Maintains permanent records for each sport, such as wins and losses, outstanding records, letter persons, etc.
 25. Maintains a file of all activity suspensions and expulsions from teams in regard to giving each student "due process."
 26. Responsible for determining scholastic eligibility of all candidates for activity teams on a weekly/grading period/semester basis and for certifying their eligibility on the proper state forms. Rule on eligibility questions in cooperation with the Principal. Notify coaches/directors of ineligible students.
 27. Coordinates with the administration attendance at clinics, state tournaments.
 28. Works with the principal, cheerleading advisors and coaches involved in scheduling all activity assemblies and pep rallies.
 29. Coordinates the use of all activity facilities with the respective building principals by groups outside the school.
 30. Responsible for game management at all home inter-scholastic contests and, when admission is charged, is responsible for the safekeeping and deposit of gate receipts.
 31. Arrange for appropriate medical personnel at athletic activities.
 32. Promotes publicity for all interscholastic sports, such as sports brochures, press, and radio for all schools and shall assist the booster club in the organization of the game programs.
 33. Manages activity facilities and controls the use of same by band, football team, track squad, etc. Hires or makes necessary arrangements to provide ushers, parking, security and other services required by the activity operation.
 34. Assumes responsibility for assignment of keys to activity facilities and gymnasium, including physical education facilities.
 35. Represents the school in all activity business at league, conference and state meetings.
 36. Works out a reasonable and equitable program for the utilization of the concession stand.
 37. Responsible for the operation and organization of the press box.
 38. Is the liaison person between the coaches and the activity booster clubs.
 39. Assists the administration in the preparation and the distribution of complimentary passes for the school district.
 40. Maintains an active program that promotes sportsmanship and welcomes the competing teams and guests.
 41. Responsible for the annual review of the athletic policy and staff handbook.
 42. Constantly evaluates the program, always seeking ways of improving interscholastic activities.
 43. Presents recommendations for changes in activity policies to the superintendent. These recommendations shall be acted upon by the Board of Education.

44. Recommend new sports and changes in old ones.
45. Approve half-time performances.
46. Develop an Activity Handbook.
47. Represent the school and activity department in public forums.
48. Handle discipline problems resulting from activity contests in cooperation with the Principal.
49. Orient new coaches and officials.
50. Authorize coach's travel.

D. *Requirements for Coaching*

1. Certification -- The Board of Education believes that each activity coaching assignment normally should be under the supervision of a qualified and duly-appointed certified faculty member. However, there may be situations in which certified and qualified faculty members are not available to supervise/coach the activity. After an effort has been made to secure the services of a qualified and certified faculty member, a qualified non-faculty individual may be employed, and if such an individual is not available, a qualified non-certified individual may be employed.
2. Coaching qualifications - To qualify for employment as a coach, the applicant should adhere to Minnesota State Statutes and the Minnesota State High School League regarding coaching requirements. The school district may employ as a head varsity coach of an interscholastic sport at its secondary school a person who does not have a license as head varsity coach of interscholastic sports and who does not have a bachelor's degree if:
 - a. in the judgment of the school board, the person has the knowledge and experience necessary to coach the sport;
 - b. can verify completion of six quarter credits, or the equivalent, or 60 clock hours of instruction in first aid and the care and prevention of athletic injuries; and
 - c. can verify completion of a coaching methods or theory course.
3. Coaching assignment procedures -- The following regulations will be in force when coaching vacancies arise:
 - a. The Activity Director shall survey the coaching staff in the Spring of each year to determine coaches intentions for the following year.
 - b. At a Board of Education meeting, recommendations for coaching assignments will be made.
 - c. When vacancies develop or new positions are added to the coaching staff, the following actions shall be taken:
 - (1) The Activity Director shall post the position to determine whether or not any present staff members have interest in the position.
 - (2) Once interested candidates are identified, the activity director, in consultation with the principal and head coach (when hiring assistant coaches) shall determine whether or not the interested persons possess the minimum qualifications.
 - (3) The Activity Director shall then notify interested candidates concerning whether or not further consideration will be extended.
 - d. The interview committee shall then recommend the best qualified coaching candidates to the superintendent.
4. Terms of coaching contract -- All coaching assignments shall be for one school year. A supplemental contract shall be executed according to the adopted salary schedule. Subject to requirements of law, the Board of Education has final authority for employing or discontinuing

employment of coaching personnel.

5. Non-faculty (walk-on) Coaches Guidelines

- a. Coaching positions filled with a person that is not a certified faculty member of the Int'l. Falls School District presents some unique problems in the administration of the activity program:
 - (1) Recruiting, selecting, orienting, and supervising non-faculty coaches.
 - (2) Communications between the Activity Director and the coach.
 - (3) Limited school day and interpersonal relationships between the player and the coach.
 - (4) Philosophical difference concerning academics, program goals, bench decorum, and public relations with parents and fans.
 - (5) Time conflicts between the coach's occupation and coaching responsibilities.
 - (6) Filing reports with the activity office and collecting, care and storage of equipment may not be a priority of the non-faculty coach.
- b. Therefore, the non-faculty coach needs to place special emphasis on becoming more familiar with the philosophies, goals and objectives of the department of activities by:
 - (1) Meeting the coaching qualifications required of all coaches.
 - (2) Meeting with the Activity Director prior to the start of the season for indoctrination in the athletic policies and regulations found in the activity handbook. (All non-faculty coaches must attend this meeting prior to the start of their sport season.)
 - (3) Calling the activity office or stopping by on a regular basis.
 - (4) Attending all program staff meetings or holding periodic conferences with the head coach.
 - (5) Following all procedures found in the respective coach's job description.
 - (6) Setting aside time before or after practices to meet individually with team members.
 - (7) Conferring with the activity director during last week of season to discuss the awards banquet, end of season reports, and the collection and storage of equipment.
 - (8) Being loyal to the school, its tradition, and supporting all of the programs by attending as many activity contests as possible.

E. *Coaching Expectations and Responsibilities*

1. Coaches' Professional and Personal Relationships and Expectations -- The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the Int'l. Falls School District objectives for their activity programs. These major performance areas stand out above others.
 - a. Rapport ~ A coach must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.
 - b. Cooperation ~ The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their activity director, principal and other members of their staff.
 - c. Leadership ~ Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition -- all should be exemplary. Dressing appropriately for practice,

- following practice schedules and building positive attitudes are very important.
- d. Discipline ~ Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents -- observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season -- at home and away, and the conduct of the crowd -- especially where the student body is concerned. Desire to do well, to win well, and to lose well should be emphasized. Staff, players and spectators should be motivated toward established goals.
 - e. Improvement ~ A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, coaches meetings, special workshops and clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.
2. Coaching Techniques
- a. Use sound and acceptable teaching practices.
 - b. Run well-organized practice sessions.
 - c. Complete pre-season planning well in advance of starting date.
 - d. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor and parents.
 - e. Construct a well-organized game plan.
 - f. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
 - g. Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.
3. Coach-Player Relationships
- a. To the players on the team ~ The main reason for having activity teams with the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example. The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes, and environments. Players have a right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach. The safety and welfare of players should always be uppermost in the coaches' minds. The coach's primary responsibility is to the individual boy or girl. The activities family must not be ignored, however, since consideration must be given to the family and to their requests.
 - b. To the school district ~ As a coach, you are a frequent topic of conversation at various community locations -- the home, the work place and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under

- scrutiny. Your actions and statements should always reflect confidence and respect for the Int'l. Falls School District. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the activity program and the school district.
- c. To the school ~ A coach owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school. To be effective, a coach must be respected. To be respected, good habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown to you. Private, firm, fair and constant discipline must be maintained. The work of the coach must be an integral part of the educational program of the school. The coach should show mastery of the principles of education and consequent improvement in teaching and coaching. The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.
 - d. To the profession ~ A coach in the Int'l. Falls School District should continue professional growth in both the academic teaching area and the activity coaching area. To best accomplish this, a coach should belong to the various coaching associations open to the profession.
 - e. To fellow coaches ~ The makeup of a coaching staff is basically a quasi-autocratic society. The head coach must always be in command. Despite this position of authority, the wise head coach will encourage independent thought on the part of the staff. An important factor is human relations skills which provide for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach will praise the assistants and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other people not concerned with the program.

The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill the responsibility to the head coach, the boys and girls, and the sport itself.

It is most difficult to be a good assistant coach; however, the success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

- f. To other coaches in your school ~ One must always bear in mind that his/her sport is not the only sport; it is only part of the total activity educational program of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well-being of the total program.

A coach should support and serve fellow coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

- g. To faculty members ~ A coach is responsible for cooperating with every faculty member on the staff. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test on practice time, he/she can be certain that cooperation and help will be returned twofold in efforts by other faculty members to keep the athlete eligible and to get that extra helping hand when the going gets tough.
- h. Physical plant ~ Each coach is responsible for the following:
 - (1) Keeping practice areas and locker rooms in order.
 - (2) Storing equipment neatly and using equipment properly. Pride in the equipment and facilities are of primary importance to all athletes and coaches.
 - (3) Keeping storage areas locked.

F. *End of Seasonal Obligations*

- 1. Policy ~ All coaches in School District 361 must complete certain end of the season responsibilities in order to consider their coaching assignment finalized. Failure to comply may affect future assignments and, in some cases, final coaching stipend payment.
- 2. Annual Sports Report ~ In an attempt to keep the Board of Education informed about the accomplishments and problems of our programs, all varsity, junior varsity and freshman coaches must submit an annual sports report. These reports should be completed within a 15-day period after your season is over. This report will include the following:
 - a. A brief summary of the season and suggestions for improving your program.
 - b. Complete inventory of all equipment and supplies.
 - c. Names of squad members -- indicate letter winners, captains, managers, etc.
 - d. Schedule played with results of games, meets or matches.
 - e. Special honors received by team members.
 - f. New records set for the season, such as individual performance, team scoring, etc.
 - g. Budget request for the next season listing all items in priority order.

G. *Coaches Area of Responsibility*

- 1. Failure to Teach ~ Coaches can be sued for failure to teach fundamentals in their particular sports and protective skills.
 - a. Teach athlete to protect himself.
 - b. Teach proper fundamentals.
 - c. If athlete is praised or encouraged for doing something improperly it will come back to haunt you.
 - d. Negligent entrustment (entrusting authority/activity that is not qualified to carry out that particular authority/activity).
 - (1) Assistant coaches
 - (2) Volunteer coaches
- 2. Failure to Properly Supervise
 - a. If you are not there, you will be liable.
 - b. The more hazardous or the more contact, all the more closely the activity must be supervised. (Senior captain must never supervise any drill.)
 - c. You must be at least immediately accessible to all aspects of practice or activity.
- 3. School Policy ~ Coaches must know school policy in every situation.

- a. If no school policy, go to the Board/Superintendent.
 - b. If you fulfill school policy, you automatically fulfill your duty as a reasonably prudent administrator or coach.
 - c. Know if you have school policy and do not deviate from it.
 - d. Adopt the policy rules of the superior administrative agencies.
4. Equipment ~ Once injury does take place:
 - a. Keep the equipment, label it, get evidence of purchase and sequester it.
 - b. If on film, study film and keep it.
 - c. Get witnesses immediately.
5. Reasons for Coach and Administrator Liability
 - a. Failure to supervise an activity.
 - b. Negligently entrusting a duty to an under-qualified individual.
 - c. Failing to teach proper skills.
 - d. Failing to teach protective skills.
 - e. Failing to provide and maintain a safe coaching and playing environment.
 - f. Failing to inspect, repair, and recondition equipment properly.
 - g. Failing to teach athletes to inspect their own equipment.
 - h. Failing to provide proper effective equipment.
 - i. Failing to create and set policies and procedures.
 - j. Failing to follow and enforce policies and procedures.
 - k. Failing to adopt safety standards of pertinent administrative organization.
 - l. Failing to match or equate athletes.
 - m. Failing to properly administer first-aid.
 - n. Failure to warn of inherent dangers of the activity
 - o. Failing to assess an injury or incapacity in an athlete.
 - p. Failing to keep adequate and accurate records.
6. Duties of a Coach
 - a. Provide safe environments.
 - b. Properly plan an activity.
 - c. Evaluate their athletes or students for injury.
 - d. Match or equate athletes.
 - e. Provide or maintain proper effective equipment.
 - f. Warn of inherent risks of a sport.
 - g. Supervise closely.
 - h. Know and use emergency procedures and first-aid.
 - i. Keep adequate records.
 - j. Know, document, post and adhere to school policies.
7. Professional meetings
 - a. Board Policy ~ During the course of the year, the Board of Education, Superintendent, Principal or Activities Director may call a meeting of a professional nature.
 - b. Meetings of the coaching staff may be called by the Activities Director when he feels there is a need for a meeting. Should any member of the coaching staff feel that there is something important enough for a meeting, s/he should discuss it with the Activities Director.
 - c. All head coaches are required to attend the State Association-Sponsored Rules Interpretation Meetings and are expected to attend either conference or district meetings where business concerning their sport will be discussed.

H. *Evaluations*

1. There is much more to coaching on the interscholastic level than winning. A successful coach needs a broad spectrum of competencies that are, in most situations, not taken into account whenever s/he is evaluated. "Not everyone fits the model of the successful coach and the successful coach is not always the one who wins the game."
2. There is much to be understood if one is to be a capable coach. Coaches need to understand growth and development patterns, strength development, stress factors, fatigue levels, psychological readiness, maturation rates, learning curves, modern training techniques and proper sequential development of various skills. This list should be much longer, but the important factor to remember is that it takes knowledge and command of many competencies to be a coach.
3. Without goals and objectives in the program and competencies desired in personnel identified, it is impossible to assess whether goals are being met, or personnel possess the desired competencies.
4. To implement a broad comprehensive evaluation of the coaching staff in your school, it will be necessary to incorporate a multi-step process. It should include: 1) a thorough job description, 2) a plan for self-evaluation by the coach, 3) a method for in-season assessment, 4) procedures for evaluation, 5) comprehensive written end-of-season evaluation, and 6) a statement on coach's rebuttal.

IV. BUSINESS POLICIES PURSUANT TO ACTIVITIES

A. *Annual Equipment Budgets*

1. Equipment budget requests for each sport are to be written by the coaches at the conclusion of their respective seasons, giving all the specific data for ordering. The following items will be purchased by the school:
 - a. Game uniforms
 - b. Game warm-ups (used only for games, meets, and matches)
 - c. Any protective equipment not listed below.
2. The following practice equipment is required to be purchased by the athlete. The following are examples:
 - a. Baseball caps
 - b. Baseball gloves
 - c. Footwear for games, meets, and matches
 - d. Golf clubs
 - e. Golf gloves
 - f. Hockey skates
 - g. Hockey sticks
 - h. Practice jerseys
 - i. Practice socks
 - j. Practice uniforms or suits
 - k. Supporters
 - l. Sweat suits
 - m. Game socks
3. The coach and Activities Director will go over each item as to the need and cost.

4. No coach shall order equipment! This should be done through the Activities Office.

B. Purchasing

1. The Superintendent and Activities Director then review each budget. If the price is satisfactory, then a purchase is made.
2. The method of selection followed in purchasing is to be set up by the Superintendent with the Activities Director.

C. Medical Policy

1. Policy of Minnesota State High School League.
 - a. Any student who intends to participate in High School interscholastic activities and cheerleading activities must have on file in the school, a record of a physical examination performed by a physician within the previous three years.
 - b. A Health Questionnaire will be provided by the Minnesota State High School League and shall be completed annually. The Health Questionnaire will include:
 - (1) A statement by the parent or guardian that the student has no known existing physical condition which would preclude participation, and
 - (2) The signature of the parent or guardian which approves participation in athletic or cheerleading activities.
 - c. After major surgery or serious illness or injury, the attending physician must certify in writing, the student's readiness for participation.
2. Generally, if a student has a doctor's excuse from participation in physical education, it also means the student can't take part in athletics. Special cases may be reviewed by the Principal and/or Activity Director.

D. Injury Insurance Protection

1. The Policy of the Minnesota State High School league provides assistance to students injured in Minnesota State High School League activity programs.
2. Students who do not have adequate insurance protection may purchase various plans, (details may be obtained in the Activity Office).

E. Transportation of Player Personnel

1. All athletes will be transported by school buses, vans, or cars.
 - a. All athletes are to travel to the destination and home with the team except in emergency cases. If the athlete is not traveling home with the team, he/she is to bring a written permit from parent or guardian and present it to the Activities Director and coach for approval before trip departure.
 - b. In some cases, the parents will request permission from the coach to take their child home or to some other destination at the site of the contest. This request should be pre-approved.
 - c. If a situation ever arises in which a private car is used to transport athletes, the school and private car owner should be sure s/he understands the public-utility and public-liability laws of the state.
 - d. At no time will athletes travel by private cars driven by students.
 - e. When cheerleaders attend contests, they will travel with the team if there is room. If room is not available on the team bus, cheerleaders will not attend.

- f. Occasionally, a request will be received to allow a student to be transported to some other destination after a game with someone other than his/her own parents. In this case, the parent should consult with the Principal, Activity director, or administrative designee prior to departure to review the case and a decision will be made on an individual basis.
- g. Other transportation arrangements may be made for cheerleaders when teams are involved in tournament play.

2. Master Transportation Schedule

- a. A transportation schedule is drawn up by the Activities Director, along with the coaches and transportation director, with regards to uses of school buses, vans or cars.
- b. This schedule gives date, sport, time leaving, destination, and time of event.

F. *Transportation of Spectators*

- 1. Policy of Board of Education is that only school personnel shall be transported by school-owned vehicles.
 - a. Exceptions to the above rule (with AD approval)
 - (1) During the chaperoning of school functions, a wife or husband may accompany the one chaperoning.
 - (2) Wives/husbands may travel with their husband/wife on certain occasions.
 - (3) Persons attending an activity rules meeting to become qualified officials may travel with the coaches attending their respective sport's rules meeting.
 - (4) The school policy regarding members of the media riding player buses to out-of-town games, meets, etc. is as follows:
 - (a) Use of player bus for rides would be an occasional or emergency situation rather than a normal or every-games situation.
 - (b) Permission would be granted by the Activities Director as far in advance of the trip as possible if (1) the coach gives permission, and (2) if there is room. The decision of the Activities Director is final.
 - (c) Members of the media are not to request permission from the coach or bus driver.
 - (d) Members of the media are not to bring friends.
 - (e) The ride may be cancelled on short notice.
 - (f) The school will not provide meals.
 - (g) The reporter is not to report conversations or happenings on the bus or interfere in any way.
 - (h) Media are encouraged to serve as statisticians when possible.

G. *Use of School Vehicles*

- 1. No coach shall schedule the use of school vehicles.
- 2. The Activities Director schedules the use through the Director of Transportation.
- 3. Movies on the bus must be approved by the coach. Movies must be PG-13 or under with coach's discretion.

H. *Tournament Play*

- 1. Is the responsibility of Minnesota State High School League, Region or Sub-Region.
- 2. Is the responsibility of participating schools.

I. *Ticket Information*

1. Admission charges are determined by the Board of Education. Complimentary tickets are available at the discretion of the Activities Director.
2. Gate receipts are counted and deposited in the District Funds.
3. Monies received from the sale of tickets must be balanced against ticket numbers. Any long or short amounts are to be noted.

J. *Awards Programs are to be determined by individual activities*

K. *The school Letter – Varsity Competition*

1. Criteria for lettering in athletics are listed below. Along with these criteria athletes must have completed the sports season as members of their respective squads and have recommendations from their coaches.
 - a. BASEBALL: The athlete must play in at least one-third of the total innings played during the regular season or 50% of regular season games. Pitchers are exempt from the above because some don't play in every game. In these cases, it becomes a coach's decision.
 - b. BASKETBALL (BOYS AND GIRLS): The athlete must play in at least $\frac{1}{4}$ of the total halves played during the regular season. (Exceptions may be made if a team wins its' conference, section or qualifies for State competition.)
 - c. CLAY TARGET LEAGUE (BOYS AND GIRLS):
 - (1) Athlete must average 20 or more points per round in competition play at season end
 - (2) Athlete must have a valid score for every week of competition
 - (3) Lettering will be left to the discretion of the coach
 - d. CROSS-COUNTRY: Letters will be given to the top nine (9) runners on both teams. (If they make the Section Team, sometimes it ends up being ten (10) depending on how tight it is.)
 - e. FOOTBALL: The athlete must have played in at least twelve quarters of all games played during the regular season.
 - f. GOLF:
 - (1) The athlete must qualify through local weekly competition and participate in at least $\frac{3}{4}$ of the total matches played during the regular season.
 - (2) The athlete qualifies to play in the regional golf match.
 - g. HOCKEY (BOYS AND GIRLS): The Athlete must have played in at least $\frac{1}{3}$ of the total periods played during the regular season.
 - h. SOFTBALL: Play in at least $\frac{1}{3}$ the total innings played during regular season. Pitchers are exempt and they become a coach's decision.

i. SWIMMING/DIVE (BOYS AND GIRLS):

BOYS:

- (1) Score 100 points or more in a season
- (2) Be a senior athlete and have shown improvement throughout the season
- (3) Swim only ~ Place top 18 (or swim equivalent time) at Section 6A Preliminary Finals
- (4) Diving only ~ Place in the top 8 at Section 6A Finals

GIRLS:

- (1) Score 70 points or more in a season
- (2) Finish in the Top 18 at Section 7A Finals
- (3) A senior swimmer who has participated fully throughout the season and shown Improvement

j. TRACK (BOYS):

- (1) The athlete must score one or more points in the IRC meet or qualify for the Region 7 meet.
- (2) The athlete must average at least two points per meet for all varsity meets completed during the season. (In both 1 & 2, relay points will be divided among all relay team members.)
- (3) Any senior who has completed three consecutive seasons shall be awarded a letter, subject to the coach's approval.
- (4) The athlete meets one of the standards listed below in a varsity track meet:

100	11.7	110 H.H.	17
200	24.2	Shot Put	45'
400	54.0	Discus	130'
800	2:10	Pole Vault	11'
1600	4:50	High Jump	5'8"
3200	10:40	Long Jump	19'
I.M.	44.5	Triple Jump	38'

k. TRACK (GIRLS):

- (1) The athlete must score one or more points in the IRC meet or qualify for the Region 7 meet.
- (2) The athlete has averaged at least two points per meet for all varsity meets completed during the season. (In both 2 & 3, relay points will be given to all relay team members.)
- (3) Any senior who has completed three consecutive seasons shall be awarded a letter, subject to the coach's approval.
- (4) The athlete who meets one of the standards listed below in a varsity track meet:

100	13.5	300 Hurdles	54.0
200	27.5	Shot Put	32'
400	64.0	Discuss	100'
800	2:35	High Jump	4'8"
1600	5:50	Long Jump	15'
3200	13:00	Triple Jump	28'
100 Hurdles	17.4	Pole Vault	8'

I. VOLLEYBALL:

- (1) The athlete must play in at least ½ of the total matches played during the regular season.
- (2) Or discretion of coach with the final decision to be made by the coach.

m. STUDENT MANAGERS AND STATISTICIANS: The coach's decision determines letter winners.

2. Coaches may decide to award letters to athletes under the following circumstances:
 - a. An athlete is injured during the season.
 - b. An athlete has faithfully participated in the sport for two or more years, one year being the senior year.
 - c. An entire team qualifies for the state tournament. An example would be a spare goalie who did not qualify under the hockey criteria.
 - d. An athlete may be short a few quarters, innings, periods, or points, but as been a valuable member of the squad.

L. *Activity Practices and Games*

1. There shall be no activity practices scheduled on Sunday or on any other legal holiday observed by the School District – unless approved by Principal or Activities Director.
2. There shall be no athletic practices or games scheduled after 7:00 p.m. on Wednesday, (Family night) during the period of time school is in session.
3. There shall be no school sponsored events held between 6:00 p.m. and 8:00 p.m. on the day that an election is held.
4. Games, meets, or contests are not to be scheduled on Precinct Caucus Day.
5. The guidelines of the Minnesota State High School League should be followed in starting practice sessions.
6. Practice sessions should be pre-planned with the head coach supervising assistant coaches in this area.
7. Practice sessions should not be unreasonable in their duration.
8. Coaches should make use of every possible practice opportunity and not call off practices without due cause. A few examples are listed.
 - a. Example #1 – During boys' home track meets, girls' track practice should be conducted in available areas and facilities.
 - b. Example #2 – On boys' track trips out-of-town where a full squad is not involved and does not require all coaches, arrangements should be made to conduct practices for those athletes remaining home.
9. All head and assistant coaches are expected to begin their coaching duties on the official date established by the Minnesota State High School League for the opening of practice and to coach until the close of their season. Any exception should be approved by the Activities Director.
10. All coaches, head and assistants, should be coaching high school students and middle school students participating on a high school varsity/B team.
11. Coaches should report to practice sessions promptly.
12. Coaches should be in charge of supervision of player personnel while under their jurisdiction. This includes locker room supervision before and after games and practices, during bus trips,

and overnight trips involving athletes staying in motels or hotels. Coaches are responsible for locking and unlocking locker rooms.

13. Coaches should not drink or smoke in the presence of athletes under their supervision.

M. *Imprest Funds and Area Association Funds* ~ Monies must be 100% receipted and all expenditures made by way of check and voucher through the Imprest Fund.

N. *Cost for Activity Meals and Lodging*

1. No provision for athletes' meals and lodging is made except when reimbursed for State competition.
2. Events requiring overnight lodging should not be scheduled; however, special arrangements should be made if it becomes necessary.
3. Activity teams contemplating eating meals enroute to an event should incorporate the time needed into their departure and game site arrival times. Eating a team meal in town prior to departure is not allowed. If a coach feels there are special circumstances making this necessary, permission must be received from the High School Principal.

O. *Scheduling of Events*

1. All contests are scheduled and contracted by the Activities Director. If a coach schedules a contest, it must be with the approval of the Activities Director.
2. Minnesota State High School League Rules, regulations and sanctioning must be taken into consideration.

P. *Officials Hiring Practices*

1. All officials are contracted by the Activities Director.
2. Officials must meet the Minnesota State High School League requirements, and if they don't the Activities Director should get the right to use the ones from the Minnesota State High School League.
3. Fees paid officials are arranged by the Iron Range Officials Association with the approval of the Iron Range Conference Executive Committee.

Q. *Behavioral Expectations of Athletes*

1. Minnesota State High School League Eligibility Information Bulletin will be followed.
2. Individual coach's expectations
3. LOCKER ROOMS: Cell phones, cameras, PDA's with camera capability and similar devices are not permitted to be used in the locker rooms or bathrooms of ISD 361 at any time. Use of such items in the locker room or bathroom will result in disciplinary action.
4. TOILET PAPERING – Any student/athlete caught or involved in toilet papering property will be suspended as follows: 1st offense=1 week/1 game (greater amount); 2nd offense=3 weeks/3 games (greater amount); 3rd or more=determined by school administration. (Total papering penalty will be accumulative throughout the student's school career.)

R. *Suspension Procedure*

1. Minnesota State High School League suspension rules will be followed:
2. Coach and Activities Director will notify offender, giving them a chance to explain his/her

situation.

3. Practice while ineligible:
 - a. The Minnesota State High School League rule applies only to competition against another team in a game or meet. The question of whether to allow an athlete to practice when ineligible is one of local determination.
 - b. School Policy is that the athlete is required to practice with the team during suspension in order to return for competition in that sport.
 - c. A student serving a penalty for a Category I violation may participate in another Category I activity. Participation must commence with opening date of practice to the season's completion to satisfy any penalty previously imposed.

S. *Use of Activity Facilities*

1. Policy of Board of Education:
 - a. Any school activity has first rights to the facilities.
 - b. Recreation activities are free of charge and second choice after school activities.
 - c. Fees are set by the Board of Education
 - (1) Arena
 - (a) College
 - (b) Individual groups or organizations
 - (2) High School and Falls Elementary gyms.
 - (3) High School Pool
 - (4) Track
 - (5) Football Field
 - (6) Weight Room
 - (7) Baseball and Softball Fields

T. *Coach's Annual Report*

1. Each head coach is to prepare a written report at the conclusion of his/her season, and schedule a meeting with the Activities Director to review the report. The report should summarize the season from the Coach's perspective, and include any recommendations to improve his/her activity.

U. *Coach's State Tournament Policy with a Team or Individual Athletes Qualifying*

1. Only varsity coaches will travel with the team with school time off. Their expenses, plus the team or individual athletes' will be the allotment allowed by the MSHSL, or a plan established by the Superintendent, Principal, and Activities Director.
2. Junior Varsity or any other coach paid by the school district may be allowed time off from school and/or any other expenses to attend the state tournament if he/she has specific assigned responsibilities approved by the Superintendent, Principal, and Activities Director.
3. If a "B" coach is the only other person working with the varsity coach, he/she will serve as the assistant coach.
4. Verification of all expenses must be turned into the Activities Department!!
5. Staff Development Funds may be applied for by coaches to attend clinics.

V. *School Attendance of Athletes*

1. Students are required to be in attendance at school for at least ½ day to be eligible on the day

they will participate in an interscholastic game or practice.

2. If a student has an excused absence for Friday and there is competition on Saturday, it then becomes the coach's decision whether the student should participate or not.
3. Allowing students to "sleep in" for a couple of hours the morning after an out-of-town game will NOT be permitted. The exception to this would be tournament play where we are required to participate in two or three out-of-town games in a given week. Another exception would be returning from a long distance (Example: Fergus Falls). Head coaches should check with the Activities Director, who in turn will notify the administration on the day preceding the contest if this becomes necessary. Student athletes who fail to comply with this regulation will be rendered ineligible for the next out-of-town game.
4. There will be no excuses granted to athletes to leave school on game day unless there is administrative approval.
5. Athletes who are excused early from school to play out-of-town games, meets, etc., are not to leave the school grounds without permission.

W. *Letter Jacket Policy* ~ Students who letter in either a boys' sport or girls' sport are entitled to purchase the same letter jacket.

X. *Academic Lettering Policy*

1. Eligibility

- a. Students will be eligible to apply for the letter after completion of Grade 9. Spring (fourth quarter) and the first three quarters of the following school year will be used to determine point totals.
- b. Application forms will be available in the office and must be filled out by students.
- c. A total of 300 points are needed to earn an academic letter.

2. Point Criteria

- a. A cumulative grade point average of 3 or higher is necessary. Those making the principal's list will get 200 points, the "A" honor roll is worth 150 points, and the "B" honor roll is worth 100 points.
- b. Points for attendance are as follows: Zero absences equals 50 points, three or fewer absences equals 25 points. If a student is never tardy, he or she will get another 25 points.
- c. Students will get 50 points for no disciplinary referrals. If a student has any disciplinary referrals, no points will be awarded.
- d. Students will get 50 points for membership in school or community groups with a maximum of 150 points allowed. Students must be active in these groups; their involvement will be verified with a letter from a representative of the group.
- e. Points will be cumulative for the school year but do not carry over. Points must be verified by school officials.
- f. Students will be eligible to purchase a letter jacket. Besides getting a letter, students will also receive a Greek symbol patch that represents academics.

V. NON ATHLETIC ACTIVITIES

A. *Cheerleaders*

1. Cheerleader Squad Composition
 - a. Each of the following "A" squad sports will have "A" squad cheerleaders:
 - (1) Football
 - (2) Boys Basketball
 - (3) Boys Hockey
 - b. Squads will consist of the following maximum numbers including the mascot:
Football=9 maximum **Basketball**=9 maximum **Hockey**=8 maximum
 - c. The "A" and "B" squads will consist of students in grades 9, 10, 11, 12.
2. Cheerleader Practice and Game Policies
 - a. Practice days and times will be set by the advisors.
 - b. Football cheerleader practice starts three weeks before the first game or scrimmage. Fall sports participants are not required to attend winter sport practice until their season is complete.
 - c. Practice may be cancelled by the advisor only.
 - d. If a cheerleader misses the last practice before a game, s/he will not cheer at the next game.
 - e. The captain is responsible to relay all messages to other cheerleaders in the event practice is changed, times are changed, etc.
 - f. Cheerleaders will wear their official uniforms to school the day of a game or other "Bronco" gear as specified by their advisor.
 - g. The Minnesota State High School League Rules govern the participant's use of alcohol, drugs, and tobacco.
 - h. Any cheerleader caught skipping school will not cheer at the next event and may be removed from the squad.
 - i. Any foul or abusive language or unsportsmanlike actions during a game will result in not cheering at the next game.
3. Cheerleader Advisor Procedures
 - a. Responsibilities for tryouts:
 - (1) All squads will try out in the spring.
 - (2) Three practices should be set up for students trying out-
 - (3) Have a demonstration (usually a graduating senior from the squad) to teach the candidates the jumps and cheers
 - (4) Obtain judges if possible (out-of-town college cheerleaders or previous advisors or cheerleaders).
 - (5) Have judging sheets run off.
 - (6) Each Category is a score 1 to 5, 1 being the worst and 5 being the best.

8 count – Execution of Motion	Cheer- Execution of Motion	Chant Execution of Motion	Jump 1 – Execution of Motion
8 Count – Rhythms	Cheer- Rhythms	Chant Rhythms	Jump 1 – Height
8 Count – Memory	Cheer – Difficulty	Chant Voice	Jump 2 – Execution of Motion
8 Count – Spirit	Cheer – Voice	Chant Spirit	Jump 2 – Height
Appearance	Cheer - Spirit	Chant- Memory	Interview

- b. Practice, game, and other responsibilities
 - (1) After cheerleaders are chosen, have squads elect captains.
 - (2) Make sure each cheerleader has filled out the necessary forms and paid his/her fee to the Activities Office.
 - (3) Hand out and collect uniforms.
 - (4) Advisor or approved representative is required to be at all practices on school property.
 - (5) During Winter Sports Week all squads will cheer at all home games.
 - (6) If an advisor from one group cannot make it to a practice, the other advisor may take his/her group.
 - (7) Cheerleaders must be in uniform for the whole game and stay for the duration of the game.
 - (8) The advisor must schedule a conference with the Activities Director to review their season.
 - (9) Any payments required out of the Area Association Fund must be approved by the cheerleading advisors and an administrator of the school.
 - 4. School policy on tournaments for cheerleaders
 - a. Squads for Football, Boys Basketball and Boys Hockey will go to all tournament games in their respective sports and do not pay for bus fare or tickets.
 - b. Cheerleaders are not allowed to "sleep in" the morning after a game. If a cheerleader is not at school the day following a game, the cheerleader will not cheer at the next event.
 - c. When a band bus is provided for tournament games, cheerleaders go with them.
 - 5. School policy on out-of-town games:
 - a. Cheerleaders should be ready to go when picked up at departure site.
 - b. Cheerleaders must ride home with their advisor unless the Principal's office has received a written note from a parent prior to trip departure.
 - c. They cannot go to sites of games on their own and wear their uniforms.
 - d. The School Board requires cheerleaders to travel on the team bus if space is available.
 - e. After the game, all cheerleaders will be returned to the school. Rides home will have to be arranged from there.
 - 6. School policy under which cheerleaders may represent International Falls High School at certain out-of-town games.
 - a. Present policy allows the cheerleaders to go with the team they represent anytime there is room on the bus, excluding overnight games.
 - 7. Cheerleader lettering policy
 - a. The cheerleader must cheer in at least 90% of the practices and games.
 - b. Habitual tardiness in both practices and games will be viewed as an absence.
 - c. All lettering criteria are at the discretion of the advisor.
 - d. Dismissal from a squad is at the discretion of the advisor in consultation with administration.
- B. Band and Pep Band**
- 1. Concert band (grades 9–12) lettering: To letter in concert band, a student must earn a superior rating at the Section/State level of competition in a solo event or in an ensemble.
 - 2. Pep Band (grades 7–12) will play for an equal number of games for each sport: football,

volleyball, boys and girls basketball, boys and girls hockey. The total number of regular season games shall not exceed 18, unless agreed upon by the band director and administration.

3. All students in the junior high and senior high bands are members of the pep band. Students not signed up for band during the school day will be accepted in the pep band upon the consent of the director.
4. The pep band will travel out of town for tournament games as decided upon by the band director and administration.
5. Weather may be a factor in canceling a performance.
6. The pep band will play for pep fests during the school day.
7. Depending on the number of participants for a particular game, the pep band will play pre-game music, "The Star-Spangled Banner", and provide music at half-time and/or between periods.
8. The pep band will play for a maximum of two events in the same week.
9. The pep band will be supervised by the band director or a person approved by administration.
10. Pep Band lettering: a student will letter in pep band after participating in at least 50% of all scheduled events. Students will be given credit towards lettering for playing "The Star-Spangled Banner" for an unscheduled game.

C. Junior-Senior Prom

1. Date and times of the prom.
 - a. Prom date is scheduled each year, dates may vary.
 - b. The Grand March will be at Falls High School.
 - c. Prom may be held at a local business site.
2. Financing the Prom
 - a. Tickets are sold to cover any costs not covered by the fund raiser.
 - b. Tickets are sold in advance in the high school ticket booth.
 - c. Admission is charged for the Grand March (fundraiser).
3. The following committees are formed:
 - a. Decoration of the site
 - (1) Decorating of the site is started prior to the dance and involves the advisors and members of the prom committee.
 - (2) Theme and decoration plans are formulated by the advisors and prom committee members in January and February and orders are sent by the middle of March.
 - b. Tickets
 - (1) The prom committee is responsible for collecting monies for Grand March Admission.
4. Grand March
 - a. The grand march is directed by the prom committee.
5. Chaperones at the prom are adults coordinated by the prom committee and approved by administration. A chaperone list will be provided to administration for approval prior to the event.

D. Figure Skating

1. Policies and procedures are under the direction of the recreation department.

E. Rules for Rental of School Facilities for Dances by Outside Groups

1. All school activities take precedent over non-school activities.

2. Recreation or quasi-school groups take precedent over non-student groups.
3. All youth groups take precedent over commercial or other groups.
4. Dances which are open to the teenage public, at which tickets are sold, must have a City Permit (this includes a paid police officer.) School sponsored dances, those limited strictly to School District #361 students and their dates, such as Prom and Snowball, do not need a City Permit. It is suggested, however, that all dances purchase a City Permit.
5. All dances should be cleared through the High School Principal, Activity Director, and the person in charge of the building where the dance is scheduled.
6. Fees for custodial services for dances:
 - a. If a dance is being sponsored by a student group or a student support group as a service to students without the intention of making a profit, the group will not be charged for using the cafeteria. Any profits made from the dance will be paid to the unreserved general fund. Any loss will be borne by the sponsoring group.
 - b. If the dance is sponsored by a group as a fund raiser, the group will pay the rate of \$75.
 - c. For any dance scheduled on a Saturday sponsored by a group as a fund raiser, that group will pay an hourly rate. The exception to this would be the Prom and Snowball.
7. Dates will be scheduled on a first come first serve basis; however, one group will not be allowed to dominate all dates unless there is no demand from other groups. Dates should be booked no more than three months in advance.
8. Dates may be cancelled with proper notification if the date conflicts with school activities.
9. The sponsoring organization is responsible for any damage.
10. Students should not be allowed to re-enter once they have left the dance.
11. Smoking, drinking, or using controlled substances are not allowed on school property. Students who have been using drugs or alcohol are not to be admitted to the dance. Students found using during the dance should be turned over to the police officer on duty.
12. Misbehavior should not be tolerated.
13. Dances should not be scheduled more frequently than every two weeks unless there are unusual circumstances.
14. Organizations which do a poor job of control or management may not be allowed to rent the facilities again in the future.
15. All public funds must be handled according to School District Policy and State Law.
16. All dances must be well chaperoned:
 - a. The sponsoring organization supplies at least two or more ticket takers and at least six chaperones for girls' and boys' toilets, front hallways, back door, and inside the dance. All chaperones should change jobs and circulate for best effect.
 - b. Chaperones should arrive at least 15 minutes before the doors are to open.
 - c. Chaperones must monitor the bathrooms on a regular basis watching for smoking and drinking.
 - d. At the end of the dance, allow students to leave only by the southwest exit.
 - e. Chaperones are asked to police pop cans on the dance floor, on the outside grounds, and close any open lockers in the hallways.
 - f. At least one chaperone couple should stay until all students have vacated the school premises.
17. All monies received by school or quasi-school sponsors must be deposited with the Activity Director's secretary before any monies are dispersed. Monies dispersed are to be dispersed by voucher according to School Board policy from the Area Association account.

18. Custodian's services will be paid for by check made payable to: School District #361 and given to the accounts Receivable bookkeeper after the custodian's wages have been determined by her. These funds will be dispersed by voucher from the Area Association account.

F. Speech

1. Expectations and responsibilities for students participating in Speech.
 - a. Practices (meetings)
 - (1) Practice (meeting) times will be set by the coach or advisor.
 - (2) Students are to be on time for each practice (meeting) and are expected to be able to stay for the entire practice (meeting).
 - (3) During practice (meetings), students are to be respectful of the coach/advisor and team members. When critiquing a team member, it must be done in a positive and productive manner
 - (4) If a student misses or knows they will be gone for a practice (meeting), they must notify the coach/advisor. Failure to do this could result in an unexcused absence.
 - (5) Participation in a meeting cannot be made up; however, the student needs to make arrangements with coach/advisor about making up practice time.
 - (6) If a student needs to leave a practice (meeting) early, they need to discuss this with the coach/advisor prior to the practice (meeting) **NOT** during the practice (meeting) or as they get up to leave. Failure to do this could result in that practice (meeting) attendance not being counted.
 - b. Commitment to a Speech Meets and Tournaments
 - (1) The coach/advisor will have the final decision on each student's selection and the cutting of the selection. This is to meet the Community Standard requirement from the MSHSL. Profanity is **NOT** allowed in the selection.
 - (2) Students will receive a schedule of the Speech Meets and Tournaments. These start in January and end in April. Students are **expected** to participate in **ALL** scheduled meets. It is the student's responsibility to give this information to their parents or guardians so they are also aware of these dates and can plan accordingly.
 - (3) Proper attire will be required at **ALL** times! **EVERYONE** will remain in their competition clothes for the awards (competition clothes are business attire, in some cases casual business attire). Students do not travel in competition clothes, so that they wear to and from each meet should be appropriate to be in public.
 - (4) Students must compete in 80% of Speech meets to compete in subsections or sections. The coach/advisor may waiver this with extenuating circumstances; however, the student must meet the coach/advisor if a waiver is needed.
 - (5) Prior to a student competing in subsections they need to make sure they do not have a conflict with the date of sections and state. If a student advances, they are expected to compete.
 - (6) While traveling to and from a Speech meet and while competing, students are expected to be a good representation of Falls High School.
2. Awards
 - a. If any award program is held, it will be held after the last competition.
 - b. Varsity lettering policy is as follows:
 - (1) Comply with the Rules and Guidelines as outlined by ISD 361 and MN State High School League
 - (2) Must be a student in good standing with ISD 361
 - (3) Full attendance at 80% of practices (meetings)
 - (4) Compete in 80% of Speech meets (if a student is registered for a meet and the meet is canceled

- by the coach/advisor or the host school, that meet will count toward the 80% requirement).
- c. Compete in subsections or sections
- d. Maintain a positive attitude, be a good role model to others and be a good representative of Falls High School.
- e. The coach/advisor may waive part of these requirements if prior arrangements are made and/or due to extenuating circumstances. However, it is the student's responsibility to meet with the coach/advisor if a waiver is needed.

G. Student Council

VI. MEDIA POLICY

- A. *The media is an important part of the School District's informational and public relations program and every effort is to be made to cooperate with the media agencies.*
1. Newspaper policies:
 - a. All print media personnel are to be admitted to all school public events without admission if they are covering the event.
 - b. School officials should cooperate with the media to make statistics and appropriate materials available for articles being written.
 2. Radio
 - a. All local radio stations must have permission to broadcast any school activity live or by delayed broadcast. The broadcast rights are the exclusive property of the School District and can be used only as specified.
 - b. All stations receiving permission to broadcast school events must, at their own expense, provide for their own equipment, phone hookups, and special facilities. Special installations must be approved by the School District.
 - c. Broadcasts by out of town radio stations are allowed if they request permission and if space is available. All equipment, phone hookups and special arrangements are to be made at the radio stations own expense.
 3. Television
 - a. The School District reserves all rights to the complete televising of all school events and may be done only upon written request of the station televising.
 - b. The partial televising of school events is encouraged if done at the expense of the television station.
 - c. The School Board reserves the right to charge for the televising of any school activity.
 - d. The television station shall be responsible for all expenses connected with the producing and televising of the event.
 - e. Recorded school events may be used for delayed broadcast on cable television with permission from the School District.
 - f. If adequate space is not available for those agencies who wish to televise an event, the person in charge of the event shall make the decisions as to who shall have the opportunity to televise the event.
 - g. The School District will cooperate with the Minnesota State High School League in the broadcasting of their events and will comply with their policies.

VII. WEIGHT ROOM AND WHIRLPOOL POLICY

- A. The weight room and the whirlpool must be supervised at all times.
- B. Never is a teacher/coach who is supervising to leave those areas without a qualified person in charge.
- C. Never leave the weight room without being sure it is locked.
- D. A student may supervise if under the direct supervision of a qualified adult.
- E. Do not make arrangements for other persons to use these facilities; an example might be a college student or a friend.
- F. Do not open the weight room unless you intend to stay in the room and supervise.
- G. Do not assign any students to the use of the weight room or the whirlpool unless you have knowledge that they will be properly supervised.

VIII. CHAPERONE DUTIES

- A. The bus driver has the final responsibility to determine safe conditions of a trip.
- B. The chaperone is charged with responsibility to assure student safety and behavior.
- C. The chaperone should use the following guidelines to implement a safe and timely trip:
 - 1. Before bus loading, have a written roster of all adults and students. Upon each loading, the student attendance must be checked.
 - 2. At each bus loading, personally greet each rider and assess whether any drugs/alcohol have been used. Do not allow any student to board the bus at International Falls if you determine that they have been using drugs or alcohol.
 - 3. Immediately after loading, outline the rules of ridership, courtesy, noise, school reputation, use of drugs, tobacco, or alcohol.
 - 4. Never hesitate to stop the bus and assign seats, discipline students, or in fact, turn the bus around and abort the trip for serious bus-wide breach of behavior.
 - 5. Outline what stops you intend to make for meals and bathroom; then do your best to follow the plan.
 - 6. Upon loading the bus for return trip home, it is required that you wait a reasonable length of time (approximately 30 minutes) for all students to board. Notify the local law enforcement of any students who are left in a visiting town. Also, notify parents, if possible, upon returning to International Falls.
- D. The bus clean-up should be expedited by the chaperone asking all students to clean their seats and area before student discharge at each bus stop and at destination points.
- E. Any unusual circumstances or behavioral problem should be written up and given immediately to the respective building principal.
- F. The chaperone and bus driver should inspect the bus interior to determine any unusual wear to seats, windows, paint, etc., upon final student discharge.
- G. No student can be released from the bus trip without written permission from his/her parent; any release should have been approved prior to the trip by the student's principal/Athletic Director. Any written permission must be validated.
- H. Chaperones/teachers should be aware that a trip is only to its intended destination.

IX. SCHOOL POLICY REGARDING STUDENT COMPETITION AT THE NATIONAL LEVEL

- A. National competition is not authorized for students in curricular or extra-curricular activities except when a national contest is held in Minnesota or within a radius of 350 miles from International Falls.
- B. Students may attend national competition other than that stipulated in item #1 only if they are accompanied by their parents, with the parents taking all responsibility and expenses are paid by the student and/or parent. Under no circumstances will staff members be released unless at their own expense.
- C. All principals and instructors who may be working with students who potentially may qualify for national competition should notify those students prior to the start of the competition that they will be unable to participate in national competition with school support, sponsorship, or sanction.

X. ACTIVITY FEE SCHEDULE

ATHLETICS	VARSAITY, "B"
Boys' & Girls' Hockey	\$ 87.50
Boys' & Girls' Basketball	\$ 87.50
Football	\$ 87.50
Boys' & Girls' Swimming	\$ 75.00
Boys' & Girls' Cross Country	\$ 75.00
Boys' & Girls' Track	\$ 75.00
Boys' & Girls' Golf	\$ 50.00
Volleyball	\$ 75.00
Baseball	\$ 75.00
Softball	\$ 75.00
Trap Club	\$ 75.00 (payable to FHS Trap Club)
Wrestling	\$ 75.00 (payable to Mustang Wrestling)
Managers for above sports	no cost
NON ATHLETICS	
Cheerleaders	\$ 37.50
Speech/NFL	\$ 37.50
Knowledge Bowl - Grades 11 & 12	\$ 37.50
Math Team	\$ 37.50
Knowledge Bowl - Grades 7-10	\$ 25.00

Maximum fee paid by any one family with more than one child in extra-curricular activities is limited to \$275.00.

Fees must be paid prior to the first official contest. Fees are to be paid to the Athletic/Activities Director's Secretary.

- REFUNDS: Refunds will be made for the following reasons:
- (1) Injury or illness – must be substantiated by physician's statement.
 - (2) moving out of the district
 - (3) Cut from the squad by the Coaches.

Full refund will be made up until the time of the first contest or public appearance. After the first contest, refunds of 50% will be made up until the mid-season for each activity. No refunds made after an activity has passed the mid-season point.

Refunds will NOT be made to those who quit or are dismissed from a squad for discipline or rules violations.

XI. EXTRA-CURRICULAR SALARIES

Salaries for extra-curricular duties, performed by contract employees, will be paid according to the contract reached with employees.

XII. EXTRA-CURRICULAR AND CO-CURRICULAR ACADEMIC ELIGIBILITY POLICY

Students will be certified eligible to represent Falls High School in Minnesota State High School League activities, all club and extra- and co-curricular activities, Grades 7 - 12, according to Article I, Section 10, of the Minnesota State High School League rules and the following criteria:

- A. To be scholastically eligible, a student must: be passing all classes at Falls High School.
- B. Scholastic eligibility can be regained by following steps C through M below:
- C. If a student is ruled ineligible because of a failing grade, he/she may become eligible in two games or two weeks, whichever is greater, after the date that grades become official. It is the student's responsibility to show evidence of satisfactory (passing) work in the class(es) he/she failed the previous quarter to the activities director. If that class or classes are not taken during the next quarter, the student may become eligible by presenting evidence of satisfactory (passing) work in all classes in the second week of the quarter. A student who failed the previous quarter will remain on academic probation until mid-quarter. If that student has any failing grades at mid-quarter, he/she will become ineligible for the remainder of that quarter.
- D. A student who drops a course with a grade of F will be ineligible for two weeks or two contests (whichever is greater), with a minimum ineligibility of two weeks. A student shall have one week at the beginning of any course to drop that course with no penalty. A student may also drop a course within one week after the start of any semester with no penalty. A student who drops a course after the one-week period will receive a grade of F in the course and will be ineligible from the date the course is officially dropped for two weeks or two contests whichever is greater, with a minimum ineligibility of two weeks.
- E. A student who is ruled ineligible for one quarter may practice but not play, with the approval of the principal, the coach, and the activities director.
- F. Students who are assigned to SPED classes shall be eligible as long as they are making satisfactory progress towards their IEP goals.
- G. Students with disabilities (special education programs or 504 programs) may have modified rules for eligibility as determined by the coach, principal, case manager, and parent.
- H. Official school records constitute the basis for determining scholastic eligibility.
- I. Work done during summer school or other district approved activities, for the purpose of removing scholastic deficiencies, may be used in determining eligibility in athletics/activities. All deficiencies must be successfully removed prior to being certified for eligibility.
- J. Medical excuses and other emergencies will be considered on an individual basis.
- K. College courses taken for high school credit are covered by academic rules of School District #361. Any student who receives a failing grade or a no-credit for a college course taken for high school credit will be declared ineligible on the date Falls High School grades become official, with a minimum ineligibility of two weeks or two games whichever is greater.
- L. In an elective course, if at any time the teacher, student, and parent unanimously agree that the dropping of a course is desirable, there will be no eligibility penalty.
- M. A student may appeal his/her ineligibility status. The appeal will be heard by a panel of the principal, the Activities Director, and one non-involved teacher. The panel will hear from the student, the teacher involved, parents and other interested parties, and give its decision within one week. The student will remain eligible until the appeal is decided. If the appeal is denied, a five week ineligible period begins on the day the student

is informed of the panel's decision.

- N. All students enrolled in approved on-line learning programs and students who are home schooled will be required to follow the same guidelines and deadlines as students enrolled at Falls High School.

LEGAL REFERENCE:

Minnesota State High School League Rules, Article I, Section 10 (EDU 701) Revised:

XIII. DIRECTORY OF ACTIVITIES AND PERSONNEL

A. *Administration*

1. Superintendent, Kevin Grover
2. High School Principal, Tim Everson
3. Director of Activities, Bill Mason
4. High School Counselor, Thane Grewatz
5. Director of Maintenance, Tom Holt
6. Director of Transportation, Tom Holt

XIV. SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

A. *General Statements of Policy:*

1. Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000, et. seq. and Minnesota Statute sub-section 363.01-.14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.
2. It is the policy of Independent School District No. 361 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence.
3. It shall be a violation of this policy for any student or employee through conduct or communication of sexual nature as defined by this policy.
4. It shall be a violation of this policy for any student or employee of School District No. 361 to be sexually violent to a student or employee.
5. The School District will act to investigate all complaints, either formal or informal, verbal or written, or sexual harassment of sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

B. *Sexual Harassment/Sexual Violence Defined*

1. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - (a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - (b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - (c) That conduct or communication has the purpose or effect of substantially or unreasonably

interfering with an individual's employment or education, or creating an intimidating hostile or offensive employment or education environment.

2. Any sexual harassment as defined when perpetrated on any student or employee will be treated as sexual harassment under this policy.
3. Sexual harassment may include but is not limited to:
 - a. verbal harassment or abuse;
 - b. subtle pressure for sexual activity;
 - c. inappropriate patting or pinching;
 - d. intentional brushing against a student's or an employee's body;
 - e. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
 - f. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
 - g. any sexually motivated unwelcome touching; or
 - h. sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

C. Reporting Procedures

1. Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate School District official as designated by this policy.
2. 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.

INDEPENDENT SCHOOL DISTRICT NO. 361

International Falls Public Schools does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, religion, disability, receipt of public assistance, marital status or age.